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**
- 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>• PayPal Business account</td>
<td>• Network for Good account</td>
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</tbody>
</table>

  *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.