



Clean the World®

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# Implementation Guide

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407.574.8353 | [partners@cleantheworld.org](mailto:partners@cleantheworld.org)

## 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.



#SoapSavesLives

## Soap Recycling Saves Lives!

### No soap or bottles to landfill

Help us collect all soap bars and place them in the Clean the World green bin.

Once bins are full, ship them back to a Clean the World facility. All soap is recycled into new bars, supporting those in need.

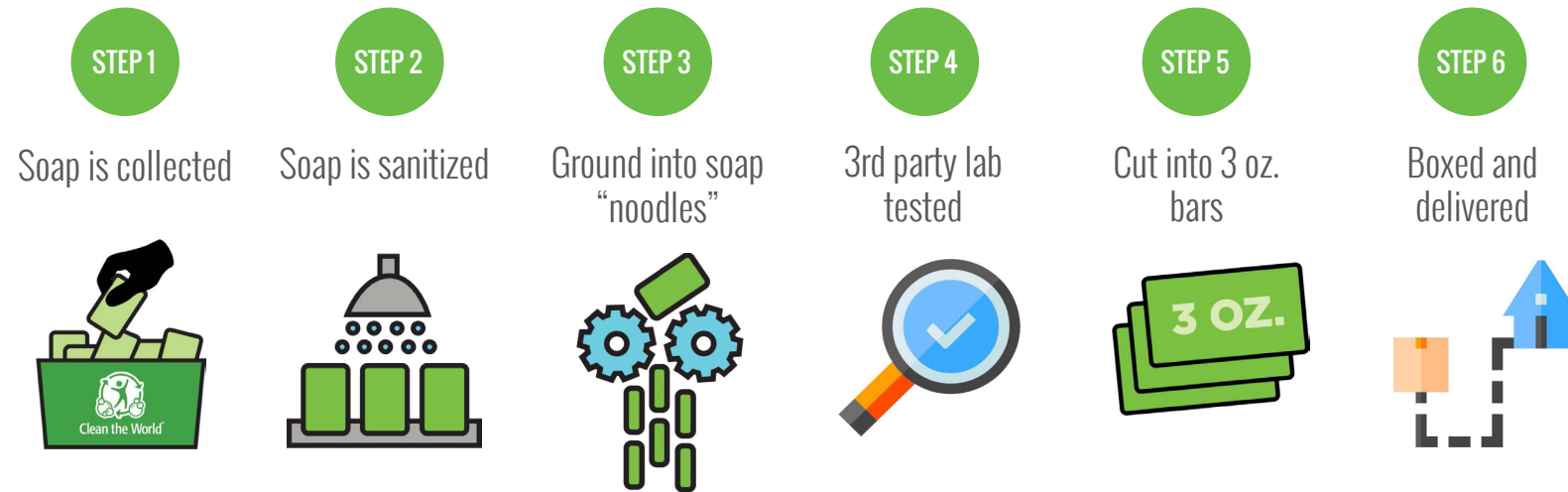
Celebrate your impact! Soap Saves Lives!



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# Clean the World Recycling Process - Soap

Clean the World manages all collection and consolidation for recycling



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# Reach Sustainability Goals

With help from our valued partners like you, together we have been able to put millions of hygiene products in the hands of the people that need them most and protect the environment from millions of tons of harmful waste.

By partnering with Clean the World, you are contributing to:

**50 million** soap bars distributed globally  
**20 million** tons of waste diverted from landfills

**5 million** hygiene kits distributed worldwide  
**60%** decrease in number of deaths in children under 5 since 2009

**127** countries worldwide receiving soap products



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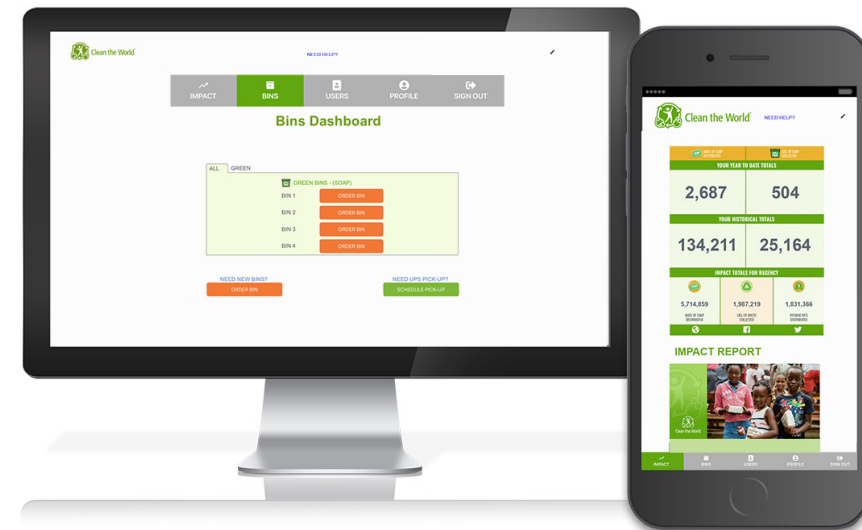
# Introducing New Customer Portal!

## Delivering impact just got easier!

Check out Clean the World's new customer portal where you can see impact reports, order replacement bins, 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](http://portal.cleantheworld.org) into your device and log-in to access your account.

For questions, please email [portalhelp@cleantheworld.org](mailto:portalhelp@cleantheworld.org).



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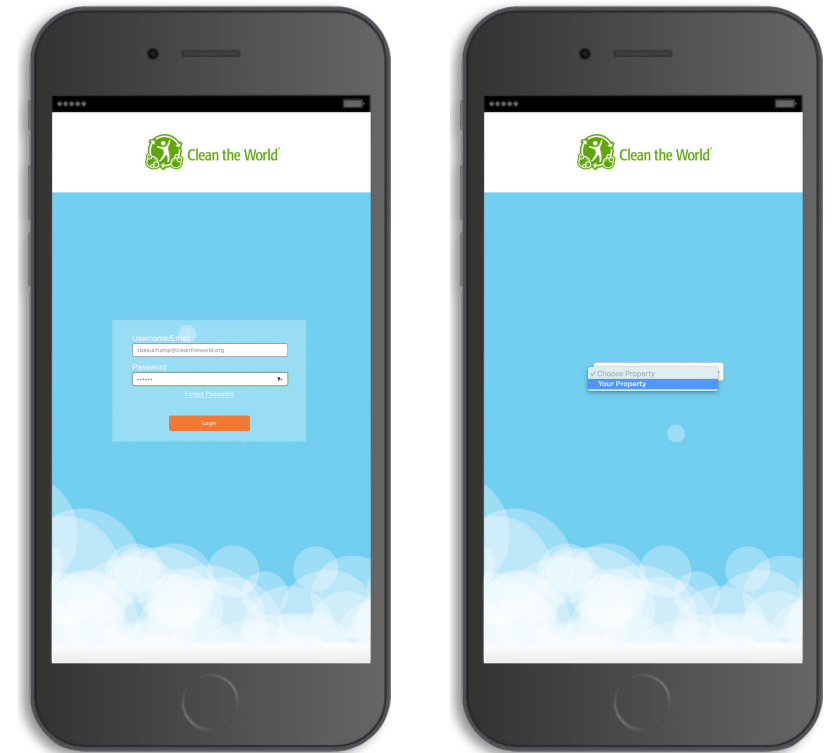
# Portal: Access Your Account

## 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.



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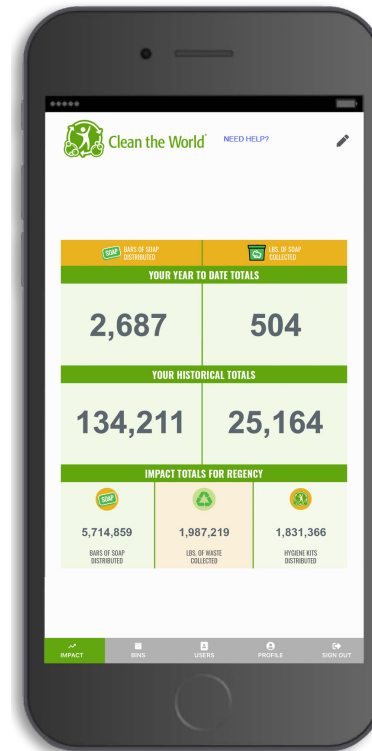
# Portal: Celebrate Impact

## 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.



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# Portal: Order Bins

## Bins dashboard

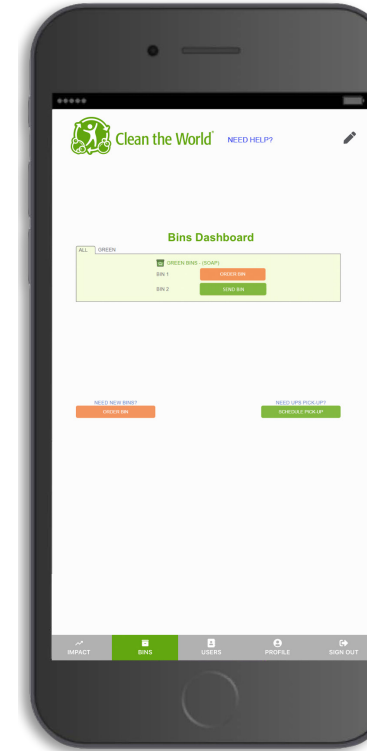
The Bins Dashboard screen is an easy way to order bins, track shipping status, and print labels. Use this tool any time, any place and on any device.

## Order bins

When your bins are at least 75% full, order replacement bins easily through the portal. From the Bins Dashboard screen, tap on the orange "Order Bin" button to take you to the Order Bins screen. Confirm your delivery location, choose the number of green bins you need, and click on the orange "Place Order" button. The number of bins you receive is based on room count, not on the number of floors.



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Order Bins

Confirm Delivery Address

Contact Name: Receiving Department  
Hotel Name: Clean the World Test  
Hotel Address: 2017 Cedar Garden Dr, Orlando, 32824  
Phone: (407) 574-8353

Choose bin

1 Green soap container

Place Order

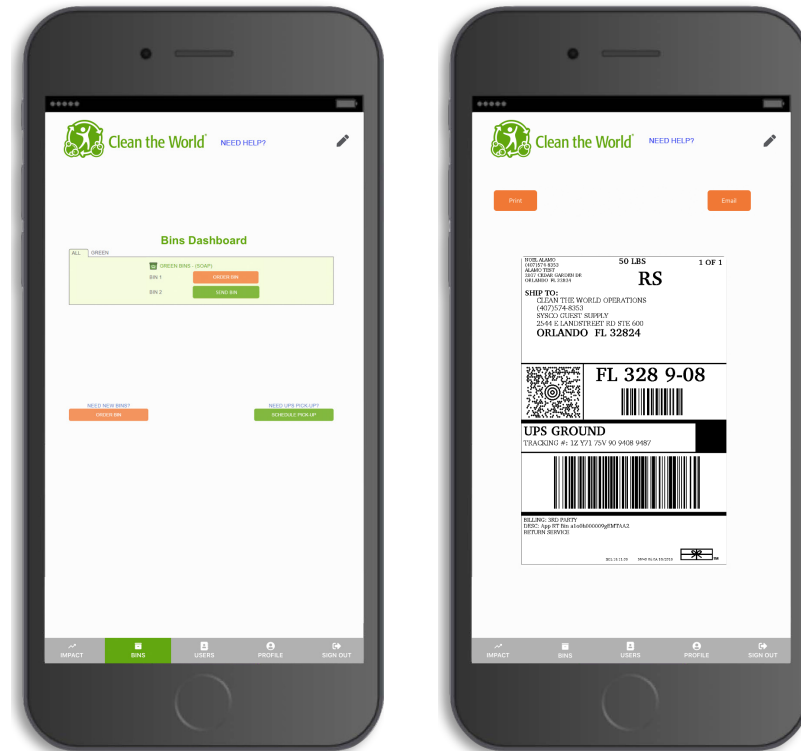
# Portal: Bin Shipping Labels

## Request shipping labels

Once your bins are 100% full, it's time to ship them back to Clean the World. To order shipping labels from the Bins Dashboard screen, click on the "Return Bin" button next to the applicable bin.

## 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 bins. Do not copy or re-use return labels printed from the portal. Each bin should have a separate label with a unique tracking number.



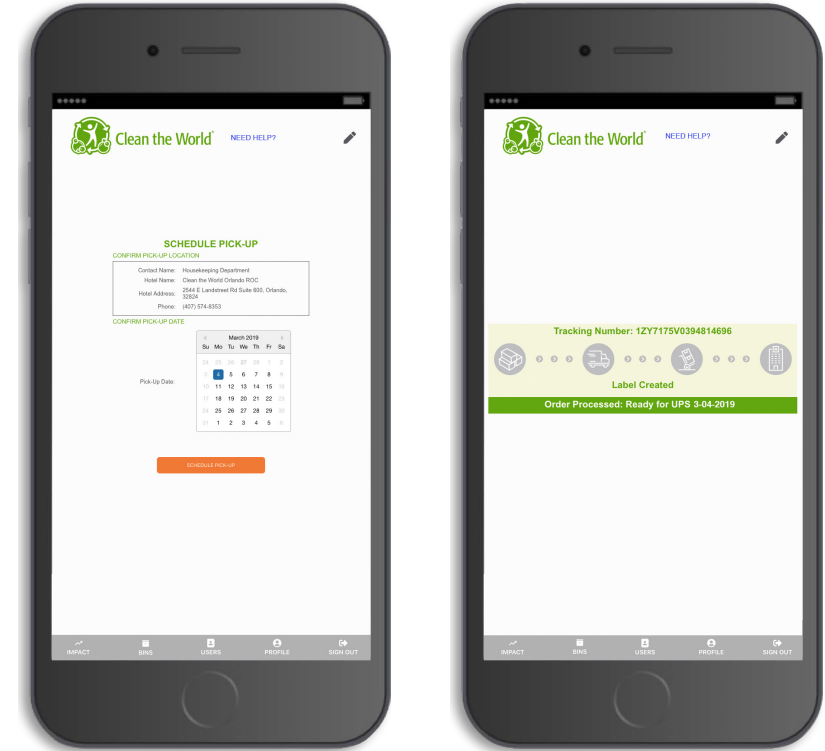
# Portal: Schedule and Track

## Schedule pick-up

Once your bins 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 bins, click on the "Track Bin" button from the Bins 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.



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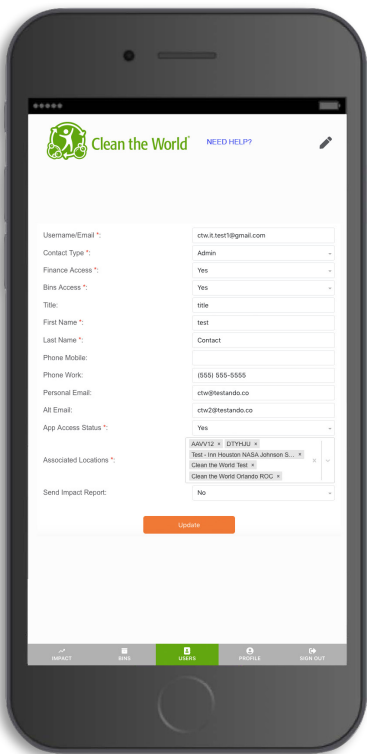
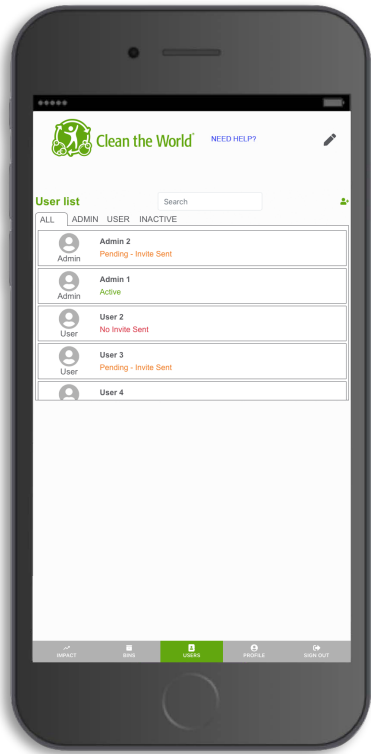
# Portal: Manage Users

## 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).



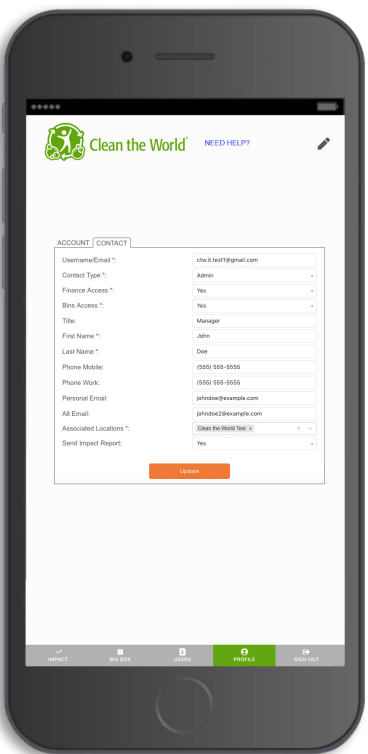
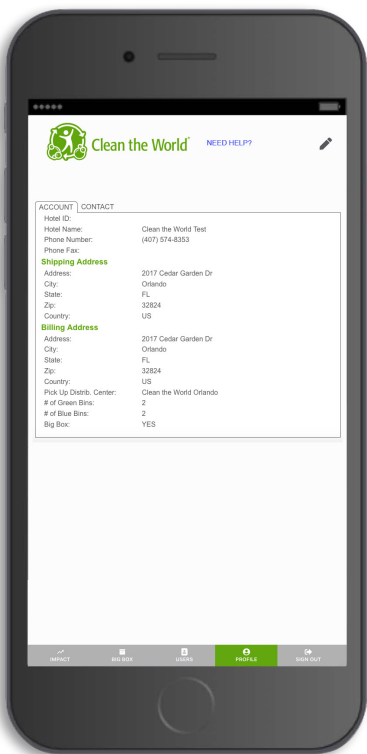
# Portal: Profile

## 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 bins 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.



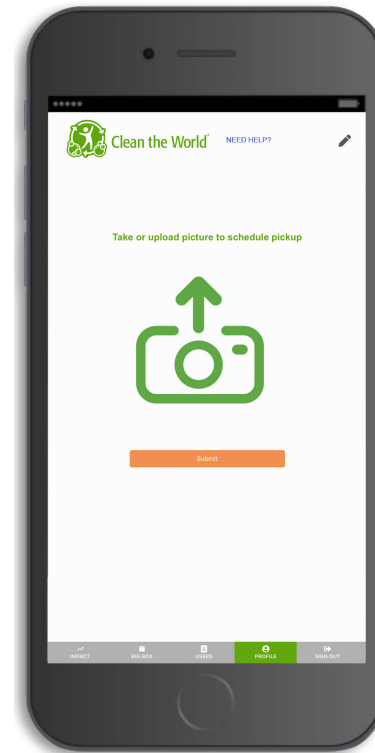
# Portal: Big Box (if applicable)

## 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](https://cleantheworld.org/portal-icon)



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# Questions?

For additional questions, please email [partners@cleantheworld.org](mailto:partners@cleantheworld.org)  
or visit our FAQ's at [cleantheworld.org/faq](http://cleantheworld.org/faq).

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