

CATLETTSBURG REFINING LLC SAFE PRACTICES AND PROCEDURES

The most recently updated version of the Catlettsburg Refining LLC Safe Practices and Procedures can be accessed the following internet address: <https://mpcext.sharepoint.com/sites/MPC-CBG-Safety-docs>

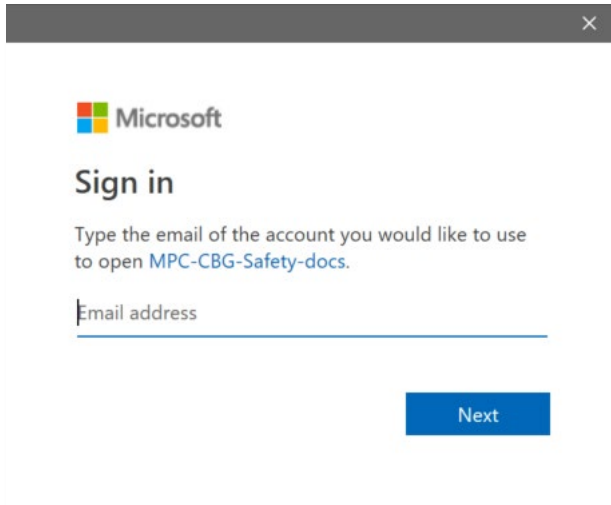
STEP 1:

Contact Melissa Hutchinson, 606-921-2787 or Al Lynch 606-921-6249 for login credentials.

STEP 2:

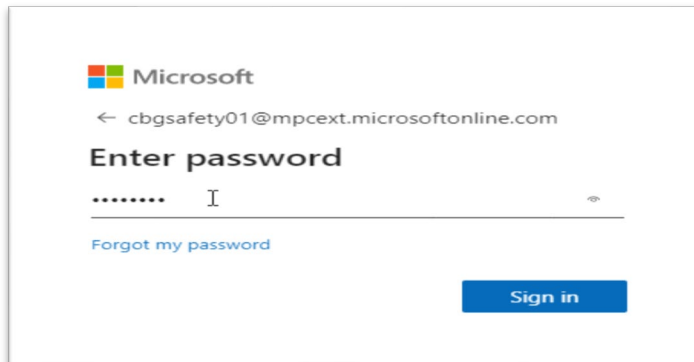
Click on the hyper link <https://mpcext.sharepoint.com/sites/MPC-CBG-Safety-docs>

Sign in with one of the five provided User IDs and corresponding password.



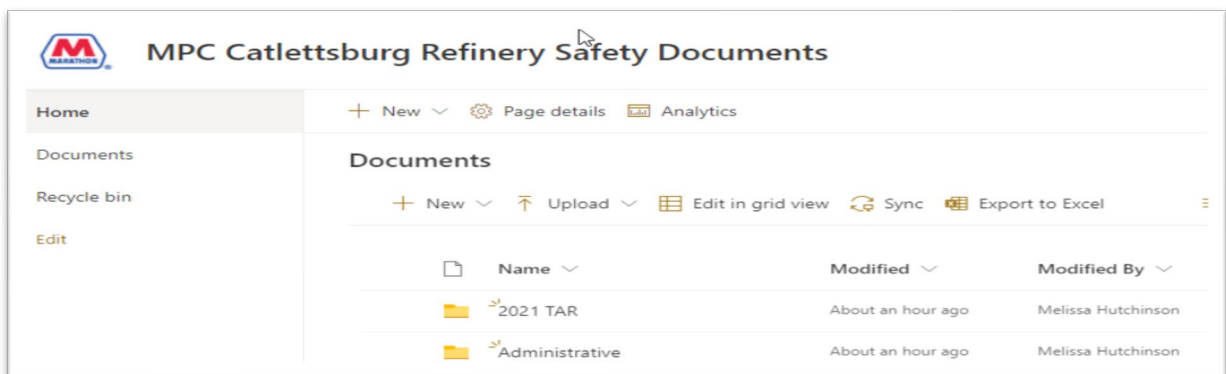
A screenshot of the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. Underneath, there is a prompt: "Type the email of the account you would like to use to open MPC-CBG-Safety-docs." Below this prompt is a text input field labeled "Email address". At the bottom right of the form is a blue button labeled "Next".

Enter the password corresponding to the account.



A screenshot of the Microsoft "Enter password" screen. At the top left is the Microsoft logo. Below it, the email address "cbgsafety01@mpcext.microsoftonline.com" is displayed with a back arrow. Below the email is the text "Enter password". Underneath is a password input field with a cursor and a small eye icon to toggle visibility. Below the password field is a link that says "Forgot my password". At the bottom right is a blue button labeled "Sign in".

Click on the folders to navigate to the files. Click on a file to open it.

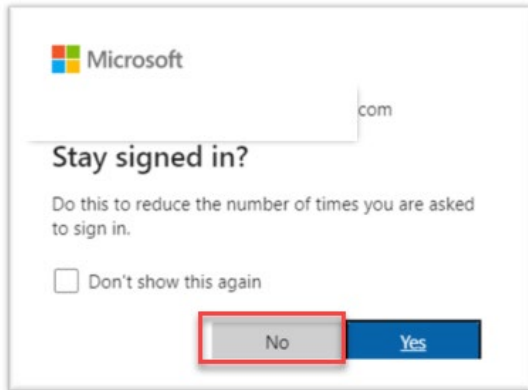


A screenshot of a SharePoint document library view. The title bar shows the Marathon logo and "MPC Catlettsburg Refinery Safety Documents". Below the title bar are navigation options: "Home", "Documents", "Recycle bin", and "Edit". The main content area shows a list of documents with columns for "Name", "Modified", and "Modified By". The list contains two folders: "2021 TAR" and "Administrative", both modified "About an hour ago" by "Melissa Hutchinson".

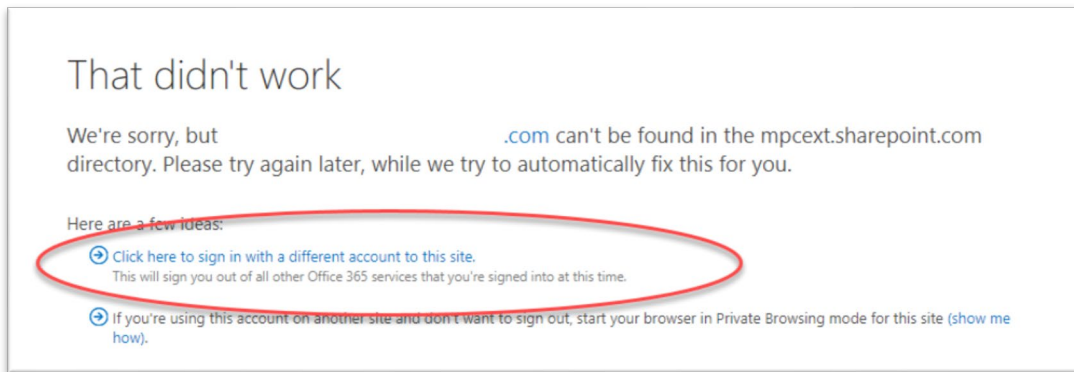
Name	Modified	Modified By
2021 TAR	About an hour ago	Melissa Hutchinson
Administrative	About an hour ago	Melissa Hutchinson

Other Useful Information

If asked to stay signed in, select 'No'. This will allow other people to use the account without issues.



If you get an error like the following screen shot, try clicking on the first link that says, 'Click here to sign in with a different account to this site.'



Click the large C in the upper right corner of the screen, the 'Sign Out' to log off the site.

