Clean the World®

Implementation Guide

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Implementation Guide

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ABOUT CLEAN THE WORLD

Our Purpose

Clean the World is a social enterprise on a mission to make the world a better place through the recycling and distribution of soap and hygiene products.

Through our Global Hospitality Recycling Program, we divert discarded soap and plastic amenities from landfills and transform them into lifesaving hygiene supplies, helping hotels advance their sustainability goals while delivering measurable social impact.

Those recycled resources reach vulnerable communities worldwide through trusted partners, including **The WASH Foundation**, turning everyday hospitality waste into clean water, sanitation, and hygiene for the people who need it most.



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

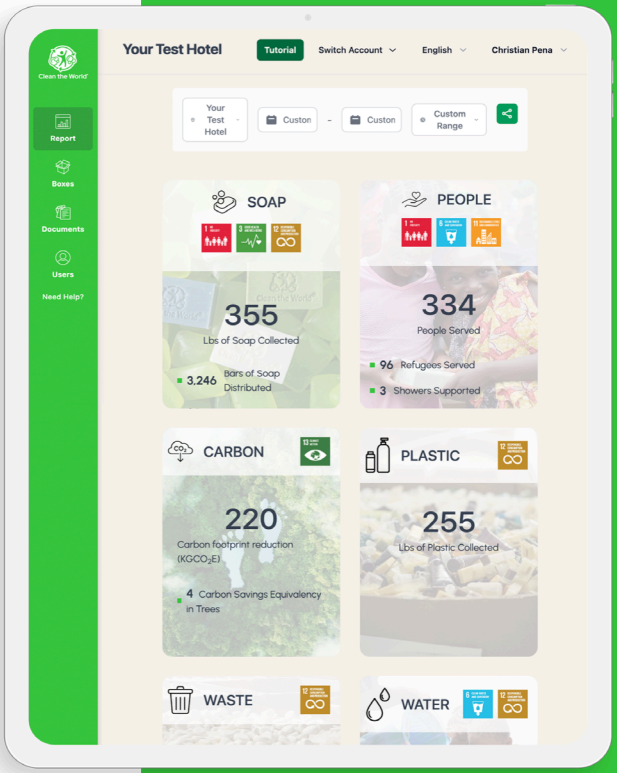
Delivering impact just got easier!

Once your property enrolls, the email address on your sign-up form automatically receives:

- A welcome email from our dedicated Client Team
- Your Customer Portal account, tied to that email address
- Your Welcome Kit with training materials for your team

From the portal you can track your environmental and social impact, order and manage collection boxes, schedule pickups, add teammates, and keep program documents in one place.

Access it from any desktop, tablet, or mobile browser, 24/7, at portal.cleantheworld.org/login. If you have any questions, please email partners@cleantheworld.org.



ACCOUNT SET UP

Access Your Account

Signing In

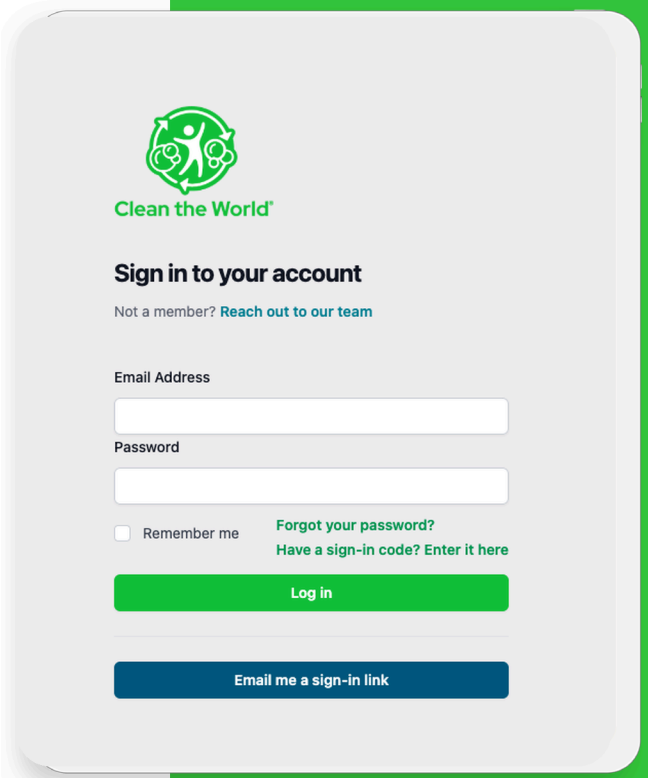
The portal uses secure, passwordless sign-in. To access your account:

1. Go to portal.cleantheworld.org/login and enter your email address.
2. Select **Email me a sign-in link**.
3. Open the email from Clean the World titled "Your sign-in link," then select **Sign In Now** or enter the 6-digit code on the sign-in screen.

Each link and code works once and expires after 15 minutes. If yours expires, simply request a new one from the sign-in screen.

Property Access

The property assigned to your account appears at the top left of the portal. If you manage more than one property, select **Switch Account** and choose your desired property from the dropdown.



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

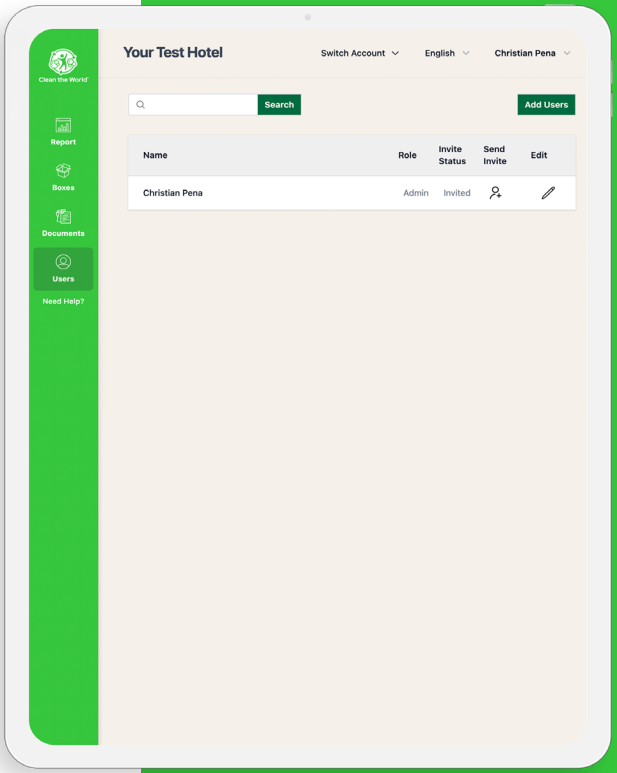
From the **Users** page, click **"Add Users"** to add Team Members and manage their information.

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

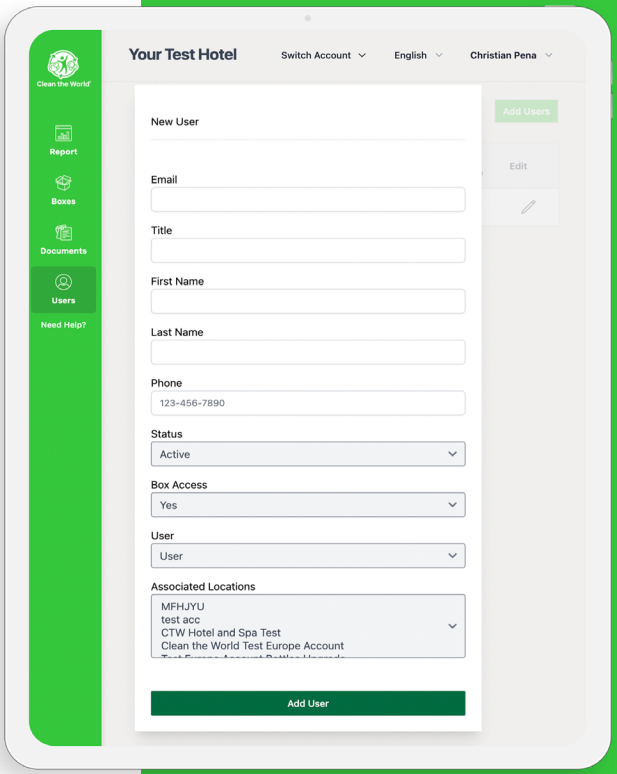
Did you make a mistake spelling someone's name? Need a new admin to manage your users? You can utilize our User edit feature.

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.



Order Your Collection Boxes

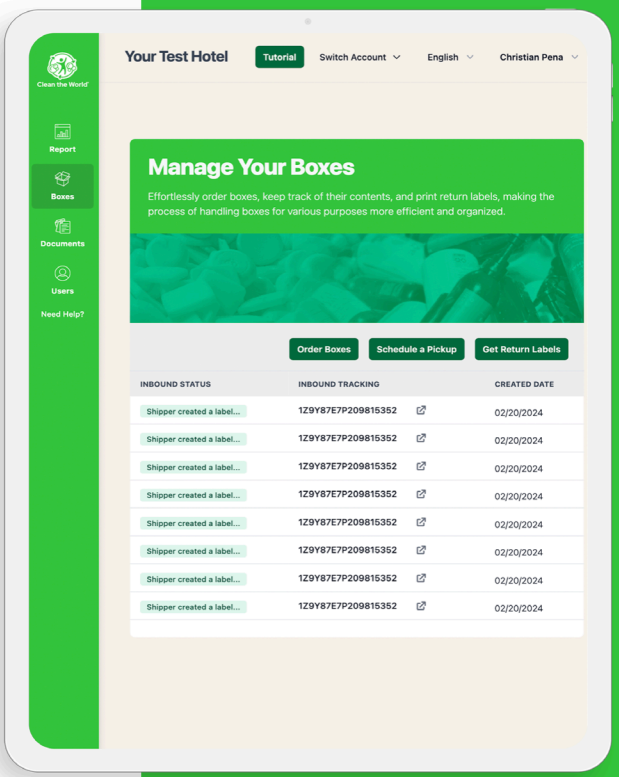
Order Your Collection Boxes

To order your boxes, select **Boxes** from the side menu, then **Order Boxes**. Confirm the quantity and your delivery location, click the green **Confirm** button, and Clean the World takes care of the rest.

Your allocation is based on your property's room count and participation history, not the number of floors. Delivery timing depends on your location and whether your property is on an established UPS route.

Once your first boxes arrive, you're ready to start collecting!

Note: Properties are welcome to request new collection boxes once their onsite inventory reaches four or fewer units.



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, place your full boxes in the same location where your UPS pick-ups and drop-offs take place.

If your property does not have a regular UPS pickup area, please contact us at partners@cleantheworld.org for help.



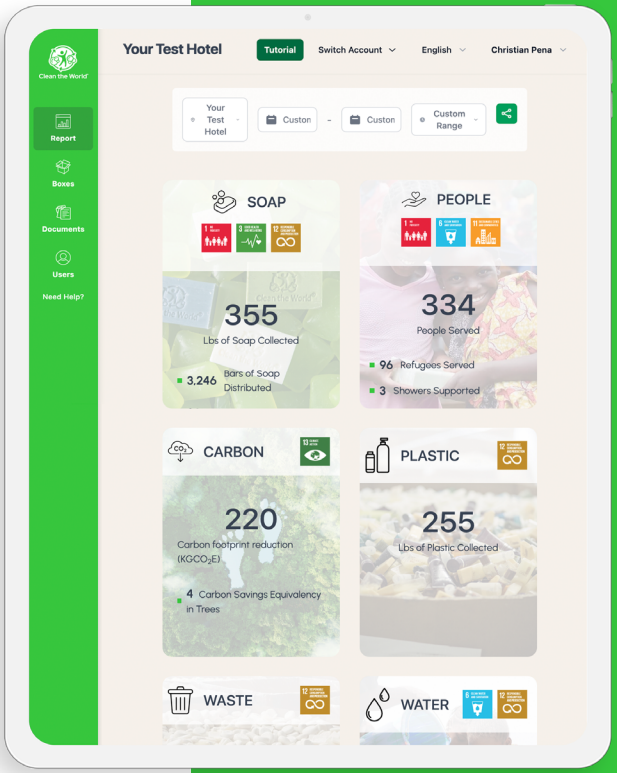
TRACKING YOUR IMPACT

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.



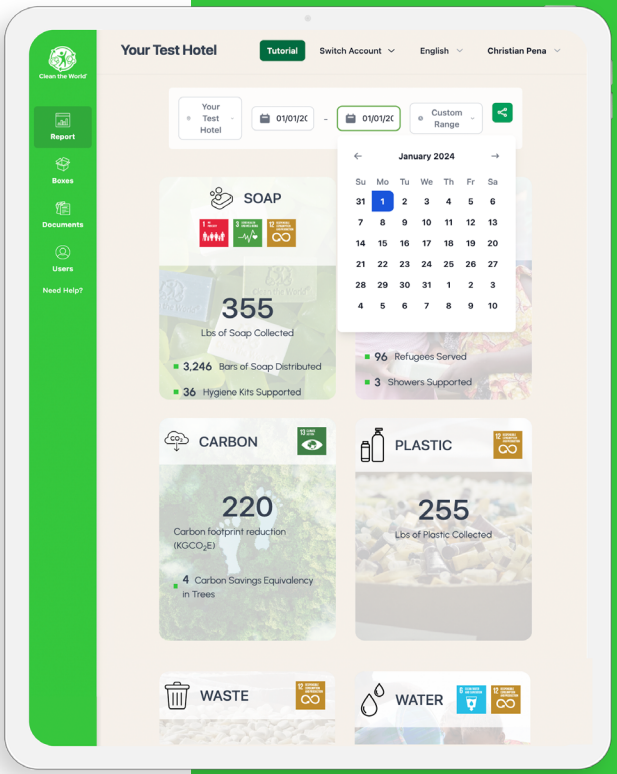
TRACKING YOUR IMPACT

Filtering Data

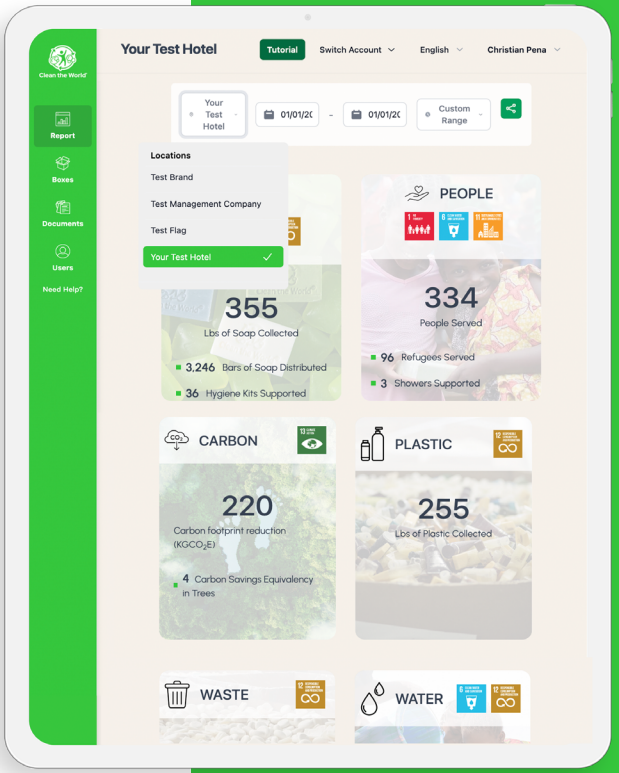
Filter by Date

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.



Filtering Data



Filter by Entity

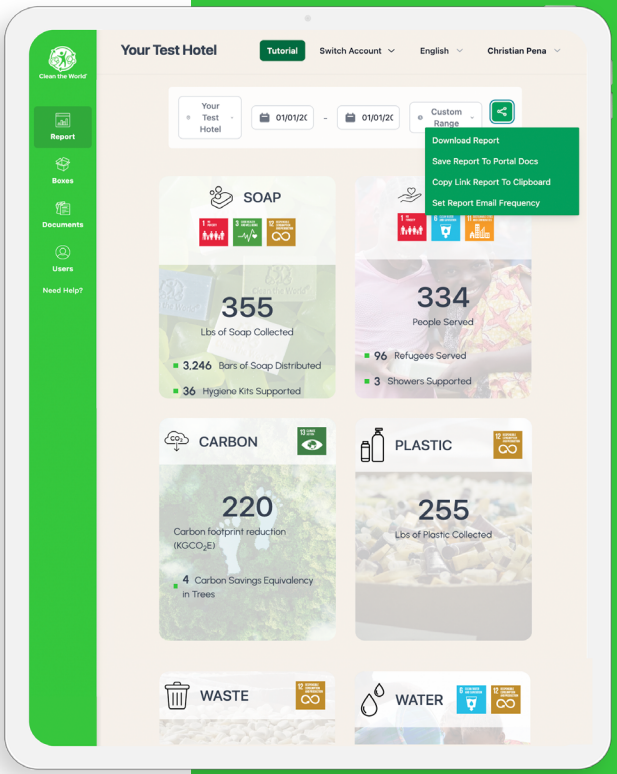
If you are a flag, brand, or management company, you can filter by entity to view your contribution levels from an individual hotel or your whole company.

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 News

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

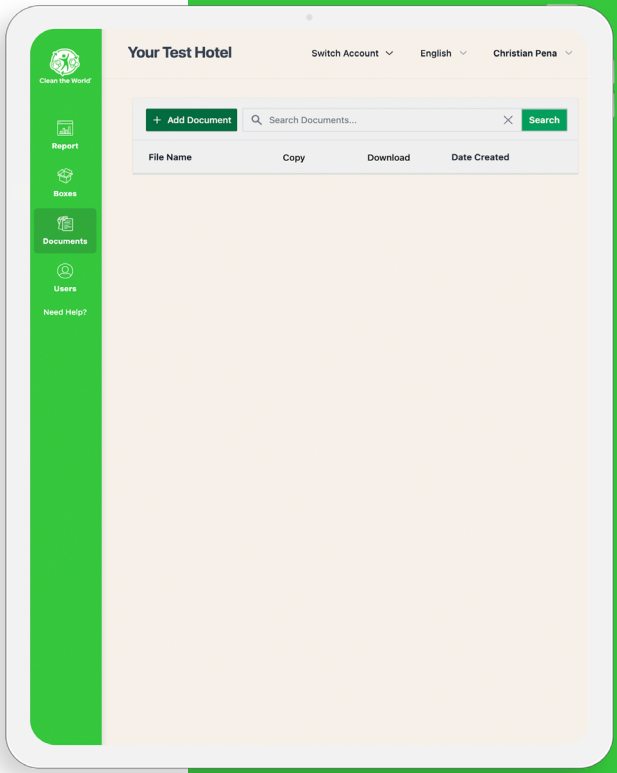
Clean the World News is the first page you see when you sign-in to the portal. To return to this page, click on the **"Clean the World"** logo from the side menu bar.

From this page you can:

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



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.

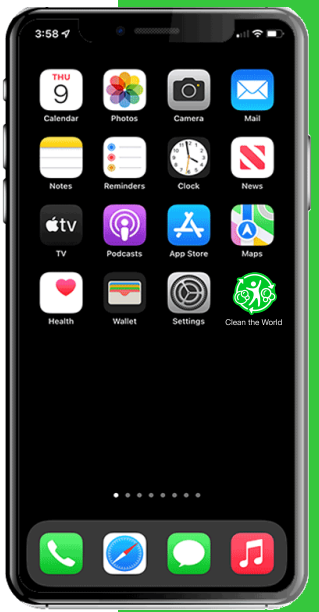
Download a Document

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

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.**



Questions?

To keep up with prgram upates, 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**