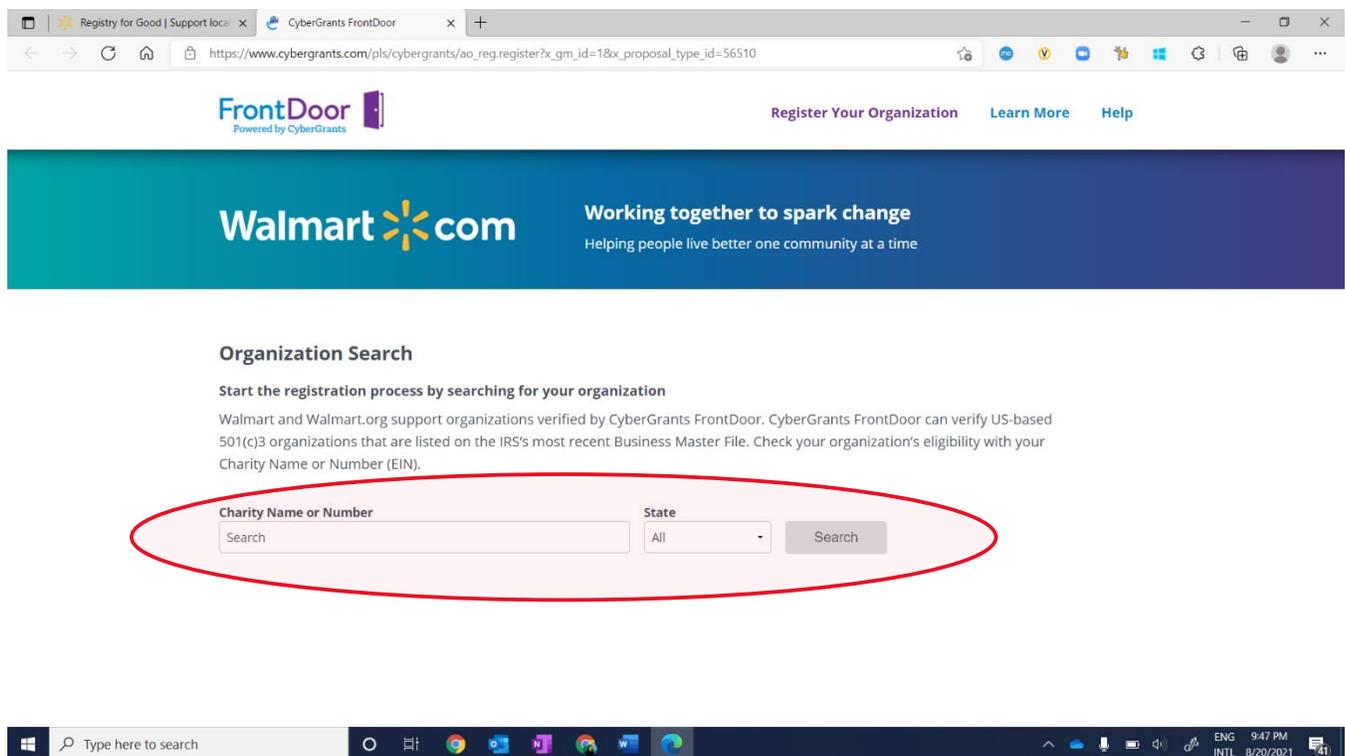


## Step-by Step Instructions for Verification (Direct to CyberGrants Website)

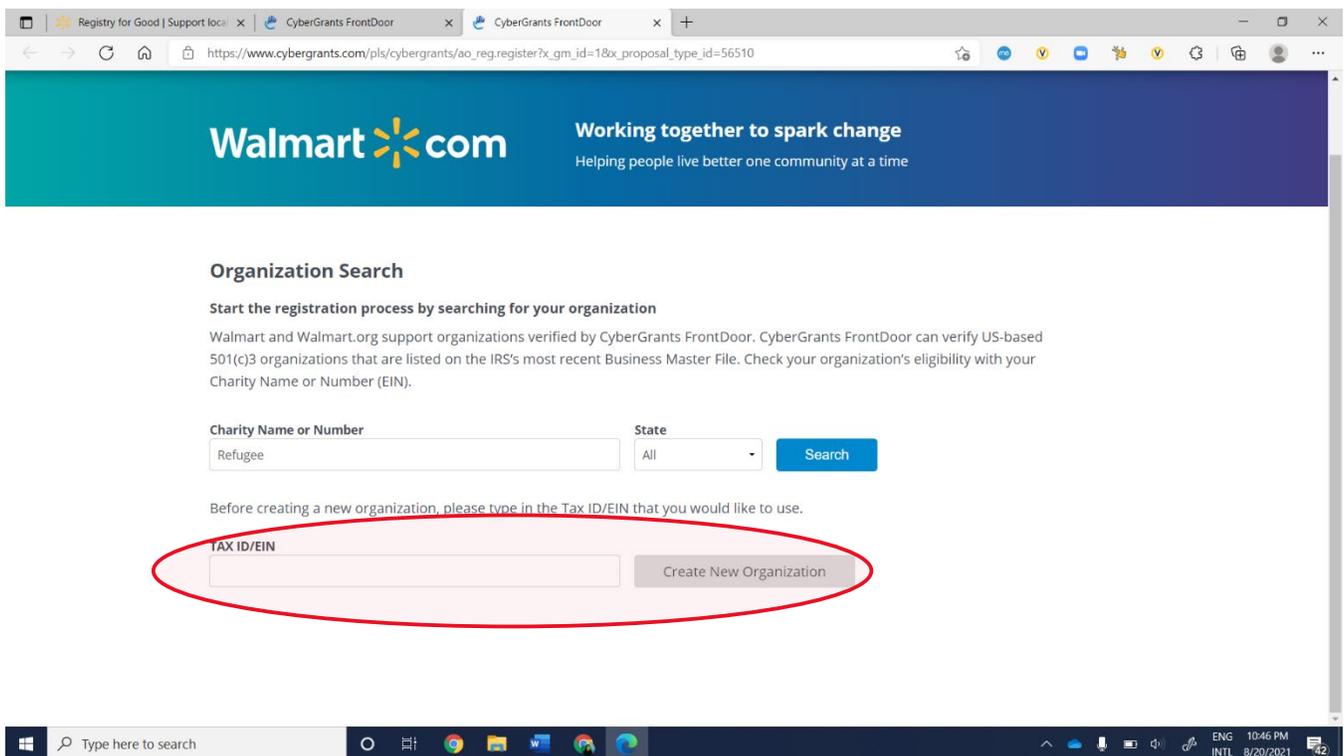
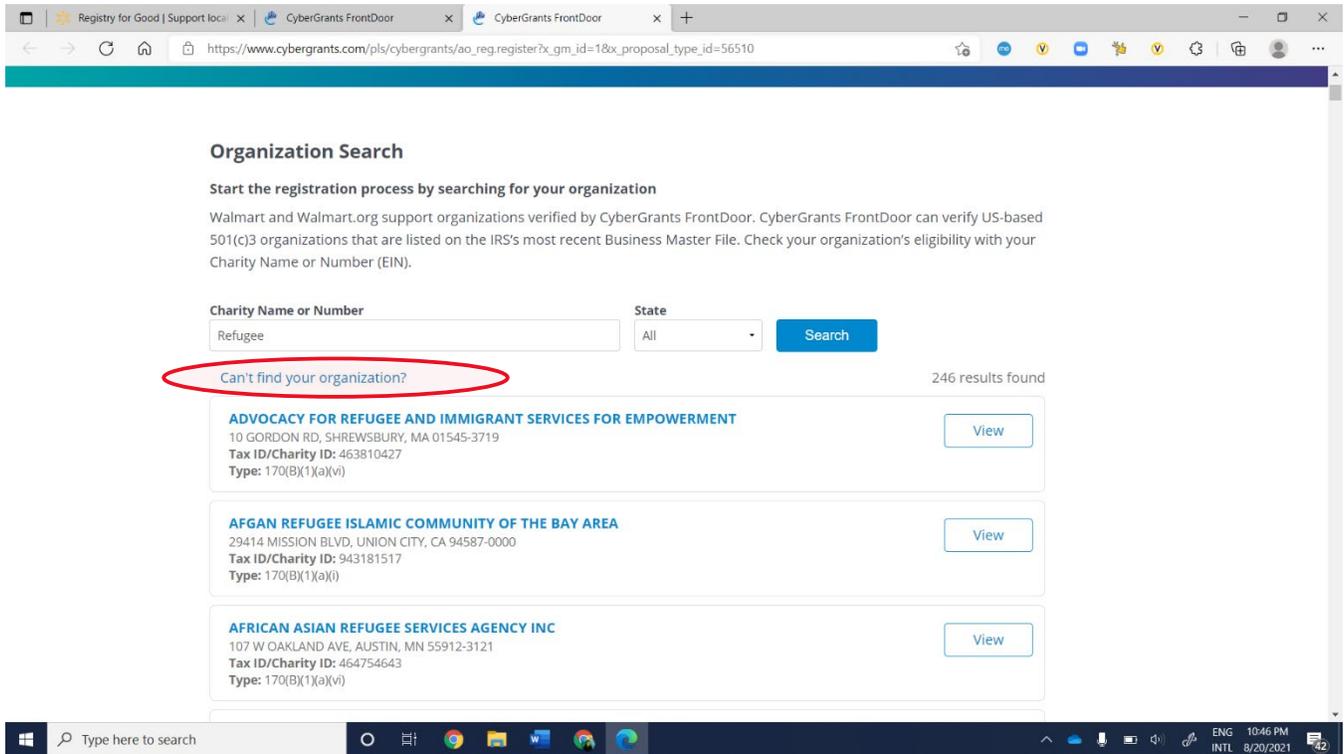
Walmart values the role of nonprofits and in order to protect the identity of your organization and its associated users, Walmart uses a third party called CyberGrants FrontDoor for verification. Verification typically takes less than 48 hours if you have all the documentation in line.

1. Go to [CyberGrants FrontDoor website](http://www.cybergrants.com/frontdoor/walmart/search) (<http://www.cybergrants.com/frontdoor/walmart/search>) to start the non-profit verification process. Type in your **“Charity Name or Number”** and select the relevant **“State”**. Click **“Search”**.



The screenshot shows a web browser window with the URL [https://www.cybergrants.com/pls/cybergrants/ao\\_reg.register?x\\_gm\\_id=1&x\\_proposal\\_type\\_id=56510](https://www.cybergrants.com/pls/cybergrants/ao_reg.register?x_gm_id=1&x_proposal_type_id=56510). The page features the FrontDoor logo (Powered by CyberGrants) and navigation links: Register Your Organization, Learn More, and Help. A Walmart.com banner is present with the slogan "Working together to spark change" and "Helping people live better one community at a time". Below the banner is the "Organization Search" section, which includes the instruction: "Start the registration process by searching for your organization". It explains that Walmart and Walmart.org support organizations verified by CyberGrants FrontDoor, which can verify US-based 501(c)3 organizations listed on the IRS's most recent Business Master File. The search form contains a text input field labeled "Charity Name or Number" with the placeholder "Search", a dropdown menu labeled "State" with "All" selected, and a "Search" button. The entire search form area is circled in red. The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the date 8/20/2021 and time 9:47 PM.

2. Skip to Step 3 if you found your organization. If you can't find your organization, click **“Can't find your organization?”** To create a new organization, you will need to type the Tax ID/EIN.



### 3. If you found your organization, click “Claim this organization”

The screenshot shows a web browser window with the URL [https://www.cybergrants.com/pls/cybergrants/ao\\_reg.register?x\\_gm\\_id=1&x\\_proposal\\_type\\_id=56510](https://www.cybergrants.com/pls/cybergrants/ao_reg.register?x_gm_id=1&x_proposal_type_id=56510). The search results are as follows:

| Charity Name or Number   | State | Action |
|--|-------|--------|
| Refugee  | All   | Search |
| Can't find your organization? <span style="float: right;">246 results found</span>   |       |        |
| <b>ADVOCACY FOR REFUGEE AND IMMIGRANT SERVICES FOR EMPOWERMENT</b><br>10 GORDON RD, SHREWSBURY, MA 01545-3719<br>Tax ID/Charity ID: 463810427<br>Type: 170(B)(1)(a)(vi)  |       | Close  |
| <p><b>This organization is unclaimed</b></p> <p>This organization has yet to be claimed by an authorized administrator. If you are a representative of this organization, can prove your affiliation with them, and are the appropriate person to administer its profile, please click the link below to create your access.</p> <p style="text-align: center;"><b>Claim this organization</b></p> |       |        |
| <b>AFGAN REFUGEE ISLAMIC COMMUNITY OF THE BAY AREA</b><br>29414 MISSION BLVD, UNION CITY, CA 94587-0000<br>Tax ID/Charity ID: 943181517<br>Type: 170(B)(1)(a)(i)   |       | View   |
| <b>AFRICAN ASIAN REFUGEE SERVICES AGENCY INC</b><br>107 W OAKLAND AVE, AUSTIN, MN 55912-3121<br>Tax ID/Charity ID: 464754643<br>Type: 170(B)(1)(a)(vi)   |       | View   |
| <b>AFRICAN REFUGEE COMMUNITY COOPERATION</b><br>4412 ROXIE DR, INDIANAPOLIS, IN 46235-1047<br>Tax ID/Charity ID: 300310984   |       | View   |

### 4. Before you start this verification process, you will need some key information at hand.

- **Organization Name, Address, Tax ID**
- **Organization Website**
- **Your Email Address**
- **Your Title/Role at Organization**
- **Organization Canceled Check Image or Bank Letter** – with the organization's name, tax ID, and account info on it. [Download a sample bank letter](#). Please do not upload copies of your bank statement, IRS 990, or your application to the bank for an account as these will not be accepted.
- **Organization IRS Letter of Determination.** [Download a sample IRS Letter](#). **Can't find your letter?** Call the IRS Customer Service for nonprofit organizations at 1-877-829-5500 and give them your nonprofit's name and Employer Identification Number (EIN). Do not upload State issued tax documents, a Form 990, or an SS-4. An SS-4 is a form letter sent by the IRS informing you that your organization or business has been assigned an EIN (Employer Identification Number). Unfortunately, it in no way confers tax-exempt status.

5. Complete the Registration Information Form (example below). Click “**Submit**”. On average, verification typically takes less than 48 hours if you have all the documentation in line.

**FrontDoor**  
Powered by CyberGrants

Register Your Organization Learn More Help

**Walmart.com**  
Working together to spark change  
Helping people live better one community at a time

### Registration Information

Please provide all of the information below to claim this organization record in our system. We will use this information to ensure that you're the correct person to administer its profile. If you require access to this organization but should not be primarily responsible for administering it, please ask that person to complete this form first. Once approved, they will be able to add you on as an additional user.

Please consider using a permanent/primary email when creating this account rather one that is employee-specific - e.g. "arcmatchinggifts@redcross.org" instead of "jane.smith@redcross.org". Emails related to your organization's website are preferred over your personal email - e.g. "jane.smith@redcross.org" instead of "jane.smith@gmail.com".

\*First Name:

\*Last Name:

\*Telephone #:

address to log in.

\*Confirm E-mail Address: Please enter your e-mail address, e.g. yourname@yourdomain.com.

\*Password: Passwords must be between 8 and 32 characters and meet all of these criteria:

- Must contain at least one upper case letter (e.g. "A-Z").
- Must contain at least one lower case letter (e.g. "a-z").
- Must contain at least one number (e.g. "0-9").
- Must NOT contain three or more repeating characters (e.g. "Charity2000").

Passwords may optionally contain the following special characters: "\$ ! # @ - \_"

\*Confirm Password: Passwords must be between 8 and 32 characters and meet all of these criteria:

- Must contain at least one upper case letter (e.g. "A-Z").
- Must contain at least one lower case letter (e.g. "a-z").
- Must contain at least one number (e.g. "0-9").
- Must NOT contain three or more repeating characters (e.g. "Charity2000").

Passwords may optionally contain the following special characters: "\$ ! # @ - \_"

\*Organization Name: ALLYN P UDELL HELLO DOLLY FOUNDATION INC

\*Zip/Postal Code: 11501-1849

\*Tax ID/Charity ID (if applicable): 825345432

Registry for Good | Support local x CyberGrants FrontDoor x CyberGrants FrontDoor x +

https://www.cybergrants.com/pls/cybergrants/ao\_reg.register?x\_gm\_id=1&x\_proposal\_type\_id=56510

### Preferred Organization Information

Tell us how you would prefer your organization to be listed in our system. We will use information from the Internal Revenue Service by default. If your organization's name and/or address is different from what is listed with the IRS, please also provide a brief explanation as to why in the note field below.

**\*Preferred Organization Legal Name**

**Organization Alternate/AKA Name** Help users find your organization by providing its alternate name or acronym.

**\*Preferred Organization Address**

**\*Preferred Organization City**

**\*Preferred Organization State**

**\*Preferred Organization ZIP/Postal Code**

### Additional Information

Share some details about yourself and your organization. This will help us confirm your association with this organization and if you're the right person to claim it.

**\*Your Current Title/Role at this Organization** Director, Manager, Treasurer, etc.

Type here to search

Registry for Good | Support local x CyberGrants FrontDoor x CyberGrants FrontDoor x +

https://www.cybergrants.com/pls/cybergrants/ao\_reg.register?x\_gm\_id=1&x\_proposal\_type\_id=56510

### Additional Information

Share some details about yourself and your organization. This will help us confirm your association with this organization and if you're the right person to claim it.

**\*Your Current Title/Role at this Organization** Director, Manager, Treasurer, etc.

**Your LinkedIn Profile URL** Your personal LinkedIn profile URL can help us confirm your association with this organization. Your profile will not be used for any purpose beyond validating that you represent this organization and will not be displayed anywhere on our website. It will look something like this: [www.linkedin.com/in/yourname](http://www.linkedin.com/in/yourname). Visit [LinkedIn](#) for more info on finding your URL.

**Organization Website Address** Sharing your organization's website address may allow us to learn more about your nonprofit and confirm your role.

**\*Organization Canceled Check Image or Bank Letter** [\(?\)](#) Upload a copy of a canceled check or a document/letter with your organization's name, tax ID, and account info on it. [Download a sample bank letter \(pdf\)](#). Please do not upload copies of your bank statement, IRS 990, or your application to the bank for an account as these will not be accepted.

**\*Organization IRS Letter of Determination** [\(?\)](#) [Download a sample IRS Letter. \(doc\)](#) **Can't find your letter?** Call the IRS Customer Service for nonprofit organizations at 1-877-829-5500 and give them your nonprofit's name and Employer Identification Number (EIN). Do not upload State issued tax documents, a Form 990, or an SS-4. An SS-4 is a form letter sent by the IRS informing you that your organization or business has been assigned an EIN (Employer Identification Number). Unfortunately, it in no way confers tax-exempt status.

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- \*Organization IRS Letter of Determination (?)**: A text area with instructions: "Download a sample IRS Letter. (doc) Can't find your letter? Call the IRS Customer Service for nonprofit organizations at 1-877-829-5500 and give them your nonprofit's name and Employer Identification Number (EIN). Do not upload State issued tax documents, a Form 990, or an SS-4. An SS-4 is a form letter sent by the IRS informing you that your organization or business has been assigned an EIN (Employer Identification Number). Unfortunately, it in no way confers tax-exempt status." Below this is an "Upload File" button.
- CyberGrants Access Code**: A text area with instructions: "If you received an access code in an email or on a check stub by any of our CyberGrants customers, please enter one of them here. Otherwise leave this field blank." Below this is an empty text input field.
- \*CyberGrants Agreement**: A text area with instructions: "I have read and agree to the [CyberGrants Terms of Use](#)." Below this is an unchecked checkbox labeled "I Agree".
- Additional Comments**: A text area with instructions: "Please use this section to help explain differences between the legal or IRS information and your preferred information." Below this is a large empty text input field with a "(500 character maximum)" label.

At the bottom of the form are two buttons: "Submit" (highlighted with a red circle) and "Cancel".

The Windows taskbar at the bottom shows the search bar with "Type here to search", taskbar icons for Chrome, File Explorer, Word, and Edge, and system tray icons for network, volume, and power. The system clock shows "ENG 10:48 PM INTL 8/20/2021".