

NJ SUSTAINABLE BUSINESS REGISTRY

GUIDE TO REGISTERING YOUR BUSINESS

Version 2: Fall 2016



OVERVIEW

This Guide provides step by step instructions for creating a business profile with the New Jersey Sustainable Business Registry. Businesses can apply for membership online by visiting the Registry website <http://registry.njsbdc.com/>.

For a business to become a member of the Registry it must electronically submit the following information about its sustainability efforts:

- ▶ **Five Sustainable Practices/Actions**
A Written Description for Each Practice
- ▶ **One Measurable Environmental Benefit**
A quantified benefit from one practice
- ▶ **Cost Savings from One Practice**
An amount of money saved or cost avoided from a practice

REQUIREMENTS

To become a member, you need to create an online business profile and submit the following information:

1

A brief written description of Five Sustainable Actions/Practices your business has adopted.

- EXAMPLES -

Materials Recycled

Cardboard
Paper
Plastic
Glass
Metal
Cooking Oil
Composting Food Waste

Energy Efficient Upgrades

Lighting
Appliances
HVAC systems
Building Shell
Refrigeration Equipment
Food Service Equipment
Energy Management
Systems

Water Conservation Efforts

Install Low Flow/High
Efficiency Fixtures
Fix Leaks
Reuse of Waste Water
Cisterns/Rain barrels
Raingardens
Water-wise Landscaping



TIP: For more ideas check out our Resources Page, <http://registry.njsbdc.com/resources>

2

Identify One Measurable Environmental Benefit from a practice.

- EXAMPLES -

Pounds of Waste diverted from the landfill through Recycling
Kilowatt Hours Saved from Efficiency Upgrades
Gallons of Water Saved from Conservation Efforts

3

Identify One Cost Savings from a Practice.

- EXAMPLES -

Waste Hauling cost avoided by recycling
Energy Bill reduction from upgrading equipment
Water Bill reduction from new low flow fixtures



TIP: If you need help calculating measurable benefits and cost savings, check out our Calculations Tool Page <http://registry.njsbdc.com/calculations-tools>

CREATING A PROFILE

STEP

①

Visit <http://registry.njsbdc.com/user/register>

STEP

②

Create a User Account by submitting required information

Fill in your
info here

New Jersey Sustainable Business Registry
Save Money, Share Your Success, and Inspire Others
AMERICAN SBDC NEW JERSEY

TESTIMONIALS NEWS & EVENTS CONTACT US

HOME ABOUT JOIN HERE REGISTERED BUSINESSES BUSINESS MAP RESOURCES RESULTS AWARDS LOG IN REGISTER

User account

Create new account Log In Request new password

Please enter the requested information to create your new account with the New Jersey Sustainable Business Registry. If you already have an account with us, please click on the "Log In" tab above. If you have lost or forgotten your password, please click on the "Request new password" tab above.

If you do not receive the confirmation message within a few minutes of signing up, please check your Spam folder in the event that the confirmation email got delivered there instead of your Inbox. If so, select the confirmation message and click Not Spam, which will allow future messages to get through.

Username *

Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

Email address *

A valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by email.

Password *

Password strength: _____

Confirm password *

Provide a password for the new account in both fields.

Phone Number *

Admin Email Date

1/23/2016 - 11:16
Format: 1/23/2016 - 11:16

Business Name *

Business Address

Country *
United States

Address 1 *

Address 2

City * State *

ZIP Code *

Create new account

New Jersey Sustainable Business Registry
© Copyright 2014. All Rights Reserved. Contact Us | Login

STEP

3

Click on “My Business Profile” button at top right corner of page



Click Here

✓ Registration successful. You are now logged in.

Thank you for Registering your Business

Your profile is currently under review from NJSBR. This typically takes anywhere between 24 to 48 hours.

We will notify you via email that your profile is approved. Please check your Spam folder just in case the confirmation email got delivered there instead of your inbox. You can begin the registration process after you get the email confirmation by logging in and clicking on the “MY BUSINESS PROFILE” button.

Ignore this message

Thank you for your patience. You're on your way to becoming a member of the New Jersey Sustainable Business Registry.

If you have any questions please reach out to us.

Learn More About Sustainability

- Tips & Resources >
- Calculations >
- News & Events >
- Registered Businesses >
- Full Results >
- Get Counseling >
- Contact NJSBR >
- Webinars >



TIP: Please note that even though it states that your profile is under review, this is **not true**. You still need to submit the detailed profile information about your business.

STEP

4

Click on “Edit This Registry” button at bottom of the page

[View Profile](#) [Edit Profile](#)

If your business is committed to five or more of these action steps below, you qualify to register

1. Share information on at least FIVE environmental practices in place at your facility. Find ideas by going to [Tips and Resources](#).
2. Provide one measurable result related to at least one of these activities. [Click here](#) for guidance and tools to help you calculate measurable results.
3. Provide cost savings that have resulted from at least one of these activities.
4. Complete the online application form to be recognized as a NJ Sustainable Business.
5. Your application will be reviewed and when approved you will be contacted and added to the list of registered businesses.

Email

Plaintext email only
No

Business Name:
Test

Business Address:
401 E state St
Trenton, NJ 08625
United States

Phone Number:
6096331466

Registry Application

Application Title: Test

Post date: Tuesday, October 4, 2016 - 09:25

Updated date: Monday, November 14, 2016 - 14:45

Approved: No

[EDIT THIS BUSINESS REGISTRY](#)

Click Here

STEP

5

Enter in your business information

**Fill in your
info here**

View Edit

↳ Your Business Information

Name of Organization
Test 2

Organization Type *
Select a value

Business Description

Contact Person

↳ Business Location

Re geocode
Check this box to regeocode location.

Location name
e.g. a place of business, venue, meeting point

Street

Additional

City

State/Province

Postal code

Country
United States

Title

Phone

Email

Number of Employees

Website

↳ Date

Date
E.g., 11/22/2016

↳ Management and Leadership

↳ Waste

↳ Energy

↳ Transportation

↳ Water

↳ Certification Programs

↳ Green Building Techniques

↳ Environmental & Community Restoration

↳ Industry-Specific

↳ Emergency Preparedness

↳ Community

↳ Other

SAVE

STEP

6

Select the Green Category buttons and enter in information about your sustainable practices

View Edit

-Your Business Information

Name of Organization
Test 2

Organization Type *
- Select a value -

Business Description

Contact Person

-Business Location

Re geocode
Check this box to regeocode location.

Location name _____
e.g. a place of business, venue, meeting point

Street _____

Additional _____

City _____

State/Province _____

Postal code _____

Country United States

Title _____

Phone _____

Email _____

Number of Employees _____

Website _____

- Date

Date _____
E.g., 11/22/2016

Category Buttons

- Management and Leadership
- Waste
- Energy
- Transportation
- Water
- Certification Programs
- Green Building Techniques
- Environmental & Community Restoration
- Industry-Specific
- Emergency Preparedness
- Community
- Other

SAVE

✓ **TIP:** You only need to submit information for **5 practices/actions**

Sub Category Example

▼ Waste

▼ Waste Reduction

Description of Action

Lbs Saved

***In the last 12 months*

Money Saved

***In the last 12 months*

Upload Document (PDF Only)

Browse...Upload

Files must be less than 2 MB.
Allowed file types: pdf.

Video Link

✓ **TIP:** To complete your profile and be approved you need to submit the following information:

- Five Sustainable Practices/Actions
- One Measurable Benefit
- Cost Savings from One Practice

Here is an example of the requirements from one of our member businesses – [Earth Friendly Products](#):



STEP

⑦

Once you have entered all of your information (business description and sustainable actions), remember to hit the “Save” button at the bottom of the screen before exiting the website



You're Done!

You should receive an email from the Registry Team about the status of your application within 2-3 business days.