

Ralph's E-Script #93103

YELLOW

PARTICIPANT REGISTRATION FOR THE NEW TERM BEGINS ON SEPTEMBER 1, 2016

There is no pre-registration! This means that the first day you can register for the new term is September 1, 2016 or after.

1. All of your members who are currently enrolled in the **Ralphs Community Contribution Program** will remain active until August 31, 2016.
2. Participants will be required to register or re-register for the new term at www.ralphs.com or by using the scan-bar letter at the register starting September 1, 2016.
3. There are two ways to enroll:
 - a. Online registration (see instructions below)
 - b. Scan-Bar letter
4. If you received a scan-bar letter, please respond to this email and one will be mailed to you.
5. Even if your participants registered as recently as June, July or August 2016, they will be required to register again, on or after September 1, 2016.
6. Your organization does NOT need to re-register, only your participants.
7. This notice does not apply to participants of the Food 4 Less/Foods Co Community Rewards program.

****WEBSITE REGISTRATION INSTRUCTIONS****

IF YOU HAVE NOT REGISTERED YOUR REWARDS CARD ONLINE

1. Log in to www.ralphs.com
2. Click on "Create an Account"
3. Follow the 5 easy steps to create an online account
4. You will be instructed to go to your email inbox to confirm your account
5. After you confirm your online account by clicking on the link in your email, return to www.ralphs.com and click on "my account" (you may have to sign in again first).
6. View all your information and edit as necessary
7. Link your card to your organization by clicking on:
 - a. Community Rewards
 - b. Edit my community contribution and follow the instructions
 - c. Remember to click on the circle to the left of your organizations' name

IF YOU ARE ALREADY AN ONLINE CUSTOMER

1. Log in to www.ralphs.com
2. Click Sign In
3. Enter your email address and password
4. Click on "MY Account" (In the top right hand corner)
5. Click on Account Settings
6. View all your information and edit as necessary
7. Link your card to your organization by clicking on:
 - a. Community Rewards
 - b. Edit my community contribution and follow the instructions
 - c. Remember to click on the circle to the left of your organizations' name