PROGRAM ACTIVATION

INSTRUCTIONS





STEP 1: Email Clean the World

Contact <u>partners@cleantheworld.org</u> stating your intent to participate in or reactivate your Hospitality Recycling Program.

Someone from our dedicated Client Team contact you quickly to help you get started!



STEP 2: Set Up Your Account

Look out for an email from our Client Team with instructions on how to log-in. this email will include a new password for your account.

Use your login credentials to access the Customer Portal at <u>portal.cleantheworld.org</u>

*Are you new to the team? Our Client team will add you to the account and help you start recylcing and saving lives!



STEP 3: Engage Your Team

Please visit <u>cleantheworld.org/hyatt-resources</u> for program materials to share with your team. You will have access to:

- Impact Posters
- Inspirational Posters
- Implementation Guide



STEP 4: Start Recycling

Now that you have activated or reactivated your program it's time to start collecting and recyling!

Tip: Use the Customer Portal at <u>portal.cleantheworld.org</u> to view your impact reports, order replacement boxes, learn about our exciting programs, and manage users and profiles.