



Community Contributions Sign-up Instructions

These are the procedures to enroll your Ralphs *rewards* Card on Ralph's secure website. **Please enroll on-line today, so we don't miss out on donations to our school.** It's free and you will not get spammed or receive junk mail.

If you don't have a Rewards Card, fill out an application at Ralphs and get your card activated then and there. Next, go on-line to www.ralphs.com, set up an account, and then choose Westwood WISE to receive your grocery \$ donations. Westwood gets a percentage of whatever qualifying amount you spend at Ralphs. You don't spend an extra cent. Just remember to swipe your Rewards card or use your registered phone number EVERY TIME you shop at Ralphs.

Follow these directions after activating your Rewards Card at Ralphs.

- 1) Log in to www.ralphs.com. Make sure you have your new Rewards card in front of you – it should look like the picture on the right. Though it comes in many accenting colors, they all say “rewards.” Follow the directions above if you do not have this card.
- 2) Click on [Sign In/Register](#)
- 3) Click on **New Customer? Sign up today!**
- 4) Under Preferred Store, type in your zip code and click on ‘find’ (This is an important step.)
 - a. Mark the box next to the store you primarily shop at - it really doesn't matter which one.
- 5) Create your Ralphs account by entering this information:
 - a. Your email address
 - b. Create a password for your Ralphs account (at least 6 characters and 1 number)
 - c. Confirm your new Ralphs password
- 6) Subscribe or unsubscribe to email by leaving the check marks or removing them - **Click Confirm**
- 7) Check the box on the bottom left to agree to Terms and Conditions - **Click on ‘Confirm’**
- 8) Ralphs will send a confirmation of your registration to your e-mail address. In that e-mail, you will receive a link to their site. Click on that link in order to activate your account. Unless you do this, you will not be able to perform the next steps. If you cannot click on the link, copy it and paste it into the web address box.
- 9) In the Ralphs email, below the phrase **‘Your Ralphs.com account has been activated’**, click on the blue link that says “Click here” to login to your account. Go ahead and log in to your new Ralph's account, using your email address and the Ralphs password that you just created above. You will come to the main account screen.
- 10) Click on **Edit Community Contribution Program Information** on the right of the screen.
- 11) Enter the card number as shown on your Ralphs rewards card - **Click on ‘Save Changes’**
- 12) Review and make any changes to your information – then **click on ‘Save Changes.’** Be sure to enter your phone number if you use that in place of your card when you pay at Ralphs.
- 13) Type in **W.I.S.E.** or **Westwood** or key in Westwood's# - **80592** - and click ‘Search’
 - a. In the ‘Select Your Organization Section’, click the bubble to the left of – **Westwood W.I.S.E.**
 - b. Click on **‘Save Changes’**
- 14) Your organization selection will appear on the right side of your main account page. Your online rewards card account registration AND your Community Contribution's registration are now completed. Check the bottom of your Ralphs receipt to confirm that you see this message – **“At your request, Ralph's is donating to Westwood WISE.”**

