



Clean the World[®]
EUROPE

Implementation Guide

CLEAN THE WORLD EUROPE | MOEZELHAVENWEG 9, 1043AM AMSTERDAM – THE NETHERLANDS
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The Mission

Collect and recycle soap and bottled amenities discarded by the hospitality industry.

Through the distribution of these and other donated hygiene products to impoverished people, help prevent millions of hygiene-related illnesses and deaths every year.



Clean the World Recycling Process - Soap

Clean the World manages all collection and consolidation for recycling

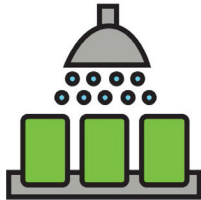
STEP 1

Soap is collected



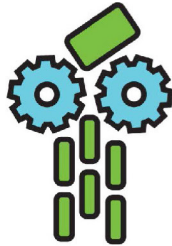
STEP 2

Soap is sanitized



STEP 3

Ground into soap
"noodles"



STEP 4

3rd party lab
tested



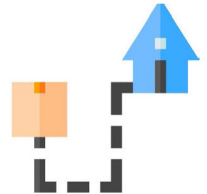
STEP 5

Cut into 50 GR
bars



STEP 6

Boxed and
delivered



Clean the World Recycling Process - Plastic

Clean the World manages all collection and consolidation for recycling

STEP 1

Plastic is collected



STEP 2

Boxes are weighed and recorded for impact reporting



STEP 3

Liquid is removed from plastic



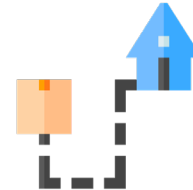
STEP 4

Plastic is inspected



STEP 5

Plastic sent to recycling partners



STEP 6

Recycled plastic is repurposed



Welcome to Our Customer Portal

Delivering impact just got easier!

Now that you have joined our program, the following information will be sent to your General Manager and/or Executive Housekeeper:

- Welcome email from our dedicated Client Team
- Customer Portal email with your username and temporary password

Check out Clean the World's new customer portal where you can see impact reports, order replacement boxes, print shipping labels, learn about our exciting programs, and manage users and profile.

The portal can easily be displayed on any desktop or mobile device, 24/7. Simply plug this URL: portal.eu.cleantheworld.org into your device and log-in to access your account.



For questions, please email europe@cleantheworld.org

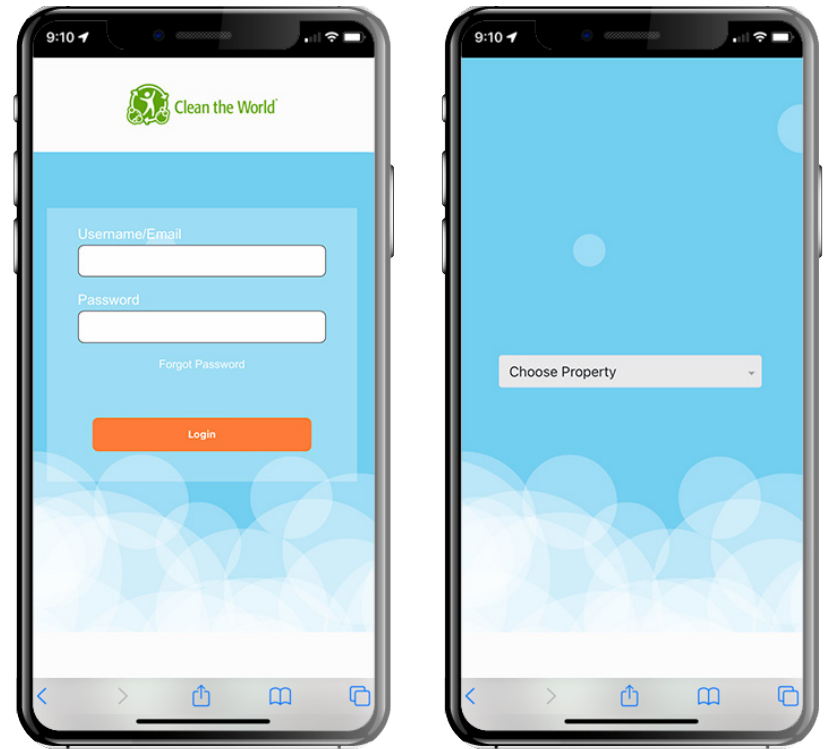
Portal: Access Your Account

Log-in

To access your account, input your user name and password. Your user name is the email you use to correspond with us. The initial password for your account is Clean123. We ask that you change your password immediately to ensure your account cannot be accessed by other properties.

Property access

The property name assigned to your account is listed in the dropdown menu. You might have more than one property assigned. Choose the property you would like to view from the dropdown menu.



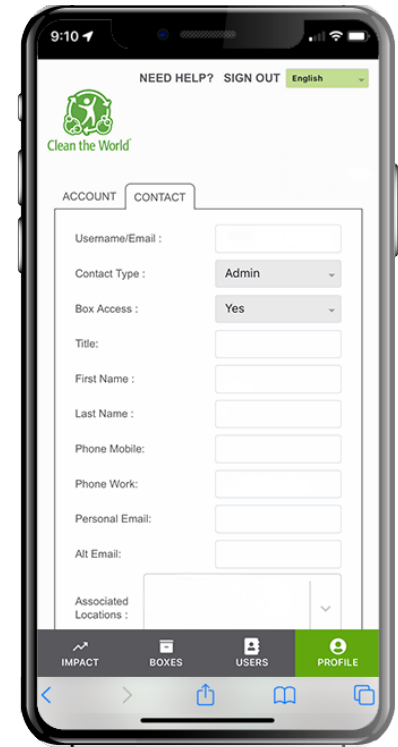
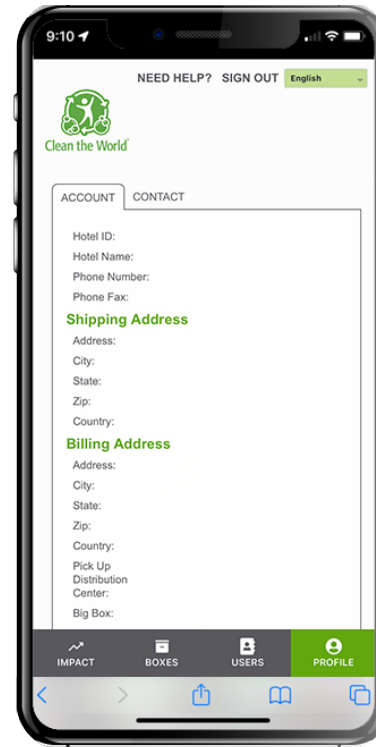
Portal: Profile

Account

On the account tab, you can view your account information such as: your hotel name, phone number, shipping address, billing address, and number of boxes allocated.

Contact

On the contact tab, you will be able to edit your own personal information such as: your title, phone number, alternate emails, and the properties you are associated with.



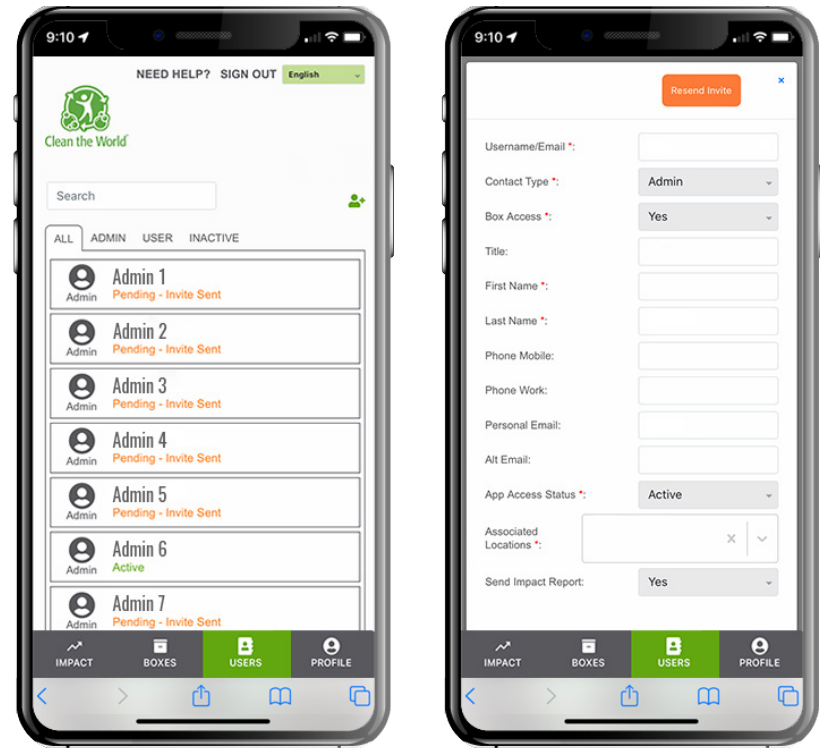
Portal: Manage Users

Create new users

Now you can invite Team Members to use the portal! On the user management screen, you will be able to add Team Members and manage their information. You will also be able to view the invite status of your Team Members. You can view your users, admins, and inactive users.

Edit users

Made a mistake spelling someone's name? Need a new admin to manage your users? You can now utilize our user edit feature. In this feature, you are able to send invites with full instructions on how to login, alter user information, promote a user to admin when necessary, and associate users to other properties (if you are responsible for managing multiple properties).



How It Works: Big Box

This guide will walk you through how to utilize our customer portal. Once you order and receive your first box, you're ready to start collecting!

- Log into the portal and select your hotel
- Click on order box button and Clean the World will do the rest! Your box will arrive within 10 days of ordering your box
- The Big Box will arrive with a liner inside
- Fill the box with your collected bottled amenities
- Ensure that there are only bottles and no waste in your big box

Keep reading for step-by-step instructions on how to return a full box to Clean the World!



Dimensions: 120cm x 80cm x 90cm

How it works: Small Box (for bar soap only)

If your property is currently using bar soap in your guest rooms, this step by step guide will help get you started! Once you have ordered your boxes on the portal, Clean the World will send you a set of boxes and plastic liners.

- Log into the portal and select your hotel
- Click on order box button and Clean the World will do the rest! Your box will arrive within 10 days in a 98cm x 64cm x 9cm package containing 6 flattened Clean the World Boxes
- Assemble a box and place a liner inside
- Fill the box with your collected soap
- Ensure that there is only soap and no waste in your box
- Once the box is full, tie the liner in a knot and tape the box shut

Keep reading for step-by-step instructions on how to return a full box to Clean the World!



Dimensions: 52cm x 42cm x 23cm

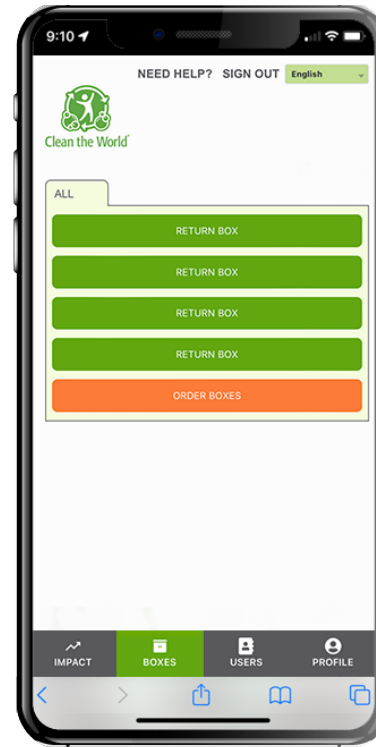
Portal: Box Shipping Labels

Big Box

When your box is 100% full, start the return process easily through the portal. From the Box Dashboard screen, tap on the green “Return Box” button. Once you click that button, a member of our client team will be alerted to email you a shipping label and schedule your box pickup. Once your shipping label has been sent a new replacement box will be sent to your hotel.

Small Box (Soap Only)

When your box is 100% full, start the return process easily through the portal. From the Box Dashboard screen, tap on the green “Return Box” button. Once shipping labels are sent, new replacement boxes will be sent to your hotel.



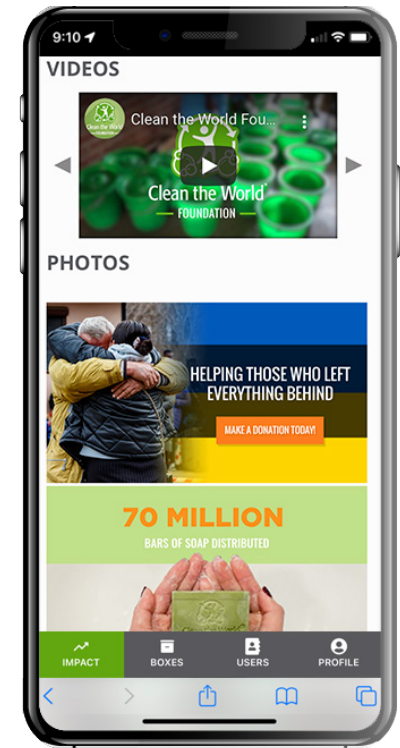
Portal: Celebrate Impact

Your impact

How many soap bars have you distributed year to date? Now it's easy to get your impact totals. Check back often for updates.

Clean the World news

On the Impact Dashboard, you can get Clean the World's global impact, access helpful videos, and hear about our upcoming programs. It's a great way to stay in touch with Clean the World and see how your work is saving lives around the world.



Portal: Add Shortcut to Home Screen

To save time, we recommend you add the Clean the World Portal icon to the home screen of your mobile device. For instructions on how to properly add the Clean the World Portal icon to your home screen, please visit cleantheworld.org/portal-icon-eu

Questions?

For additional questions, please email europe@cleantheworld.org or visit our FAQ's at cleantheworld.org/faq-europe-portal.





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