

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:

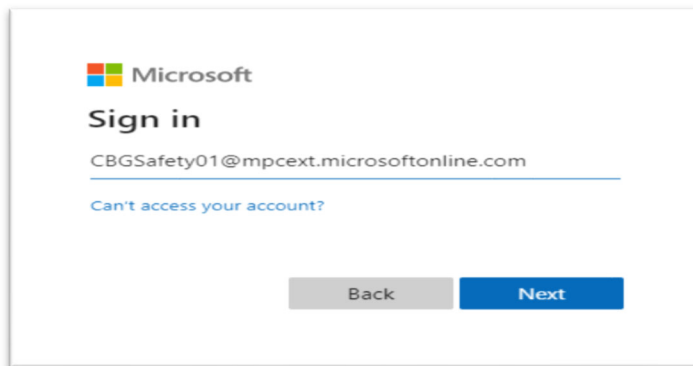
Click on the hyper link <https://mpcext.sharepoint.com/sites/MPC-CBG-Safety-docs>

STEP 2:

Sign in with one of the five user accounts and passwords.

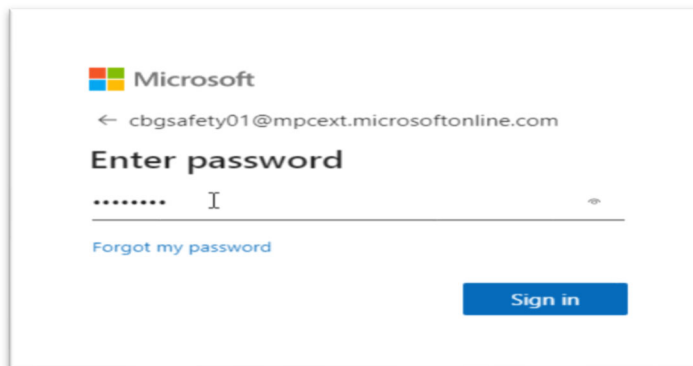
Account	Password
CBGSafety01@mpcext.microsoftonline.com	Safety01
CBGSafety02@mpcext.microsoftonline.com	Safety02
CBGSafety03@mpcext.microsoftonline.com	Safety03
CBGSafety04@mpcext.microsoftonline.com	Safety04
CBGSafety05@mpcext.microsoftonline.com	Safety05

Enter one of the 5 account names in the Sign In box.



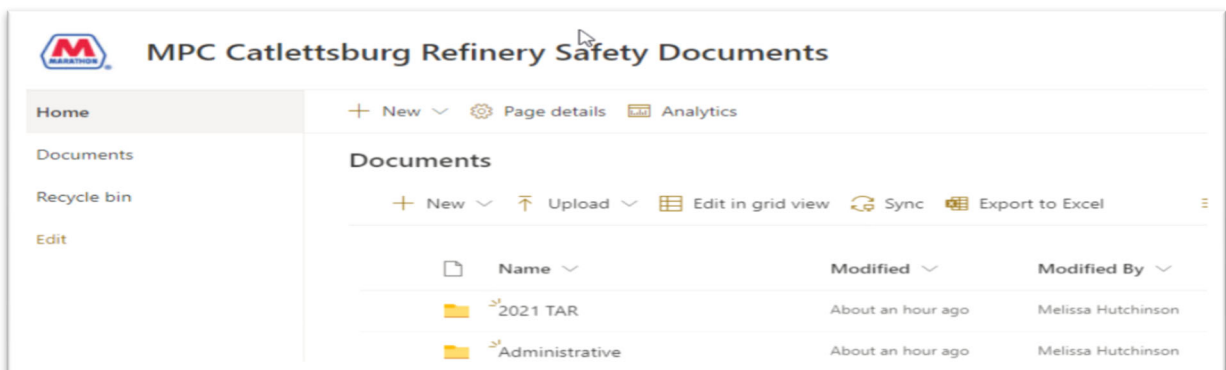
A screenshot of the Microsoft Sign in page. The Microsoft logo is at the top left. Below it, the text "Sign in" is displayed. Underneath, the email address "CBGSafety01@mpcext.microsoftonline.com" is entered into a text field. Below the text field, there is a link that says "Can't access your account?". At the bottom of the page, there are two buttons: "Back" and "Next".

Enter the password corresponding to the account.



A screenshot of the Microsoft "Enter password" page. The Microsoft logo is at the top left. Below it, the text "Enter password" is displayed. Underneath, the email address "cbgsafety01@mpcext.microsoftonline.com" is shown with a back arrow. Below the email address, there is a password input field with a masked password "....." and a cursor. To the right of the password field is an eye icon. Below the password field, there is a link that says "Forgot my password". At the bottom right of the page, there is a "Sign in" button.

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

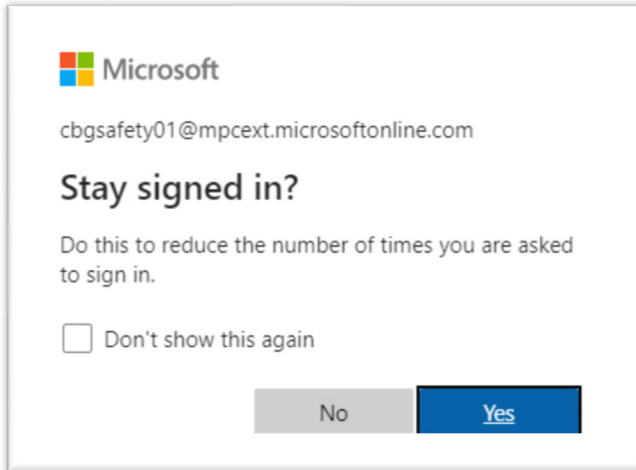


A screenshot of a SharePoint document library titled "MPC Catlettsburg Refinery Safety Documents". The page shows a navigation pane on the left with "Home", "Documents", "Recycle bin", and "Edit". The main content area displays a list of documents. At the top, there are buttons for "+ New", "Page details", and "Analytics". Below that, there are buttons for "+ New", "Upload", "Edit in grid view", "Sync", and "Export to Excel". The document list has columns for "Name", "Modified", and "Modified By".

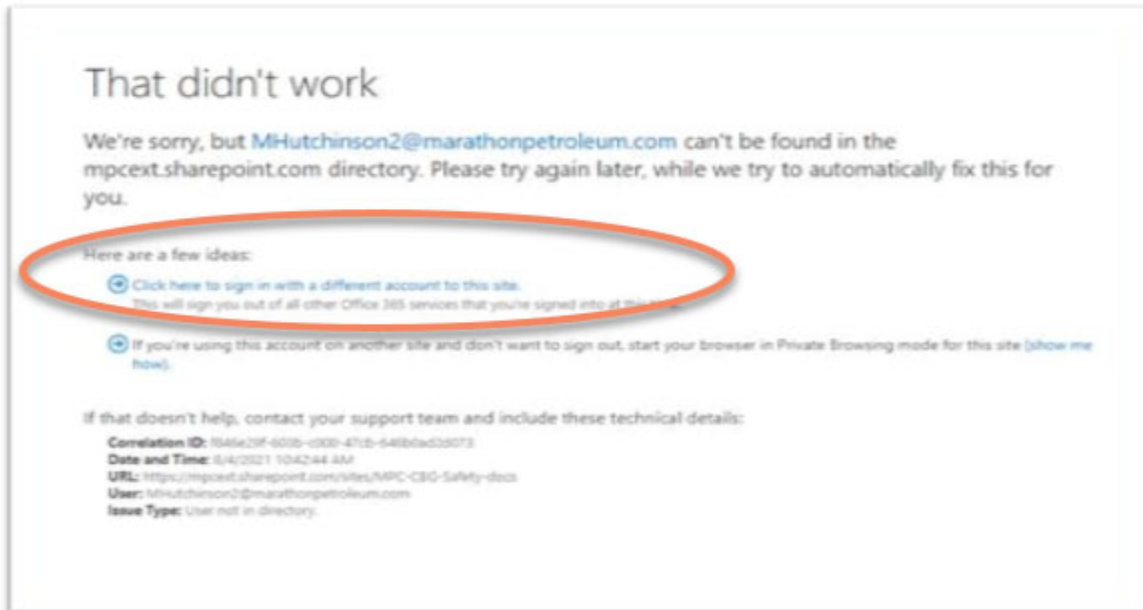
Name	Modified	Modified By
2021 TAR	About an hour ago	Melissa Hutchinson
Administrative	About an hour ago	Melissa Hutchinson

Other Useful Information

If asked to stay signed in, always click '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.

