

## GETTING STARTED with SUSTAINABLE JERSEY

### 1. Register your municipality

In order to register, the municipality must first pass a resolution that states its intent to pursue Sustainable Jersey certification and designates an entity to take charge of the process. A sample resolution can be downloaded at [www.sustainablejersey.com](http://www.sustainablejersey.com). Once the resolution is adopted, create a pdf of it to upload during the registration process. Go to [www.sustainablejersey.com](http://www.sustainablejersey.com) and click "Register Your Municipality". Complete the registration form and upload the adopted municipal resolution. Continue to the second page of registration by clicking next at the bottom of the page. Note which actions you plan to complete and for which actions you would like to receive training. After the registration is submitted, it will be reviewed and approved in 1 to 3 days. You will then receive an email at the primary contact's address that contains a User ID and Password. Use this information to access your account on the Sustainable Jersey website by clicking "Log In".

### 2. Review and select Sustainable Jersey actions

Using the UserID and Password, log in to your account and select "Review Action Items and Submit Documentation for Completed Actions" on the Community Profile page. If you have not done so already or wish to make changes, you can select boxes next to actions that the municipality plans to accomplish or for which you need training. You will be notified of training sessions when they occur. Please note that checking off actions does not commit your town to completing them. You may revise your plans at any time, however please note that **all communities must complete the "Create Green Team" action as well as at least 2 of the 4 Priority actions**. By clicking on the title of an action, you can view the complete toolkit that includes guidance about who should be involved, costs, resources, what to do, submission requirements, and other information related to completing the action successfully. Note that some actions have multiple options, and you can review complete guidance for each by selecting the title of the option.

If your town has already completed the action, review the "Submission Requirements" section to determine what documentation is needed to earn points toward certification.

### 3. Submit documentation for completed actions

Once an action has been completed, the **appropriate documentation as specified in the "Submission Requirements" section of each action must be uploaded** to your account. Log in to your account and select "Review Action Items and Submit Documentation for Completed Actions". Find the action that you have completed in the list and click the "add/edit" icon to upload the documentation. If files exceed 10Mb, view instructions on the website for how to reduce its size before uploading it. **Please note that your text submissions and documentation will be viewable by the public once your town gets certified**. When you have successfully uploaded all of the necessary documentation, check off the "complete" box for that action. View your score at the bottom of the page to see how many points you plan to earn and how many points you have completed.

**Click “Save Only” at the bottom of the screen to save your work if you have not reached the 100 point minimum for submission yet.**

#### **4. Submit an application for certification**

When your "Complete Score" at the bottom of the action list reaches the 100 point minimum, you can click the large "submit" button to apply for certification. **You will be locked out of your account until your application is processed.** After reviewing your application, it will be approved or rejected. If it is rejected, we will provide information on how you can modify submissions and resubmit. If accepted, we congratulate you and will also contact you with further information.