



Chevron Humankind

Quick Reference Guide – Submitting Online Requests - Retirees

The following Quick Reference Guide lists the steps necessary to submit online requests into YourCause, Chevron Humankind's online payment processing system. It includes instructions for accessing the website and submitting requests for grants for both financial contributions and volunteer time.

Accessing YourCause (Chevron Humankind Website)

1. Go to <http://chevron.yourcause.com>
2. **Logging on for the first time?** Click here for [Registration Instructions](#)
3. **Already registered?**
Enter your User ID and password, and click **Log on**
(passwords are case sensitive)

If you need assistance email chevron-support@yourcause.com or call **+1 (866) 751-6031**

Requesting a Grant – Financial Contributions

To submit a matching gift request:

1. Click the **Give** tab
2. Click **Record Offline Donation**
3. Enter in the dollar amount and donation date
4. **Select an Organization**
 - a. From the drop down box - charities you have given to via YourCause will appear here - or
 - b. Click **Search for an Organization** to search for and select your nonprofit
5. Click **Add Designation** (if you want to direct your gift or are giving to a religious organization, a program designation is required)
6. Click **Save Donation**
7. Check the **Request Matching Grant for Offline Donation** box to request a matching grant
8. Click **Apply for Grant**
9. Upload a copy of your **receipt** (if you do not have a receipt it is fine, but it will slow down approval of your match)
10. Click **Submit**

Note:

- Your gift amount must be \$20 or more to be eligible for a match
You will receive an email confirming your match request followed by an email when your match is approved. To check the status of your grant request click **Donation History** on the **Give** tab. Offline Donations are listed under the **Other Donations** tab.

Requesting a Grant – Volunteer Time

To submit your volunteer hours:

1. Click the **Volunteer** tab
2. Click **Log New Hours**
3. Fill in the form
4. Click **Search for an Organization** to search for and select your nonprofit
5. Click **Done**

Note:

- If you have entered 20 hours or more for a single nonprofit you will be presented with the option to request a grant for \$500.00 to go towards your nonprofit. You can view the status of your volunteer grants on the **My Grants** page under the **Volunteer** tab.
- Once you submit your request, YourCause will verify the eligibility of your nonprofit and contact them for verification of your hours. The grant check will then be sent to your nonprofit. **This process takes 6-12 weeks, as Chevron must wait for the nonprofit to verify the hours.**