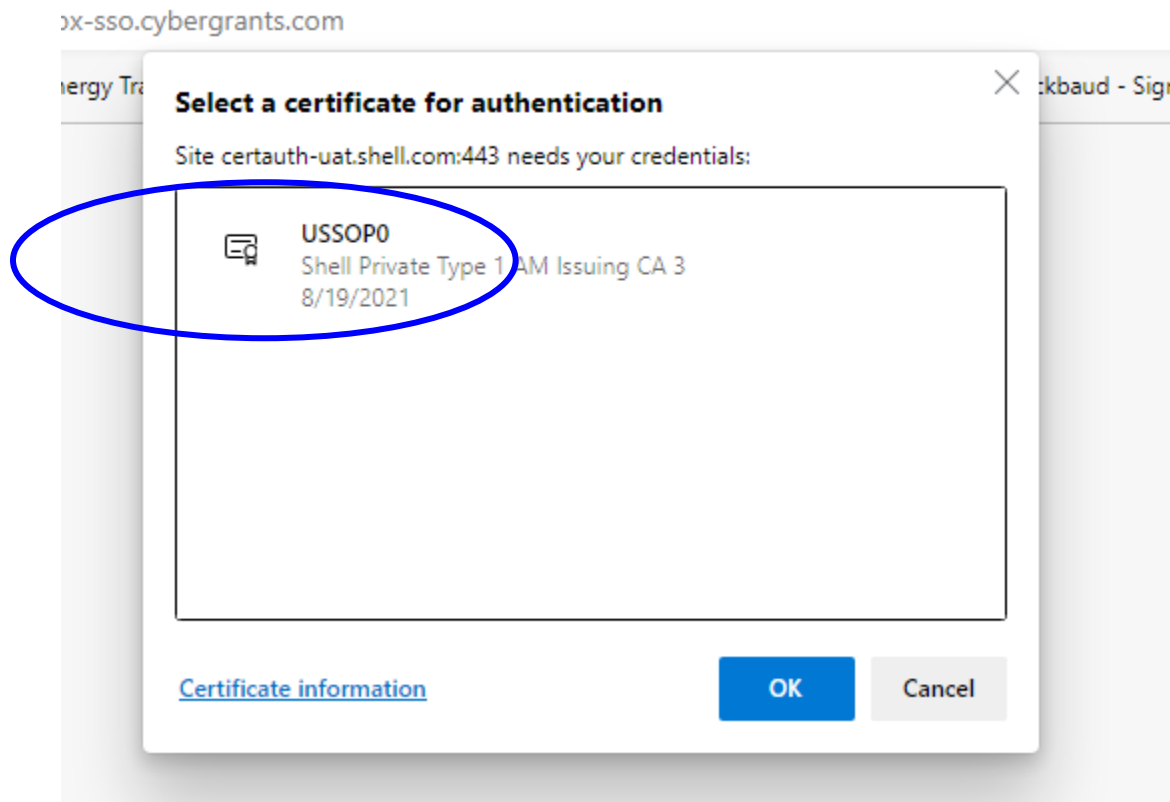


# HERO – Employee Matching Gifts Program

## Online Guide

1. There are two ways to access the HERO program website:
  - a. When on the Shell network, access the HERO Match Portal at <https://sso.shell.com/idp/startSSO.ping?PartnerSpld=https%3A%2F%2Femployee-sso.cybergrants.com>
  - b. Or via the external site at <https://www.cybergrants.com/shelloilfoundation/hero>
2. If this is your first time attempting to log in to the New HERO program website, you may need to take a few steps to get signed on. If signing on via SSO (while on the Shell network) if the system doesn't automatically read your certificate you will need to double click the certificate for the system to register you. If signing on via external www site you will need to setup a new 11-character User ID (the last six digits of your social security number, date of birth (MMDD) and first initial of your first name ). Please see screen shots below to direct you on these screens.

### Accessing the SSO – Double click the certificate



Accessing the external site <https://www.cybergrants.com/shelloilfoundation/hero>

Click "Create your password"

**Log In**

To log in and access the Shell HERO Program website.

**HERO Online Guide**

**Matching Gifts Form**

**For Pensioners or Ex-Pat employees working in the US, please submit your pledge electronically by logging in below or click [here](#) for your HERO form.**

**Login ID** - Enter the last six digits of your social security number, date of birth (MMDD) and first initial of your first name in the login ID field (with no spaces)

**NOTE:** If this is your first time using the new HERO site, please click Create your password below.

First time use? [Create your password](#)

Login ID:

Password

Show password

[Log In](#)

[Forgot your password?](#)

3. If you signed into HERO SSO link via the Shell network, you will see the screen below (Matching Gifts Home Screen). If you signed into the HERO site via the www site page you will be prompted to fill in the "My Preferences" section before you proceed to the next screens (this screen can be filled in at a later time).

4. On the **Matching Gifts home screen**, click on either the **Matching Gifts tab** at the top of the screen or click the **“Go To Matching Gifts”** button.



[Home](#) [Matching Gifts](#) [Volunteer Hours](#) [Volunteer Grants](#) [Guidelines](#) [HERO FAQ's](#)



Welcome Jane Doe

**Giving and Volunteerism Made Easy!**

We support employee and pensioner gifts to select nonprofit agencies and schools throughout the U.S. and extend the reach of our personal and corporate giving. The company will provide a 1:1 match up to a maximum match of \$7,500 for Shell employees and \$5,500 for Shell pensioners (*who have retired directly from active service and are eligible to receive overall company benefits*), per calendar year for the HERO Open Giving Program. The minimum gift is \$25.

We encourage employees to engage in community in meaningful ways through volunteerism and charitable giving. Volunteerism promotes employee involvement in nonprofit groups by providing opportunities to connect and grants linked to volunteering. Recipient organizations benefit twice from your community service—first from the benefits of your time, and again by a financial contribution from the company

[Go to Matching Gifts](#)

[Go to Volunteer Hours](#)

Click on either of these links

5. You are now on the **Matching Gifts screen**. Click on the **“Request a Match Button”**. (If you would like to make a payroll deduction during the month of September, see the screen shots at the bottom of this document)

[Home](#) [Matching Gifts](#) [Volunteer Hours](#) [Volunteer Grants](#) [Guidelines](#) [HERO FAQ's](#)



## Matching Gifts

We support employee and pensioner gifts to select nonprofit agencies and schools throughout the U.S. and extend the reach of our personal and corporate giving. By matching employee and pensioner gifts, donor and company resources are leveraged for maximum community benefit.

The company will provide a 1:1 match up to a maximum match of \$7,500 for Shell employees and \$5,500 for Shell pensioners (*who have retired directly from active service and are eligible to receive overall company benefits*), per calendar year for the HERO Open Giving Program. The minimum gift is \$25.

[Request a Match](#)

Click on Request a Match Button

6. **Choose your organization** -Type in the name of the organization you are searching for in the search field or you can use the Advanced Search and provide more detailed information to find the organization.

\*After your initial match request(s) in the new portal have been made you will then have the option at the bottom of the page to choose organizations you have donated to before.

### Matching Gifts

Please enter your search criteria below and click the Search button.

**SEARCH TIP:** This search engine is looking for organization records that match every search criteria field that you enter. Therefore, to increase your search results success rate and locate more organization records, enter less information.

Organization name (required)

All states

Advanced search

Search

My Local United Way

No Matches Found.

### Current 2022 Match Balance

\$7,500.00

REMAINING  
from \$7,500.00

[More information](#)

### Organizations I have donated time or money to before

Houston Society for the Prevention of Cruelty To Animals  
7007 Old Katy Road,  
Houston, TX, 77024-8022, United States,  
U.S. Tax ID/EIN:  
741287171

Select

Alzheimers Disease and Related Disorders Association Inc  
Alzheimer's Association STAR Chapter  
4400 N. Big Spring  
Suite C-32, Midland, TX, 79705, United States,  
U.S. Tax ID/EIN:  
133039601

Select

Animal Samaritans  
PO Box 513, Thousand Plms, CA, 92276-3331, United States, U.S. Tax ID/EIN: 953171867

Select

Friday Harbour  
P.O. Box 541811,  
Houston, TX, 77254-1811, United States,  
U.S. Tax ID/EIN:  
270323657

Select

**In the search field type in the organization name or choose Advanced Search option.**

# Advanced Search Screen

## Matching Gifts

Please enter your search criteria below and click the Search button.

**SEARCH TIP:** This search engine is looking for organization records that match every search criteria field that you enter. Therefore, to increase your search results success rate and locate more organization records, enter less information.

### Organization

### Location

### U.S. Tax ID/EIN or NCES ID

[Simple search](#)

## My Local United Way

*No Matches Found.*

## Current 2022 Match Balance

**\$7,500.00**

REMAINING  
from \$7,500.00

[More information](#)

7. After you have chosen your organization you are now at the Donor Matching Gift Information screen. Fill out this screen, click **“Save and Proceed”**

## Donor Matching Gift Information (Gift already given directly to Non Profit)

### Houston Food Bank

535 Portwall, Houston, TX, 77029, United States, U.S. Tax ID/EIN: 742181456,  
donorservices@houstonfoodbank.org

#### \*Gift Date

The specific date of your donation (mm/dd/yyyy)

01/10/2022

#### \*Gift Amount

The tax deductible amount of your donation.

200.00

#### \*Match Amount Requested (?)

Enter your requested match amount (In cases of partial match)

200.00

#### \*Gift Payment Method

Select Payment Method from values in list.

Cash/Check (Gift already given)

#### Designation

Enter a specific department or area within the organization that you want your donation to go to.

#### \*Certification

- Neither my family nor I will derive any direct or indirect financial or material benefit from this contribution.
- I authorize the above-named recipient organization to report this gift to Shell Oil Company Foundation for the purpose of applying for a matching gift.
- My gift is a voluntary contribution that fully complies with the provisions of the program described herein, and does not represent in anyway a fee for a service or benefit.
- Any misrepresentation by me of the statements made herein will forfeit my rights to any matching contributions and, in addition, may result in violations of law.
- I have not been nor will be reimbursed by anyone for this contribution.
- I have read and understood the guidelines of the Shell Oil Company Foundation program.

I have read the terms and conditions and certify that the gift is eligible per the guidelines

Save and Proceed

Return to Home Page

### Current 2022 Match Balance

**\$7,500.00**

REMAINING  
from \$7,500.00

[More information](#)

8. Review Information and click **“Submit”**

Donor Matching Gift Information (Gift already given directly to Non Profit) > Review Information > Confirm with Charity

### Review Information

Please review your Matching Gifts information. Clicking the Submit button will immediately send the application to Shell Oil Company Foundation and you will then be unable to perform further editing.

**Houston Food Bank**  
535 Portwall, Houston, TX, 77029, United States, U.S. Tax ID/EIN: 742181456, donorservices@houstonfoodbank.org

### Donor Matching Gift Information (Gift already given directly to Non Profit)

\*Gift Date: 01/10/2022

\*Gift Amount: \$200.00

\*Match Amount Requested (?) \$200.00

\*Gift Payment Method: Cash/Check (Gift already given)

Designation:

\*Certification: I have read the terms and conditions and certify that the gift is eligible per the guidelines

[Submit](#) [Make a Change](#) [Return to Home Page](#)

9. If the agency you are searching for is not found, you will be given the option to Nominate your organization for inclusion in our nonprofit database. Click **“Nominate your organization”** and you will be taken to the second screen below.

### Matching Gifts

Please enter your search criteria below and click the Search button.

**SEARCH TIP:** This search engine is looking for organization records that match every search criteria field that you enter. Therefore, to increase your search results success rate and locate more organization records, enter less information.

All states [Advanced search](#) [Search](#)

### My Local United Way

No Matches Found.

### Search Results

**Helpful tips in searching for your organization:**

- Be more general in your search (e.g., if you are looking for a specific chapter of the "Girl Scouts", try searching for just "Girl" and the State)
- Search by Tax-ID in the advanced search
- If you wish to donate to a local chapter and you cannot find it in your search, either nominate the organization, or use the parent organization and enter the local chapter name in the designation field on the application.

Can't find your organization? [Nominate your organization](#) for inclusion in our nonprofit database.

### Current 2022 Match Balance

**\$7,300.00**  
REMAINING  
from \$7,500.00

[More information](#)

**Choose Nominate your organization if your org is not already listed**

10. Second screen: Fill in all information noted with “\*” Click “Review”, if everything is correct on the review screen click “Submit”

### Nomination Information

Fill out the Nomination fields below. By providing an address in the Organization Email Address field, the organization will be contacted at that address to fill in additional nomination information to be considered for review.

\*Legal Name

\*Organization Address

\*Organization City

\*Organization State

\*Organization Zip/Postal Code

Organization Telephone

\*Organization Email Address

Organization Website Address

---

### Mission

\*Mission Statement

(2000 character maximum)

\*Contact First Name First name of organization contact

\*Contact Last Name Last name of organization contact

Organization Tax ID

NCES School ID

NCES District ID

[Review](#) [Return to Home Page](#)



11. You are finished and have made your match request! Please make sure to read the instructions regarding "What's the next step?".

Donor Matching Gift Information (Gift already given directly to Non Profit) > Review Information > Confirm with Charity

## Confirm with Charity

Your Matching Gift was successfully submitted to Shell Oil Company Foundation. Your Gift ID reference number is **232639787**. A confirmation acknowledging the receipt of this request will be sent to you via e-mail shortly.

If you have not already done so, please send your donation to **Houston Food Bank**.

### What's the next step?

**If there is NO email address listed below** for this organization, you should email or print and mail the instructions directly to your contact at the organization or the organization's director of development to avoid delays confirming your gift. Once the organization confirms your gift, your request will be reviewed for matching eligibility.

**If there IS an email address listed below** for this organization, the organization will automatically receive an email asking them to login and confirm your gift. You do not need to take any further action. You may however, send the confirmation instructions to your contact as additional notice.

[Print Confirmation Instructions](#)

[Email Confirmation Instructions](#)

[Print screen](#)

Houston Food Bank

535 Portwall, Houston, TX, 77029, United States, U.S. Tax ID/EIN: 742181456, [donorservices@houstonfoodbank.org](mailto:donorservices@houstonfoodbank.org)

## Donor Matching Gift Information (Gift already given directly to Non Profit)

\*Gift Date: 01/10/2022

\*Gift Amount: \$200.00

\*Match Amount Requested (?) \$200.00

\*Gift Payment Method: Cash/Check (Gift already given)

Designation:

\*Certification: I have read the terms and conditions and certify that the gift is eligible per the guidelines

[Return to Home Page](#)