



Clean the World®

TRAVEL WITH PURPOSE 

Implementation Guide

2544 E Landstreet Road Suite 600 Orlando, FL 32824

407.574.8353 | partners@cleantheworld.org



Table of Contents

About Clean the World

Our Purpose	3
Soap Recycling Process.....	4
Plastic Recycling Process.....	5

Account Set Up

Getting Started	6
-----------------------	---

Access Your Account

Log-In.....	7
Property Access.....	7

Manage Users

View User Details.....	8
Create New Users.....	8
Edit Users.....	9
Resend Invitations.....	9

Soap and Plastic Collection

Order Your Collection Boxes	10
Create Your Collection Area	11
Set Up Your Boxes	12
How to Collect	13

Return Your Boxes

Shipping Your Boxes	16
---------------------------	----

Tracking Your Impact

Reporting Overview	15
Filter by Date	16
Filter by Entity.....	17

Sharing Your Report

Download Report	18
Save Report to Portal Docs.....	18
Copy Link to Clipboard.....	18
Set Report Email Frequency.....	18

Clean the World Resources

Clean the World News	19
Documents.....	20
Add Shortcut to Home Screen.....	21
Questions?.....	22



ABOUT CLEAN THE WORLD

Our Purpose

Clean the World is a global impact organization whose purpose is to make the world a better place through the recycling and distribution of soap.

We aim to eradicate hygiene-related deaths by providing sustainable hygiene resources, programming, and education focused on water, sanitation, and hygiene to those affected by poverty, homelessness, and humanitarian or natural crises.

Clean the World partners with **The WASH Foundation** to help distribute recycled soap and other hygiene resources to communities in need around the world.





ABOUT CLEAN THE WORLD

Soap Recycling Process

Clean the World manages all collection and consolidation for recycling.



STEP 1

Hotels collect used soap and send it to Clean the World.



STEP 2

The collected soap is refined and sanitized at our facilities.



STEP 3

New, life-changing soap is created.



STEP 4

A third-party laboratory tests the soap.



STEP 5

The soap is distributed to vulnerable communities around the globe.



ABOUT CLEAN THE WORLD

Plastic Recycling Process

Clean the World manages all collection and consolidation for recycling.



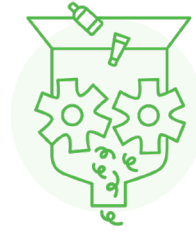
STEP 1

Hotels collect plastic amenity bottles and send them to Clean the World.



STEP 2

The plastic bottles are sorted based on contents and plastic type.



STEP 3

The plastic bottles are ground into flakes, and the liquid soap is separated.



STEP 4

The ground plastic flakes can then be repurposed into new products.



ACCOUNT SET UP

Getting Started

Delivering impact just got easier!

Now that you have joined our program, the following information will be sent to the leader's email address provided on the sign-up form:

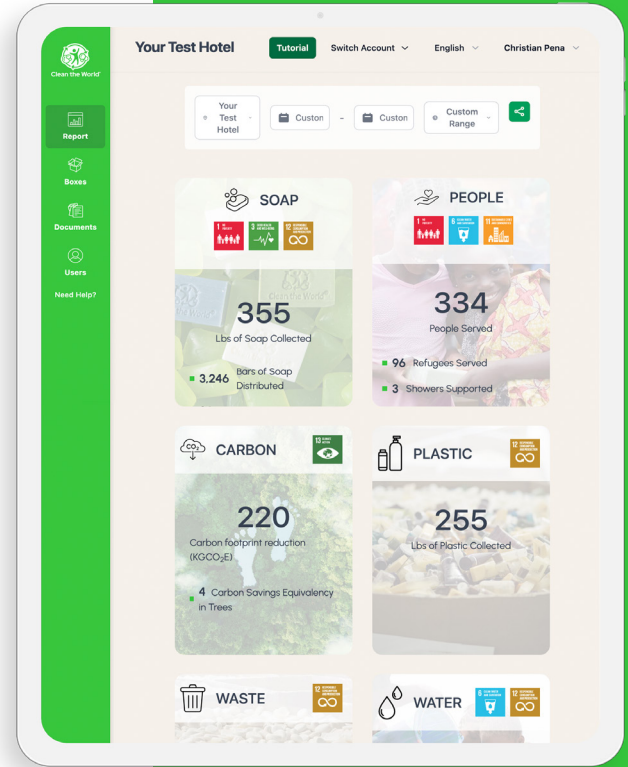
- A welcome email from our dedicated Client Team
- A customer portal email with your username and temporary password

Check out Clean the World's customer portal where you can see impact reports, order replacement boxes, schedule pickups, learn about our exciting programs, manage users and profiles, and so much more.

You can easily access the portal from any desktop or mobile device 24/7. Simply plug this URL:

ctwportal.cleanttheworld.org into your device and log-in to access your account.

If you have any questions, please email portalhelp@cleanttheworld.org





ACCOUNT SET UP

Access Your Account

Log-In

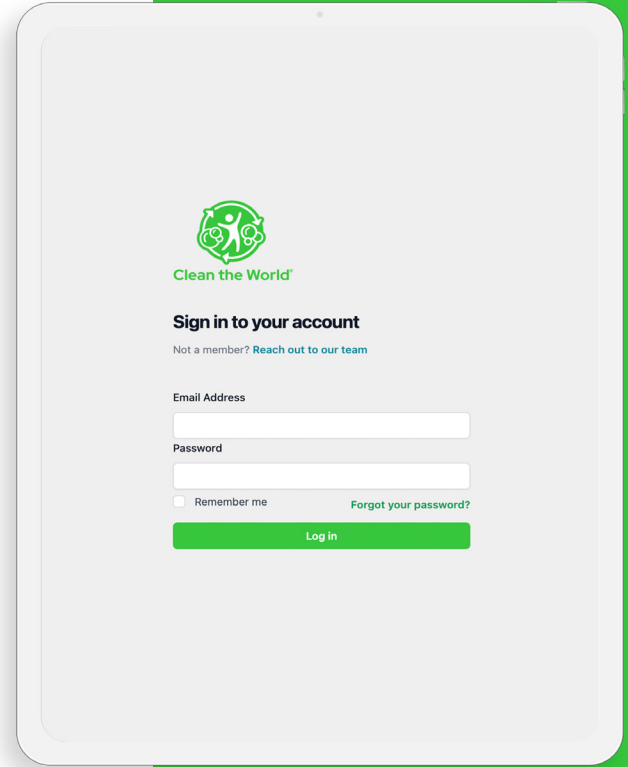
To access your account, visit ctwportal.cleantheworld.org and enter your username and password.

First Time Users:

For login instructions, please review your welcome email sent to you by our Client Team. Your username 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 any password except Clean123 to ensure your account is properly secured.

Property Access

The property name assigned to your account is listed on the top left of the Customer Portal screen. You may have more than one property assigned. To switch between accounts, click **"Switch Account"** and select your desired property from the dropdown menu.





ACCOUNT SET UP

Manage Users

View User Details

To access your account details, select **Users** from the side menu. Here you can view your team's information, such as their role, invite status, and app status.

Create New Users

From the **Users** page, click **"Add Users"** to add Team Members and manage their information.

Here you can see the invite status of each of your team members:

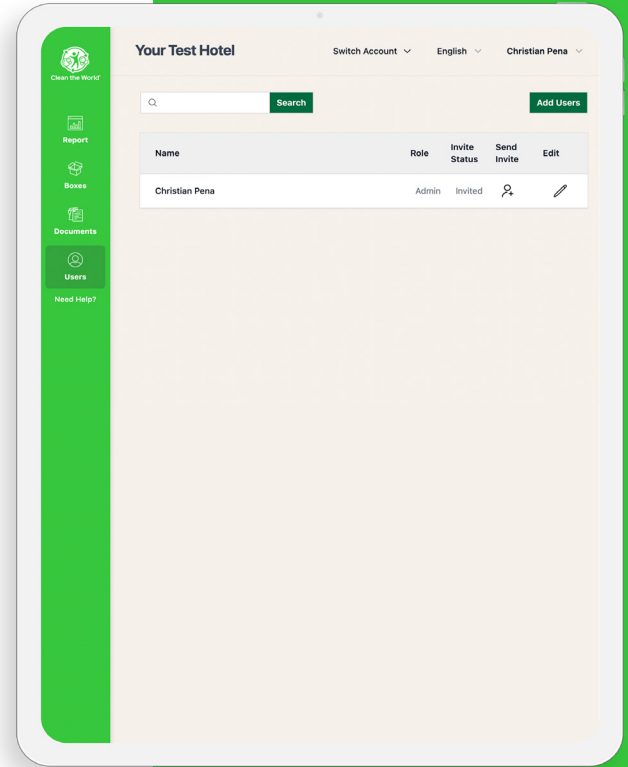
Accepted: This user has accepted and created their account.

Invite: This user has been sent an email invitation but has not created their account.

You can also see the user roles of your team members:

User: Users can only change and update their own information.

Admin: Admin can add, remove, and change other users.






ACCOUNT SET UP

Manage Users


Edit Users

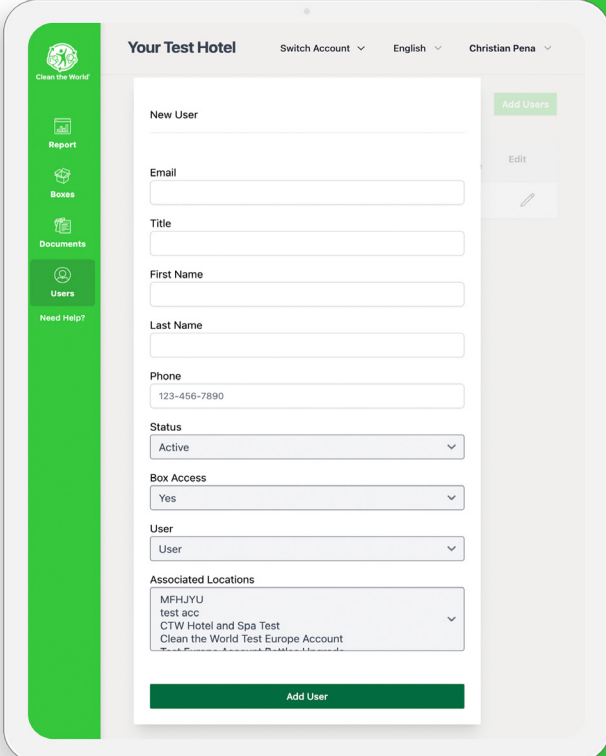
Did you make a mistake spelling someone's name? Need a new admin to manage your users? You can utilize our User edit feature.

To make changes to a user, click the User's tab, find the user, and click the  icon from the edit column to open the User Details panel.

From here, you can alter information, promote a user to admin when necessary, and associate users with other properties (if you are responsible for managing multiple properties).

Resend Invitations

To resend an invitation to a user, click the User's tab, find the user, and click the  icon from the **Send Invite** column. With this feature, the user will receive an email with full instructions on how to login.



The screenshot displays the 'Your Test Hotel' user management interface. At the top, there are navigation options: 'Switch Account', 'English', and 'Christian Pena'. A green sidebar on the left contains navigation links: 'Clean the World', 'Report', 'Boxes', 'Documents', 'Users', and 'Need Help?'. The main content area is titled 'New User' and contains a form with the following fields:

- Email
- Title
- First Name
- Last Name
- Phone (123-456-7890)
- Status (Active)
- Box Access (Yes)
- User (User)
- Associated Locations (MFHJYU test acc, CTW Hotel and Spa Test, Clean the World Test Europe Account)

Buttons for 'Add Users', 'Edit', and 'Add User' are visible.



SOAP AND PLASTIC COLLECTION Order Your Collection Boxes

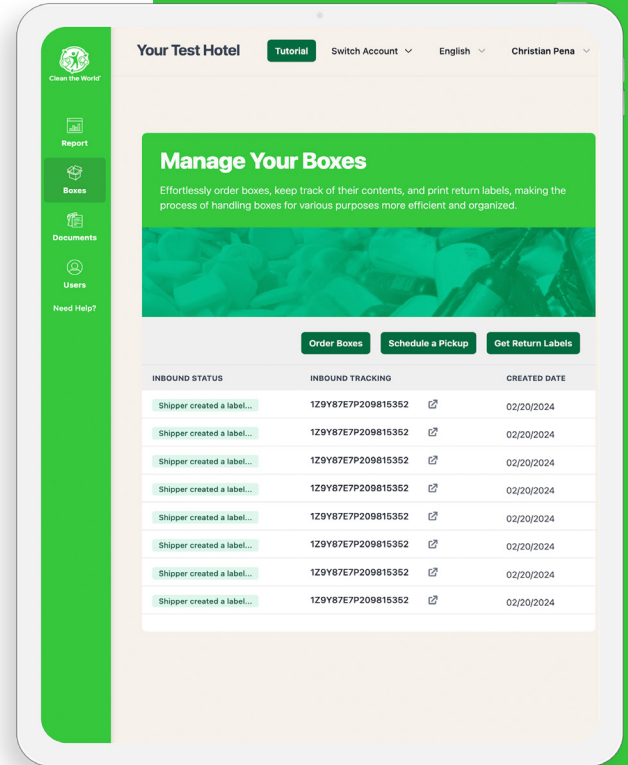
Order Your Collection Boxes

To order your collection boxes, click **"Boxes"** on the side menu. When you click **"Order Boxes,"** you will be directed to the box order screen. Confirm the number of boxes and your delivery location. Click the green **"Confirm"** button, and Clean the World will do the rest!

Your boxes will arrive 7-10 days of ordering. The number of boxes you receive is based on room count and participation history, **not on the number of floors.**

Once you order and receive your first set of boxes, you're ready to start collecting!

Note: If you're replenishing boxes for your hotel, at least 6 boxes need to be returned before you can order more.





SOAP AND PLASTIC COLLECTION Create Your Collection Area

Once you receive your boxes, take them to their designated collecting area. We suggest using an area that your housekeepers pass by regularly to line up your collection boxes. Feel free to decorate your collection area with Clean the World inspirational and educational posters to inspire and engage your team.



Small Soap Box Dimensions: 22.25 in x 16.25 in x 8 in



Small Plastic Box Dimensions: 22.25 in x 16.25 in x 8 in



Large Format Box Dimension: 24 in x 16 in x 16 in



SOAP AND PLASTIC COLLECTION Set Up Your Boxes

After you unpack your boxes, place them in the designated collection area. Make sure that the bottom of your box is secured with tape. **Please keep soap and bottles in separate boxes.**



Soap Bars



Single Use Bottles



Bulk Amenity Bottles



SOAP AND PLASTIC COLLECTION

How to Collect

As your housekeeping team makes their rounds through your guest rooms, encourage them to separate bars of soap and guest room plastic bottle amenities from the rest of the trash. When they make it to the collection area, have them fill each box with their collected soap and amenity bottles.

Once the box is 100% full tape the box closed. You are now ready to ship your boxes to Clean the World and order replacement boxes.



Soap Bars



Single Use Bottles



Bulk Amenity Bottles



SOAP AND PLASTIC COLLECTION

Returning Your Boxes

Shipping Your Boxes

Once you have attached your shipping labels to your boxes, feel free to place your full boxes in the same location where your UPS pick-ups and drop-offs take place.

Schedule a Pickup

If your property does not have a regular pickup, please schedule a pickup from the **Boxes** screen click on the green **"Schedule a Pickup"** button to open the scheduling page. This is where you will include your current phone number, the day you would like to schedule a pickup, pick-up directions, and any relevant notes. Once completed, click on the green **"Confirm"** button to process your request.

Your Test Hotel Tutorial Switch Account English Christian Pena

Schedule a Pickup

Please note that it may take a few minutes to process your order.

Contact Name
Christian Pena

Hotel Name
Your Test Hotel

Hotel Address
1750 Ridge Road, West Seneca, NY, 14224, US

Hotel Phone Number
(407) 674-8353

Get Return Labels

What day would you like to schedule a pickup?
Select Date

Pickup Directions
Lobby

Pickup Notes (max 50 characters)
Ex. Pickup zone is in the back of building...

Please be advised that pickups scheduled on holidays will be rescheduled for the following business day. Thank you for your understanding.

Cancel Confirm

RESCHEDULED	CREATED DATE
Verified Information Bank	07/10/2023
Verified Information Bank	07/10/2023
Verified Information Bank	07/10/2023
Verified Information Bank	07/10/2023
Verified Information Bank	07/10/2023
Verified Information Bank	07/10/2023
Verified Information Bank	07/10/2023
Verified Information Bank	07/10/2023
Verified Information Bank	07/14/2023
Verified Information Bank	07/14/2023
Verified Information Bank	07/14/2023

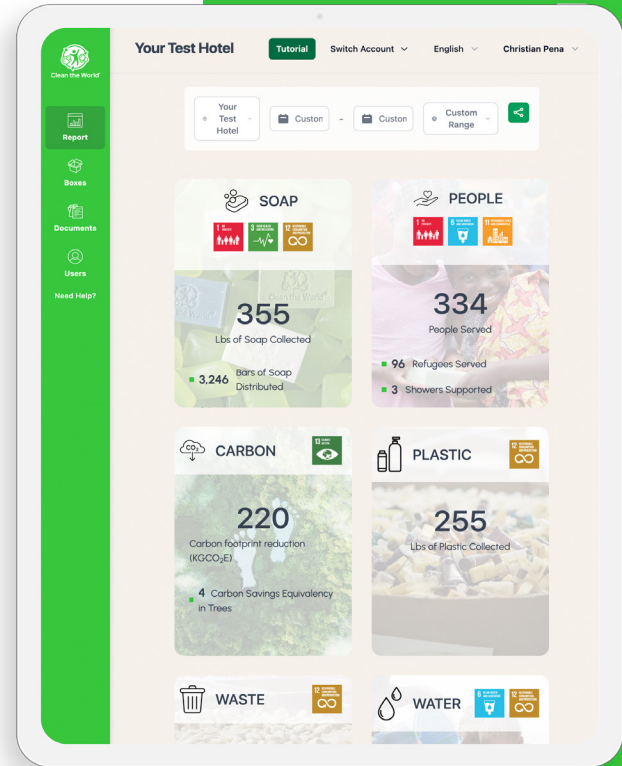


TRACKING YOUR IMPACT Reporting Overview

Our impact dashboard introduces advanced filtering mechanics so you can get a detailed view of your growth across your company over time. With these features, you'll be able to set goals, track your progress, and take ownership of your impact.

In addition, you can see how your impact contributes to the United Nations' Sustainable Development Goals. These impact metrics will help you keep track of your hotel's sustainability goals.

We will continue to roll out new updates, so check back often.



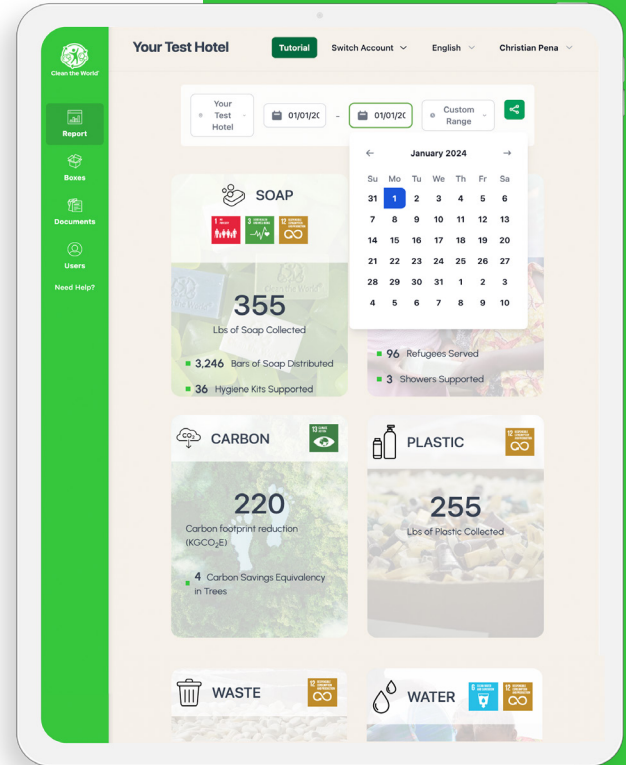


TRACKING YOUR IMPACT Filtering Data

Filter by Date

Want to know how many soap bars you have distributed to date? Use our date filters to see how you have performed historically or during a specific period.

To begin, click on **"Reports"** from the side menu of the portal. Click on the date range filter at the top right of the page. Select from a range of predetermined time ranges or choose your own by selecting **"Custom Range."** For Custom Range, enter your start date in the **Custom Start Date** field and your end date in the **Custom End Date** field.



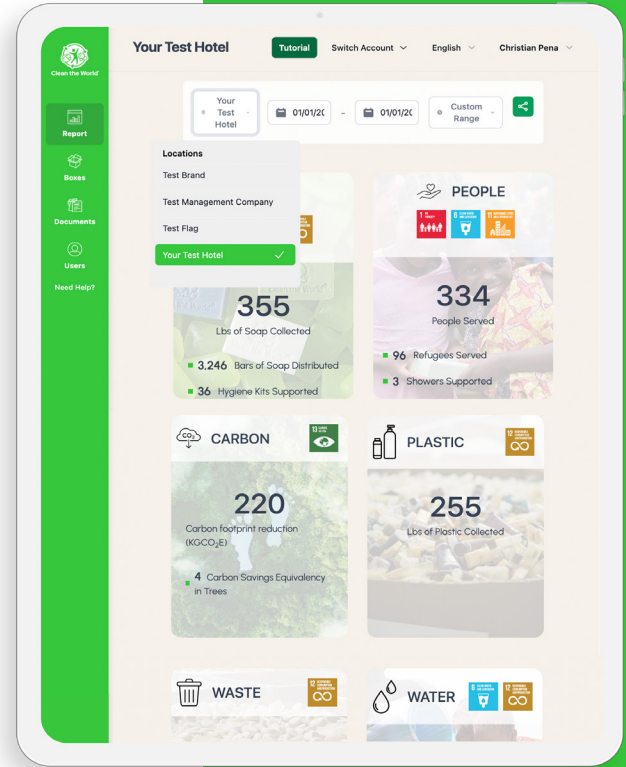


TRACKING YOUR IMPACT Filtering Data

Filter by Entity

If you are a flag, brand, or management company, you can filter by entity to view your contribution levels from an individual hotel or your whole company.


To change your view, click on the top left entity filter and select your flag, brand, management company, or individual hotel from the dropdown list.





TRACKING YOUR IMPACT

Sharing Your Report

Sharing your report metrics is easier than ever. To do so, click on **"Report"** from the side menu of the customer portal. If needed, filter your reporting to fit your needs by entity or date range. When finished, click on the  icon on the top right of the page and select from the dropdown of options.

Download Report

This option downloads a PDF version of your impact report.

Save Report to Portal Docs

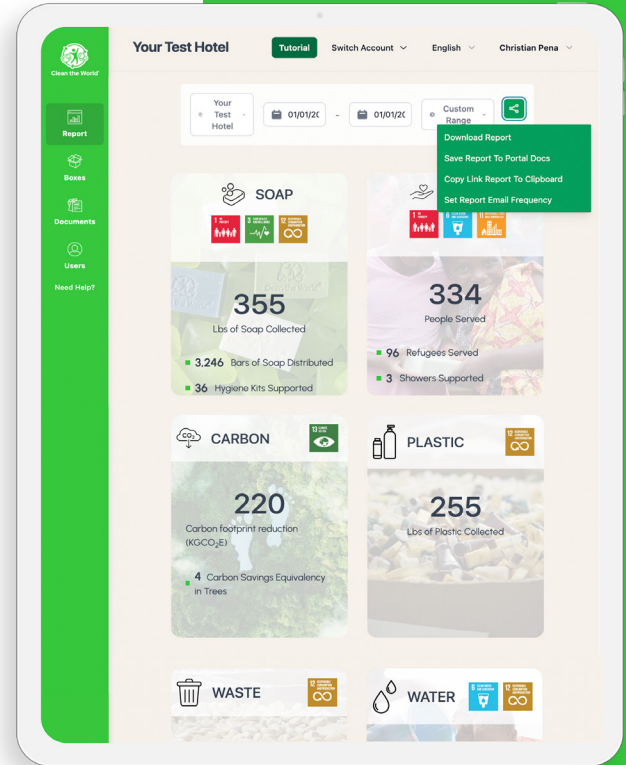
This option saves a PDF version of your impact report to the **Documents** section of your customer portal.

Copy Link Report to Clipboard

This option copies a shareable link to your impact report.

Set Report Email Frequency

This option sets the frequency of how often you get your impact report.





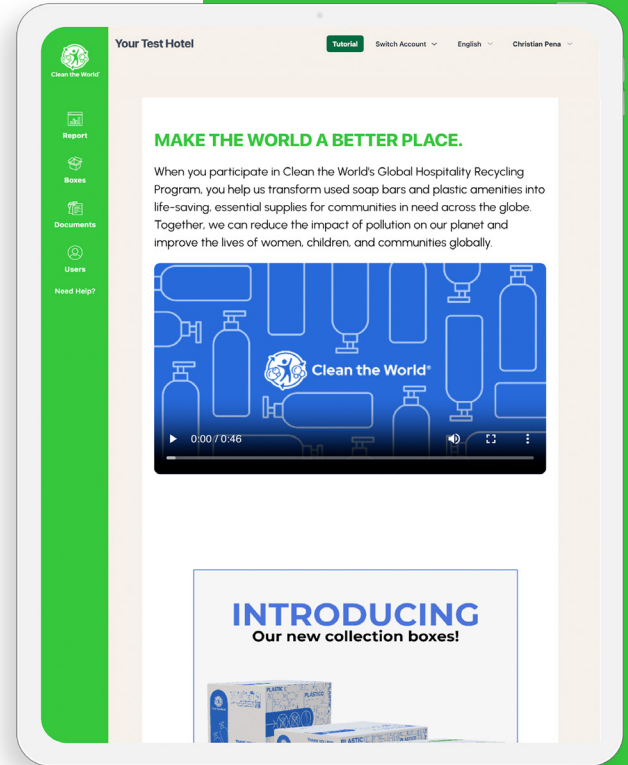
CLEAN THE WORLD RESOURCES Clean the World News

The best way to see how your work is saving lives around the world is by keeping up with Clean the World News!

Clean the World News is the first page you see when you sign-in to the portal. To return to this page, click on the **“Clean the World”** logo from the side menu bar.

From this page you can:

- Stay up to date with Clean the World's global impact
- Access helpful videos
- Learn about our upcoming programs





CLEAN THE WORLD RESOURCES

Documents

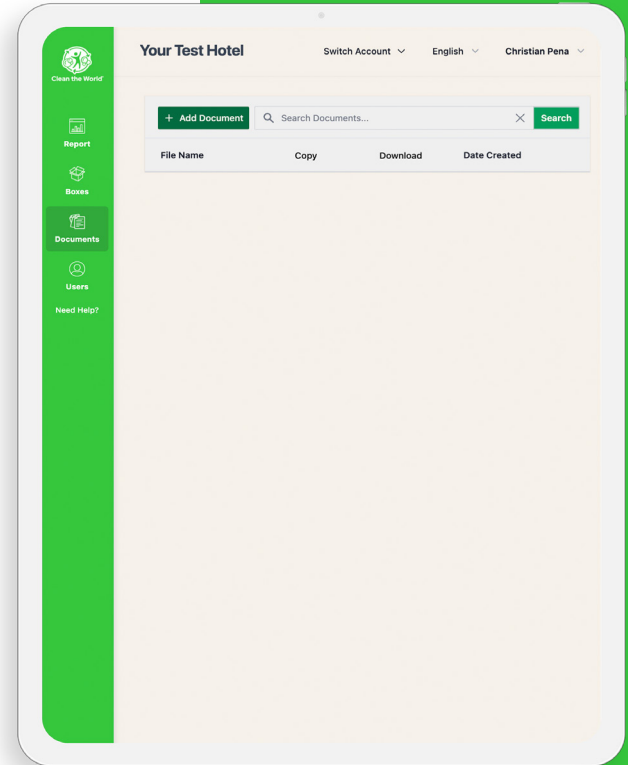
You can access the Documents Panel by selecting **“Documents”** from the side menu. From here, you can manage your Clean the World documents.

Adding a Document

Select the green **“+ Add Document”** button at the top. This will open a pop-up to help you upload your document. Select which accounts you want to upload your document to, categorize your document, and select your file from your device. When you are finished, click **“Save.”** and your document will now appear in the Documents Panel for easy access.

Download a Document

To download a document, click **“Download”** for the document you wish to save.





CLEAN THE WORLD RESOURCES

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.





CLEAN THE WORLD RESOURCES Questions?

To keep up with program updates, visit our Customer Portal landing page at cleantheworld.org/resources

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