chevron humankind
quick reference guide (retirees)

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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 Chevron Humankind

o Access the Chevron Humankind login page at www.chevronhumankind.com or https://chevron.yourcause.com/auth/basic

o Enter your 8-digit Chevron Humankind User ID (CHK ID) formatted with the dash. Example: 0000-0000 and click **Next.**

o Enter password and click **Login** which will direct you to the homepage.

o If you are having issues with logging in, please review: Chevron Humankind Login Quick Reference Guide which is located on the Login page.

Requesting an offline matching grant

To request an offline matching grant for a donation made directly to the charity:

1. Click on the **"Give and Match"** box on the community home page.
2. Read the tips in the **"Things to Remember About Matching"** box.
3. Next, click on **"Find Your Charity**."
4. Choose from your list of favorites or search for a new organization.
5. Click on **"Log an Offline Donation"** on the charity's page.
6. Enter your original donation amount, the date you donated, the type of donation, the designation (secular designation is required for religious organizations) and upload your receipt. Your receipt must include your name, the date you donated, amount and charity name. The minimum donation to request a match is $20.00.

7. Click on **"Add to My Cart"** and then **"Explore More"** to add more match requests or **"Checkout Now."**

8. Once selecting **"Checkout Now,"** select **"Apply Match and Checkout."**

9. Complete the **"Match and Eligibility Questions"** and click **"Next Step."**

10. Read the **"Affirmation Statement"** and click on **"I have read and agree."**

11. Under where the eligible match amount is listed, select the **"Apply for (amount)"** button.

12. Click "**Next Step**."

13. Select your **Privacy Information**.

14. Click "**Next Step**."

15. Review your offline match request details and click **"Confirm and Finish."**

Note:

• Your offline donation amount must be $20 or more to be eligible for a match.

• All match requests must be reviewed by Chevron. You will receive an email within15-30 days once your match request has been reviewed.

• To check the status of your matching grant request, click on the "Give" tab and then click on "My Giving." You can also click on the **"View My Giving"** link on the homepage in the **"Charities Reached"** box.

Applying for a volunteer grant

To log volunteer hours:

1. Click on the blue button that says **"Log Hours"** on the homepage next to the number of hours you have logged year to date. You can also click on the **"Volunteer"** link at the top of the page and then click on **"Log Hours"** on the blue navigation bar.

2. Enter the number of hours you have volunteered in **"My Hours."**

3. Enter the **"Event Name."**

4. Select a **"Participation Date."**

5. Check **"Event Repeats"** if the event is recurring.

6. Enter the event street address, country, state/region, county, city and zip code.

7. Click **"Select an Organization."** Select the organization from your **"Favorites"** or search by name or EIN.

8. Click **"Done."**

To apply for a volunteer grant, first verify your eligibility.

- Upon meeting the minimum requirements (20 volunteer hours to a single organization), you will get a pop-up box allowing you to apply for a volunteer grant.
- Alternatively, click on the **"Volunteer"** tab at the top of the page to see if you are eligible.
- If you meet the minimum requirements, you will see a light blue box on the **"My Volunteering"** page with the name of the organization(s) you are eligible to apply for.

Next, apply for a volunteer grant:

1. Click **"Apply Now"** on the My Volunteering page.
2. Complete the questionnaire. You will need to add a contact name and email for the organization.
3. Click **"Next."**
4. Review the grant details and add a designation (a designation is required for grants to religious organizations).
5. Select your hours. It's best to only select the minimum number of hours (20 hours) in case you would like to apply for a second volunteer grant to the same organization.
6. Click **"Submit."**
7. Your volunteer grant application must be reviewed by the Chevron Humankind team. You will receive an email letting you know if your grant has been approved.

Note:

- Volunteer grant matching with eligible nonprofits is available in a $500 grant after 20 hours. If you volunteer for an additional 20 hours, another $500 grant is available. Each grant must be entered separately to claim the full amount of 40 hours and a $1,000 match.
- You can view the status of your volunteer grants by either clicking on the **"Give"** tab, then clicking on the **"My Giving"** tab, or by clicking on the "View My Giving" link on the homepage in the **"Charities Reached"** box.

Please contact YourCause support at chevron-support@yourcause.com or call +1 (866) 751-6031 should need additional assistance.