Scenario: You are an **other nonprofit** organization that is ready to engage with Walmart Spark Good giving programs for the first time!

<u>Step 1:</u> **Set up your Spark Good Account**
- ☐ Start at 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.*

<u>Step 2:</u> **Connect your organization to your Walmart Spark Good Account**
- ☐ Click **Add organization**, to connect your organization on your Spark Good account lobby.
- ☐ Claim your organization profile and complete your **verification with Deed**, a third-party partner who authenticates your organization and users.

<u>Step 3:</u> **Claim your profile and create a Deed account**
- ☐ To complete the verification process, the **Owner | Primary User** will need the following:
  - o a PayPal Business account
  - o Official IRS documentation such as IRS determination letter
  - o Organizational information (mission statement, board members, contact information and website).

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 steps 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

---

<u>Step 4:</u> **Return to Walmart Spark Good Account** *(please wait 24 hours for the data to sync with Walmart.com)*
- ☐ From your Deed account, 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.

<u>Step 5:</u> **Engage with Spark Good programs in your Spark Good Account**
- ☐ In your Spark Good lobby, click your organization name to enter Spark Good dashboard to engage with programs!

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.
    o This Admin has the credentials and access to organization's PayPal Business account.
    o Owner will always be assigned an Admin role, unless they choose otherwise.
    o This is typically the person who sets the organization's account and has access to the organization's financial information.

- **Admin User**→Primary user(s) in Spark Good.
    o Access includes all permissions for Organizer and Ambassador, in addition to managing users in Deed.

- **Organizer** →Secondary user(s) in Spark Good.
    o Access includes viewing users in Deed and requesting space

- **Ambassador**→Secondary user(s) in Spark Good.
    o Access is the same as Organizer