

human energy

U.S. paid Chevron employees who have met eligibility requirements for retiree medical coverage can continue to participate in the Chevron Humankind giving, matching and volunteer program once they retiree. Retirees have a \$3,000 annual match cap.

Actions to take before you retire: Obtain your Chevron Humankind User ID

- 1. Access the Chevron Humankind website from your computer connected to the Chevron Intranet: <u>chevron humankind home login instructions</u>
- 2. Select the "home login instructions" tab at the top of the blue navigation bar
- 3. Print the home login Instructions page which displays your 8-digit Chevron Humankind User ID needed to participate: (User ID: 0000-0000)
- Be sure to submit any Humankind match requests before your access to Chevron's intranet is revoked. Once your access is revoked, you will not have access to the Chevron Humankind website until your official retirement date.

Accessing Chevron Humankind using your personal computer:

Because you will be moving from accessing Chevron Humankind through Chevron's Intranet (SS0) to the global internet, you will be required to obtain a temporary password which enables you to establish your own personal password. For those retirees that have previously logged on with a personal email address, you should not have to re-register or create a new password. Your password is linked to your CHK ID from your previous registration.

- To obtain your temporary password email CVXHMKD@chevron.com. Please note in the subject line "request for temporary password" to receive the instructions for verification. In your email, please include your CAI and/or physical mailing address
- A team member will ask a set number of questions to verify your identity which you can answer by phone or email depending on personal preferences. Please allow up to 48 hours to receive your temporary password.

- Note: temporary passwords expire every Monday. Therefore, if you receive your temporary password on Friday, you will have until the Monday before it expires.
- Access the Chevron Humankind login page at <u>www.chevronhumankind.com</u> or <u>https://chevron.yourcause.com/auth/basic</u>
- Enter your temporary password and follow the prompts to agree to the terms and conditions and terms of service. Click 'Next'
- Create a new password using the following requirements: at least 12 characters, must contain a combination of at least 3 of the following four-character types: numeric, lowercase, uppercase, special character (!,\$,%...).
- o Confirm your password and click 'Finish & Signup'
- Select your preferred language & enter your preferred email to receive communication regarding the status of your match requests.
- o Select 'Save & Continue'
- Once you are logged in, be sure to confirm your preferred email by accessing 'My Account' then select 'Verify Email'. You will need to enter a 4-digit code which will be sent directly to the preferred email address provided.
- Safely make note of your Chevron Humankind password, it will be required for all future logins

If you are having trouble, contact YourCause support at **chevron-support@yourcause.com** or call **+1 (866) 751-6031**.