# 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 ...................................................................................................................6
Change Password .......................................................................................................................8
Navigation ....................................................................................................................................9
  My Portal ..................................................................................................................................9
  Survey Overview .......................................................................................................................10
  Survey Structure .....................................................................................................................11
  Browser Messages ...................................................................................................................13
Start Your Survey .....................................................................................................................14
Question Types ..........................................................................................................................14
  Single Selection Questions .......................................................................................................14
  Multi-Selection Questions .........................................................................................................14
  Text Boxes ................................................................................................................................14
  Number Boxes ........................................................................................................................15
  Dropdown Selection ..................................................................................................................15
  Table Checkbox Multi-Selection ...............................................................................................15
  Upload Documents ...................................................................................................................15
Submission ....................................................................................................................................17
  Sign Off and Submit ................................................................................................................17
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.

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.

3. Fill in your details and click “Register as a new participant.” Note that the email address will become your User ID by default for future login. Password must contain seven or more characters with at least one number, one uppercase letter, one lowercase letter, and one special character.

4. You will receive an on-screen message confirming that your User ID is created. Please
click the word “here” on the screen message or go to the Login page (https://cfmb.textileexchange.org). Login using the email and password you just entered to register your organization.

5. Click “No” to “Is your company already registered,” enter your organization name, select the survey category you wish to participate in and click “Associate”.

6. 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.

7. 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 2,3 and 4 of the “Registration for new user and new companies section”

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.

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.
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.

![CFMB Portal Login Screen](image)

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

![Email Address Entry Screen](image)

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/](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.

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.

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.

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.

100% sustainable cotton by 2025

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 (.)

<table>
<thead>
<tr>
<th>Wool program</th>
<th>Used</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>Unit</th>
<th>2018 (MT)</th>
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<td>FRWS</td>
<td>Can fully report</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>MT</td>
<td>5000</td>
</tr>
<tr>
<td>Total wool</td>
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<td>1520</td>
<td>2000</td>
<td>5200</td>
<td>4002</td>
<td>5000</td>
<td></td>
<td>5000</td>
</tr>
</tbody>
</table>

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

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.

Upload Documents
Upload document enables you to upload a document or provide a weblink specific to the question.
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, 2020. Thank you!