

How to Submit a Matching Gift Request

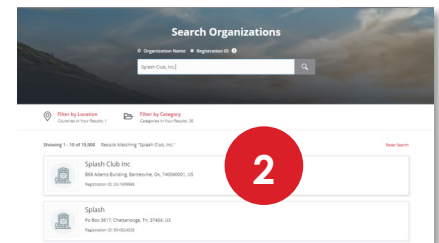
Phillips 66 Employees

Are you a Phillips 66 employee? Donations you make to Splash Club may be eligible for a Phillips 66 company match! Here's a quick reference guide to help you with this process.

Note: Phillip 66's matching gift program is subject to change at any time and as an employee you'll need to comply with their program requirements. Payment of your Splash Club membership fees do not count towards employer matching gifts.

Log In & Choose Splash Club as Your Organization

- 1 Go to <https://phillips66.yourcause.com/home>. Click **Donate Now**.
- 2 Select Splash Club from **Eligible Favorites** or **Search**.
Tip: Make sure your search includes the entire name of **Splash Club, Inc.**

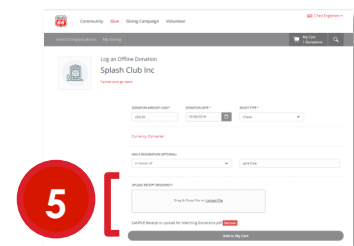


Select Donation Type: Credit Card or Offline Donation

- 3 Select whether you want to:
 - Request a match for a donation you previously made, known as an **Offline Donation - or -**
 - Donate directly via the matching portal with your **Credit Card and** request a match for it at the same time
- 4 Fill in all applicable info, making sure to:
 - Select **Employee Match** when asked which Match Program you'd like to use
 - Enter **Civic Engagement** (unless otherwise applicable) when asked which Phillips 66 focus area describes your donation

Upload Your Receipts for Offline Donation

- 5 If you made your donation offline, you must provide a receipt.



Check Out

- 6 To finalize the matching request, you must go through the check out process.
- 7 You can submit multiple matching requests in one Cart/Check Out.