

## **INSTRUCTIONS FOR CHANGING YOUR CHOSEN MERCHANT CHARITY TO ADAMSON ALUMNI ASSOCIATION:**

### **Randalls/Tom Thumb:**

The Randalls/Tom Thumb Good Neighbor program account number for the Adamson Alumni Association is **13723**.

Even if you are already enrolled in the grocery store's Rewards Card program, you will need to fill out the form to set up or change your chosen organization to benefit from your purchases through the Good Neighbor Program, because Randalls/Tom Thumb does not have a way to change your choice online. Therefore, simply print the form that is on our Adamson Alumni website, fill it out, and return the form to any Randalls/Tom Thumb Courtesy Booth/Customer Service counter, or you can get a form at your favorite Tom Thumb or Randalls supermarket.

### **Amazon:**

#### **If You Do **Not** Have an Amazon Account:**

1. Go to **smile.amazon.com** on the Internet.
2. Select "Register" and fill in the requested information.
3. It should indicate that you now have an account.
4. Click "Select an Organization" and type in "Adamson Alumni." Click "Search."
5. **You probably will see two "Adamson" listings. Obviously, select "W. H. Adamson Alumni Association".**

#### **If You **Do** Have an Amazon Account:**

1. Just click on the link on our website, or go to **smile.amazon.com** on the Internet.
2. It may say "Hello (your name)," or you may have to sign in with your email address and Amazon password.
3. You should see a large box that contains a "Select an Organization" option. Type in "Adamson Alumni" and click "Search." **See Note 5 above.**

For the Alumni Ass'n to receive your 0.5% rebate, you **must always** do your Amazon shopping through **smile.amazon.com** instead of just amazon.com. You will have access to all products, your lists, Prime membership benefits if you're a Prime member, etc., that are available through the main Amazon website.

### **Kroger:**

The Kroger Nonprofit Organization Number (NPO) for Adamson is **97795**.

#### **If you have not previously established an online account:**

Simply click on the Kroger link on our website, or go to [www.kroger.com](http://www.kroger.com) on the Internet. Click the "Community" button toward the top of the page, then click "Community Rewards." Then,

1. Select the "Register" button.
2. Enter the required information.
3. Select "Create Account." (Continue to next page of instructions below)

Make sure that you add your card number (it is a 12-digit or 13-digit number on your card or on your keychain disc), or create a “virtual card” while registering your account.

After you establish an account, or if you have already established an account,

1. Sign into your account.
2. Select “My Account.”
3. Scroll down to the “Community Rewards” section of your account page.
4. Select “Enroll Now” or “Edit.”
5. Enter the name or NPO number for Adamson (see above).
6. Select the appropriate organization from the list and click “Select” or “Save.”

**There are two “Adamson” organizations on Kroger’s list.**

**Be sure you select “Adamson Alumni Association.”**