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:

<table>
<thead>
<tr>
<th>501c3 Public Charity</th>
<th>NCES School</th>
<th>Government Entity</th>
<th>Other Nonprofits</th>
</tr>
</thead>
<tbody>
<tr>
<td>• PayPal Giving Fund account</td>
<td>• PayPal Business account or Manual verification*</td>
<td>• Manual verification**</td>
<td>• PayPal Business account</td>
</tr>
<tr>
<td>• Network for Good account</td>
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</table>

**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
  - Organizers and Ambassadors → Secondary Users in Spark Good
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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
  - Entity type information and helpful hints
  - Checklists for onboarding, including user permissions and payment disbursement.