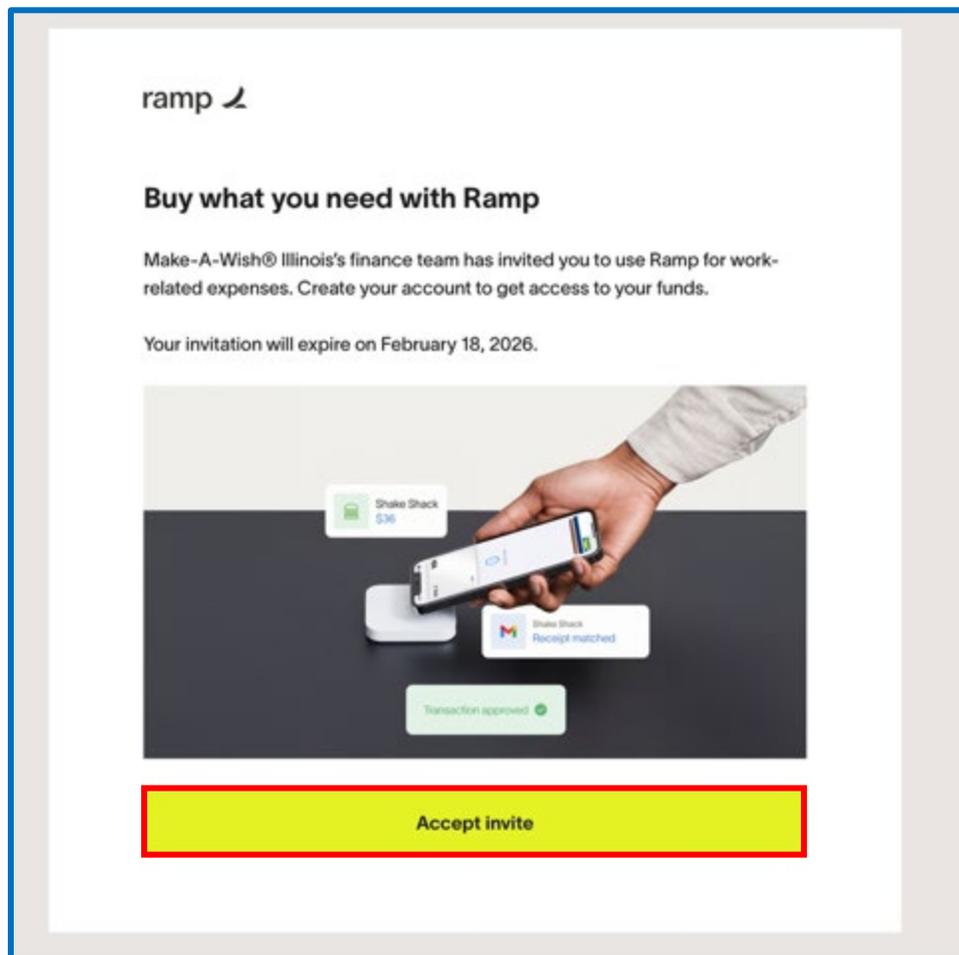




## HOW TO ACCEPT RAMP INVITATION & CREATE ACCOUNT

*Prior to this process, volunteers must submit a request to be added to the Ramp system. To complete this step, please go to WishNet and enter your First Name, Last Name, and email to initiate the request. The Accounting department at Make-A-Wish Illinois will send an invite within 2 business days. Please follow the below instructions to accept the invitation and prepare your account for streamlined reimbursement.*

1. Within your email inbox, find the email from Ramp.
  - a. Sender: Ramp
  - b. Subject Line: Set up your Ramp account for Make-A-Wish® Illinois
2. Select 'Accept Invite' within the invitation email.



3. Enter details (First Name, Last Name) and create password for Ramp account. Select 'Create account'.

You've been invited to join Make-A-Wish® Illinois on Ramp

Make-A-Wish® Illinois uses Ramp to manage company expenses. You'll use it to buy things you need for work while automatically adhering to your company's expense policy.

Claim your account:

Create account with Google

or

First name (required) Last name (required)

Email address  
*Your email address will be auto-filled here based on what you submit via WishNet*

Password (required)

- At least 12 characters
- At least 1 lowercase character
- At least 1 uppercase character
- At least 1 number
- Not a commonly used password

Create account

4. Set up your phone number on your Ramp account.

*Recommended by Make-A-Wish Illinois because it increases security on your account and provides the option to text receipts.*

ramp

### Verify your phone number

We strongly recommend adding a phone number as a layer of security. This will allow you to complete your expenses via text, without logging into Ramp.

Don't have a work phone? Use your personal number instead

Country: US (+1) Phone number

Send code

[Skip for now](#)

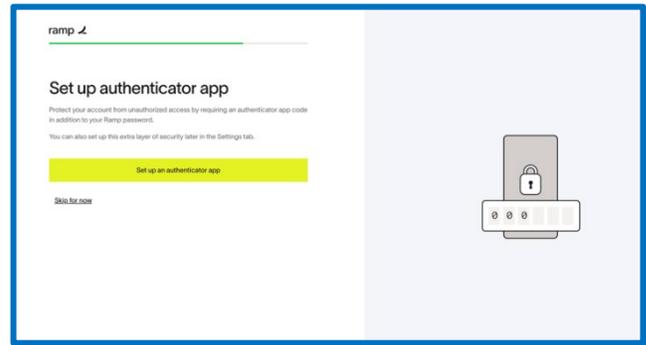
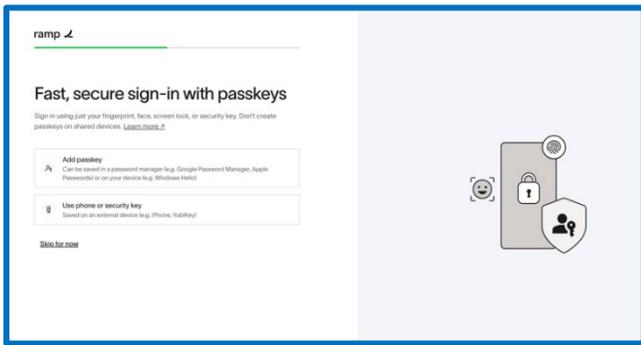
By continuing, you agree with our [Privacy Policy](#) and [Terms Platform Agreement](#), and agree to receive text messages from Ramp. Message and data rates may apply. Text "STOP" to stop all messages from Ramp and "HELP" for help.

What was the reason for this transaction?

- Reply with...
- 1 for "Refreshment for meeting"
- 2 for "Team lunch"
- 3 for "Team building event"
- Or send your own reason

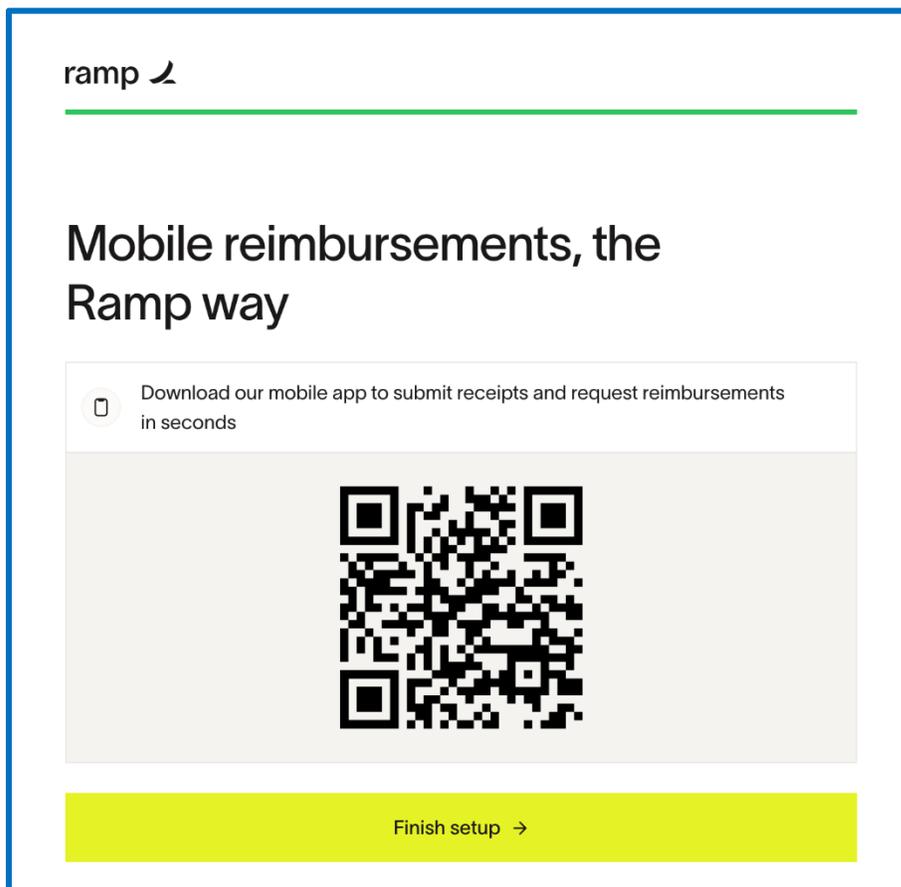
We've added your reason. This transaction is now completed.

5. The next two screens will prompt additional security measures – these are not required and can be skipped.

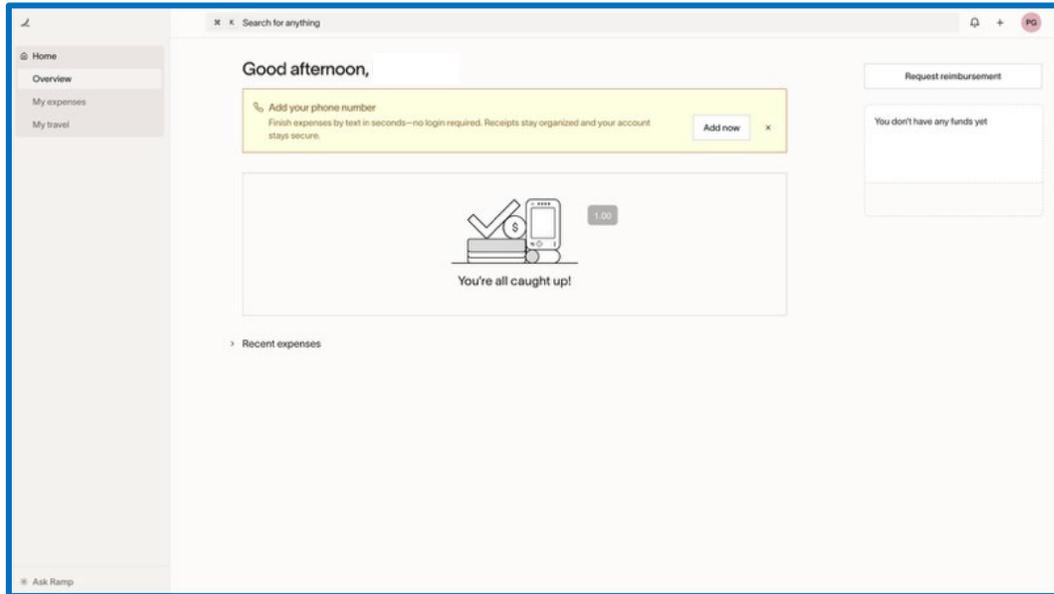


6. Download the mobile app & Finish setup.

*Recommended by Make-A-Wish Illinois because it provides alternate options to submit reimbursements.*



7. Account is active & ready for payment information and reimbursement submission! This should be what the home screen looks like:



8. Set up Payment Information

- a. From Home Screen, select your profile in the right-hand corner.
- b. Select Settings
- c. Select the 'Banking' tab
- d. Select 'Add personal bank account →'
  - i. Ramp provides two options for adding banking information:
    1. Link your bank account via secure sign-in to your bank
    2. Enter the account details manually

