

sparkgood™



Spark Good FrontDoor Verification How-to Guide
For Nonprofits



Walmart values the role nonprofits play in our communities, and in order to protect the identity of your organization and its associated users, Walmart uses a third party called [FrontDoor](#) to verify your organization. Verification typically takes less than 48 hours if you have all the required documentation. This verification is also necessary to access our [Walmart Spark Good nonprofit portal](#) where you can explore local charitable tools.

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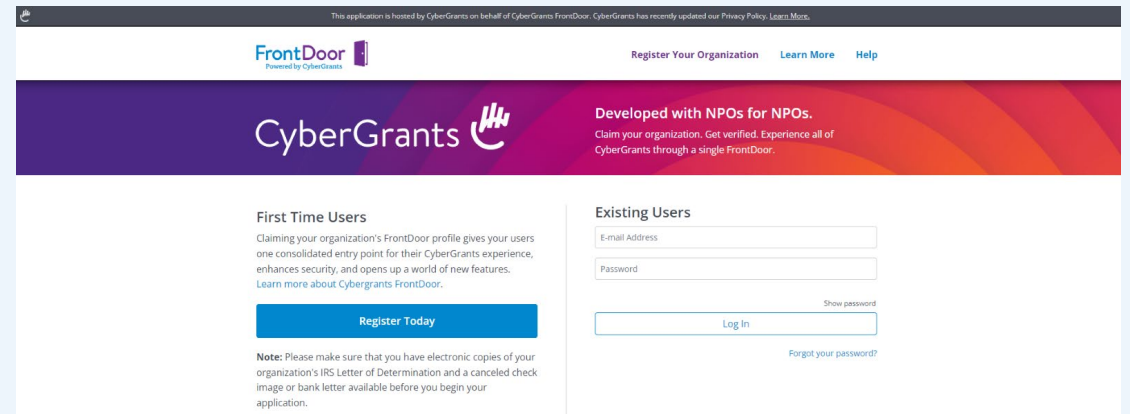
Get Verified

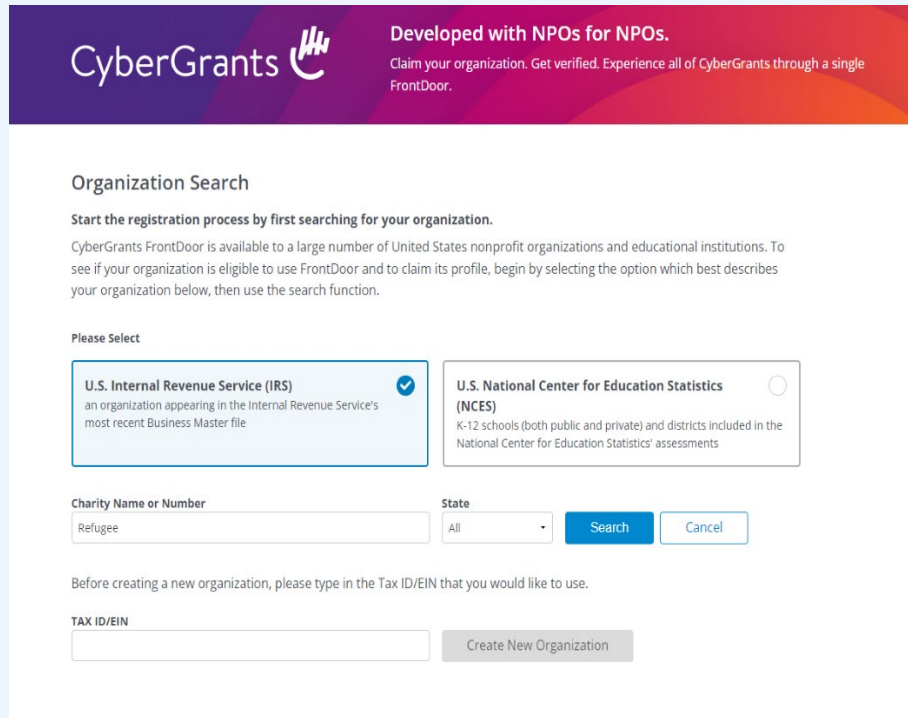
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What to do once approved

Step 1: Visit FrontDoor

Go to [FrontDoor website](#). Click “Register Today”.





CyberGrants  Developed with NPOs for NPOs.
Claim your organization. Get verified. Experience all of CyberGrants through a single FrontDoor.

Organization Search

Start the registration process by first searching for your organization.

CyberGrants FrontDoor is available to a large number of United States nonprofit organizations and educational institutions. To see if your organization is eligible to use FrontDoor and to claim its profile, begin by selecting the option which best describes your organization below, then use the search function.

Please Select

U.S. Internal Revenue Service (IRS) an organization appearing in the Internal Revenue Service's most recent Business Master file <input checked="" type="checkbox"/>	U.S. National Center for Education Statistics (NCES) K-12 schools (both public and private) and districts included in the National Center for Education Statistics' assessments <input type="checkbox"/>
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Charity Name or Number: State:

Before creating a new organization, please type in the Tax ID/EIN that you would like to use.

TAX ID/EIN:

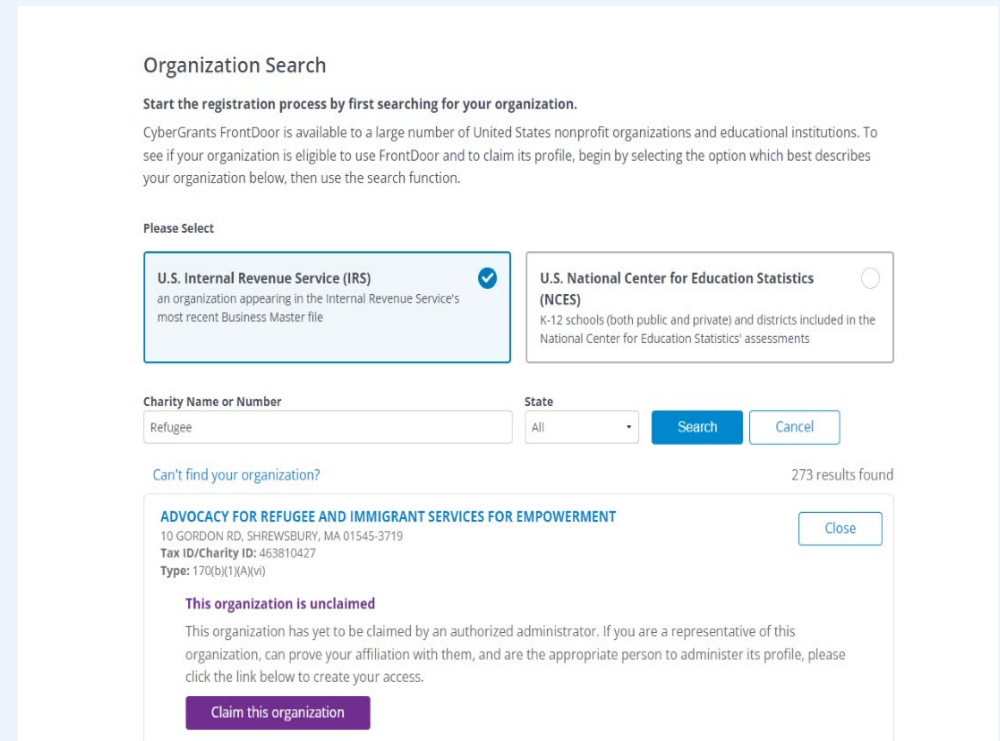
Step 2: Search for your organization

Start the registration process by searching for your organization. Select the option that best describes your organization and fill out the requested information. If you found your organization, skip to Step 4. If not, continue to Step 3.

Step 3: Can't find your organization?

If you can't find your organization, click **“Can't find your organization?”**

To create a new organization, you will need to type the Tax ID/EIN. To find your Tax ID/EIN, you can visit [Guidestar](#), [IRS Tax Exempt Organization Database Search Tool](#) or [NCES databases](#) and do a search.



Organization Search

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Charity Name or Number: State:

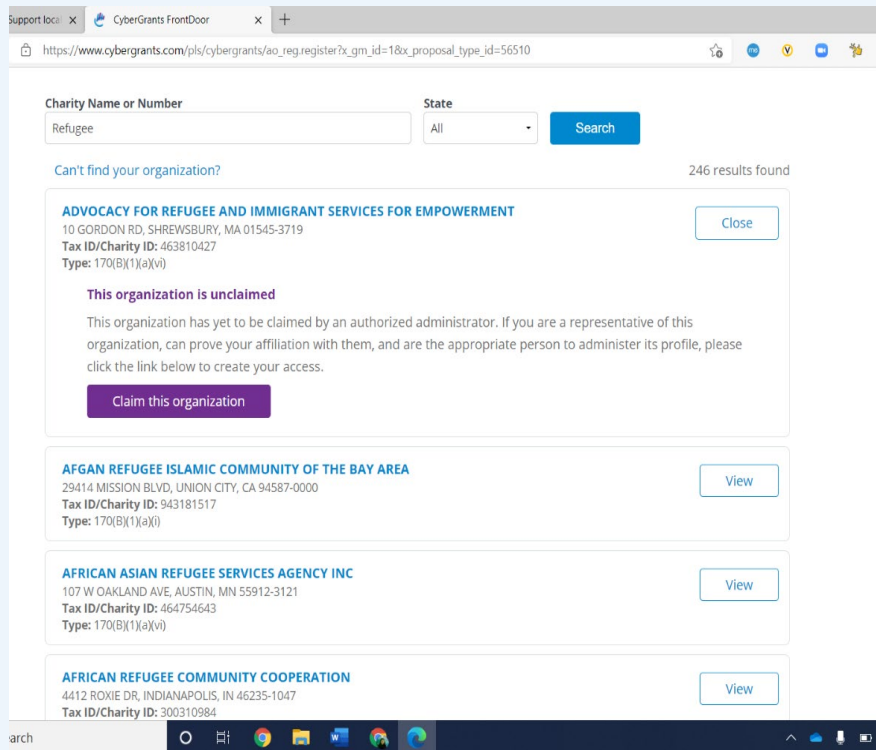
Can't find your organization? 273 results found

ADVOCACY FOR REFUGEE AND IMMIGRANT SERVICES FOR EMPOWERMENT

10 GORDON RD, SHREWSBURY, MA 01545-3719
Tax ID/Charity ID: 463810427
Type: 170(b)(1)(A)(vi)

This organization is unclaimed

This organization has yet to be claimed by an authorized administrator. If you are a representative of this organization, can prove your affiliation with them, and are the appropriate person to administer its profile, please click the link below to create your access.



Step 4: Claim your organization

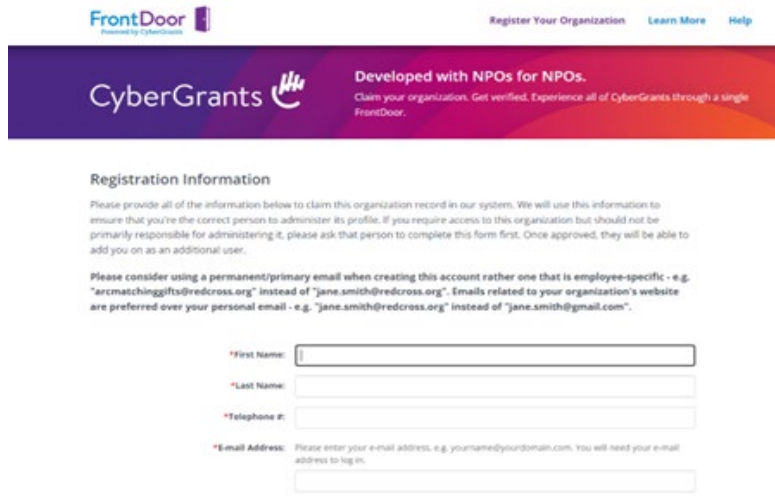
If you found your organization, click **“Claim this organization”**.

*Note: If your organization has already been claimed, click **“View”** which provides you with two options:*

- a. **“Sign into your FrontDoor account”** or
- b. **“Request Access”** to email the owner of the organization.

Step 5: Complete the form

Complete the Registration Information Form (example below). Click “**Submit**”. On average, verification takes less than 48 hours if you have all the documentation but may take longer.



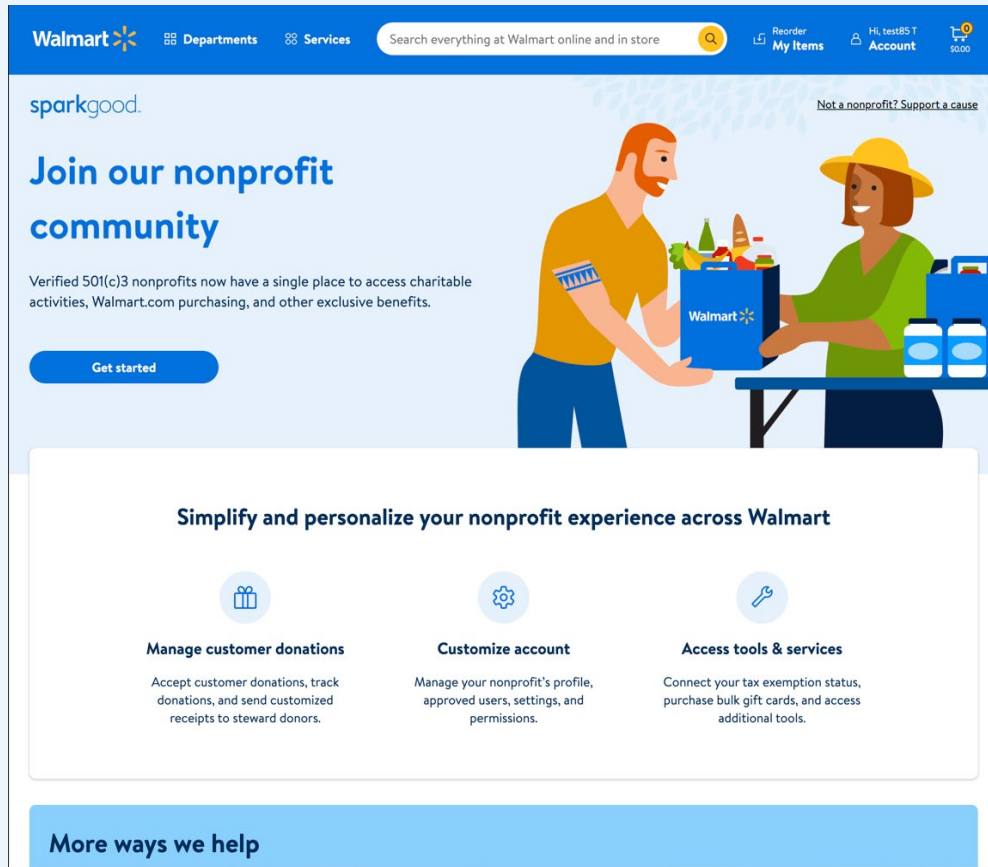
The screenshot shows the FrontDoor registration form. At the top, there is a navigation bar with the FrontDoor logo and links for "Register Your Organization", "Learn More", and "Help". Below this is a purple banner for CyberGrants with the text "Developed with NPOs for NPOs. Claim your organization. Get verified. Experience all of CyberGrants through a single FrontDoor." The main section is titled "Registration Information" and contains a disclaimer: "Please provide all of the information below to claim this organization record in our system. We will use this information to ensure that you're the correct person to administer its profile. If you require access to this organization but should not be primarily responsible for administering it, please ask that person to complete this form first. Once approved, they will be able to add you on as an additional user." Below the disclaimer is a note: "Please consider using a permanent/primary email when creating this account rather one that is employee-specific - e.g. 'arcmatchinggifts@redcross.org' instead of 'jane.smith@redcross.org'. Emails related to your organization's website are preferred over your personal email - e.g. 'jane.smith@redcross.org' instead of 'jane.smith@gmail.com'." The form fields are: *First Name: [input field], *Last Name: [input field], *Telephone #: [input field], and *Email Address: [input field] with a note: "Please enter your e-mail address, e.g. yourname@yourdomain.com. You will need your e-mail address to log in."

Verification Information Needed

- **Organization Name, Address, Tax ID**
- **Organization Website**
- **Your Email Address**
- **Your Title/Role at Organization**
- **Organization Canceled Check Image or Bank Letter** – with the organization's name, tax ID, and account info on it. [Download a sample bank letter](#). PLEASE DO NOT upload copies of your bank statement, IRS 990, or your application to the bank for an account as these will not be accepted.
- **Organization IRS Letter of Determination.** [Download a sample IRS Letter](#).
- **Can't find your letter?** Call the IRS Customer Service line for nonprofit organizations at 1-877-829-5500 and give them your nonprofit's name and Employer Identification Number (EIN). PLEASE DO NOT upload State issued tax documents, a Form 990, or an SS-4. An SS-4 is a form letter sent by the IRS informing you that your organization or business has been assigned an EIN (Employer Identification Number). Unfortunately, it in no way confers tax-exempt status.

Thank you for registering to
become FrontDoor verified!

Once approved, visit us at
Walmart.com/nonprofits. The next slide will
show you how to get logged in to
Spark Good.



You've received your FrontDoor verification email. Now what?

After your organization receives the FrontDoor verification approval email:

1. Please wait 24 hours after FrontDoor approval to log into the nonprofit portal.
2. Visit us at walmart.com/nonprofits. Click "**Get Started**".
3. [Create](#)/or use a Walmart.com account with the same email address that you use to log into your FrontDoor account.

Note: These are two separate accounts using the same email address – FrontDoor and Walmart.