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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Spark Good: How to Become FrontDoor Verified

Step 1: Visit FrontDoor

Go to FrontDoor website. Click “Register Today”.

![Image of FrontDoor website registration page]
Spark Good: How to Become FrontDoor Verified

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.
Spark Good: How to Become FrontDoor Verified

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.

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.