

we are **ExxonMobil**

ExxonMobil for Supplier Portal Account Activation & Sign in Guide

Energy lives here™

May, 2024

This presentation includes forward-looking statements. Actual future conditions (including economic conditions, energy demand, and energy supply) could differ materially due to changes in technology, the development of new supply sources, political events, demographic changes, and other factors discussed herein (and in Item 1A of ExxonMobil's latest report on Form 10-K or information set forth under "factors affecting future results" on the "investors" page of our website at www.exxonmobil.com). This material is not to be reproduced without the permission of Exxon Mobil Corporation.

Agenda

- Overview
- How to create an account
- ExxonMobil for Supplier Portal Landing Page

Welcome to ExxonMobil for Suppliers Portal

Why we are doing this?

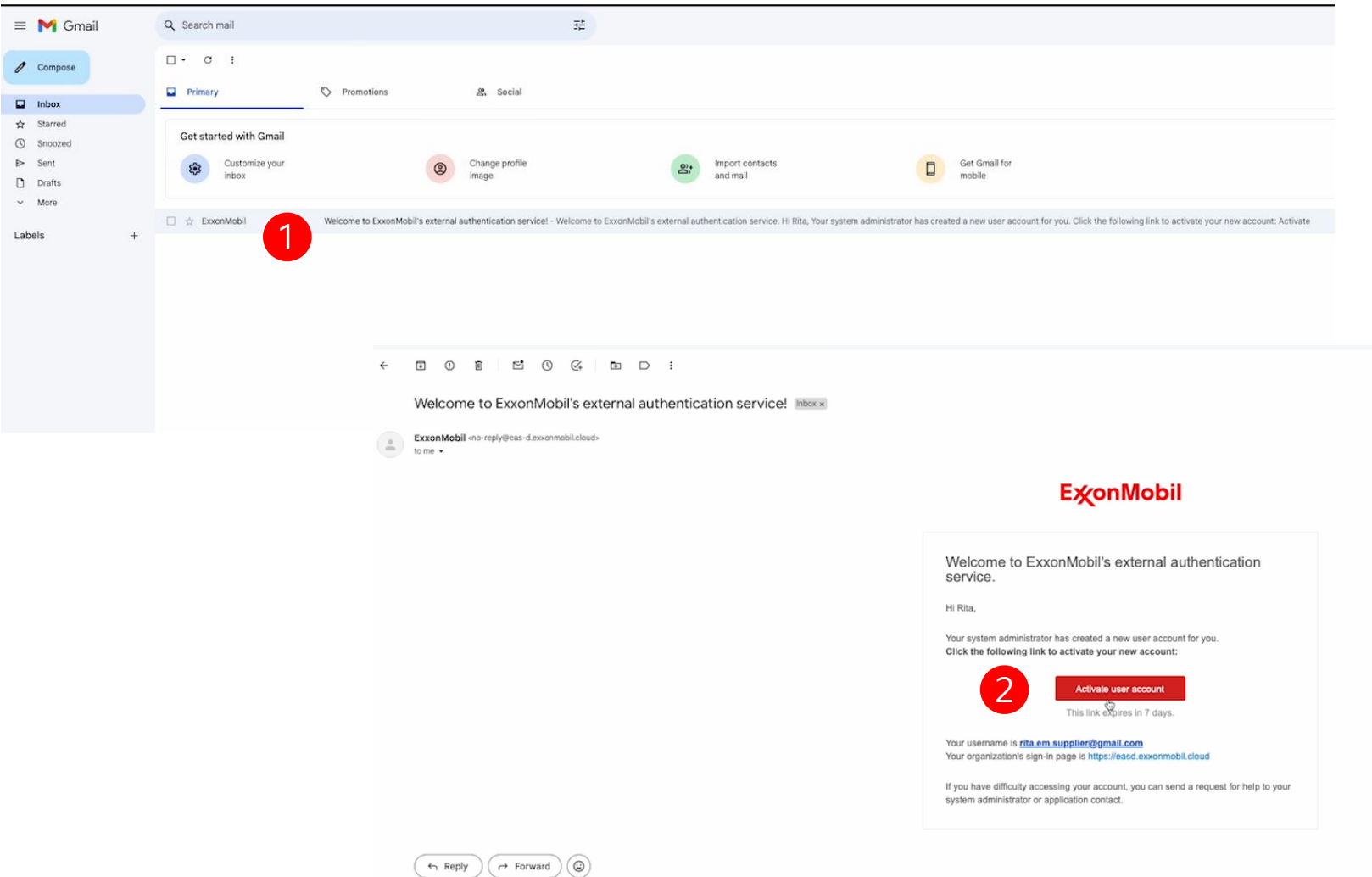
To resolve your inquiries faster by providing you a single place to contact us, find information by yourself, and obtain information from us.

What's new? In one place you can check

- Invoice/ payment status
- Contact our Buying Teams
- Request Support
- Check the status of your inquiries and contact us
- Empower you to update your company information
- Check if your colleagues opened a case with us about the same issue
- Find information and links to other tools you are using with ExxonMobil

We are introducing new capabilities to allow greater collaboration.

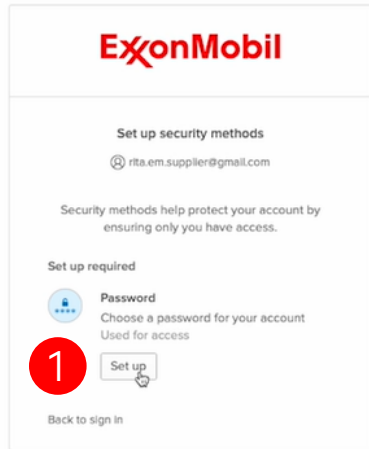
Activation Link sent via email



1 ExxonMobil will send **to your email address an activation link** from the email: **no-reply@exxonmobil.cloud**

2 Open the email and **click on the Activate your account** field

Set up your account



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Set up security methods
rita.em.supplier@gmail.com

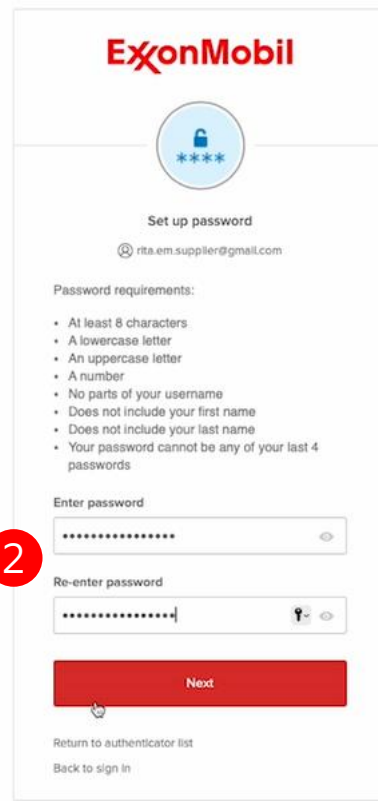
Security methods help protect your account by ensuring only you have access.

Set up required

- Password
Choose a password for your account
Used for access

1 Set up

Back to sign in



ExxonMobil

Set up password
rita.em.supplier@gmail.com

Password requirements:

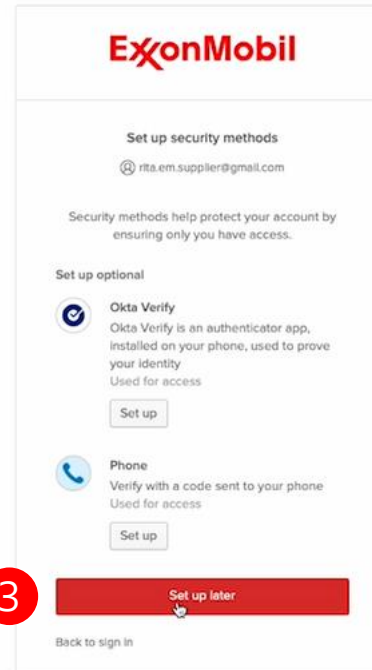
- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username
- Does not include your first name
- Does not include your last name
- Your password cannot be any of your last 4 passwords

Enter password
.....

Re-enter password
.....

Next

Return to authenticator list
Back to sign in



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Set up security methods
rita.em.supplier@gmail.com

Security methods help protect your account by ensuring only you have access.

Set up optional

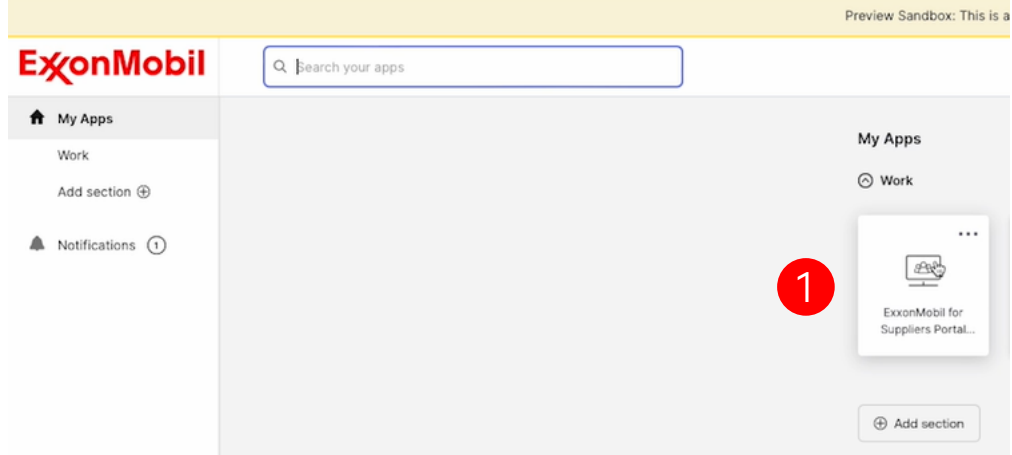
- Okta Verify
Okta Verify is an authenticator app, installed on your phone, used to prove your identity
Used for access
Set up
- Phone
Verify with a code sent to your phone
Used for access
Set up

3 Set up later

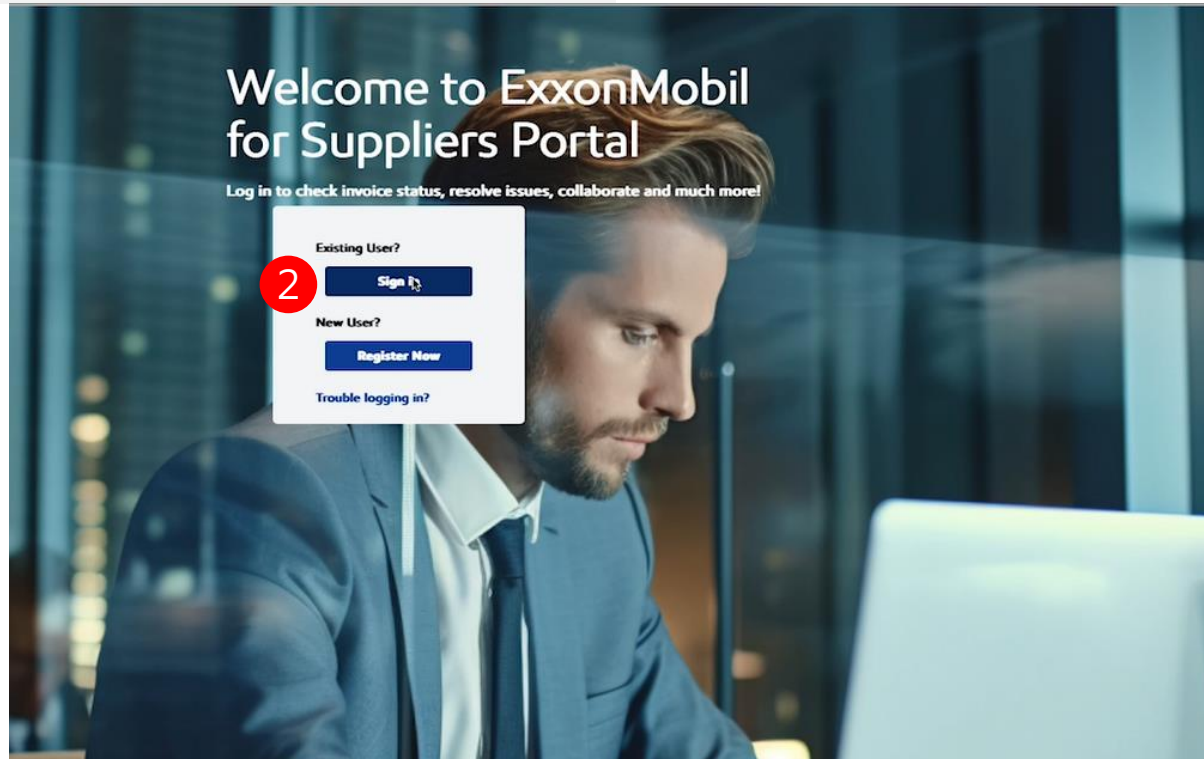
Back to sign in

- 1 First you will be asked to **choose** your security method: **Set up** your password for the Portal
- 2 Based on the listed password requirements **enter your password for the Portal** and repeat it. When ready, click on Next
- 3 Ignore the set up options, simply **use the 'Set up later' box**

First time login

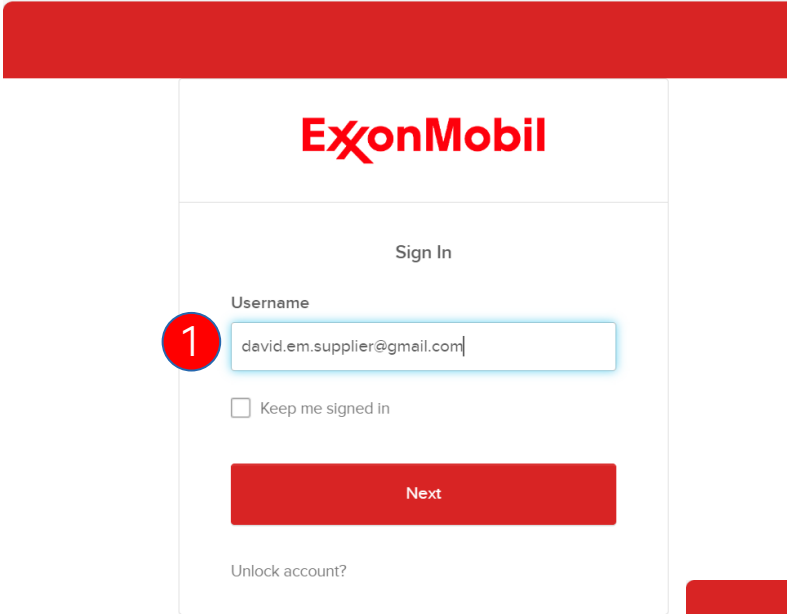


1 **Login to the portal by clicking on the application box** titled: ExxonMobil for Suppliers Portal

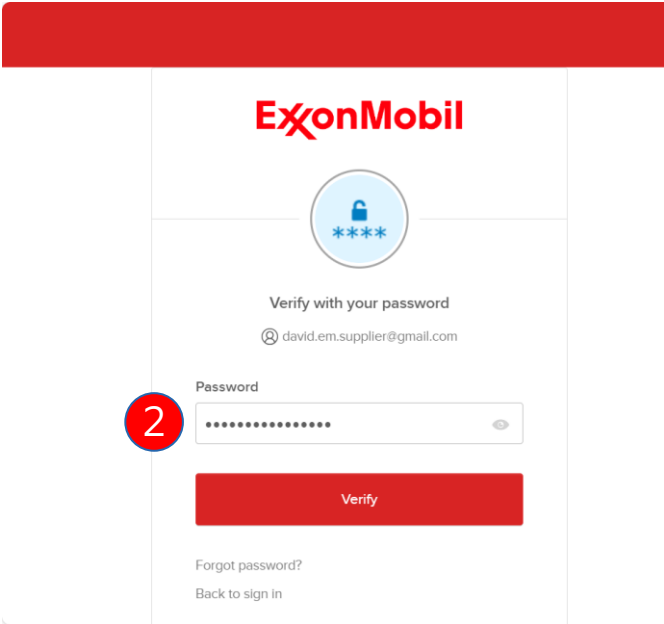


2 After using the account activation link, you became an Existing User of the Portal. Enter to the Portal by **using the Sign In box** on the front page. You need to **type in your email address and your portal password**

Login to the Portal



The image shows the ExxonMobil Sign In page. At the top is the ExxonMobil logo. Below it is the text "Sign In". There is a "Username" label above a text input field containing "david.em.supplier@gmail.com". A red circle with the number "1" is positioned to the left of the input field. Below the input field is a checkbox labeled "Keep me signed in". A red "Next" button is located below the checkbox. At the bottom left, there is a link that says "Unlock account?".



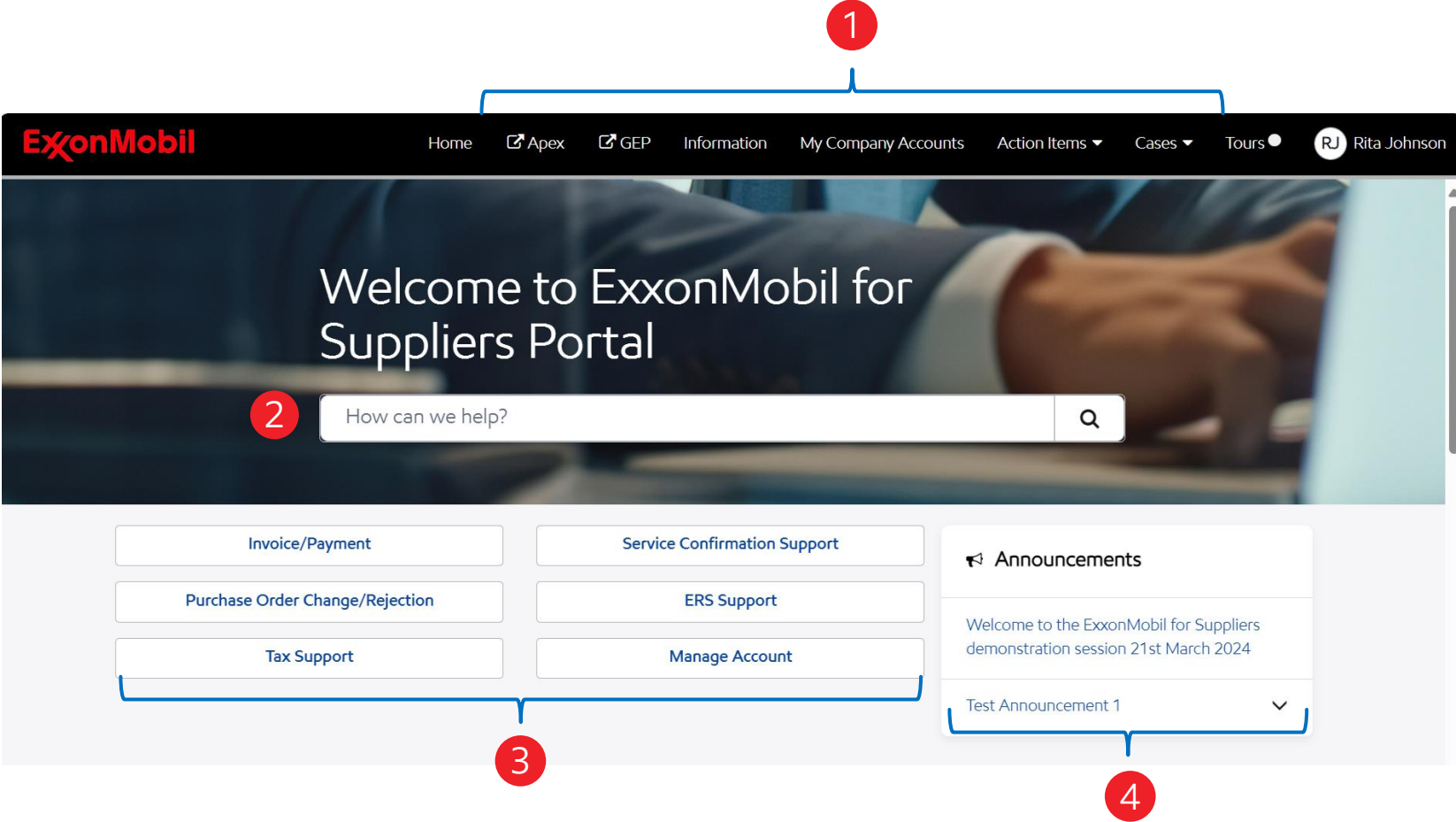
The image shows the ExxonMobil "Verify with your password" page. At the top is the ExxonMobil logo. Below it is a blue padlock icon with "****" below it. The text "Verify with your password" is centered, followed by the email address "david.em.supplier@gmail.com". There is a "Password" label above a text input field containing "*****". A red circle with the number "2" is positioned to the left of the input field. Below the input field is a red "Verify" button. At the bottom left, there are two links: "Forgot password?" and "Back to sign in".

As a registered supplier, you will need to enter your username & password to successfully login to the ExxonMobil for Suppliers Portal. Only authenticated suppliers will have access to this portal.

1 The registered supplier can enter their username (**registered email ID**) and then click on the "Next Button"

2 The registered supplier will then need to **provide the password and click on "Verify"** to authenticate their login credentials and login to the supplier Portal Landing Page

Portal Landing Page



1 Header
Includes **links to internal and external pages** to quickly access the resources and webpages needed.

2 Search bar
Allows you to quickly **access knowledge articles or yours and your colleagues' cases.** When searching you could use the exact name or related words/phrases.

3 Cases
Quick access **to the most common inquiries** and active link to Invoice Search Tool.

4 Announcements
Display notifications to keep you up to date on changes and important information.