



Chevron Humankind

Instructions for Registration - Retirees

Chevron Humankind, the program that matches your donations and volunteer time, has transitioned to a new payment processing vendor called YourCause. This change was effective from January 1, 2014.

All matching requests can now be submitted through a new website: <http://chevron.yourcause.com>

In mid-November, eligible Chevron retirees received a letter with information about the transition. The letter included personalized log-in information for the new system.

To register in the new system and begin submitting matching requests you will need to follow the steps outlined in this document.

To do so, you will need to **refer to the personalized User ID on page 2 of your letter**, see below:

Starting January 1, 2014

You can begin entering your 2014 donations and requests for volunteer grants into the new YourCause system on January 1, 2014.*

Use the following credentials to access the YourCause site:

User ID: XXXX-XXXX

****NOTE: Save this letter. You will need this User ID from January 1, 2014 onwards.***

Please note:

You will need to **register** and **create a password** upon your first visit to the site.

To Register:

Please see the step-by-step instructions starting on the next page...

If you experience any issues contact YourCause Customer Support at:

chevron-support@yourcause.com or +1 (866) 751-6031

Registration Instructions:

1. Go to the Chevron Humankind login page: <http://chevron.yourcause.com>

The following page will appear.

Click one of the three **Register** links to be taken to the registration page (see red arrows).

The screenshot shows the Chevron Humankind login page. At the top left, there is a language dropdown menu set to "English". At the top right, a link says "Haven't created a password yet? [Register now](#)". Below this is the Chevron logo and the text "Chevron Humankind Hosted by YourCause". On the left side, there are two input fields: "User ID" and "Password", followed by a blue "Login" button. Below the "Login" button, there are three links: "Forgot your password? [Reset it here](#)", "Haven't created a password yet? [Register](#)", and "Need help? [Email us](#) or call (972) 755-3950". On the right side, there is a section titled "Chevron Humankind" with a paragraph of text about company match and volunteer opportunities. Below that, it says "If this is your first time signing in, please [click here](#) to set up your password. You will need your Email Address." Three red arrows point to the "Register now" link at the top right, the "Register" link at the bottom left, and the "click here" link in the right-hand text.

2. The first registration page will appear:

On this page, you may choose a **Preferred language** (other than English if desired). Then you must agree to the **Disclaimer** and click the **Next** button (see red arrows).


Just a few questions to get started

Preferred language:

<input checked="" type="radio"/> English	<input type="radio"/> 日本語
<input type="radio"/> Español	<input type="radio"/> Italiano
<input type="radio"/> Português	<input type="radio"/> Deutsch
<input type="radio"/> 中文	<input type="radio"/> Hungarian
<input type="radio"/> Français	

Disclaimer:
By entering the Chevron Humankind Website you acknowledge that you have read, accepted and will comply with the [Chevron Humankind Guidelines](#). By checking the box below, you acknowledge the above statement and the Privacy Policy set forth by Yourcause, the Chevron Humankind vendor. The Privacy Policy can be found [here](#).

I have read, understand and agree to the Chevron Humankind Guidelines and have also reviewed and accept the terms and conditions of the YourCause Privacy Policy.



3. The second registration page will appear:

On this page you must enter your **Last Name** and the **User ID** you received in the letter.

Click the **Continue** button.

Please register to begin.

Last Name <input type="text" value="Last Name"/>	User ID <input type="text" value="User ID"/>
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Your last name and User ID will then be authenticated against the records Chevron provided to YourCause. If everything matches you will be asked to create a **Password** (see next page).

NOTE: If you did not receive a letter from Chevron Humankind with your User ID, you may not be eligible to participate in Chevron Humankind. To investigate whether or not you are eligible to participate or to lookup your User ID, contact YourCause at: **+1 (866) 751-6031**

4. **Password creation page has three more steps** to complete your registration:
 1. Enter a **Password** of your choosing (enter twice to confirm)
 2. Select a **Privacy Setting**:
 - a. **Public** - **Selecting the Public setting will allow other employees and retirees to look you up in the People Search feature and see the names of the charities to which you donate.** It will also allow people to see your first and last name on any volunteer events you sign-up for. **No financial giving information (e.g. dollar amounts you donated) will ever be displayed to others.**
 - b. **Private** - If you do not want employees or retirees to see any of the above information, select Private.
 3. Enter your **Email Address** – This address will be used to update you on status changes to your matching grant requests and is where password reset instructions will be sent (in case you forget your password in the future).

Please register to begin.

Last Name <input type="text"/>	User ID <input type="text"/>
Create a Password <input type="password"/> <small>At least 8 characters with 1 number</small>	Confirm Password <input type="password"/>

*** Privacy Settings**

A public setting allows other employees to view your volunteering profile, history, and events. Only employees have access to this program.

Private

Public (recommended)

We noticed that you do not have a registered company email address. Please register an email address in order to receive important company and event information.

(If you receive a company email address later, that address will then be used).

Email Address


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5. Click the **“Register”** button and you are done!

On future visits to the site, you will use your **User ID** and **Password** for authentication at <http://chevron.yourcause.com>.

The site will look something like this (subject to change slightly):

English ▾Haven't created a password yet? [Register now](#)



Chevron Humankind

Hosted by YourCause

User ID

Password

[Login](#)

Forgot your password? [Reset it here](#)
Haven't created a password yet? [Register](#)
Need help? [Email us](#) or call (972) 755-3950

Chevron Humankind

Chevron offers U.S. employees and retirees a one-to-one company match to eligible 501(c)3 nonprofits, up to \$10,000 per employee and \$3,000 per retiree annually. We also offer an array of company-sponsored volunteer opportunities. U. S. employees and retirees can request a \$500 grant for either individual or company-sponsored projects after volunteering 20 hours or a \$1000 grant after volunteering 40 hours with a single nonprofit.

If this is your first time signing in, please [click here](#) to set up your password. You will need your Email Address.

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