commitments hub – how to get started

0. 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 pre-approved statements (e.g. from CSR reports) and data on progress

1. UPDATE INFO

Login ➔ 1. PARTNER INFO Form ➔ Select existing record ➔ Select edit in right-hand navigation window ➔ Update if/where applicable

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)

Login ➔ 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

Login here!