

## Checklist: How to get started with Walmart Spark Good Programs

This checklist is applicable for NCES schools.

**Scenario:** You are a **NCES school** that is ready to engage with Walmart Spark Good giving programs for the first time!



### **Step 1: Set up your Spark Good Account**

- Start at [Walmart.com/nonprofits](https://Walmart.com/nonprofits). Click “**Access Spark Good**” and select your entity type.
- Create and log into your Walmart.com account.
  - Use an email assigned by the organization instead of your personal email.
  - Note: This same email address needs to match your Deed account in Step 3.

### **Step 2: Connect your school to your Walmart Spark Good Account**



- To connect your school on your Spark Good account lobby, click “**Add organization**”.
- Claim your NCES school profile and complete your verification with Deed, a third-party partner who authenticates your organization and users.

### **Step 3: Claim your profile and create a Deed account**

- To complete the verification process, the **Owner | Primary User** will need the following:
  - a PayPal Business account\*\*
  - Organizational information (mission statement, board members, contact information and website).

\*\*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](mailto: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.

#### **How do I know if I've completed all the onboarding steps in Deed?**

- 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

### **Step 4: Return to Walmart Spark Good Account** (please wait 2-3 hours for the data to sync with Walmart.com)

- Click “**In Partnership with Walmart**” logo at the top of the screen to return to Walmart Spark Good Account to start engaging with Spark Good programs.

### **Step 5: Engage with Spark Good programs in your Spark Good Account**

- In your Spark Good account, click your school name to enter Spark Good dashboard to engage with programs!

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### 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.

- **Owner** → Primary user(s) in Spark Good.
  - This Admin has access to organization's PayPal Business 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.
- **Admin User** → Primary user(s) in Spark Good.
  - 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.
- **Organizer** → Secondary user(s) in Spark Good.
  - Access includes viewing users in Deed, requesting space, setting up registries, applying for Local Grants, publishing volunteer events and approving hours.
- **Ambassador** → Secondary user(s) in Spark Good.
  - Access is the same as Organizer but only able to create volunteer events (not able to publish until organizer or admin approves).

### Payment Providers for Walmart Spark Good Programs

- Only **Primary Admins** can setup disbursement providers for the organization

 <b>Round Up</b>	 <b>Associate Programs</b>	 <b>Local Grants</b>
Network for Good (NFG)	Network for Good (NFG)	JP Morgan Chase