the commitments hub – how to get started

1. PREP

Make sure you know who within your organization is in charge of filling out the forms (contact us if you need to make a new account!) and gather any documentation that will help you through the process, like CSR reports, press releases, and data on progress

2. STATE NEW COMMITMENTS, IF APPLICABLE

Remember, industry partners are required to have at least one public commitment in the Hub

Login ➔ 2. State or View COMMITMENTS ➔ + Add record ➔ Follow the form instructions to fill out the form ➔ Repeat for additional commitments, if applicable

3. REPORT PROGRESS ON EXISTING COMMITMENTS (> 6 MONTHS OLD)

3. REPORT or View Progress ➔ + Add record ➔ Select the commitment you want to report progress on from the "Commitment Short Name" drop-down menu ➔ Follow the form instructions to fill out the form ➔ Repeat for additional commitments, if applicable

BONUS: UPDATE INFO

1. PARTNER INFO Form ➔ Select existing record ➔ Select edit in right-hand reading pane ➔ Update if/where applicable

Save your work as draft + contact us if you get stuck!

Login here!