

ConocoPhillips Matching Gift Program

Before you begin, you will need your ConocoPhillips Identification Number. It is eight digit long and includes and preceding zeroes. You will also need a check or credit card. All donations need to be \$50 or more. You enter all the information and at the end you print out a form that is sent to the charity along with your donation. The organization uses this form to tell CP that your gift has been received. ConocoPhillips gives donations on a quarterly basis so there is a time lag. You will be informed of the process.

1. In a search engine enter “ConocoPhillips Cybergrants” or go to www.Cybergrants.com/conocophillips/donor.
2. Choose your status from the drop-down menu after hitting the triangle to the right of the status request. Click “submit”, then “no”, then “yes” or “no”.
3. Create a password. Enter your employee number (including zeroes) and log in.
4. Accept.
5. Go to “Matching Grant Program” on the left.
6. Submit a matching grant request.
7. In the case of the Car Repair Fund, enter “Church Women United”, “OK” and “Bartlesville”. The ID/Ein number is 13-6164309. If you don’t know the number, click “search”. You only need to do this once, as the program will remember your previous donations.
8. Select
9. Fill in the date, amount and designation (unrestricted, or, in the case of the Car Repair Fund, type in “car repair fund”
10. Save and proceed.
11. You will be printing out a form to accompany your check. Then send both to the charity. Include your check number on the form and write the gift reference number on the check.
12. Here are some more tax ID’s. Concern: 731410690, JustHope: 26-0430769, Martha’s Task: 731594584, SPCA: 736107239, Mary Martha: 731588880, Salvation Army: 580660607, Family Promise: 462235365, OETA: 731175503

Once it is set up, it is quite easy to get the match on subsequent times.