

## Checklist: How to get started with Walmart Spark Good Programs

This checklist is applicable for government entities.

**Scenario:** You are a **government entity** that is ready to engage with Walmart Spark Good giving programs for the first time!



### **Step 1: Set up your Spark Good Account**

- Start at [Walmart.com/nonprofits](https://Walmart.com/nonprofits). Click **Access Spark Good** and select your entity type.
- Create and log into your Walmart.com account.
  - Use an email assigned by the organization instead of your personal email.
  - *Note:* This same email address needs to match your Deed account in Step 3.



### **Step 2: Connect your government entity to your Walmart Spark Good Account**

- To connect your government entity on your Spark Good account lobby, click **Add organization**.
- Claim your organization profile and complete your **verification with Deed**, a third-party partner who authenticates your organization and users.
  - Under Organization name, click **Are you a non-501c3 government organization?** and email Deed's Nonprofit Success Team with the requested documentation.

### **Step 3: Claim your profile and create a Deed account**

- To complete the verification process, the **Owner | Primary User** will need the following:
  - 4076C Letter or documentation that your department is recognized by your local government
  - FEIN
  - Role at organization
  - Cancelled bank check or bank letter dated within the last 2 years
- After you emailed the required documentation, Deed will verify your organization (or request for more information) and create your Deed account. You can then create your password and log into Deed.

#### **How do I know if I've completed all the onboarding steps in Deed?**

- Click **Onboarding Tracker**  on the top right-hand corner. Make sure all items are checked green.
- Under **Companies**,  check that your organization is affiliated with Walmart.
- Review users under **Settings > Users** to make sure that they have appropriate access to Walmart Spark Good.
  - Owner | Admin → Primary Users in Spark Good
  - Organizers and Ambassadors → Secondary Users in Spark Good

### **Step 4: Return to Walmart Spark Good Account** (please wait 2-3 hours for the data to sync with Walmart.com)

- Click **"In Partnership with Walmart"** logo at the top of the screen to return to Walmart Spark Good Account to start engaging with Spark Good programs.

### **Step 5: Engage with Spark Good programs in your Spark Good Account**

- In your Spark Good account, click your organization name to enter Spark Good dashboard to engage with programs!

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### Deed User Permissions for Walmart Spark Good Programs

Deed has the following user roles that organizations may leverage to assign to different team members.

You can have multiple people for each user roles, including Owner.

- **Owner** → Primary user(s) in Spark Good.
  - This is the person who sets up the organization's account and has access to the organization's financial information.
  - Owner will always be assigned an Admin role, unless they choose otherwise.
- **Admin User** → Primary user(s) in Spark Good.
  - Access includes all permissions for Organizer and Ambassador, in addition to managing users in Deed, requesting space and applying for grants.
- **Organizer** → Secondary user(s) in Spark Good.
  - Access includes viewing users in Deed, requesting space and applying for Local Grants.
- **Ambassador** → Secondary user(s) in Spark Good.
  - Access is the same as Organizer.

### Payment Providers for Walmart Spark Good Programs

- Only **Primary Admins** can setup disbursement providers for the organization

