

PROGRAM ACTIVATION INSTRUCTIONS

Are you new to the program or looking to re-activate your account? Follow these quick four steps to get you participating right away!



Step 1: Email Clean the World

Contact <u>partners@cleantheworld.org</u> stating your intent to participate in or re-activate 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 portal.cleantheworld.org.

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



Step 3: Engage Your Team

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

- Impact Posters
- Inspirational Posters
- Implementation Guide
- Huddle Card



Step 4: Start Recycling

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

Tip: Use the Customer Portal at portal.cleantheworld.org to view your impact reports, order replacement boxes, print shipping labels, learn about our exciting programs, and manage users and profile.