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.

<u>Step 1:</u> **Set up your Spark Good Account**
- ☐ Start at <u>Walmart.com/nonprofits</u>. 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.*

<u>Step 2:</u> **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.

<u>Step 3:</u> **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 • Network for Good account	• PayPal Business account	• PayPal Business account
• Official IRS documentation such as IRS determination letter and government letters			
• Organizational information (mission statement, board members, contact information and website)			
How do I know if I've completed all the steps? o Click through every Deed pop-up and provide all the information needed in each pop-up. o Under "Settings", check the "Payments" tab and make sure that PayPal/Network for Good is setup. o Under "Companies", check that your organization is affiliated with Walmart.			

- ☐ 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 <u>here</u>.

<u>**Step 4.**</u> **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.

<u>**Step 5:**</u> **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!

Deed User Permissions for Walmart Spark Good Programs

Deed has the following user roles that organizations may leverage to assign to different team members.

You can have multiple people for each user roles, including Owner.

- **<u>Owner</u>** → <u>Primary user(s) in Spark Good</u>.
    - This Admin has access to organization's PayPal Business Account/PayPal Charity Fund Account/Network for Good Account.
    - Owner will always be assigned an Admin role, unless they choose otherwise.
    - This is typically the person who sets the organization's account and has access to the organization's financial information.
- **<u>Admin User</u>**→<u>Primary user(s) in Spark Good</u>.
    - Access includes all permissions for Organizer and Ambassador, in addition to managing users in Deed, financial reporting, approving associate volunteer events and hours, register for Round Up, set up donation receipts etc.
- **<u>Organizer</u>** →<u>Secondary user(s) in Spark Good</u>.
    - Access includes requesting space, setting up registries, applying for Local Grants, publishing volunteer events and approving hours.
- **<u>Ambassador</u>**→<u>Secondary user(s) in Spark Good</u>.
    - Access is the same as Organizer but only able to create volunteer events (not able to publish until organizer or admin approves).