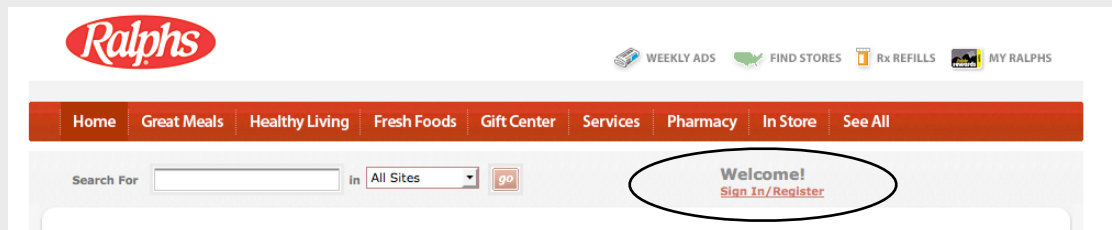




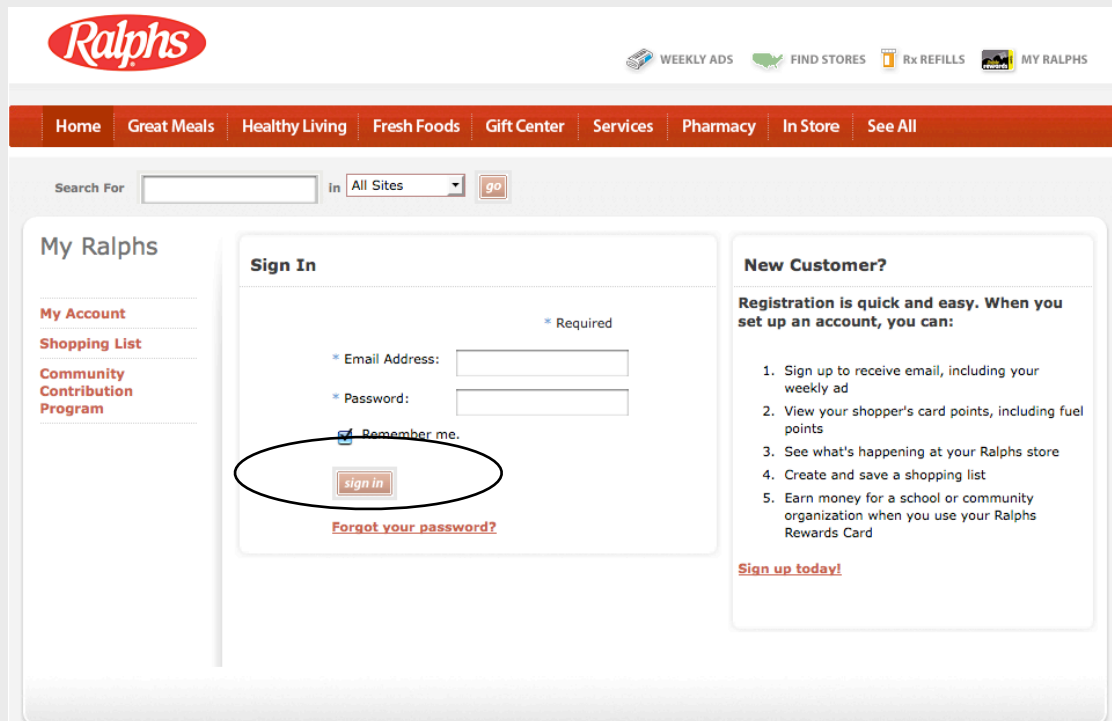
## Ralps Community Contributions Sign-up Instructions

IF YOU HAVE ALREADY REGISTERED YOUR REWARDS CARD ON-LINE (This means that you have already entered your email address and assigned yourself a password)

1. Log in to [www.ralps.com](http://www.ralps.com)
2. Click Sign In/Register



3. Enter your email address and password
4. Click on 'sign in'
5. Click on 'My Account' (In the top right hand corner)



6. To make a change to your organization selection:
  - a. Click on 'Edit Community Contribution Program Information'
  - b. Confirm your card number and click on 'Save Changes'
  - c. Review your personal information and/or make any corrections and click on 'Save Changes'
  - d. Type in part of Families Forward's name and click 'Search'
  - e. In the 'Select Your Organization Section', click on the bubble next to your organizations' name then click 'Save Changes'
  - f. Review all information shown on your account
  - g. You will now see all of the changes your made and your account is updated
  - h. Click on 'Logout' at the top of the page