

There are two ways to access your SunCares account, in the Suncor network (at work using a Suncor computer) or outside the network (at home using a personal computer or mobile device)

WITHIN THE SUNCOR NETWORK

- From the Core, **select** “SunCares” from the bottom of the “Quick Links” dropdown.



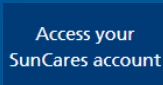
- Select** “SunCares” on the right to log into your account via single sign on.



OUTSIDE THE SUNCOR NETWORK

- From suncor.com, **select** “SunCares” from the “Community Investment” tab.

- Select** “Access your SunCares account” button on the right.

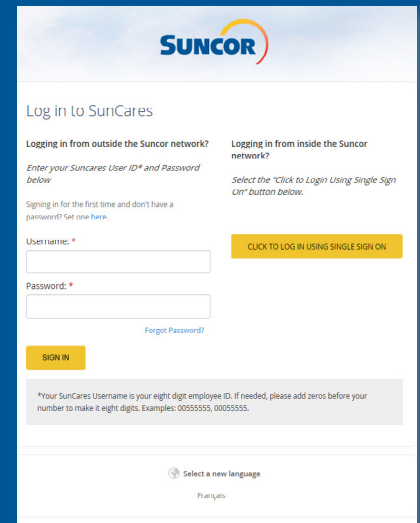


- If this is your first time accessing your SunCares account and you have not set a password, **select** the “Forgot Password” link to set a new one. SunCares will email your

suncor.com email with password instructions. If you do not have access to your suncor.com email, email suncares@suncor.com with your name and badge number.

If you already know your password, proceed with entering your eight-digit username¹ and password.

1. If your employee ID is only six digits, add two zeros in front of your number. Ex. 123456 becomes 00123456.

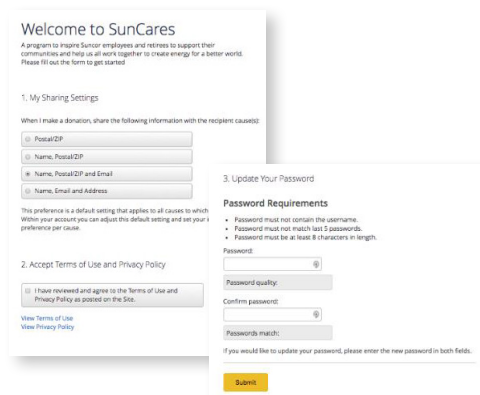


ACCEPT THE TERMS OF USE

If it is your first time accessing your SunCares account you will have to **set** your default sharing settings¹, **accept** the Terms of Use and Privacy Policy and **create** a unique password².

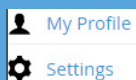
1. This is the information that will be shared with organizations receiving your donations. You have the opportunity to confirm what information you want to share with the organization each time you make a donation.

2. You can access SunCares from home! Use this password when accessing SunCares outside of the Suncor internal network.



UPDATE YOUR EMAIL

- From your dashboard, **click** your name in the top right and select “Settings”



- Update your email in the field below

E-mail address: *

Update your email from your suncor email to a personal one so you can access SunCares from home. If you forget your password, you will receive password retrieval information to this email account.