

# FULL PROGRAM UPGRADE INSTRUCTIONS

You can upgrade your program to include the recycling of bottled amenities easily on the box dashboard section of the Clean the World portal.



#### Step 1:

On the box dashboard screen, tap the blue "add bottles" button. Tap the "Upgrade Now" button on the image that pops up.



## Step 2:

Tap the "Upgrade Now" button on the image that pops up.



## Step 3:

Fill in the required information and hit "next," and a member of our Client Team will email you shortly to complete the billing process.



#### Step 4:

You can start collecting plastic bathroom amenities from guest rooms, but please keep the soap and bottles in separate Clean the World boxes.