

## Instructions for Creating and Registering your Kroger Plus Rewards Card.

***PLEASE NOTE: Before you can link your plus card to an organization, you must have an email address.***

### **STEP 1: Creating an Online Kroger Account**

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

\*Go to [www.krogercommunityrewards.com](http://www.krogercommunityrewards.com)

\*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 Kroger Plus Card Number, 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 prompt to check your email for a confirmation email.

Click the hyperlink in your email to finish creating your Online Kroger Account.

\*Continue to step #2 to register for the Kroger Community Rewards Program of your choice.

### **STEP 2: Register for the Kroger Community Rewards Program**

\*Go to [www.krogercommunityrewards.com](http://www.krogercommunityrewards.com)

\*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 then select 'Account Settings' from drop down menu.

\*Click 'edit' under Community Rewards. If prompted, enter personal information.

\*Under Find Your Organization: Enter the NPO number 81596 or New Moon Theatre then select 'search'.

\*Under Select Your Organization: Select box next to your organization

\*Then select 'save changes'.

\*If you have registered correctly, you should now see your organization information listed under 'Community Rewards' on your Account Summary page.