



### IF YOU HAVE NOT REGISTERED YOUR REWARDS CARD ONLINE

1. Log in to [www.ralphs.com](http://www.ralphs.com)
2. Click on 'Create Account'
3. Follow the easy steps to create an online account
4. Go to your email inbox to View your Account
5. After you confirm your online account by clicking on the link in your email, it will return to [www.ralphs.com](http://www.ralphs.com) and you are in your Account.
6. Scroll to the bottom of your Account
7. Link your card to your organization by clicking on:
  - a. Community Rewards – Enroll
  - b. View all your information and edit as necessary then "Save"
  - c. Type your NPO number: **AT577** or Name of your Organization: **Trabuco Hills Instrumental Music Boosters, then press "Search"**
  - d. Remember to click on the circle to the left of our organizations' name
  - e. Click on Enroll to finish your enrollment process

### IF YOU HAVE ALREADY REGISTERED YOUR REWARDS CARD ON-LINE

*This means that you have already entered your email address and assigned yourself a password*

1. Log in to [www.ralphs.com](http://www.ralphs.com)
2. Click Sign In
3. Enter your email address and password
4. Click on "Welcome Valued Customer" (In the top right-hand corner)
5. Click on "My Account"
6. View all your information and edit as necessary
7. Scroll to bottom of your Account
8. Link your card to your organization by clicking on:
  - a. Community Rewards – edit
  - b. Type your NPO number: **AT577** or Name of your Organization: **Trabuco Hills Instrumental Music Boosters, then press "Search"**
  - c. Remember to click on the circle to the left of your organizations' name
  - d. Click on Enroll to finish your enrollment process