Spark Good Local Grants – Payment Setup Guide

Congratulations! Your Spark Good Local Grant has been recommended for approval. The next step is to set up your organization's banking information to receive electronic payment through JP Morgan. There are two ways to setup payment:
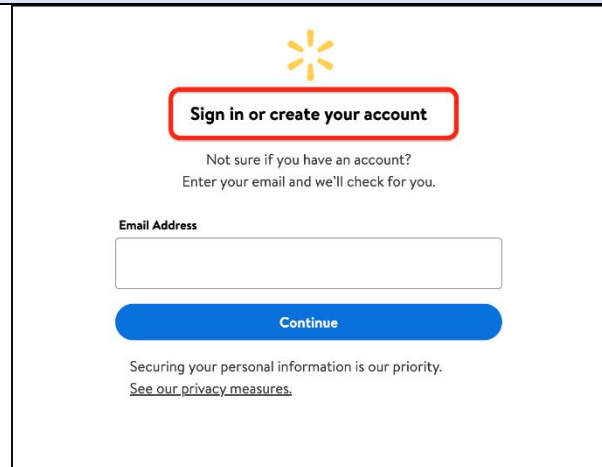
1. From the email you received (easiest way)
2. By navigating through Walmart.com/nonprofits

__NOTE__: Only the Primary User will be able to complete the below steps. If you are a secondary user, please reach out to the primary user to complete payment set up.

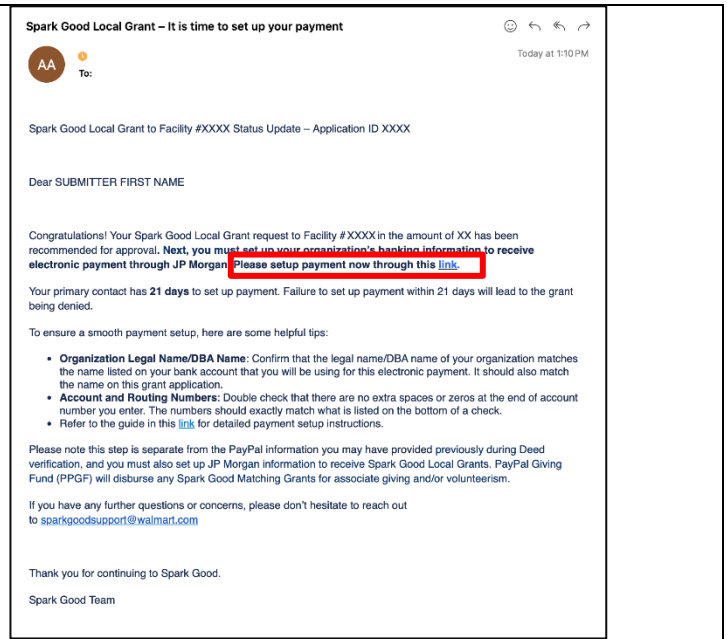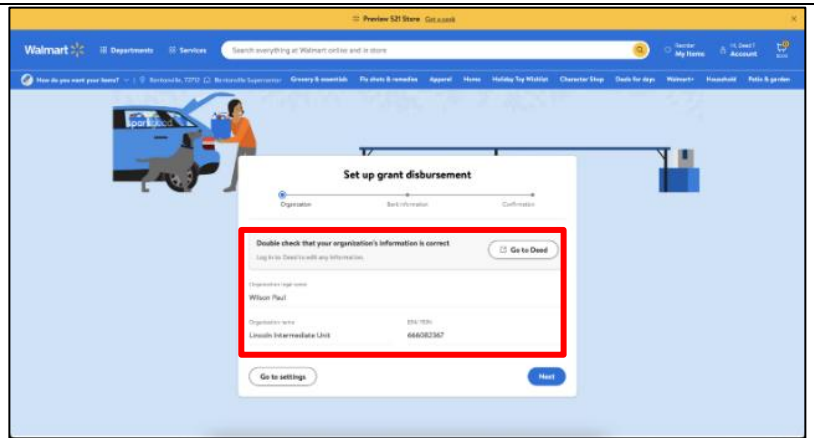| 1) Complete payment set up from the email you received (EASIEST)	
STEP 1: Sign into your Spark Good Account on www.walmart.com/nonprofits *** *If you click on the link in the email and are not logged in to www.walmart.com yet, you will be prompted to login. You will then be routed to www.walmart.com/nonprofits. Once you're logged in, please click on the link in the email again.*	**Sign in or create your account** Not sure if you have an account? Enter your email and we'll check for you. **Email Address** Continue Securing your personal information is our priority. See our privacy measures.

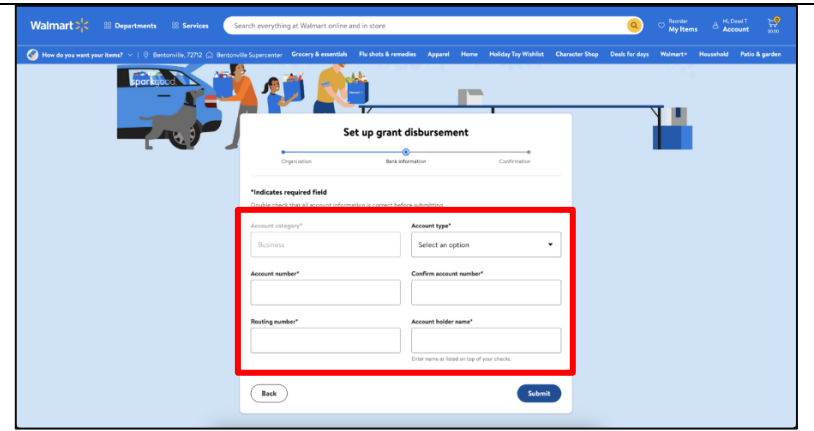|	
STEP 2: Click on the email link	
STEP 3: Confirm Organization Information • Legal name or DBA name matches this application and the name on your bank account. • Make sure the correct EIN/Tax ID is showing up.	
STEP 4: Enter your Account and Routing numbers. *These numbers must match your organization's bank account.*	

STEP 5: If your account is validated successfully, you will see this message. *If there are any issues with your account, you will see a detailed description of the issue and ways to resolve.*	
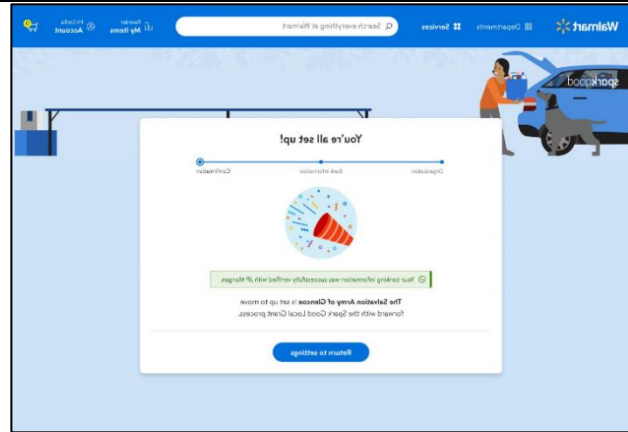
Helpful Tips: Check what your user role is – Only primary users can set up payment details.
To see what role and associated permissions you and others have, follow the steps below.

- Go to Deed (admin.joindeed.org) > Settings > Users
    - Review current users to see if you have an Admin/Primary User
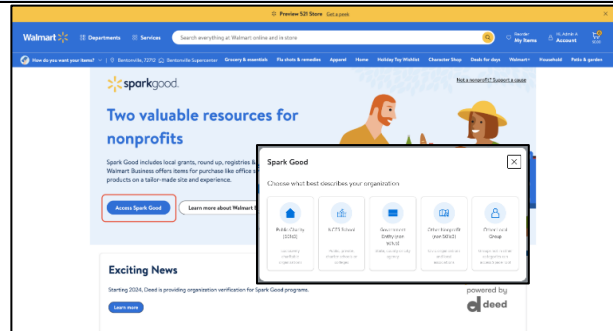
If you are <u>missing an admin</u>, see below to add an Admin/Primary User.
- From the list of users, identify if there is an existing user(s) on your account that can be promoted to owner/admin.
    - **YES, someone on my account can be promoted to an Admin:** Select an existing user that can complete verification. They should login and click on the onboarding tracker (admin.joindeed.org/onboarding) and complete step 1
    - **NO, we want someone different to be promoted to an admin:** If there are no current users that can be the owner/admin, please email Deed at <u>nonprofits@joindeed.com,</u> "*Subject line: Need New Admin*" with the following the information:
        - Exact Legal Name of Organization
        - Chapter name (if applicable)
        - EIN or NCES ID
        - Official address
        - Name of NEW Primary Contact
        - Phone number of NEW primary contact
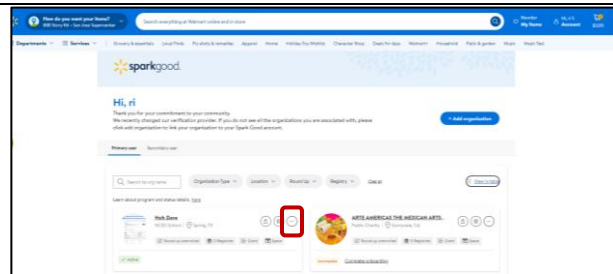   - Email of NEW Primary Contact

2) Complete payment set up from Walmart.com/Nonprofits
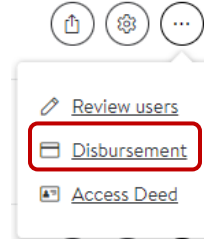
STEP 1: Sign into your Spark Good Account on Walmart.com • Click Access Spark Good • Select entity type	
STEP 2: Find Your Organization and click on 3 dots for additional options	
STEP 3: Click Disbursement to take you to "Disbursement Settings"	
STEP 4: Scroll to "Spark Good Local Grants" and Primary User can click on "Set up". Once complete you will see the "disbursement verified" message. *If you are the secondary user, contact your primary user to setup payment. If you need help changing primary users, please contact **nonprofits@joindeed.com***	