

RALPHS PROGRAM INSTRUCTIONS

(It is recommended that you print these instructions before attempting to registering.)

To participate in the program you need a Ralphs Rewards Card. If you don't have one, you can get it the next time you visit your Ralphs market.

IF YOU HAVE NOT REGISTERED YOUR REWARDS CARD ONLINE

(These procedures apply to anyone who has not yet entered their e-mail address and assigned a password on the Ralphs.com website.)

1. Go to <http://www.Ralphs.com> and in the upper right corner of the page click on "Create an account". Enter your e-mail address and confirm your e-mail address; create a password and confirm your password; click "save and continue" to go to the next page.
2. Enter your zip code and click "find stores". Then scroll through the store choices and select the Ralphs store where you usually shop. Click "save and continue" to go to the next page.
3. On this page you will click on either "I don't have a Ralphs rewards Card" --OR- "Yes, I have a Ralphs rewards Card" depending on which choice fits you. If you select the latter, you will enter your Ralphs card number - OR- alternate ID (your telephone number), plus name and zip to identify that you are the right person. Click "save and continue" to go to the next page.
4. On this page you can decide if you want to receive Ralphs promotion information such as coupons, weekly sales circulars, etc. Then click "save and continue" to go to the next page.
5. On this page you will review and Confirm Your Ralphs.com Account Information. Then read the terms and conditions and if you agree, check that you agree and click on the "complete registration" box at the bottom of the page. On the next page you will see a message to check your e-mail inbox and follow the instructions to complete the activation process. You will be asked to confirm for Ralphs.com account by clicking on the link provided in the message.
6. Click on the link in your e-mail message "Click here" to login to your account. Enter your e-mail address and password to access your Ralphs Account. (If your session has expired you will be directed to the sign-in page. Click on "My Account" and enter your e-mail address and password to proceed.
7. Scroll down and click on the "Community Rewards" heading and then click on "Edit Community Contribution Program Information".
8. Enter the NPO number, "92942" for OCCGS, and click the "save changes" box.
9. Next, in the "Select Your Organization" section, click the button next to the organization name.
10. To save your selection click on "save changes".
11. To verify you are enrolled correctly, you will see your organization's name under the "Community Rewards" heading on the account page.
12. You have now completed your online registration. Click on "Logout" in the upper right area of the page.

IF YOU HAVE ALREADY REGISTERED YOUR REWARDS CARD ONLINE

(This means you have previously entered your e-mail address and assigned yourself a password on the Ralphs.com website.)

1. Go to <http://www.Ralphs.com> and click on "Sign In" in the upper right corner of the page.
2. Enter your e-mail Address and password
3. Click on "My Account" in the upper right area of the page.
4. Review all your information and edit as necessary.
5. To designate your community organization, click on the "Community Rewards" heading and then click on "Edit Community Contribution Program Information".
6. In the "Find Your Organization" section enter the NPO number, "92942" for your organization's name (Orange County California Genealogical Society) and click "search".
7. Next, in the "Select Your Organization" section, click the button next to the organization name.
8. To save your selection click on "save changes".
9. Review all information in your account. You will now see all the changes you made and your account is updated.
10. Click on "Logout" in the upper right area of the page.

Don't forget to print these instructions before attempting to register for this program.

Thank you for participating in this program to help raise funds for OCCGS.