

## **RALPHS REWARDS CARD ONLINE ESCRIP REGISTRATION**

Ralph's EScrip enrollment starts September 1<sup>st</sup> every year, and you must re-register annually. Please enroll to support Samohi Bands. Only the supporters can enroll themselves. The following steps are provided to guide you through the Online Ralphs Reward card registration and Community Contribution Enrollment process.

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

**NOTE: Since Ralph's website is now secured, these procedures will apply to everyone who has not entered their email address and assigned a password.**

1. Log in to [www.ralphps.com](http://www.ralphps.com)
2. Click on 'Create an Account'.
3. Follow the 5 steps to create a new Account. You'll be asked to enter your email address, create a password, enter your zip code, click on favorite store, select email communication, agreeing to the terms and conditions.
4. Confirm the information.
5. You will then get a message to check your email inbox and click on the link within the body of the email.
6. Click Sign In and enter your email address and password.
7. Click on 'sign in'. If nothing happens, wait a couple hours and try again.
8. Scroll to the bottom of the page, click on 'Community Contribution' under 'Services'.
9. Select 'enroll' at bottom of the 'Community Contribution' page.
10. Enter or Update your information and click 'save'.
11. You have now completed your Online Rewards card registration. Continue with the 'Community Contribution Program' section below.

### **IF YOU HAVE ALREADY REGISTERED YOUR RALPHS REWARDS CARD ONLINE**

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

1. Log in to [www.ralphps.com](http://www.ralphps.com)
2. Click Sign In.
3. Enter your email address and password.
4. Click on 'sign in'.
5. Scroll to the bottom of the page, click on 'Community Contribution' under 'Services'.
6. Select 'enroll' at bottom of the 'Community Contribution' page, you will be presented with the 'Community Contribution Program' page.

#### **Community Contribution Program – Select your organization**

1. **Find your Organization:** Enter **84456** and click search, and **SANTA MONICA BAND PARENTS ASSOC** and information will show up at Step two.
2. **Select Your Organization:** click 'SANTA MONICA BAND PARENTS ASSOC under Organization Name.
3. **Save Your Selection:** Click 'Save Changes'.

You are back to 'My Ralphs' page. Check the 'Community Rewards Information' section to verify you are enrolled correctly. Click on 'Logout' at the top of the page if you are done.