



**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—you 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.
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## **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' from the drop down 'Welcome Sign In' in the upper right-hand corner of the page.
- 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 in the upper right-hand corner of the page. Then select Community Rewards from the left-hand side under 'Account Summary'
- Click on Community Rewards.
- Under Find an Organization: Enter **YT993** for **Lincoln Academy Charter School PTO**. Before clicking on 'search' make sure the organizations description is selected (example: Education) on the view by type area.

You should now see **Lincoln Academy Charter School PTO** listed under 'Community Rewards' on your Account Summary page.

You are all set! **Lincoln Academy Charter School PTO** will remain your organization of choice until you decide to change it.

If you have any questions, you can contact the Lincoln Academy Kings Coordinator  
[ptoleopards.treasurer@gmail.com](mailto:ptoleopards.treasurer@gmail.com)