

**Instructions for Logging into
The Hershey Company Corporate Social Responsibility
Employee Giving Portal**

How to log in from a computer on Hershey's Network

1. Go to <http://csr.hersheys.com>
2. Update your profile and click Submit at the bottom
3. Click on the Give tab to get started
4. Questions? Use the Help link on the site, or call 717-271-7187

How to log in from home/another computer through Hershey's Network

1. Go to <http://csr.hersheys.com>
2. Click the "Sign in with SSO here" button at the bottom
3. Enter your Hershey email address and click "Sign On"
4. Log onto Hershey's Network with your Hershey Username and Password and click "Login"
5. Update your profile and click Submit at the bottom
6. Click on the Give tab to get started
7. Questions? Use the Help link on the site, or call 717-271-7187

Instructions for Login for Retirees

- 1) Go to <http://csr.hersheys.com>
- 2) Click on the link at the top: "New to e-portal? Click here to setup your account."
- 3) Enter your 8-character User ID in the Employee Number box.
This is your birth month and day, and the last 4 digits of your Social Security Number. Use leading zeros if the birth month and/or day is single digit. (Example: September 1st would be 0901). If you were born on September 1st and your Social Security Number is 123-45-6789, then your User ID would be 09016789.
- 4) You will be prompted to update your profile. Complete all the required fields and click "Submit" at the bottom of the page.
- 5) You will receive an email with your new temporary password which you can update after you log in. A link to the site will be provided within the email.
- 6) Questions? Use the Help link on the site, or call 717-271-7187

Instructions for Login for Hourly Employees without a Hershey Email

1. Go to <http://csr.hersheys.com>
2. Click on the link at the top: "New to e-portal? Click here to setup your account."
3. Enter your Employee Number in the Employee Number box.
4. You will be prompted to update your profile. Complete all the required fields and click "Submit" at the bottom of the page.
5. You will receive an email with your new temporary password which you can update after you log in. A link to the site will be provided within the email.
6. Questions? Use the Help link on the site, or call 717-271-7187