



# MEMBER GUIDE

As an employee of a national USGBC member company, your organization's membership extends to you and all full-time employees of your company. Each employee wanting to access USGBC member benefits, such as resources and discounts outlined in this document, must first create their own USGBC account on our website and include your company's corporate access ID number.

## Step 1. Create Your Personal USGBC Account and Get Connected to the Membership.

To create a new user account, go to [www.usgbc.org/youraccount](http://www.usgbc.org/youraccount). At the login page, click "Register" to create a new account. Be sure to include the company's corporate access ID in the appropriate field. Please contact the primary contact at your organization to provide you with the Corporate Access ID. Your primary contact's name and contact information can be found in the online Member Directory.

If you already have a USGBC user account, follow the steps below to gain access:

1. Go to [www.usgbc.org/youraccount](http://www.usgbc.org/youraccount).
2. Click "Membership" in the right sidebar.
3. Login with the e-mail address and password.
4. Enter the corporate access ID in the appropriate field and click "Join Company."

In the "Your Account" section of the website, you can maintain all aspects of your personal user account. Using the navigational links on the right, you can update personal contact information for your login to the website, maintain national and chapter membership, project access, edit your Professional Accreditation profile, manage your involvement in corresponding committees, manage subscriptions to newsletters and other updates, access online courses, view your order history, and change your password.

## Step 2. Subscribe to Newsletters

Go to [www.usgbc.org/youraccount](http://www.usgbc.org/youraccount) to access "Your Account". Select "Subscriptions" on the right and then choose which newsletter you would like to receive by clicking on the "Subscribe" link to the right of the name of the newsletter.

**Greenbuild Expo Newsletter** provides news and updates relating to Greenbuild Conference and Expo.

**National Member Newsletter** is the Council's monthly newsletter distributed electronically to our membership. It provides brief articles on Council activities and initiatives as well as updates on LEED developments and projects, upcoming conferences and meetings, and industry news.

**USGBC in the News** is a view of mentions of USGBC, LEED and other green building topics in various media outlets.

**Chapter Newsletter** is information and updates for chapter leaders and members about resources, events, and updates at USGBC.

**Education Program Communications** provides updates and information on educational opportunities available to you such as workshops in your area, webinars (online seminars), and online courses offerings.

**Event Notices** will keep you informed of special USGBC events that you won't want to miss.

**USGBC Announcements**, relevant to members and non-members alike, provides general updates and information regarding USGBC and its programs and services.

## Step 3. Joining Committees

Go to [www.usgbc.org/youraccount](http://www.usgbc.org/youraccount) to access "Your Account". Select "Committees" on the right and then choose which committee you would like to join by clicking the "Join" link to the right of the name of the committee.

USGBC has administrative, organizational, and LEED committees comprised of member representatives from across the building industry. All of the committees available to you will be listed here. Corresponding committees are the means by which members can stay abreast of the work of our core committees. Joining a corresponding committee will provide you with meeting minutes and will allow you to be the first to learn about new committee openings and activities.

## Step 4. Access Member Resources Online

As a USGBC member, your company is part of a community of leaders working to transform the market. You can take advantage of the members-only resources by going to [www.usgbc.org/resources](http://www.usgbc.org/resources) and select "Member Resources" towards the bottom of the page.

**Member Only Documents.** Here you can access and download green building information and research available to members of the USGBC. Download documents about USGBC membership and view session notes gathered from past events.

**Member Logo.** Distinguish your company with the USGBC member logo by including it on your website or collateral material. Please review the Communications Guidelines (link to this document is located on the Member Logo page) before using the member logo. The member logo is governed by strict legal guidelines to safeguard USGBC's rights to this valuable trademark. Any improper use of the logo may result in termination of a USGBC membership.

**Member to Member Exchange.** This is where you can connect with your industry peers and exchange ideas, resources, and best practices related to green building. Choose from among 11 professional industry groups to engage in conversation through online discussion forums known as the Member to Member Exchange (M2M Exchange).

**Elections.** Elections provide members the opportunity to help guide USGBC's future direction. Based on your permissions, you may be able to vote in USGBC's current elections.

## Get Involved

**Take Advantage of Voting Rights.** Every member organization has one total vote in Board elections. Any employee of a USGBC member organization may cast a proportional share of the vote for that member organization. Your user account will need to be connected to your company's membership in order to access the current elections. If you join a local chapter, you will also gain voting rights in the local chapter elections. To vote in elections go [www.usgbc.org/resources](http://www.usgbc.org/resources) and click on "Member Resources" towards the bottom of the page, and then "Elections" on the right side of the page.

**Join a Local Chapter.** USGBC has chapters throughout the U.S. and the Caribbean. Chapter memberships are available to individuals for \$50 (member price!). Membership in your local USGBC chapter provides you with local green building education, networking, and advocacy opportunities. It is a great way to support green building in your community. Visit [www.usgbc.org/chapters](http://www.usgbc.org/chapters).

**Become a Greenbuild Reviewer.** Greenbuild reviewers evaluate presentation proposals for educational sessions at the Greenbuild International Conference and Expo. Peer reviewers help maintain the outstanding reputation of Greenbuild by identifying exceptional and timely presentations for the educational program. For more information, e-mail [info@greenbuildexpo.org](mailto:info@greenbuildexpo.org).

**Share Your Expertise as a LEED Faculty Member.** LEED Faculty members are experts in the green building industry. They have proven their knowledge by becoming LEED Accredited Professionals and they conduct the workshops organized by USGBC. For more information, contact [workshop@usgbc.org](mailto:workshop@usgbc.org).

**Leadership Opportunities.** As an employee of a USGBC member company, you may be elected to various core committees, Chapter Boards, or the USGBC Board of Directors. These opportunities set you apart as an expert on green building, so consider running in an upcoming election.

## Get Educated

**Discounts on Educational Offerings and the LEED AP Exam.** USGBC provides top quality educational offerings on green design, construction, and operations for professionals from all sectors of the building industry. You can take advantage of discounts on LEED workshops or schedule a private workshop for your employees. You are also entitled to discounts on taking the LEED Accredited Professional exam. LEED Professional Accreditation distinguishes individuals with detailed knowledge of LEED project certification requirements and processes, and a command of integrated design principles. To find out more, visit [www.usgbc.org/education](http://www.usgbc.org/education).

**Discounts on LEED Publications.** As an employee of a member company, you can purchase items such as the LEED Reference Guides at a discounted rate. The LEED Reference Guides provide detailed information on using the LEED Green Building Rating Systems and navigate a project from registration through successful certification of a high-performance green building. They contain case studies, guidance and resources, and information on the process of achieving LEED certification.

**Greenbuild Conference and Member Day.** Greenbuild is USGBC's annual conference and expo that brings the entire building industry together to share ideas and promote greener building. You can attend Greenbuild at the discounted member rate and you can join your fellow USGBC members for a day of inspiration and education. On Member Day, you can listen to an exciting keynote speaker and hear about the latest developments and initiatives at USGBC directly from USGBC leadership, staff, and volunteers. You'll also have the opportunity to network, share best practices, and help guide the Council's future programs. Don't miss this special day which is open only to USGBC members. For more information, visit [www.greenbuildexpo.org](http://www.greenbuildexpo.org).

## Common Misconceptions

**Only buildings are certified.** USGBC does not certify, promote, or endorse any products, companies, or individuals. Products may contribute to points toward a building's LEED rating. Individuals may become LEED Accredited Professionals by passing the LEED AP exam.

**Organizations join nationally. Individuals join chapters.** Chapter membership fees cover benefits and participation at the local level only. The discounted member rates for workshops and other products only apply to employees of member companies.

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**Customer Service.** Representatives are available Monday through Friday, 9 a.m.-5:30 p.m., Eastern Time at 1-800-795-1747. Membership questions can be directed to [membership@usgbc.org](mailto:membership@usgbc.org). Inquiries relating to the LEED Rating System, project registration, and certification can be answered at [leedinfo@usgbc.org](mailto:leedinfo@usgbc.org). Questions about the LEED Accreditation Exam can be directed to [exam@usgbc.org](mailto:exam@usgbc.org). LEED Training Workshops can be reached at [workshop@usgbc.org](mailto:workshop@usgbc.org).