STEPS TO SETTING UP YOUR WALMART NONPROFIT ACCESS ACCOUNT FOR YOUR DD DRIVE.

1. To begin, go to Walmart.com and setup an account by clicking **Sign In Account**. Create an account:

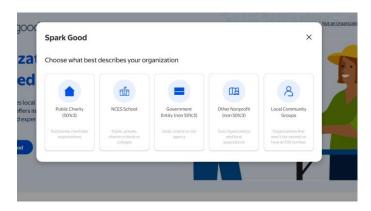


2. Once your Walmart account is created, Go to

www.walmart.com/nonprofits

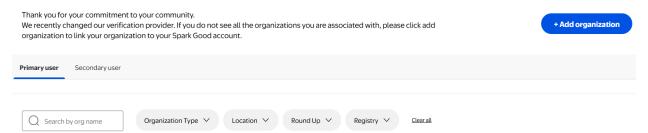


3. Click on Access Spark Good

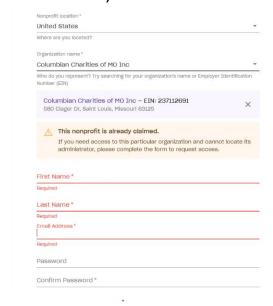


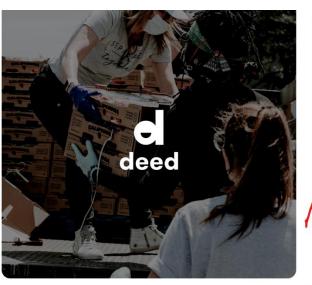
4. Click on Public Charity 501C3

5. Click Add Organization

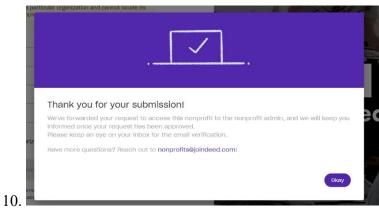


- 6. Input your contact information (Enter **Columbian Charities of MO Inc** in the Organization name. You can click on the name when it appears.) *Hint: If it says 580 Clagar Dr, then you've found it.*
- 7. Enter your first and last name including the email address used to setup your Walmart account. (Your Walmart password is needed to.)





- 8. After entering your information, you will be asked if you want to send an email confirming you desire to become a member of the Deed/Columbian Charities site. This you will want to do.
- 9. If done correctly, you should see the following message:



FINAL NOTE: To ensure all requests for access that I receive are legitimate, please email me at <u>JGambon3645@gmail.com</u> and tell me what council you are with. Council name and number are preferred. (I have already received what are bogus requests for access)