

How COP Employees & Retirees Can Have Their Donation MATCHED by ConocoPhillips

Overview

If you donate \$50 or more to the Washington County School Supply Drive, ConocoPhillips will donate that same amount to the WCSSD.

How to Request Matching Funds

You must first send your donation to the WCSSD at this address:

Washington County School Supply Drive
P.O. Box 2031
Bartlesville, OK 74005

1. Access the COP Matching Gift Plan Site

- a. If you are an Employee:
 - i. Go to: <http://myestream.conocophillips.net>
 - ii. Click on: Library -> Employee Programs -> Matching Gift Plan



- b. If you are a Retiree:
 - i. Go to: www.cybergrants.com/conocophillips/donor
 - ii. First time users must create a password. To do this, you'll need your employee ID number. If you don't know it, call 866-901-6248.

- 2. On the **Employee Giving Home Page**, in the left pane, click on the **Go to Matching Gift Program page** button.
- 3. You will then see the main page for the **Matching Gift Program**. In the left pane, click on the **Submit a Matching Gift Request** button.
- 4. You will see the **Search for Your Organization or School** page.
In the **Keyword(s)** field, type: wcssd (case doesn't matter)
In the **State** field, select: Oklahoma

Organization Search Criteria	
Keyword(s):	<input type="text" value="wcssd"/>
State:	<input type="text" value="Oklahoma"/>
<input type="button" value="Search"/> <input type="button" value="Return to Home"/>	

Click the **Search** button.

5. You will see the following results page:

Organization Search Criteria	
Keyword(s):	<input type="text" value="wcssd"/>
State:	<input type="text" value="Oklahoma"/>
<input type="button" value="Search"/> <input type="button" value="Return to Home"/>	

Search Results	
Washington County School Supply Drive/WC/SSD/WASHINGTON COUNTY SCHOOL SUPPLY DRIVE INC P.O. Box 2031 BARTLESVILLE, OK 74005 United States Tax ID: 264355334 http://www.packthebackpacks.org	Select

Click on the **Select** link.

6. You will see the following page:

Matching Gift Application		
Please provide us with the following information about your gift. <u>Please note that gifts will be processed by gift creation date.</u>		
Thank you for including ConocoPhillips as your matching gift partner.		
*Recipient: Washington County School Supply Drive P.O. Box 2031 BARTLESVILLE, OK 74005 Telephone: 918-333-7758 Fax: none Website Address: http://www.packthebackpacks.org U.S. Tax ID/EIN: 264355334		
Gift Date (required) Enter the date of the gift.	<input type="text"/>	(MM/DD/YY)
Total Gift Amount (required) Enter the total gift amount.	<input type="text"/>	
Gift Designation (required) If the gift is not for unrestricted general support, enter in a designation.	<input type="text"/>	
Gift Payment Method (required) Please select a gift payment method.	<input type="text"/>	
Check # (if applicable) If you selected 'Check' for gift payment method, please enter the check number.	<input type="text"/>	
Stock Symbol (if applicable) If you selected 'Stock/Security' from the gift payment method, please enter the Stock symbol.	<input type="text"/>	
Number of Shares (if applicable) Number of shares of stock	<input type="text"/>	
<input type="button" value="Save and Proceed"/> <input type="button" value="Return to Home"/>		

7. Enter the appropriate information and then click: **Save and Proceed.**


8. On the **Certification** panel:

- Checkmark the **I comply** checkbox.
- Supply your name in the **Donor's Name**
- Enter today's date in **Date**
- Click on **Save and Proceed**

9. On the **Review Your Request** panel, review your supplied information and, if all looks good, click on **Submit.**

10. You will then see this:

Successful Submission

 **Your Matching Gift request has been successfully submitted!**

To complete your request, you **must** click the 'Generate Program Voucher' button below to generate a voucher with instructions on how the organization or school can confirm your gift request. Matching Gifts will only be granted after your gift is verified by the organization or school and the request is approved by ConocoPhillips Corporate Contributions.

Return to the [Matching Gift Program page](#)

***Recipient:**
Washington County School Supply Drive
P.O. Box 2031
BARTLESVILLE, OK 74005
Telephone: 918-333-7758
Fax: none
Website Address: <http://www.packthebackpacks.org>
U.S. Tax ID/EIN: 264355334

11. Click on **Generate Program Voucher**. You will then see a panel that contains some instructions.

12. To submit the voucher online:

- a. Copy the entire contents of the displayed voucher to your clipboard.
- b. Send the voucher info to us by using this link and pasting the clipboard contents into the Comments field:
<http://www.packthebackpacks.org/contactus/home.php>

13. Alternatively, you can print the voucher/instructions and mail it to:

WCSSD
P.O. Box 2031
Bartlesville, OK 74005