



**Textile  
Exchange**

Corporate Fiber & Materials  
Benchmark Program

# CMFB Portal Guide

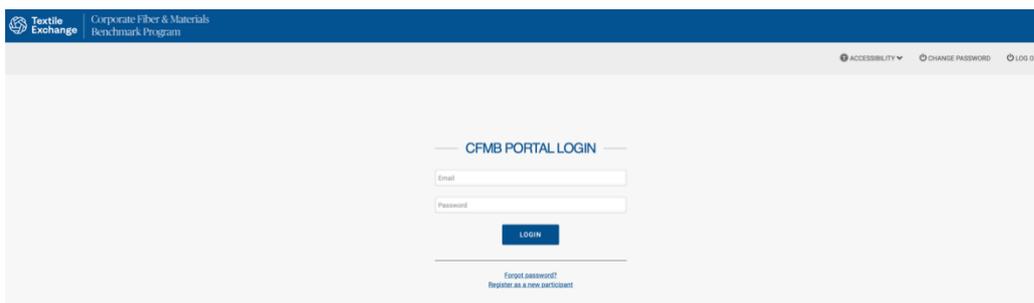


# Table of Contents

- Log in ..... 3
- Registration ..... 4
  - Registration for new user and new company*..... 4
  - Registration for new user and existing companies* ..... 6
- Forgotten Password ..... 7
- Change Password ..... 8
- Navigation ..... 9
  - My Portal*..... 9
  - Survey Overview* ..... 10
  - Survey Structure* ..... 12
  - Browser Messages*..... 12
- Start Your Survey..... 14
- Question Types..... 15
  - Single Selection Questions*..... 15
  - Multi-Selection Questions* ..... 15
  - Text Boxes*..... 15
  - Number Boxes* ..... 16
  - Dropdown selection*..... 16
  - Table Checkbox Multi-Selection* ..... 16
  - Upload Documents* ..... 17
- Submission ..... 18
  - Sign Off and Submit*..... 18

# Log in

1. Go to this link: <https://cfmb.textileexchange.org/>
2. Enter your details and click "Log In" (Note: your Email is the emailed entered at registration. It is also the User ID for CFMB Portal)
3. If you cannot remember your password, click "Forgot Password" at the bottom of the page. Enter your email used at registration, click "Send Email" and you will be emailed a temporary password. More information in Updated Password Section.



Textile Exchange Corporate Fiber & Materials Benchmark Program

ACCESSIBILITY CHANGE PASSWORD LOG OUT

CFMB PORTAL LOGIN

Email

Password

LOGIN

[Forgot Password?](#)  
[Register as a new participant](#)

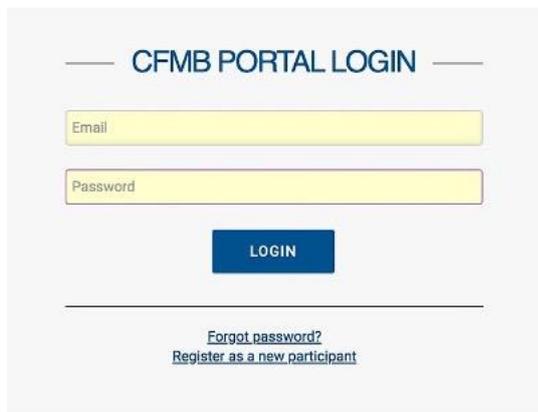
Note that the password you receive is a temporary password. Your previous password will remain active until you change it. To do so, sign in using the temporary password, click "Password" at the top right of the page, enter your new password and click "Update."

# Registration

Textile Exchange CFMB Portal differentiates between registration of Users and registration of a Company because one Company can have several Users. Below are the steps for registering a new user for a new company, as well as registering a new user for an existing company.

## Registration for new user and new company

1. Follow the Link to the CFMB portal - (<https://cfmb.textileexchange.org>).
2. Click “Register as a new participant” at the bottom of the Login page, as indicated in the image 1.



CFMB PORTAL LOGIN

Email

Password

LOGIN

[Forgot password?](#)  
[Register as a new participant](#)

3. Fill in your details indicating you are a **new company**, your **survey category** and click “**Register**”. Password must contain seven or more characters with at least one number, one uppercase letter, one lowercase letter, and one special character.

**User Registration**

Email \*

Confirm Email \*

Password \*

(Password Criteria: Password must contain at least one number and one uppercase and lowercase letter and one special character, and at least 7 or more character)

Confirm Password \*

Is your company already registered(?)  Yes  No

Enter company name \*

Select survey category \*
  Brand/Retailer
  Other
  Supplier/Manufacturer

If other, please specify

\* All fields must be filled in.

- You will receive an on-screen message and an email confirming that your company registration is being processed. You will receive another email confirming your registration shortly, but should you not hear from us **within 24 hours**, please contact [CFMB@TextileExchange.org](mailto:CFMB@TextileExchange.org).

**Thank you for registering with Textile Exchange Corporate Fiber & Materials Benchmark.**

Your organization registration is being processed. You will receive an email shortly to confirm your registration.

If you do not receive an email from us within 24 hours, please contact [CFMB@TextileExchange.org](mailto:CFMB@TextileExchange.org).

- Your registration confirmation email will contain a link for you to sign in or you can go directly to <https://cfmb.textileexchange.org/> to sign in. The email will also state your **company code**. **Please keep this code safe, as it will be required for you to register any additional users to your organization.**

# Registration for new user and existing companies

1. Follow the Link to the CFMB portal - (<https://cfmb.textileexchange.org>).
2. Please for the next steps refer to steps 2 and on step 3 click “Yes” to “Is your company already registered,” enter your Organization Code and click “Associate” and you will be directed to your company’s My Portal page

**Note: Please note that your organization’s code will be with the first user from your organisation.** We always advise to keep this code safe and confidential. However, in case your first user cannot recall the organisation code, please request the first user to write to us at [CFMB@TextileExchange.org](mailto:CFMB@TextileExchange.org)

Due to security reasons, we will only share the organisation code if the first user requests it or is at least copied in the email when the new user requests the same.

User Registration

Name: Laura Surname: G.

Email \* Email Address

Confirm Email \* Confirm Email Address

Password \* Enter Password

(Password Criteria: Password must contain at least one number and one uppercase and lowercase letter and one special character, and at least 7 or more character)

Confirm Password \* Enter Confirm Password

Is your company already registered?  Yes  No

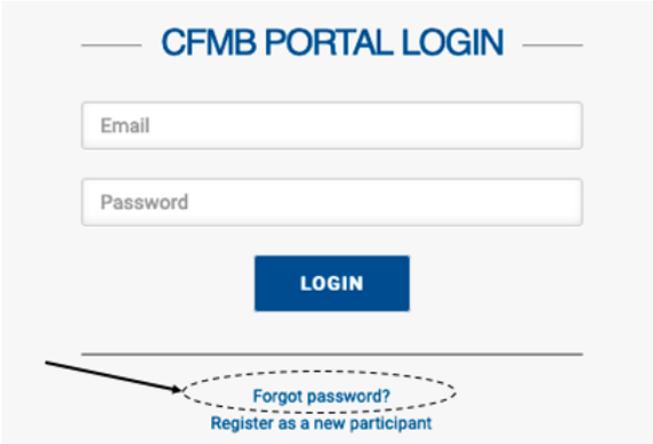
Company Code \*

RESET REGISTER

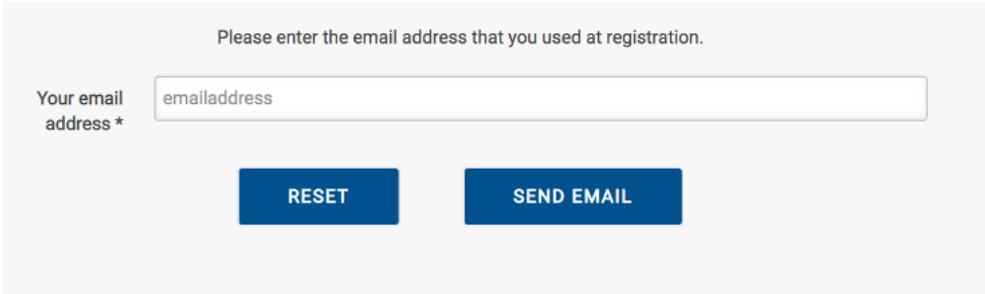
\* All fields must be filled in.

# Forgotten Password

1. If you cannot recall your password, please select “Forgot Password” positioned below the LOGIN button center screen. An email will arrive with instructions and a temporary password for you to reset.



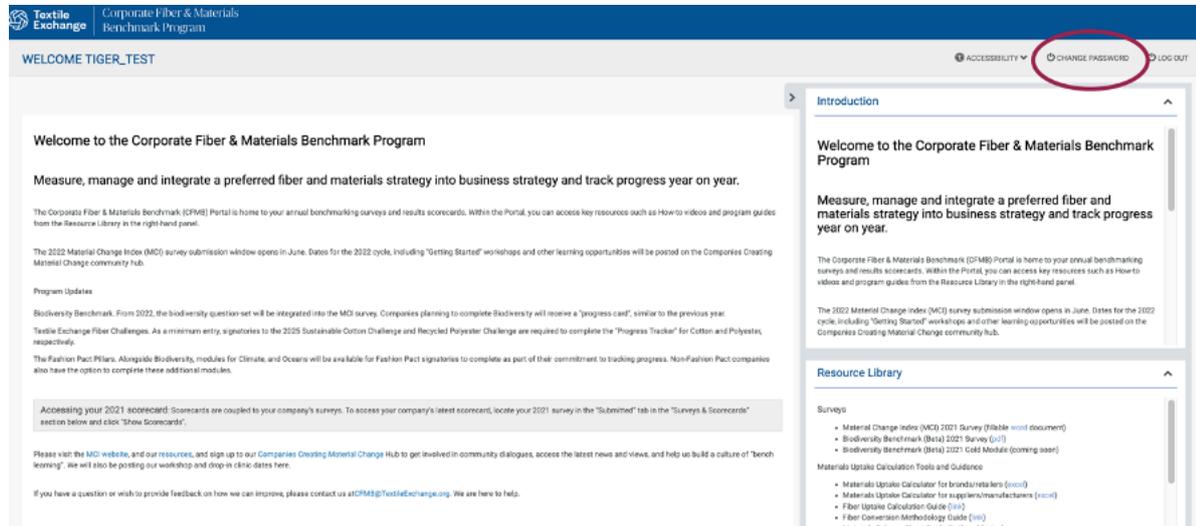
2. Please enter your registered email address and click send email (image 2)



3. You will receive an on-screen message (image 3) confirming that a new password has been sent to you registered email address. Please use the new password to login to your CFMB Portal - <https://cfmb.textileexchange.org/>

# Change Password

To change your password, please select the “Change Password” at the top right corner of your login homepage. An email will arrive with instructions and a temporary password for you to reset.



# Navigation

Once signed in, the first page you will see is **My Portal**.

## My Portal

My Portal is where you can monitor all new, open and submitted surveys and previous feedback reports.

The screenshot shows the Corporate Fiber & Materials Benchmark Program My Portal. The main content area includes a welcome message, a key objective, and several informational sections. The 'Surveys & Scorecards' section is currently set to the 'NEW' tab. The sidebar on the right provides quick access to an introduction and a resource library containing various guides and documents.

1. All new surveys are visible in the **New** tab.
2. All open surveys are visible in the **Open** tab. This tab will not be visible unless you are in the process of completing a survey. This is where your CFMB survey will appear once you have started it.
3. If you have submitted surveys in the past, those surveys will appear in the **Submitted** tab as well as all associated scorecards. This is where your CFMB survey will appear once you have submitted it.
4. There are three sections to our noticeboard, on the right hand side of your homepage.
  - **The CFMB Portal Notes** gives a brief overview of the program.
  - **Resource Library** provides quick access to essential resources to complete the survey.
  - **Contact Us** lists our contact details.

# Survey Overview

The survey **Overview** enables you to track the survey you have in progress.

**Textile Exchange Corporate Fiber & Materials Benchmark Program**

WELCOME TIGER\_TEST

Overview 60%

Download survey response

Mandatory Questions	In Progress
Business Integration Module	In Progress
Materials Balance Sheet	In Progress
BS-1. Materials Used	Completed
BS-2. Fiber Program Uptake	Not Started
BS-3. Non-Fiber Program Uptake	Not Started
BS-4. Material <i>Footprint</i> Uptake and Priority Status	Completed
BS-5. Recycled Details	Not Started
BS-6. Material Trend	Completed
BS-7. Uptake Calculation Metadata	Not Started
BS-8. Market Value of Sustainable Textile Products	Not Started
Material Modules(s)	Not Started
Impact Modules	In Progress
The Fashion Pact (Signatories Only)	Not Started
Submission	Not Started

**Introduction**

**Welcome to the Corporate Fiber & Materials Benchmark Program**

Measure, manage and integrate a preferred fiber and materials strategy into business strategy and track progress year on year.

The Corporate Fiber & Materials Benchmark (CFMB) Portal is home to your annual benchmarking surveys and results scorecards. Within the Portal, you can access key resources such as How-to videos and program guides from the Resource Library in the right-hand panel.

The 2022 Material Change Index (MCI) survey submission window opens in June. Dates for the 2022 cycle, including "Getting Started" are available in the Resource Library.

**Resource Library**

**Surveys**

- Material Change Index (MCI) 2021 Survey (fillable word document)
- Biodiversity Benchmark (Beta) 2021 Survey (pdf)
- Biodiversity Benchmark (Beta) 2021 Gold Module (coming soon)

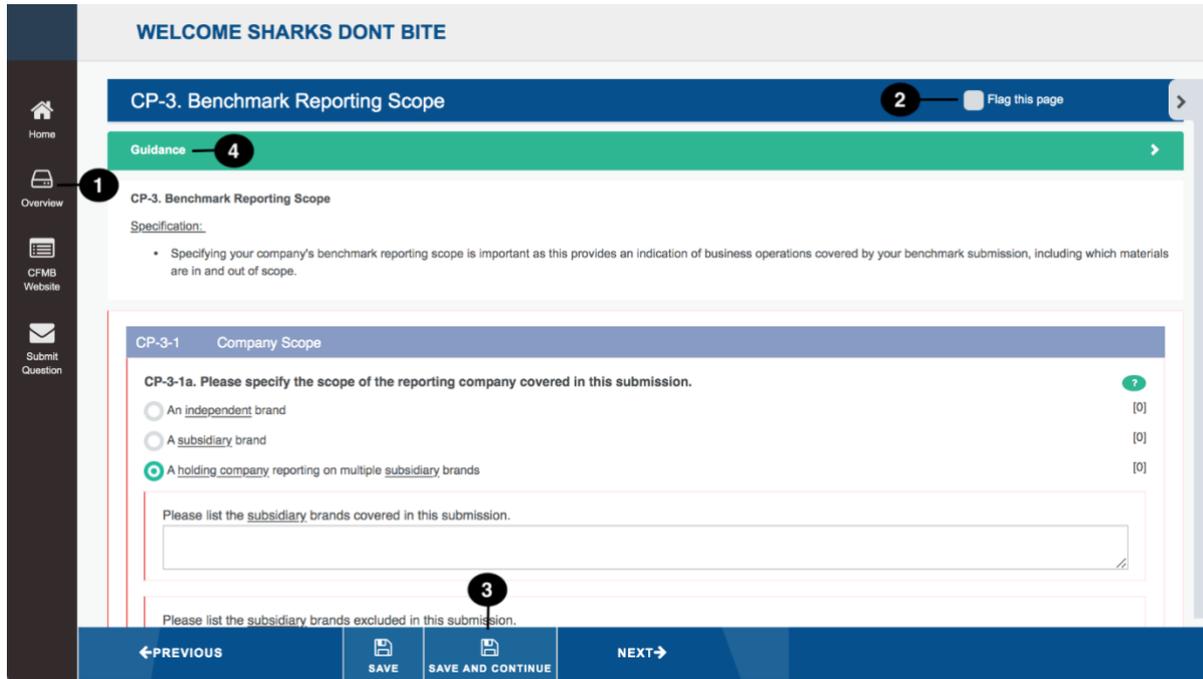
**Materials Uptake Calculation Tools and Guidance**

- Materials Uptake Calculator for brands/retailers (excel)
- Materials Uptake Calculator for suppliers/manufacturers (excel)
- Fiber Uptake Calculation Guide (pdf)
- Fiber Conversion Methodology Guide (pdf)
- Materials Balance Sheet Guide (pdf) and (excel)

Mandatory Questions	In Progress
Terms and Policy	Completed
Benchmark Options	Completed
BO-1. Benchmark and Scorecard Selection	Completed
Company Profile	In Progress

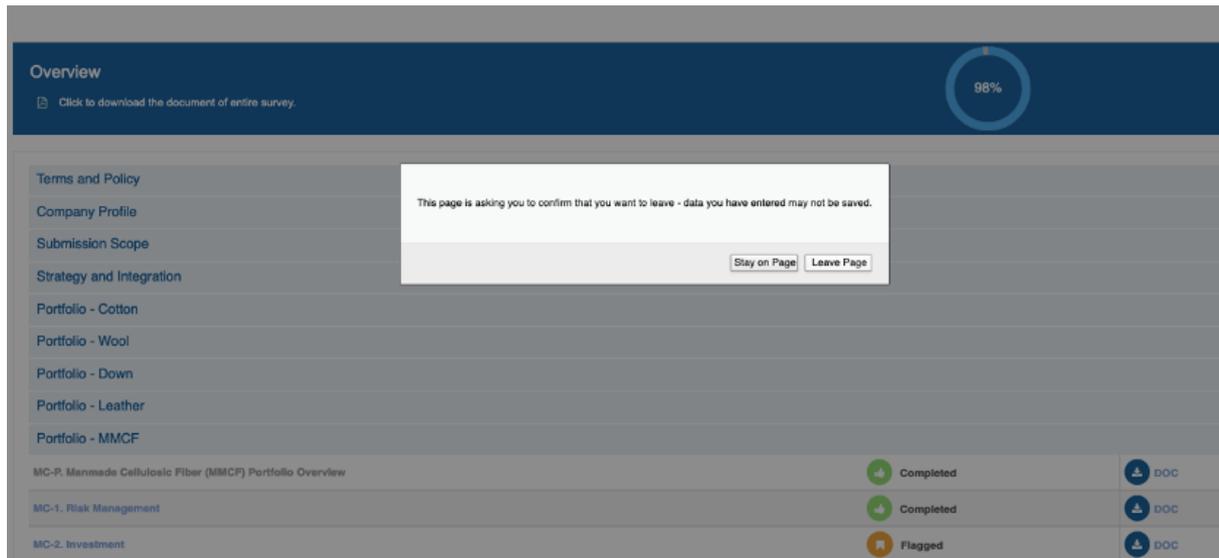
1.  **Click to download the document** enables you to download a word version of the entire survey. Should you wish to, at commencement, you can download a blank version to share with your colleagues and this allows them to fill the survey out offline.
2. The **progress dial** monitors your progress on completing the survey, based on the number of mandatory questions that have been completed and how many remain incomplete.
3. The home icon allows you to return to your portal homepage.
4. The **Resource Library** provides quick access to essential resources to complete the survey. In the resource you will find the link to the **Companies Creating Material Change Hub**, which is a Textile Exchange collaborative tool that will allow you to keep in touch between you and other benchmarkers.
5. All survey **sections** and **modules** will appear here.
6. **Section themes** are made visible by clicking on the section. Clicking on the theme will direct you to the questions under the theme.
7. This **section progress** allows you to track the progress of each section: completed, not started and in progress.

# Survey Structure



1. Quick link that takes you back to the survey **Overview**
2. **Flag This Indicator** marks the section for further attention. Once flagged, a “flagged” icon will appear in your Survey Overview besides the survey theme.
3. Navigation buttons:  
**Save and Continue Button** allows you to save all the responses entered on the page and direct you to the next page. Responses must be saved before you leave the page. You will receive a warning message if you have not saved your answers. However, if you choose to “Leave Page.” your answers on the page **will not be saved**.  
**Save** allows you to save all the responses entered on the page. Responses must be saved before you leave the page. You will receive a warning message if you have not saved your answers. However, if you choose to “Leave Page.” your answers on the page **will not be saved**.  
**Previous Button** takes you to the preceding survey theme. Your responses will not be automatically saved when you click this button. You will need to save your responses by clicking the save button before you navigate off your current page.  
**Next Button** takes you to the next survey theme. You will need to save your responses by clicking save button before you navigate off your current page.
4. **Guidance** gives an overview to the guidance notes on this specific question.

## Browser Messages



When you move around the survey e.g. between questions, or moving from the overview page and into the questions, etc., you will probably encounter your internet browser wanting to check if you want to leave or remain on the page. While this can be irritating, the pop-ups” serve as a reminder and decrease the likelihood of you forgetting to save your work as you go.

Internet browser messages will look different depending on the browser you are using. The example here is from Mozilla Firefox – which happens to be one of the preferred browser for probench,

# Start Your Survey

To start your survey, click on **Company Profile** section and click **Next** at the bottom of the page to work your way through the survey, remembering to hit the **save** and **continue** button to save all answers.

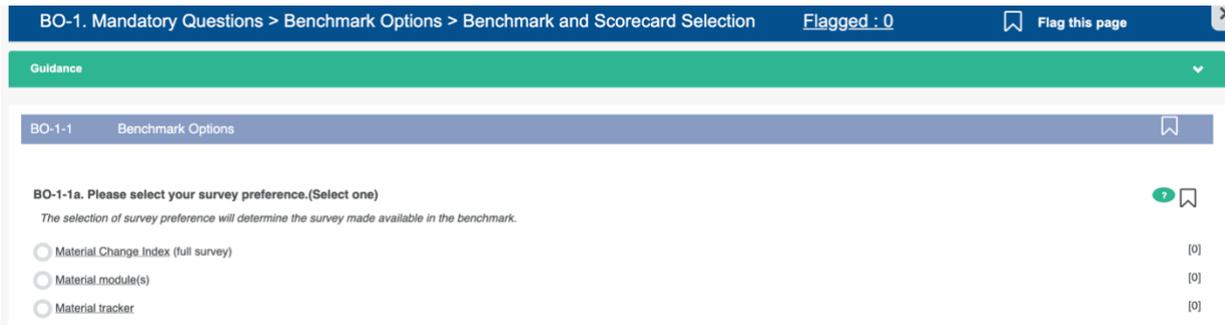
In order to progress beyond the **Benchmark Options**, you will have to select one of the Benchmark Options BO-1. *Please select the scope of your benchmark submission in this section.*

Beyond this point you are not required to complete the survey in its chronological order. However, to have access to the fiber modules you will have to answer the first balance sheet question (BS-1-1 Which materials does your company source?) in order to unlock the fiber module questions.

# Question Types

## Single Selection Questions

Radio buttons allow a single selection among multiple options. To respond to radio selection questions, simply click the appropriate radio button. Only one answer is permitted for this type of question.



The screenshot shows a survey question titled "BO-1. Mandatory Questions > Benchmark Options > Benchmark and Scorecard Selection". The question is "BO-1-1a. Please select your survey preference.(Select one)". Below the question are three radio button options: "Material Change Index (full survey)", "Material module(s)", and "Material tracker". Each option has a "[0]" next to it. The interface includes a "Guidance" bar at the top and a "Flagged : 0" indicator.

## Multi-Selection Questions

Checkbox Multi-Selection allows respondents to specify many of the choices as part of their answers rather than just one. To respond to these questions, select as many answers as are applicable. Multiple answers (i.e. more than one of the checkboxes being checked) are permitted for this type of question.

S-6a-1b. Please specify where your company reports on its fiber and materials related sustainability activities.

- Not reporting
- Sustainability report
- Financial report
- Integrated report
- Other

## Text Boxes

To respond to Text Boxes simply type any combination of text, numbers, or symbols that form your answer.

CO-4a-1a. Please provide your SMART targets.

## Number Boxes

To respond to Number Boxes simply enter the number. Do not add any additional symbols such as percentages (%) or comma's (,) or full stops (.)

WO-5b-1b. Please report your uptake volumes :

Wool program	Used	2014	2015	2016	2017	2018	Unit	2018 (MT)
RWS	Can fully report	1520	2000	5200	4002	5000	MT	5000
<b>Total wool</b>		1520	2000	5200	4002	5000		5000

## Dropdown selection

To respond to Dropdown Selection questions, click the blue arrow to select from the dropdown list.

S-3a-1a. Please select all the responsibilities, support and incentives related to sustainability that apply.

	Relevant	No/Don't know <25%	Job description	Performance indicators	Incentives
CSR/Sustainability	<input checked="" type="checkbox"/>	<input type="checkbox"/> No/Don't know <25% <input checked="" type="checkbox"/> 26-50% <input type="checkbox"/> 51-75% <input type="checkbox"/> >75%	<25%	No/Don't know	No/Don't know
Sourcing/buying	<input checked="" type="checkbox"/>		<25%	26-50%	51-75%
Product design	<input checked="" type="checkbox"/>				
Marketing/communication	<input checked="" type="checkbox"/>				

## Table Checkbox Multi-Selection

Table Based Checkbox Multi-Selection questions are row based checkbox questions. To respond to these questions, select one or more appropriate checkboxes for each row. You may respond to one or more rows, and one or more checkboxes per row.

WO-1a-1a. Please indicate how wool feedstock production risks are managed by your company.

Risks	Risk identified	Policy	Strategy	Certification	Intervention	Results monitoring	Remains a priority risk
Mulesing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Additional animal welfare	<input checked="" type="checkbox"/>						
Land degradation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Labor related	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Product integrity	<input type="checkbox"/>						
Other key risk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

# Upload Documents

Upload document enables you to upload a document or provide a weblink specific to the question.

Upload attachments

+ Attach documents (0)

**File Attachment Library** ✕

**Evidence you have uploaded for this survey**

These pieces of evidence are associated with this question

**Search evidence**

Search  Select

**Browse evidence**

Browse All Files

**Provide new evidence**

URL

or

File Choose File

Description / Page number

Upload

Files must be smaller than 5MB.

# Submission

## Sign Off and Submit

Once you and your team are satisfied with your responses, the lead practitioner should download the [sign-off slip](#), add their signature and upload to your survey before submission.

**Please make sure your survey is signed off and submitted by the October 16, 2022.  
Thank you!**



**Textile  
Exchange**

Corporate Fiber & Materials  
Benchmark Program

Find out more about the Material Change Index here:

[mci.textileexchange.org](https://mci.textileexchange.org)  
[www.textileexchange.org](https://www.textileexchange.org)