



Clean the World®

Implementation Guide

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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.



Soap Recycling Saves Lives!

No soap or bottles to landfill

Help us collect all soap bars and bathroom amenity bottles, such as shampoo, conditioner, and lotion, and place them in the Clean the World boxes.

Once boxes are full, ship them back to a Clean the World facility. All soap is recycled into new bars, and all bottles are either converted to energy or fully recycled.

Celebrate your impact! Soap Saves Lives!



Clean the World Recycling Process - Soap

Clean the World manages all collection and consolidation for recycling

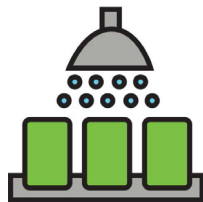
STEP 1

Soap is collected



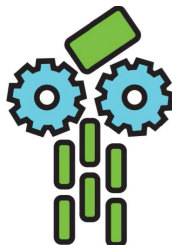
STEP 2

Soap is sanitized



STEP 3

Ground into soap
“noodles”



STEP 4

3rd party lab
tested



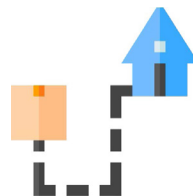
STEP 5

Cut into 1.75 oz.
bars



STEP 6

Boxed and
delivered



Clean the World Recycling Process - Bottles

Bottles are diverted from landfill and either converted to energy or fully recycled



Introducing New Customer Portal!

Delivering impact just got easier!

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 display on any desktop or mobile device 24/7. Simply plug this URL:
portal.cleantheworld.org into your device and log-in to access your account.

For questions, please email portalhelp@cleantheworld.org.



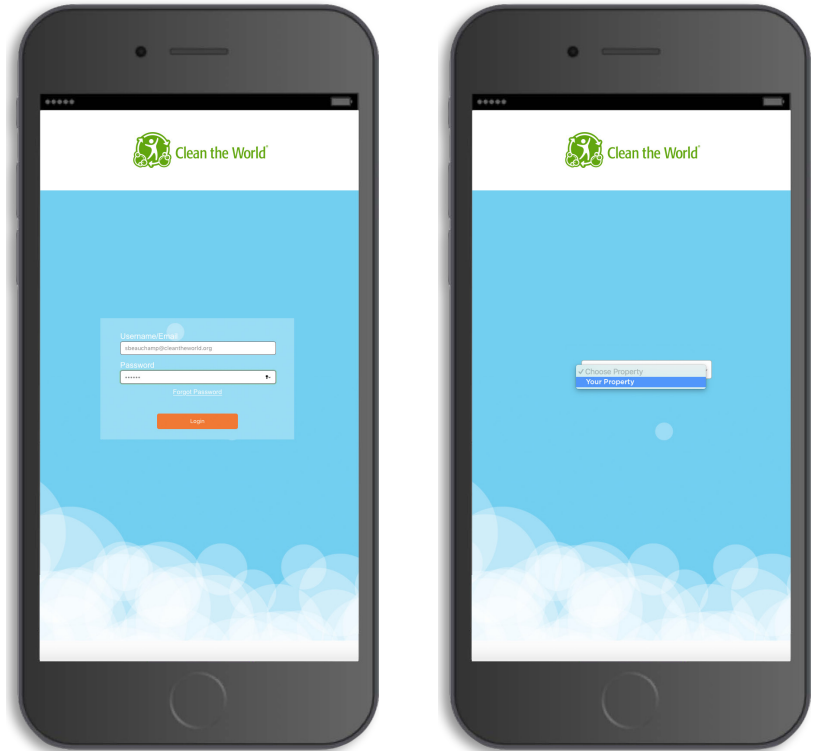
Portal: Access Your Account

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.



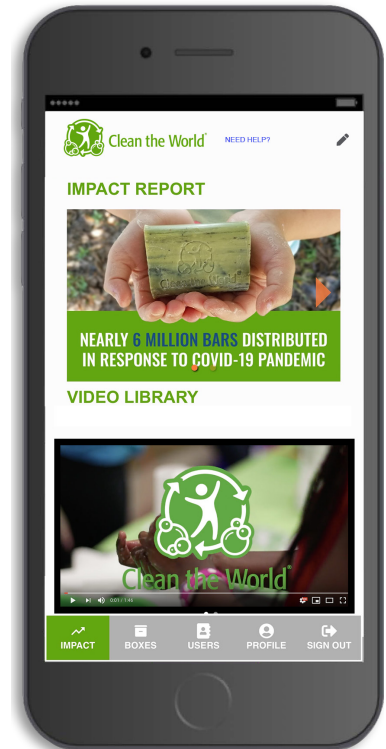
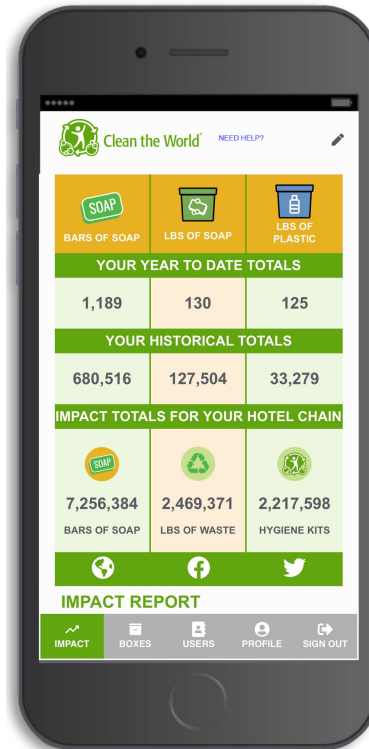
Portal: Celebrate Impact

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. You will also receive a laminated poster from Clean the World to display in your back of house for Team Members.

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.



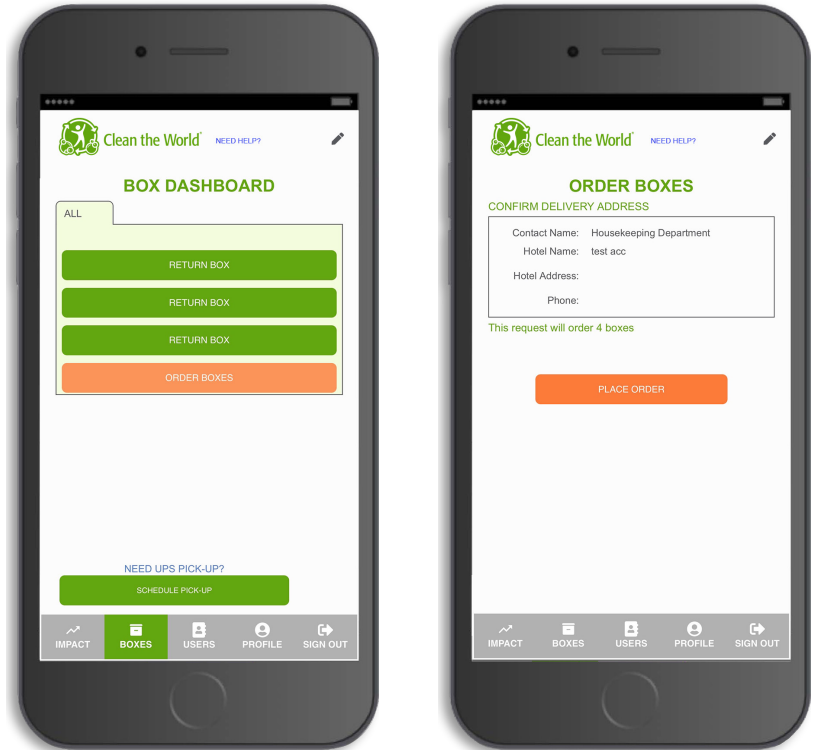
Portal: Order Boxes

Box dashboard

The Box Dashboard screen is an easy way to order boxes, track shipping status, and print labels. Use this tool any time, any place and on any device.

Order Boxes

When you have two boxes remaining at your property, order replacement boxes easily through the portal. From the Box Dashboard screen, tap on the orange “Order Box” button to take you to the Order Box screen. Confirm your delivery location and click on the orange “Place Order” button. The number of boxes you receive is based on room count and participation history, not on the number of floors.



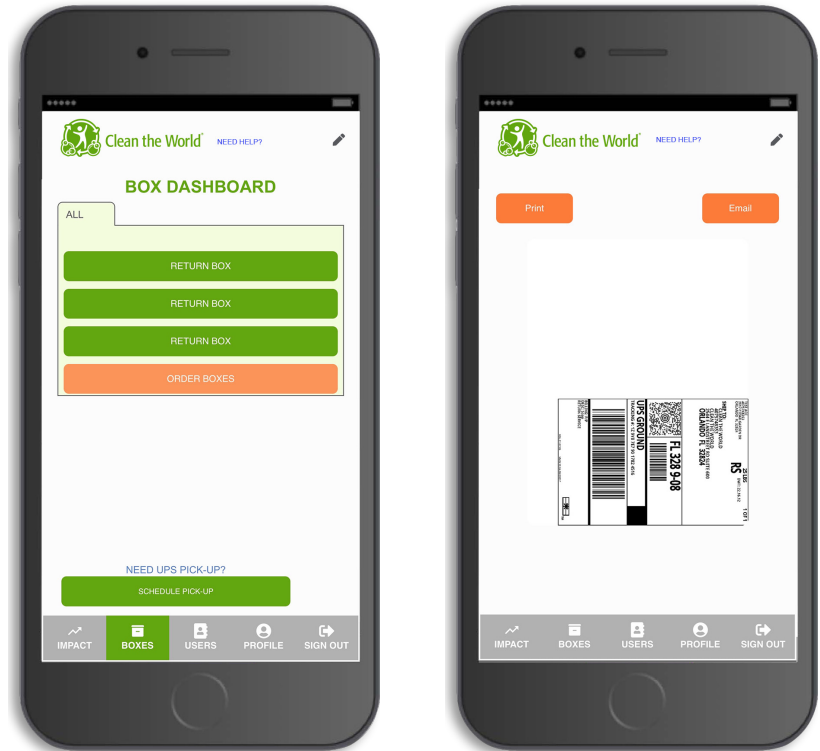
Portal: Box Shipping Labels

Request shipping labels

Once your boxes are 100% full, it's time to ship them back to Clean the World. To order shipping labels from the Box Dashboard screen, click on the "Return Box" button and input the number of labels you need.

Print labels

Your labels can be easily printed from your device or emailed for printing at a later time. To prepare for shipment, simply attach printed labels to your boxes. Each box should have a separate label with a unique tracking number.



Portal: Schedule and Track

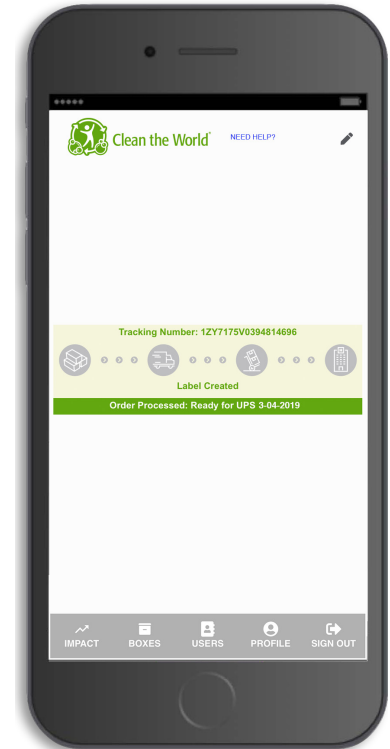
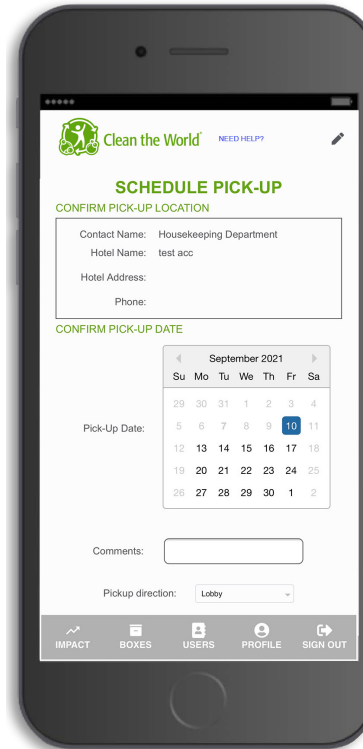
Schedule pick-up

Once your boxes are ready to ship, you can schedule a pick-up directly on your device. Confirm your address and pick-up date.

Please note: pick-ups will be scheduled for 3 business days out or you can choose a future date.

Tracking

Once you've requested replacement boxes, click on the "Track Box" button from the Box Dashboard screen to find the tracking number or check on shipping and delivery status. Status updates include pick-up, in transit, out for delivery, and delivered to your hotel. Typical delivery time is 5-7 business days.



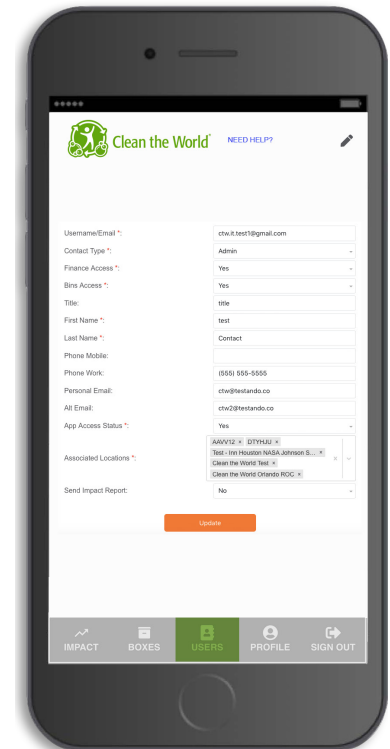
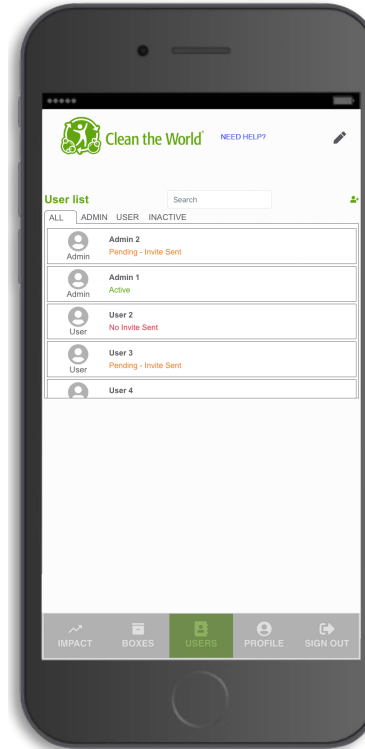
Portal: Manage Users

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).



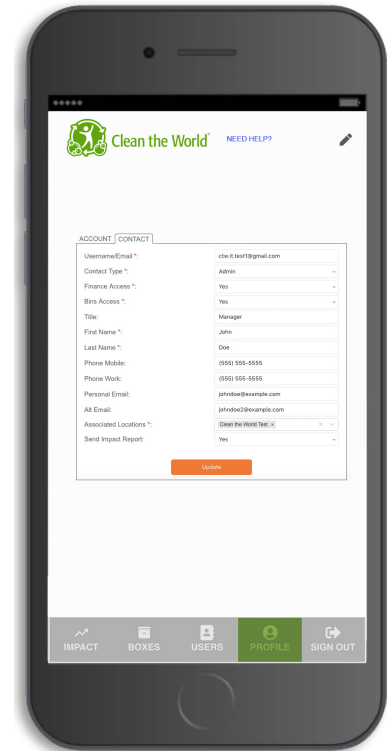
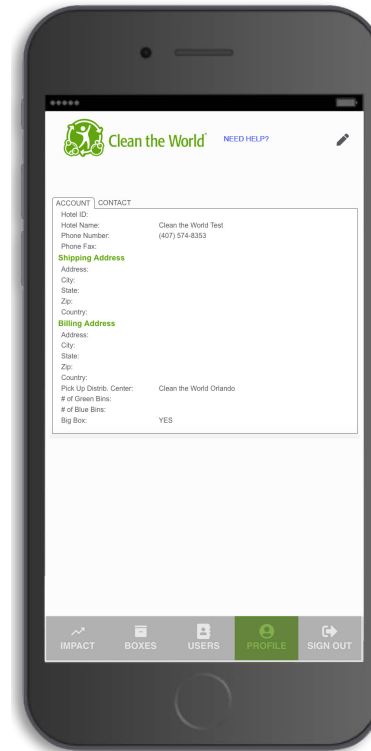
Portal: Profile

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 what properties you are associated with.



Portal: Big Box (if applicable)

Request

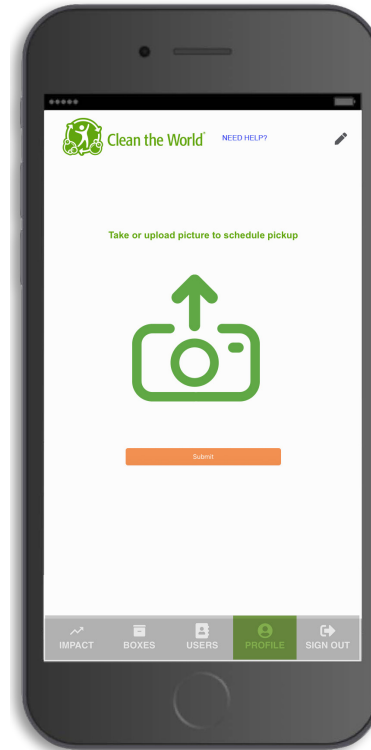
Submitting a request for a new big box just got easier! Now from your mobile device you can take a photo of your big box and upload it right from the portal. You can accomplish this in 3 easy steps:

- 1) Tap the “Upload” icon
- 2) Take the photo and then
- 3) Tap “Submit”

On a desktop, you will be able to upload a photo of the big box for approval by clicking the “Upload” icon and then attaching the big box photo.

Pick up

After your photo is approved, Clean the World will email you a copy of your Bill of Lading (BOL) that you will attach to the outside of the big box before it gets picked up.



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



Questions?

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