

# THE CLEVELAND-CLIFFS FOUNDATION EMPLOYEE GIVING AND MATCHING GIFT PROGRAM PORTAL LOGIN INSTRUCTIONS

## [www.clevelandcliffs.com/employeegiving](http://www.clevelandcliffs.com/employeegiving)

To enroll in The Cleveland-Cliffs Foundation's Employee Giving and Matching Gift Program, first-time visitors to the portal will be asked to register for full access to the site by entering their username and temporary first-time password.

- Username:
  - Depending on your location you will use your employee ID, payroll ID or clock ID unique to you:
    - Cleveland-Cliffs Inc. and Cleveland-Cliffs Steel Corp employees will use their Workday ID
    - Cleveland-Cliffs Steel LLC employees will use their clock number / Dayforce user ID
    - Cleveland-Cliffs Tooling and Stamping will use their Payroll ID
    - Cleveland-Cliffs Tubular Components will use their Payroll / Clock Number (ADP ID)
    - Cleveland-Cliffs Princeton Coal Inc will use their employee ID
  - Followed immediately by your two-digit birth month and two-digit birth date.
  - **For example, if your employee ID is 01234 and your birth month and date is May 16, you would enter the following: 012340516**
- First-time password:
  - Home address zip code on file in the company payroll system (5 digits)
  - Immediately followed by an exclamation point (!)
  - Immediately followed by your birth month, written out in characters (First letter uppercase, all other letters lowercase)
  - **For example, if your home zip code is 60601 and you were born in May, you would enter the following: 60601!May**

New password: Passwords must be at least eight characters in length, contain at least one uppercase and at least one lowercase character, contain at least one numerical digit and one special character.

Once registered, you will be able to view your account immediately and complete a match request. Note that passwords will need to be updated every 90 days.

*If you had previously set up an account with the Give Boldly program, your login credentials remain the same and have transferred to the new program. Please login as you have in the past, using the username described above.*

# THE CLEVELAND-CLIFFS FOUNDATION EMPLOYEE GIVING AND MATCHING GIFT PROGRAM GUIDELINES

Cleveland-Cliffs Inc. and The Cleveland-Cliffs Foundation are committed to the communities where we operate. We know that the support of our host communities is critical to Cleveland-Cliffs' success. That is why we seek to give back through the investment of time and resources in programs and people that make our communities great places to live, work and play.

## PROGRAM OVERVIEW:

The Cleveland-Cliffs Foundation's Employee Giving and Matching Gift Program matches up to \$1,500 in the aggregate/per year per employee when a match is requested on qualifying contributions. The Cleveland-Cliffs Foundation will match your financial donations to eligible 501(c)(3) nonprofits, universities, or tax-exempt police and fire departments and schools. All matching gifts facilitated via the program will be unrestricted to the recipient organization. The match will not be directed to specific programs, events, or other designations.

### The Employee Giving and Matching Gift Program is designed to:

- Encourage employees to give to nonprofit organizations most important to them
- Increase total community impact by matching employee donations
- Reinforce our commitment to support our local communities

## HOW TO PARTICIPATE:

Donate to an eligible nonprofit organization via the employee giving portal. To access the portal's login page and for additional information, visit:

[www.clevelandcliffs.com/employeeegiving](http://www.clevelandcliffs.com/employeeegiving)

- **DIRECT DONATIONS (ALL EMPLOYEES):** You can donate directly to a qualified nonprofit of your choice on the employee giving portal via credit card or PayPal. Direct donations made via the site will automatically be matched and generate a tax receipt. Donors will not need to contact the charity for a gift receipt.
- **REQUEST A MATCH FOR A DONATION YOU ALREADY MADE (ALL EMPLOYEES):** You can request a match for a donation you made in the same calendar year to any qualified nonprofit. For donations that were made outside of the employee giving portal, matches are not automatic – they must be requested through the employee giving portal per program guidelines. To access the portal's login page and for additional information, visit:  
[www.clevelandcliffs.com/employeeegiving](http://www.clevelandcliffs.com/employeeegiving)
- **PAYROLL DONATIONS (FOR CLEVELAND-CLIFFS STEEL LLC EMPLOYEES ONLY):** Cleveland-Cliffs Steel LLC employees who previously had the opportunity to participate in charitable giving via payroll deduction will continue to have access to the program's payroll deduction feature. Cleveland-Cliffs Steel LLC employees can sign-up to donate to a qualified nonprofit of their choice via a one-time or recurring payroll deduction on the employee giving portal. Payroll donations will be matched per the program guidelines.
  - Currently, the payroll deduction feature is not available for employees outside of Cleveland-Cliffs Steel LLC. The Foundation will continue to evaluate this feature of the program.

Cleveland-Cliffs Steel LLC employees can view, change, cancel or request a match for new or existing payroll deductions at any time of the year. Please note that payroll contributors must request a match from the employee giving portal to facilitate a match. Once the initial match is made, it will be rolled over until the payroll request is changed or canceled by the employee.

# EMPLOYEE GIVING AND MATCHING GIFT PROGRAM

Match requests must be electronically submitted via the employee giving portal by December 31 of the year the gift is made to be considered for a matching gift donation. A charitable gift for which the donor receives nothing in exchange is 100% tax-deductible and eligible for a match. The portion of a charitable gift that covers any goods or services received in exchange for a donation is not tax-deductible or eligible for a Foundation match. Examples include tickets, dinners, promotional items, subscriptions, dues, etc. The nonprofit can tell you what portion of your gift is considered tax-deductible if you are in doubt. Proof of donation (email confirmation, gift acknowledgment letter, etc.) must be submitted with your request. The Foundation has the right to deny any match request or to seek additional information about a request.

## EMPLOYEE ELIGIBILITY:

You must be an active, full-time employee of Cleveland-Cliffs Inc. or one of its affiliated subsidiaries and paid through a participating payroll system to participate in The Cleveland-Cliffs Foundation's Employee Giving and Matching Gift Program. Active Directors of Cleveland-Cliffs Inc. are also eligible. Employees are eligible to participate on or after their hire date, so long that they remain on active status. Individuals that are not eligible include:

- Part-time, seasonal, per-diem, temporary, retired or contract employees or interns
- Spouses, surviving spouses or domestic partners

The Foundation's Employee Giving and Matching Gift Program is not part of the Cleveland-Cliffs employee/director benefits program. Rather, it is offered as a public service by the Foundation, the charitable foundation established by Cleveland-Cliffs.

## ORGANIZATION ELIGIBILITY:

The Cleveland-Cliffs Foundation's Employee Giving and Matching Gift Program will support public charities qualifying under 501(c)(3) status of the United States Internal Revenue Code. The Foundation will also match gifts made to tax-exempt police and fire departments and schools. The program will also match donations to foreign organizations that comply with program guidelines and are considered charitable entities in accordance with their national standards. The application also considers the USA Patriot Act requirement and other compliance requirements.

## GIFTS NOT ELIGIBLE:

- Gifts made by or through Community Trusts or similar organizations, including Charitable Remainder Trusts, Donor Advised Funds, or Family or Private Foundations
- Direct gifts not paid in full
- Gifts of real or personal property
- Gifts for bequests, membership dues, subscription fees, insurance premiums, or any type of payment not made directly to the eligible institution
- Gifts of stock

- Gifts of in-kind services, supplies, and/or materials or any other quid pro quo arrangement
- Donations to political organizations
- Gifts to individuals
- Gifts which provide benefits to you or a family member(s), such as raffles, auctions, memberships, admission fees, and tickets to performances and athletic events
- Gifts subsidizing athletic activities, including scholarships
- Matching gifts may not be used to satisfy a personal pledge
- Religious organizations and groups which are denominational or sectarian in purpose such as churches, missionary groups, etc.
- Organizations that discriminate on items such as race, color, ethnic origin, national origin, creed, religion, political belief, sexual orientation, marital status, age, veteran status, or physical or mental disability or any other status prohibited by law
- Government agencies (except police, fire departments and schools)
- Organizations whose purpose or methods of operation are deemed to pose a potential conflict of interest for the company
- Collective funds raised for sport events or other fundraisers benefiting an eligible nonprofit such as golf tournaments, relays, races, walk-a-thons or bowl-a-thons (only personal donations to the nonprofit can be matched)
- Gifts to support crowdfunding campaigns and platforms
- Tuition fees, dues or other contributions for clubs, sororities, fraternities, alumni groups or similar
- Sporting events and sports clubs
- Spousal gifts
- Gifts that will not be used solely for charitable, scientific, literacy or educational purposes
- Charities that do not comply with the USA Patriot Act
- Other gifts the Foundation determines are inconsistent with its tax status or the program

## ASSOCIATED FEES:

A small management fee (2.9%) is collected from each donation made through the Employee Giving and Matching Gift Program vendor, Benevity. This fee directly eliminates administrative work for nonprofit organizations. Employee donations paid by credit cards through the employee giving portal are charged a merchant fee. This amount (less than 2.5%) is added onto donations you make with a credit card or via PayPal. It is similar to the fee you would incur if you donated by credit card to a charity on its website. This merchant fee does not apply to matching funds. Regardless of these fees, 100% of your donation is tax-deductible. As an alternative, donations made via check, credit card or other form of cash payment directly to an eligible nonprofit will also be eligible for a match per the program's guidelines.

# THE CLEVELAND-CLIFFS FOUNDATION

## EMPLOYEE GIVING AND MATCHING GIFT PROGRAM

### FREQUENTLY ASKED QUESTIONS

Cleveland-Cliffs cares deeply about the communities in which we operate and where our employees live and work. Each community is unique, and we strive to be responsible corporate partner to help our communities thrive. Through The Cleveland-Cliffs Foundation we are supporting causes most important to our employees through our Employee Giving and Matching Gift Program. The program is designed to:

- Encourage our employees to give back to nonprofit organizations most important to them
- Increase total community impact by matching employee donations
- Reinforce our commitment to supporting our local communities

In addition to matching employees' charitable donations made to eligible nonprofit organizations, The Cleveland-Cliffs Foundation provides financial support to programs that align with our focus areas of education, environment, and healthy and vibrant communities. To learn more about The Cleveland-Cliffs Foundation visit:  
<https://www.clevelandcliffs.com/sustainability/social>.

#### **WHY SHOULD I PARTICIPATE IN THE CLEVELAND-CLIFFS FOUNDATION'S EMPLOYEE GIVING AND MATCHING GIFT PROGRAM?**

The Employee Giving and Matching Gift Program is designed to make supporting nonprofit organizations easy, convenient, and meaningful. By participating in the program, you can maximize your contribution and impact on your favorite nonprofit organizations through our combined resources.

#### **WHO IS RESPONSIBLE FOR THE PROGRAM GUIDELINES?**

The program guidelines are managed by The Cleveland-Cliffs Foundation.

#### **WHO DO I CONTACT FOR TECHNICAL SUPPORT?**

If you have technical questions about the giving portal, please email the program vendor at [support@benevity.com](mailto:support@benevity.com). For more information about the program or any other Foundation programming, please email [community@clevelandcliffs.com](mailto:community@clevelandcliffs.com).

#### **HOW MUCH CAN I REQUEST IN MATCHING GIFTS?**

The program matches up to \$1,500, in the aggregate, per year/per employee. Requests can be submitted to match employee financial donations to eligible 501(c)(3) nonprofits or tax-exempt police and fire departments and schools within the constraints of the eligibility requirements listed below. Please see FAQs on organization eligibility for a full explanation of a 501(c)(3) organization.

#### **IS THERE A MINIMUM GIFT THAT IS ELIGIBLE FOR A MATCH?**

No, there is not a minimum gift.

#### **IS THERE A MAXIMUM NUMBER OF MATCHES I CAN REQUEST?**

No, however each employee is limited to \$1,500, in the aggregate, per calendar year.

### **PROGRAM OVERVIEW:**

#### **HOW DOES THE PROGRAM WORK?**

Donate to an eligible nonprofit organization.

- **DIRECT DONATIONS (ALL EMPLOYEES):** All employees can donate directly to a qualified nonprofit of your choice on The Cleveland-Cliffs Foundation's giving portal via credit card or PayPal. Giving in this way will automatically include a match.
- **REQUEST A MATCH FOR A DONATION YOU ALREADY MADE (ALL EMPLOYEES):** All employees can request a match for a donation you made in the same calendar year to any qualified nonprofit. For donations that were made outside of the employee giving portal, matches are not automatic – they must be requested through the employee giving portal per program guidelines. To access the portal's login page and for additional information, visit: [www.clevelandcliffs.com/employeeegiving](http://www.clevelandcliffs.com/employeeegiving).

# EMPLOYEE GIVING AND MATCHING GIFT PROGRAM FAQs CONTINUED

- **PAYROLL DONATIONS (FOR CLEVELAND-CLIFFS STEEL LLC EMPLOYEES ONLY):** Currently, only Cleveland-Cliffs Steel LLC employees are set-up to donate via a payroll deduction. Cleveland-Cliffs Steel LLC employees can sign-up to donate to a qualified nonprofit through payroll on the giving portal. Employees currently giving through the former Give Boldly program can view, change or request a match for their existing payroll deductions. New payroll deductions or changes can be made at any time of the year. Please note that payroll givers must request a match from the program to receive it. Once this initial match request is made, it will be rolled over until the payroll request is changed or canceled.

All match requests must be electronically submitted by December 31 of the year the gift is made to be considered for a matching gift within that calendar year (the date of the gift is based on the date the employee made the gift to the nonprofit).

The Cleveland-Cliffs Foundation will provide a maximum match of \$1,500 per employee/per calendar year. No carry-over of the annual eligible match gift is permitted from year to year. The \$1,500 available match per employee must be used within the calendar year it is applicable.

## **DOES THIS NEW PROGRAM REPLACE THE GIVE BOLDLY PROGRAM?**

Yes, the Employee Giving and Matching Gift Program replaces the former Give Boldly program, previously offered to Cleveland-Cliffs Steel LLC employees. This program also replaced the former AK Steel Foundation Matching Gift Program. The Cleveland-Cliffs Foundation is pleased to expand the matching gift opportunity to all Cleveland-Cliffs employees through this new program. Moving forward employees will access the giving portal via the [www.clevelandcliffs.com/employeeegiving](http://www.clevelandcliffs.com/employeeegiving) website.

## **IS THERE A PROGRAM DEADLINE?**

The Cleveland-Cliffs Employee Giving and Matching Gift Program operates on a calendar year (January 1 – December 31). Matches will only be considered for employee gifts made in the current calendar year and requests must be submitted no later than December 31. It is recommended that you submit a match request at the same time as, or soon after, making your donation to a nonprofit. The eligibility date of your gift is determined by the date you made the contribution to the nonprofit organization. Once the \$1,500 per employee annual maximum is met, no additional matches will be considered for you in that program year.

## **WHAT IF I ALREADY DONATED TO A CHARITY THIS YEAR BEFORE I WAS AWARE OF THIS PROGRAM? CAN I STILL REQUEST A MATCH?**

Yes, all employees can request a match for a donation that has been made in the same calendar year to any qualified nonprofit. See the question above about how the program works for full details.

## **WHAT FEES ARE ASSOCIATED WITH THE PROGRAM?**

A small management fee (2.9%) is collected from each donation made through the employee giving portal for the program vendor, Benevity. This fee directly eliminates administrative work for nonprofit organizations such as sending receipts, creating reports, and qualifying the organization for participation in ours and hundreds of other corporate giving programs. Employee donations paid by credit cards through the website are charged a merchant fee. This amount (less than 2.5%) is added onto donations you made with a credit card or via PayPal. It is similar to the fee you would incur if you donated by credit card to a charity on its website. This fee does not apply to matching funds. To maximize effectiveness and reduce waste, nonprofits are issued funds via electronic transfer. If they choose to receive paper checks, a manual check fee is also applied to the nonprofit organization. Regardless of these fees, 100% of your donation is tax-deductible.

## **PAYROLL DEDUCTIONS (FOR CLEVELAND-CLIFFS STEEL LLC EMPLOYEES ONLY):**

### **CAN I MAKE A CHARITABLE DONATION VIA PAYROLL DEDUCTION?**

Currently, only Cleveland-Cliffs Steel LLC employees can participate via payroll deduction. Cleveland-Cliffs Steel LLC employees may enroll in, change or cancel a payroll deduction at any time of the year.

### **WILL MY CURRENT GIVE BOLDLY PAYROLL DEDUCTION BE IMPACTED?**

No, all current deductions will continue under the new Employee Giving and Matching Gift Program unless you edit your current payroll deduction(s).

### **WHEN WILL OTHER CLEVELAND-CLIFFS SUBSIDIARIES BE ELIGIBLE TO PARTICIPATE VIA PAYROLL DEDUCTION?**

The Foundation is currently evaluating the opportunity for all employees to participate via payroll deduction. More information will be shared if any changes are made to the program.

# EMPLOYEE GIVING AND MATCHING GIFT PROGRAM FAQs CONTINUED

## **HOW CAN I CHECK TO SEE IF MY PAYROLL DEDUCTIONS ARE BEING MATCHED?**

Access the employee giving and matching gift portal's login page by visiting the program website: [www.clevelandcliffs.com/employeeegiving](http://www.clevelandcliffs.com/employeeegiving). Once logged into the portal, on the homepage you will be able to view the total of your payroll deductions that have been made to date in that calendar year and what has been matched. To change payroll deduction or request a match, visit the "dashboard" section of the website, and click on "my donation activity." On that page you will be able to edit your current payroll deductions and request a match if you'd like.

## **HOW CAN I SEE MY GIVING HISTORY?**

Historical donations are available in the "giving history" of your account on [www.clevelandcliffs.com/employeeegiving](http://www.clevelandcliffs.com/employeeegiving).

## **WILL MY PAYCHECK STUB REFLECT ALL CHARITABLE GIVING TO DATE?**

The amount noted on your paycheck will only reflect the total amount given through payroll deduction (Cleveland-Cliffs Steel LLC employees only) to date for that program year. Paycheck stubs will not reflect any donations you make via non-payroll (such as direct giving and credit card donations).

## **EMPLOYEE ELIGIBILITY:**

### **WHO IS ELIGIBLE TO PARTICIPATE IN THE CLEVELAND-CLIFFS FOUNDATION EMPLOYEE GIVING AND MATCHING GIFT PROGRAM?**

You must be an active, full-time employee to participate in the program. Please direct inquiries regarding eligibility to [community@clevelandcliffs.com](mailto:community@clevelandcliffs.com)

Individuals who are not eligible include:

- Part-time, seasonal, per-diem, temporary, retired or contract employees or interns
- Spouses, surviving spouses or domestic partners

### **ARE NEW HIRES ELIGIBLE TO PARTICIPATE IN THE PROGRAM?**

Yes, employees are eligible to participate upon their first day of work.

### **WHAT IF MY SPOUSE OR PARTNER WRITES THE DONATION CHECK?**

Donations are eligible to be matched if they were either made by the employee or made from a spouse/partner's joint banking account.

### **WILL MY PERSONAL INFORMATION BE SHARED?**

Any personal information collected by the program administrator is used for the sole purpose of administering the program and ensuring a safe and secure transaction. This information will not be

shared or sold for any reason. When you participate in the program, you have the option to select a donor recognition level. You may select to provide your name and contact information to the recipient organization or to remain anonymous. If you wish for the organization to know you made a gift, be sure to select that it is OK to share your donor name with the organization.

## **ORGANIZATION ELIGIBILITY:**

### **WHAT TYPES OF ORGANIZATIONS ARE ELIGIBLE TO RECEIVE A GIFT?**

Nonprofit organizations are recognized by the United States Internal Revenue Service (IRS) as tax-exempt and designated a public charity under Section 501(c)(3) of the Internal Revenue Code or as an instrumentality of a federal, state, or local government as provided by Section 170(c)(1) of the Internal Revenue Code. Eligible organizations include but are not limited to: accredited colleges and universities; private and public elementary and secondary schools; civic, arts and culture organizations; health and human services agencies; and environmental organizations. The program can also make contributions to tax-exempt units of police and fire departments.

### **WHAT IS A 501(c)(3)?**

501(c)(3) refers to a section of the Internal Revenue Code, which establishes the criteria for tax-exempt charitable organizations. A charitable organization must have 501(c)(3), visit [www.irs.gov](http://www.irs.gov) or contact the organization directly. Important note: not all 501(c)(3) organizations qualify for the program.

### **WHAT TYPES OF ORGANIZATIONS OR GIFTS ARE NOT ELIGIBLE FOR THE CLEVELAND-CLIFFS EMPLOYEE GIVING AND MATCHING GIFT PROGRAM?**

The following types of organizations or gifts are not eligible:

- Gifts made by or through Community Trusts or similar organizations, including Charitable Remainder Trusts, Donor Advised Funds, or Family or Private Foundations
- Direct gifts not paid in full, matching gifts may not be used to satisfy a personal pledge
- Gifts of real or personal property
- Gifts for bequests, membership dues, subscription fees, insurance premiums, or any type of payment not made directly to the eligible institution
- Gifts of in-kind services, supplies, and/or materials or any other quid pro quo arrangement
- Donations to political organizations
- Gifts to individuals
- Gifts subsidizing athletic activities, including scholarships

# EMPLOYEE GIVING AND MATCHING GIFT PROGRAM FAQs CONTINUED

- Gifts which provide benefits to you or a family member(s), such as raffles, auctions, memberships, admission fees, and tickets to performances and athletic events
- Religious organizations and groups which are denominational or sectarian in purpose such as churches, missionary groups, etc. (See specific question below)
- Organizations that discriminate on items such as race, color, ethnic origin, national origin, creed, religion, political belief, sexual orientation, marital status, age, veteran status, or physical or mental disability or any other status prohibited by law
- Government agencies (except police, fire departments and schools)
- Organizations whose purpose or methods of operation are deemed to pose a potential conflict of interest for the company
- Collective funds raised for sport events or other fundraisers benefiting an eligible nonprofit such as golf tournaments, relays, races, walk-a-thons or bowl-a-thons (only personal donations to the nonprofit can be matched)
- Gifts to support crowdfunding campaigns and platforms
- Tuition fees, dues or other contributions for clubs, sororities, fraternities, alumni groups or similar
- Sporting events and sports clubs
- Spousal gifts

An employee's gift must be a contribution, made in good faith, as his or her own individual contribution. The program does not support a match to any gift by an employee who obtains gifts from multiple individuals through fundraising, i.e., collecting dollars for walk-a-thons, relays, online fundraising or other activities. The Cleveland-Cliffs Foundation reserves the right, as its sole discretion, to deny match requests to any organization if it is determined that the organization is an inappropriate recipient of charitable funds. The Cleveland-Cliffs Foundation also reserves the right to change, append or terminate the program as conditions may warrant and to make all decisions regarding its interpretation.

## **CAN I DONATE MONEY TO ORGANIZATIONS LOCATED OUTSIDE THE UNITED STATES?**

Yes. However, the program will ensure that foreign organizations comply with program guidelines and are considered charitable entities in accordance with their national standards. The application also considers the USA Patriot Act requirement and other compliance requirements.

## **WHY AREN'T MY CONTRIBUTIONS TO MY CHURCH ELIGIBLE FOR MATCH?**

The Cleveland-Cliffs Foundation will not match an employee gift to a church, synagogue, mosque or other house of worship. However, the program may match

a gift to a faith-based organization that has a 501(c)(3) status to support programs that: (a) are open to all individuals in the community regardless of race, creed or religious belief; (b) serve a secular purpose, such as a food pantry or homeless shelter; and (c) do not require participants to join in religious worship or doctrine as a condition of receiving the services that the charity offers. Examples of eligible faith-based organizations include Catholic Charities, Salvation Army, Lutheran Family Service and Jewish Community Foundations.

## **WHY ISN'T A DONATION TO A "COMMUNITY TRUST OR SIMILAR ORGANIZATION" ELIGIBLE?**

The program only matches and/or deducts charitable donations made directly from an eligible donor's personal funds to an eligible nonprofit organization. A donation to a Community Trust or similar organizations has the potential to benefit the individual making the donation. As a result, these requests are reviewed on a case-by-case basis.

## **HOW DO I DETERMINE THE TAX-DEDUCTIBLE PORTION OF MY DONATION?**

Only the tax-deductible portion of an employee donation is eligible for a matching gift. A charitable gift for which the donor receives nothing in exchange is 100% tax-deductible and eligible for a match. The portion of a charitable gift that covers any goods or services received in exchange for a donation is not tax-deductible or eligible for a match. Examples include tickets, dinners, promotional items, subscriptions, dues, etc. The nonprofit can tell you what portion of your gift is considered tax-deductible if you are in doubt.

## **PROCESS GUIDELINES:**

### **HOW DO I SUBMIT A REQUEST FOR A MATCH?**

A match must be requested through the giving portal. To access the portal's login page and for additional information, visit the program's website: [www.clevelandcliffs.com/employeeegiving](http://www.clevelandcliffs.com/employeeegiving). The portal will allow you to donate directly to an eligible nonprofit organization and request a match. You can also visit this site to request a match for a donation you previously made to an eligible nonprofit within that calendar year. Additionally, this website will allow Cleveland-Cliffs Steel LLC employees to view the status of payroll payments and change or cancel payroll deductions.

Please note that Cleveland-Cliffs Steel LLC payroll givers must request a match from the program to receive it. Once this initial match request is made, it will be rolled over until the payroll request is changed or canceled. Match requests previously established in the Give Boldly program will automatically roll over to the new Employee Giving and Matching Gift Program unless an employee requests a change.

## WHAT IS THE DIRECT LINK TO THE PORTAL'S LOGIN PAGE?

To go directly to the portal login page, visit: [www.clevelandcliffs.com/employeeegiving](http://www.clevelandcliffs.com/employeeegiving).

## HOW DO I LOGIN TO THE NEW SYSTEM FOR THE FIRST TIME?

First-time visitors will be asked to register for full access to the site by entering their username and temporary first-time password.

- Username:
  - Depending on your location you will use your employee ID, payroll ID or clock ID unique to you.
    - Cleveland-Cliffs Inc. and Cleveland-Cliffs Steel Corp employees will use their Workday ID
    - Cleveland-Cliffs Steel LLC employees will use their clock number / Dayforce user ID
    - Cleveland-Cliffs Tooling and Stamping will use their Payroll ID
    - Cleveland-Cliffs Tubing will use their Payroll/Clock Number (ADP ID)
  - Followed immediately by your two-digit birth month and two-digit birth date.
  - For example, if your employee ID is 01234 and your birth month and date is May 16, you would enter the following: 012340516
- First-time password:
  - Home address zip code on file in the company payroll system (5 digits)
  - Immediately followed by an exclamation point (!)
  - Immediately followed by your birth month, written out in characters (First letter uppercase, all other letters lowercase)
  - For example, if your home zip code is 60601 and you were born in May, you would enter the following: 60601!May

New password: Passwords must be at least eight characters in length, contain at least one uppercase and at least one lowercase character, contain one numerical digit and one special character.

Once registered, you will be able to view your account immediately and complete a match request. Note that passwords will need to be updated every 90 days.

If you had previously set up an account with the Give Boldly program, your login credentials remain the same and have transferred to the new program. Please login as you have in the past, using the username described above.

## WHEN WILL MY ORGANIZATION RECEIVE MY MONEY?

The program's disbursements are typically made the month following the donation or match request. For example, a donation made on September 13 will be disbursed towards the end of October.

## CAN I OBTAIN A DOCUMENT FOR TAX PURPOSES?

Tax receipts (U.S. based non-profits) and tax acknowledgments (international donations) are available once an online donation has been made. To view your tax receipt in the program's portal, login at [www.clevelandcliffs.com/employeeegiving](http://www.clevelandcliffs.com/employeeegiving), click on "my profile," then "giving," then "donation receipts." Receipts can be downloaded and printed from this page. Tax receipts for payroll donations will be available for download in February from the website. Note that the program vendor utilizes a donor advised fund to disburse donations to your selected nonprofits. The name of this donor advised fund will be listed as the recipient of your donation for the purpose of your tax receipt. All donations made to charities within the U.S. will be made through the American Online Giving Foundation and all international donations will be made through the United Kingdom Online Giving Foundation.

## HOW MUCH TIME DO I HAVE TO REQUEST A MATCH ONCE I'VE MADE A DONATION?

All match requests for contributions you made directly to a nonprofit must be received before December 31 of the year that the gift was made. The program will restart on January 1 of the following year for gifts made within that calendar year.

## WHY IS IT NECESSARY TO PROVIDE THE EXACT DATE OF MY GIFT?

The Cleveland-Cliffs Foundation requires the exact date of the gift to determine if the gift is eligible to be matched. Gifts that are requested after December 31 of the previous year the gift was made will not be matched.

## WHAT DOES THE SECTION OF THE WEBSITE LABELED "MY FUNDS" MEAN?

In addition to making direct donations to nonprofit organizations through the website, you can also add money to your "My Funds" account. Once you do so, you will be automatically charged the selected amount and you will be able to download a tax receipt. However, you can wait to decide when and where to donate these funds until a later date. These funds will be matched when donated to eligible nonprofits.