



**PLEASE NOTE:** *You must have an Email to proceed*

### **STEP 1: CREATING AN ONLINE DIGITAL ACCOUNT**

**\*\*NOTE:** If you already have an online digital account, skip to #2

Go to [www.KingSoopers.com/CommunityRewards](http://www.KingSoopers.com/CommunityRewards) or [www.CityMarket.com/CommunityRewards](http://www.CityMarket.com/CommunityRewards)

- Select 'Create an Account'.
- Under Sign-In information, enter your email and create a password.
- **(Write down your email & password—will need it in step 2)**
- Select 'Use Card Number'.
- Enter your King Soopers Loyalty Card Number or Alt ID, last name and postal code.
- Under 'Select Your Preferred Store' enter your postal code.
- Select 'Find Stores'.
- Choose your store then select 'Create Account'.
- You will then be prompted to check your email for a confirmation email.
- Click the hyperlink in your email to finish creating your Online Account.
- Continue to step #2 to register for the King Soopers Community Rewards Program of your choice.

### **STEP 2: REGISTER FOR KING SOOPERS or City Market COMMUNITY REWARDS PROGRAM**

Go to [www.KingSoopers.com/CommunityRewards](http://www.KingSoopers.com/CommunityRewards) or [www.CityMarket.com/CommunityRewards](http://www.CityMarket.com/CommunityRewards)

- Select 'Sign-In'.
- Enter your email and password then select 'sign in'.
- **(This will be the email and password you created in step 1)**
- Select 'My Account' from drop down menu. Then select Community Rewards from the left-hand side under 'Account Summary'
- Click on Community Rewards. **Cheyenne American Legion Post #6 Baseball Club or NPO# SD863**
- Under Find an Organization: Enter the organization name or the NPO number **(You can get the NPO number from your organization)** before clicking on search make sure the organizations description is selected (example: Education, Faith Based, Animal, Athletic) on the view by type area.
- Then select Search Results.

You should now see your organization information listed under 'Community Rewards' on your Account Summary page.



## Q & A for Customers

### **Q. Will Community Rewards be replacing the reloadable gift card program?**

A. Yes. In an effort to simplify our community giving, we have launched Community Rewards. No longer will you need to reload gift cards to earn for the organization of your choice – all you need to do is link your loyalty card to the organization of your choice and shop with King Soopers just like you always do!

### **Q. Is my personal information secure in the enrollment process?**

King Soopers does not sell, trade or rent our customers' personal information to outside companies or marketing firms. Our complete Privacy Policy is available at [www.kingsoopers.com](http://www.kingsoopers.com).

### **Q. After I enroll my rewards card with an organization, how long is it before my purchases start benefitting them?**

Earning for your designated nonprofit organization will begin immediately after registering and linking your SooperCard. You may verify enrollment by going to [www.kingsoopers.com](http://www.kingsoopers.com) and clicking on My Account.

### **Q. How often do I need to re-enroll my loyalty card?**

Customers will automatically stay enrolled in the organization of their choice until they decide to switch organizations or no longer participate. Customers can change their selected organization or end their participation at any time by going to [www.kingsoopers.com](http://www.kingsoopers.com) and clicking on My Account.

### **Q. May I support more than one organization at a time through King Soopers Community Rewards?**

Your SooperCard may only be linked to one organization at a time. However, you may change your selected nonprofit at any time.

### **Q. Can we call and have the King Soopers office link our card to the organization of our choice?**

Each person must register under their own individual account. All customers must enroll through [www.kingsoopers.com/communityrewards](http://www.kingsoopers.com/communityrewards).

### **Q. What do I do if I don't know my organization's number?**

Simply look up the organization by the name.

Cheyenne American Legion Post #6 Baseball Club

NPO# SD863