



human energy®

# Chevron Humankind: retiree registration instructions

May 2017

# Chevron Humankind

## **Before you leave Chevron, get your User ID.**

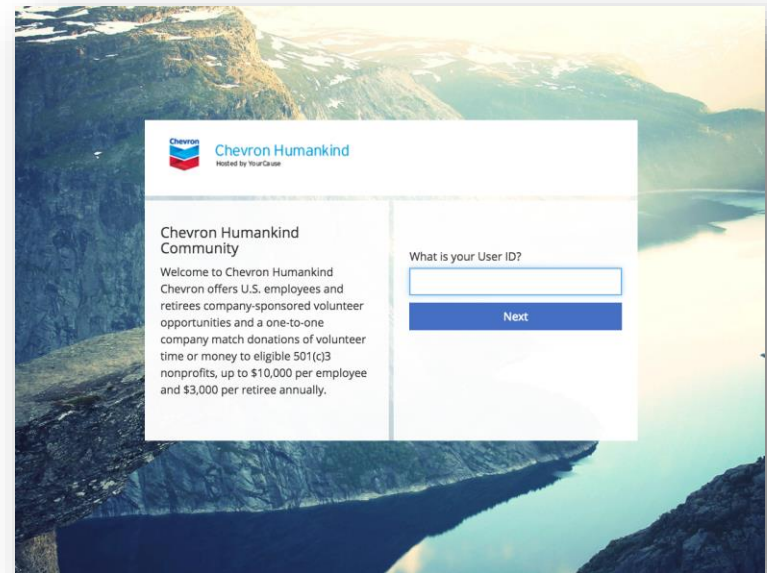
- Go to [chevronhumankind.chevron.com/home.aspx](http://chevronhumankind.chevron.com/home.aspx) from a computer connected to the Chevron intranet.
- Choose the “**Home Login Instructions**” tab on the top navigation bar.
- This page lists a User ID that is unique to you and it includes important instructions for managing your Humankind giving and volunteerism online when you leave Chevron.
- Be sure to print and keep this page. You must have your User ID to access Chevron Humankind as a retiree.



# Access the site

The first time you register in Chevron Humankind as a retiree you will need to follow these steps:

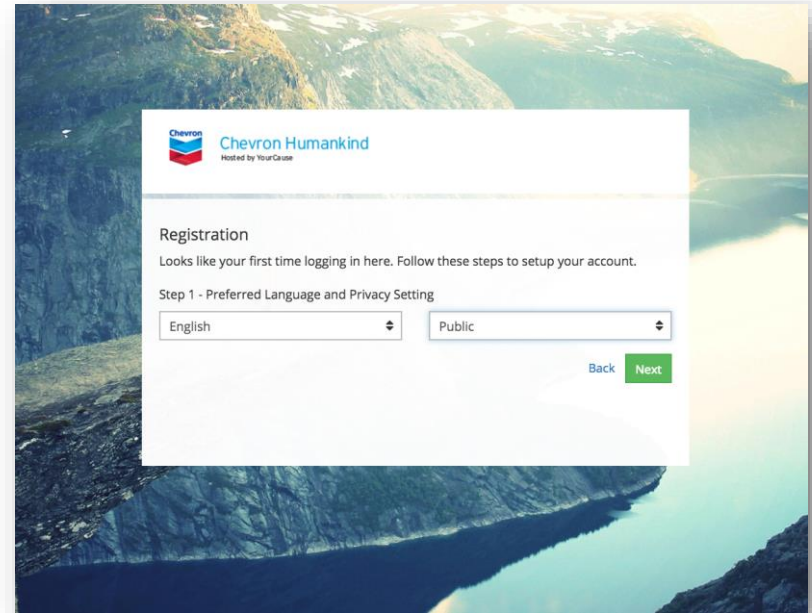
1. Access the Chevron Humankind login page at [www.chevronhumankind.com](http://www.chevronhumankind.com).
2. Enter your user 8-digit User ID.
3. Click “**Next.**”



*If you are unable to locate your User ID call the YourCause customer support line: 972-755-3950.*

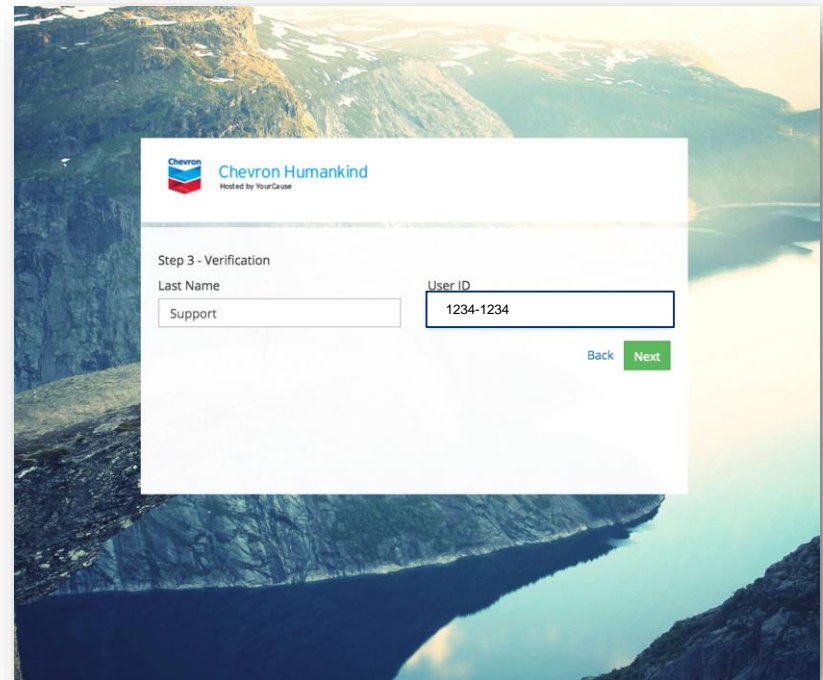
# Language and privacy

1. Choose the language that you would like displayed on the site. The site is supported in 12 different languages.
2. Choose your privacy setting, public or private. We suggest choosing the public setting. Your participation in volunteer events will be public, but the donations you make will never be displayed for other employees or retirees to see.



# Verification

1. To verify your information, please enter your last name and re-enter your user 8-digit User ID.
2. Click **“Next.”**



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Step 3 - Verification

Last Name

User ID

[Back](#) [Next](#)

# Create your password

1. Establish a password. It must include:

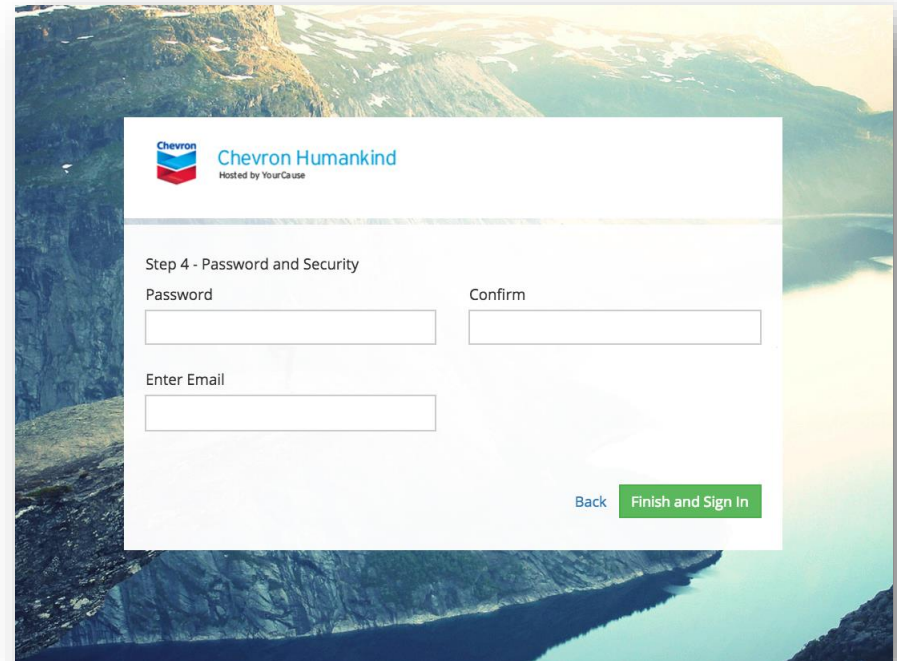
- 8-15 characters
- One lower case letter
- One upper case letter
- One special character (!, \$,%...)
- One number (0-9)

2. Enter your password a second time in the confirm box.

3. Enter your email address.

- An email address is needed to send you confirmations when your match requests are reviewed.

3. Click “**Finish and Sign In.**”



The screenshot shows a web form titled "Step 4 - Password and Security" for Chevron Humankind. The form is set against a background image of a mountain range and a lake. It contains three input fields: "Password", "Confirm", and "Enter Email". At the bottom right, there are two buttons: "Back" and "Finish and Sign In".

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Step 4 - Password and Security

Password

Confirm

Enter Email

[Back](#) [Finish and Sign In](#)

# Help and support

The YourCause customer support team is available from 7 AM to 7 PM Central, Monday – Friday.

- **Email support:**

- Chevron-Support@yourcause.com

- **Phone support:**

- Customer support line: 972-755-3950

- Account manager support: 972-755-3953

- **Live chat:**

- Hover over the “Info/Help” tab, click on “Help” then click on the blue button that says “Live Chat”.

