

## Checklist on how to get started with Walmart Spark Good Programs

This checklist is applicable for 501c3 Public Charities, NCES Schools, Government Entities and Other Nonprofits.

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

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

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

### **Step 2: Connect your organization to your Walmart Spark Good Portal Account**

- To connect your organization to your portal account from the organization list page (lobby), click “**Add organization**” to claim your profile and complete your verification with Deed who authenticates your organization and users.
- If you have multiple locations, you will be able to create chapter accounts. Read [here](#) to learn more.

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

- To complete the verification process, the **Owner | Primary User** will need:

501c3 Public Charity	NCES School	Government Entity	Other Nonprofits
<ul style="list-style-type: none"><li>• PayPal Giving Fund account</li></ul>	<ul style="list-style-type: none"><li>• PayPal Business account</li><li>• Network for Good account</li></ul>	<ul style="list-style-type: none"><li>• PayPal Business account</li></ul>	<ul style="list-style-type: none"><li>• PayPal Business account</li></ul>
<ul style="list-style-type: none"><li>• Official IRS documentation such as IRS determination letter and government letters</li></ul>			
<ul style="list-style-type: none"><li>• Organizational information (mission statement, board members, contact information and website)</li></ul>			
<b>How do I know if I've completed all the steps?</b>			
<ul style="list-style-type: none"><li>○ Click through every Deed pop-up and provide all the information needed in each pop-up.</li><li>○ Under “Settings,” check the “Payments” tab and make sure that PayPal/Network for Good is setup.</li><li>○ Under “Companies”, check that your organization is affiliated with Walmart.</li></ul>			

- Review users in Deed 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**

- Click “**In Partnership with Walmart**” logo at the top of the screen to return to Walmart Spark Good Portal account to start engaging with Spark Good programs.

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

- From your Walmart.com/nonprofits portal account, click your organization name to enter your program dashboard to engage!

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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 Admin has access to organization's PayPal Business Account/PayPal Charity Fund Account/Network for Good Account.
  - Owner will always be assigned an Admin role, unless they choose otherwise.
  - 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.
  - Access includes all permissions for Organizer and Ambassador, in addition to managing users in Deed, financial reporting, approving associate volunteer events and hours, register for Round Up, set up donation receipts etc.
- **Organizer** → Secondary user(s) in Spark Good.
  - Access includes requesting space, setting up registries, applying for Local Grants, publishing volunteer events and approving hours.
- **Ambassador** → Secondary user(s) in Spark Good.
  - Access is the same as Organizer but only able to create volunteer events (not able to publish until organizer or admin approves).