



**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.
- 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.