

KROGER COMMUNITY REWARDS
Instructions to Link Kroger Plus Card to
The Ottawa County Historical Society #32524

1. You will need to have your Kroger Plus card handy in order to register the card with Community Rewards and select the Ottawa County Historical Society.
2. **Go to** www.krogercommunityrewards.com
3. **Click** "Sign in" if you have a Kroger account
4. If you do not have a Kroger account, see "To Create An Account" instructions below to create an account.
5. **Select** "Community"
6. **Select** "Kroger Community Rewards"
7. If your card is NOT yet linked, **Select** "Enroll Now" and go to step 8; if your card is linked to another charity and you wish to change to the Ottawa County Historical Society, **Select** "View Your Rewards Details" and go to step 9.
8. Within "Account Summary", **select** "Add Card" under "Plus Card and Alt IDs"
9. Once your card number has been added, within the "Account Summary" screen you will then edit the selection "Community Rewards" to connect your card to the Ottawa County Historical Society in step 10.
10. Within "Account Summary", under the last section "Community Rewards", **select** "Enroll". (If you do not see "Enroll" here, you may need to log out and then log back in to be sure your card information has been added.) On the next screen, "Find Your Organization", **enter** Kroger's NPO number for the Ottawa County Historical Society: #32524 or type "Ottawa" to search.
11. **Select** Ottawa County Historical Society from the list of organizations.
12. **Click** "Enroll". Once clicked, a message is displayed "Your enrollment in the Community Rewards Program has been updated. Thank you for participating."
13. Within the "Account Summary" last section, "Community Rewards, you will see "Ottawa County Historical Society" as the Organization Named, Organization Number, and Enrollment Date.

To Create An Account:

- a) **Enter** email address
- b) **Enter** password
- c) **Select** preferred store (by zip code)
- d) You will then get a message to check your email address and **click** on the link within the body of the email.
- e) Continue to Step #5 above.

If you have any difficulty with these instructions and linking your Kroger Plus card, please feel free to contact us for additional assistance.

Email: info@ottawacountyhistory.org