Checklist on how to get started with Walmart Spark Good Programs for Primary Owners

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

Scenario: You are an organization that was previously Front Door verified and needs to be verified through Deed before the can fully engage with Walmart Spark Good giving programs!

Your **Primary user** will need to complete the following 4 steps before additional users access their accounts. After onboarding and verification is complete, any existing secondary users and new users can continue with creating/updating their accounts with the email addresses that match in the user section.

Step 1: **Set up your Spark Good Account**
- ☐ Start at Walmart.com/nonprofits. Click "**Access Spark Good**" and select your entity type.
- ☐ Log into your Walmart.com account with the email address you used prior to Feb 1
  - *Note: This will be the same email address that will be used to set up your Deed account in Step 3.*

Step 2: **Review the organizations connected to your Walmart Spark Good Account Portal Account**
- ☐ On the organization list page (lobby), you will see a pop-up to remind you to finish the verification process. Click the button
  - *You can close the pop-up in the future once you complete the onboarding and verification process on Deed.*
- ☐ On the Deed login page, if this is your first time, click "forgot password" to set a password
- ☐ **Important note**: Select information was pre-populated for associated users with your organization to simplify your onboarding experience.

Step 3: **Create a Deed account to complete verification and onboarding.**
- ☐ To complete the verification process, the **Owner | Primary User** will need:

501c3 Public Charity	NCES School	Government Entity	Other Nonprofits
• PayPal Giving Fund account	• PayPal Business account or Manual verification* • Network for Good account	• Manual verification**	• PayPal Business account
Documentation			
• Official IRS documentation such as IRS determination letter and government letters			
• Organizational information (mission statement, board members, contact information and website)			
*NCES Schools: If your school is unable to have a PayPal Business account for legal or policy reasons, you will have to email Deed at nonprofits@joindeed.com with supporting documentation of legal and policy reasons, role at organization and cancelled bank check or bank letter dated within the last 2 years in the email template in Deed onboarding steps.			
Government Entities: email Deed at nonprofits@joindeed.com with 4076c, FEIN and supporting documentation of legal and policy reasons, role at organization and cancelled bank check or bank letter dated within the last 2 years in the email template in Deed onboarding steps.			

How do I know if I've completed all the steps?
- 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
- o Organizers and Ambassadors → Secondary Users in Spark Good

Step 3: (cont'd)

☐ 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

☐ If you have multiple location, review the My Nonprofits tab. If any locations are missing, you can learn how to add them [here].

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!

Additional resources: User permissions and payment disbursement

- Walmart.org/sparkgood > tools & resources > Organization Type Guides
  - o Entity type information and helpful hints
  - o Checklists for onboarding, including user permissions and payment disbursement.