

Facility Onboarding: Worldly Platform Instructions

NOTE: Your FFC Account ID is:

Dear Facility Partner,

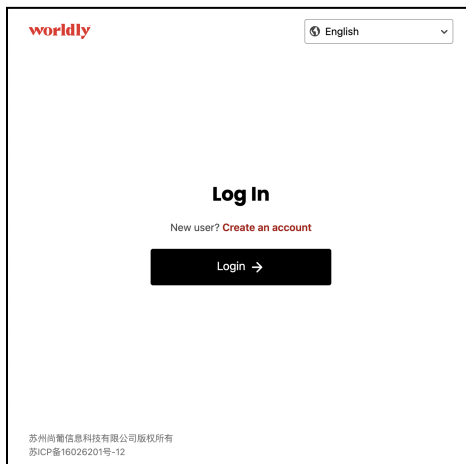
We request you to purchase an FFC Custom Assessment subscription on the Worldly platform. The cost of this subscription is \$299, which will allow you to complete an unlimited number of assessments from any FFC Brand over a 12 month period.

Instructions for a Facility:

1. [Log in to Worldly OR create an account if you don't have one](#)
2. [Find your FFC ID on Worldly](#)
3. [Add or update your FFC ID onWorldly](#)
4. [Purchase a Custom Assessment FFC Subscription](#)
5. View the [FFC Custom Assessment & Facility Onboarding presentation](#)
6. View the [FFC Custom Assessment & Facility Onboarding webinar](#)
(available in Mandarin) **USE PASSCODE U43y?brn**
7. [How to get more help](#)

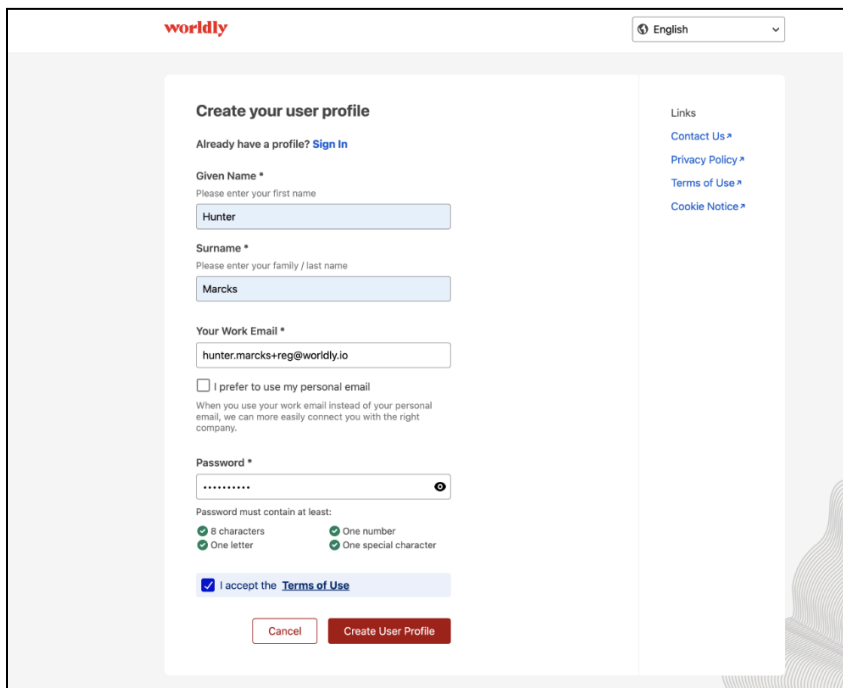
Log in to Worldly OR create an account

- Access the [Worldly website](#)
- If you have a Worldly login select the “**Log In**” button. Enter your user ID and password then skip to “[Find your FFC ID on Worldly](#)”
- If you do not have a Worldly log in, select “Create an account”



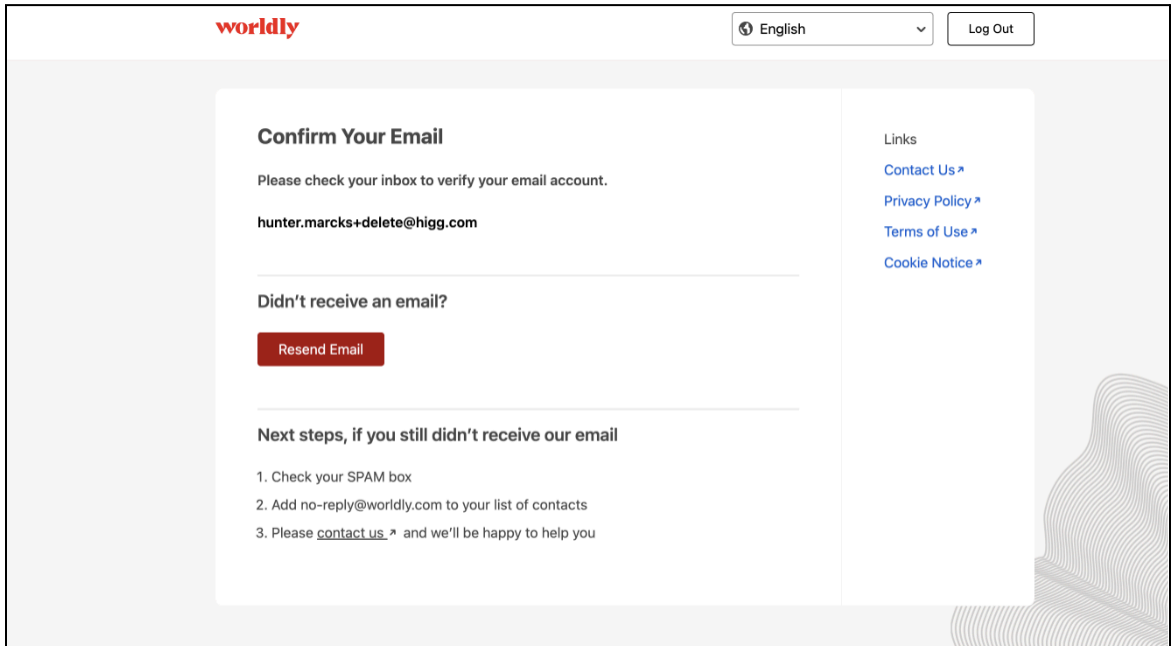
The screenshot shows the Worldly website's login page. At the top left is the 'worldly' logo, and at the top right is a language dropdown menu set to 'English'. The main heading is 'Log In'. Below it, there is a link for 'New user? Create an account'. A prominent black button with the text 'Login →' is centered on the page. At the bottom left, there is small text: '苏州尚善信息科技有限公司版权所有' and '苏ICP备16026201号-12'.

- Complete your User Profile



The screenshot shows the 'Create your user profile' page on the Worldly website. The page has a light gray background with a white form area. At the top left is the 'worldly' logo, and at the top right is a language dropdown menu set to 'English'. The main heading is 'Create your user profile'. Below it, there is a link for 'Already have a profile? Sign In'. The form contains several fields: 'Given Name *' with the value 'Hunter', 'Surname *' with the value 'Marcks', and 'Your Work Email *' with the value 'hunter.marcks+reg@worldly.io'. There is a checkbox for 'I prefer to use my personal email' which is unchecked. Below the email field, there is a note: 'When you use your work email instead of your personal email, we can more easily connect you with the right company.' The 'Password *' field is filled with dots. Below the password field, there are four requirements: '8 characters', 'One number', 'One letter', and 'One special character', all of which are checked. At the bottom of the form, there is a checkbox for 'I accept the Terms of Use' which is checked. At the bottom right of the form, there are two buttons: 'Cancel' and 'Create User Profile'. On the right side of the page, there is a 'Links' section with the following links: 'Contact Us *', 'Privacy Policy *', 'Terms of Use *', and 'Cookie Notice *'.

- Check your email inbox and verify your email address



- Once you have verified your email address, you will log in to create a company account. Before creating a new company account, you will be prompted to search for your account, to ensure there is no pre-existing account.

The screenshot shows a search form titled 'Search for your company account'. It features a 'Country*' dropdown menu. Below this, there is a section titled 'Search for your company by name or address' with the instruction: 'You can also search by specific reference ID, such as: Worldly (Higg) ID, OS ID or Social Credit ID'. This is followed by a search input field and a 'Search' button. A 'Potential Matches' section contains a large grey button with the text 'Choose the country, then search to see results'. At the bottom, there is a note: 'If you are certain your company does not have a Worldly account then [create a new company account](#)'.

- If you find your company already listed, you can request to join by clicking “Request to Join”. An existing member of the account can approve your request. If you do not see your company in the list, then please click “My Company is not listed” and you will Create a new Account.

Search for your company account

Country* United States x

Search for your company by name or address
You can also search by specific reference ID, such as:
Worldly (Higg) ID, OS ID or Social Credit ID

inc Search

Potential Matches

7725 S Quincy St Willowbrook, United States	Request to Join
ACT FULFILLMENT, INC. Jurupa Valley, United States	Request to Join
ALEJANDRA'S FASHION INC Vernon, United States	Request to Join
ANN INC. New York, United States	Request to Join

Back My Company is not listed

- If you do not find your account, select a **Facility** company account type and enter the required information.

worldly English Log Out

Company Account Type
This helps us connect you with your company or create a new one (required)

Facility
Includes factories, manufacturers, raw materials suppliers

Brand
Includes brands and retailers

Verification Body
Review and verify assessments

Other
Includes sourcing agents/vendors, service providers, academic institutions, non-profits and NGOs

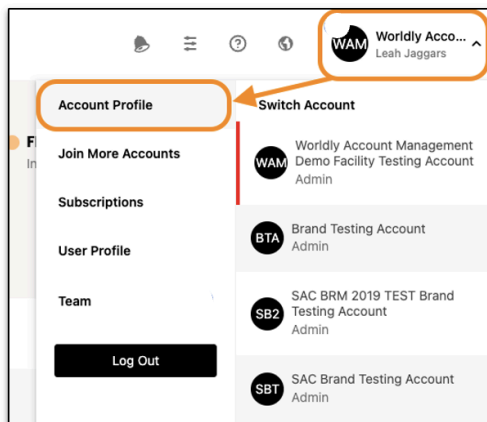
Continue

Links
[Contact Us](#)
[Privacy Policy](#)
[Terms of Use](#)
[Cookie Notice](#)

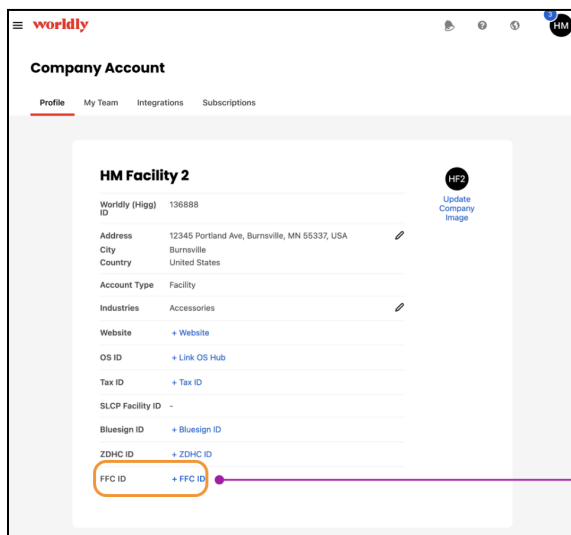
Find your FFC ID on Worldly

You **must** have your FFC Account ID on your Worldly Account profile in order for your Brand partner to start an assessment (audit).

- Click on the initials in the upper right hand corner and select "Account Profile"



- Locate the FFC ID field at the bottom of the page. If your FFC ID is blank or incorrect go to "[Add or update your FFC ID on Worldly](#)". If your FFC ID is correct, go to "[Purchase a Custom Assessment FFC Subscription](#)".



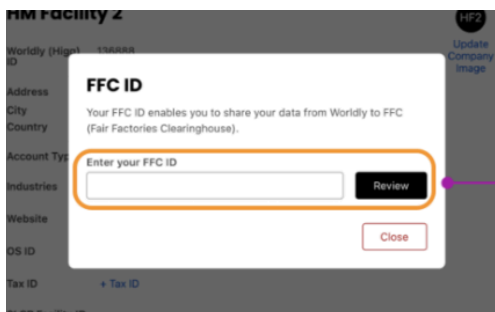
Add or update your FFC ID onWorldly

You **must** have your FFC Account ID on your Worldly Account profile in order for your Brand partner to start an assessment (audit).

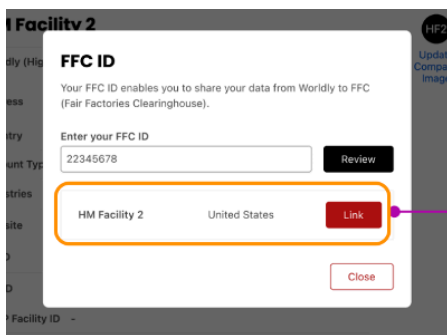
- Click on the blue “+ FFC ID” link next to the FFC ID field



- A popup will appear with the title FFC ID. Enter your FFC ID in the field provided and click “Review”



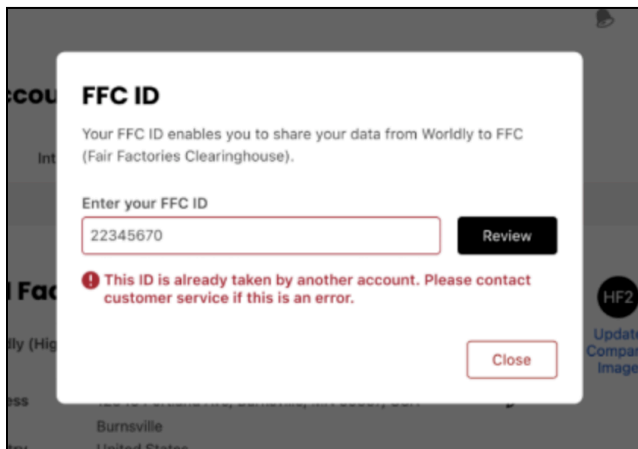
- The system will validate the ID to prevent inaccurate linking. If the ID passes the validation, then you will see the Facility Account Name and Country associated with the ID on the FFC platform. Please confirm this information is correct. If correct, click “Link”



- Once you click “**Link**”, then you should see the following success message and you can close the pop up window



- If your facility does not appear and you see an error message, please ensure you entered the correct FFC ID. If the ID is correct and you still see an error message, please [contact support](#) for assistance.



Purchase a Custom Assessment FFC Subscription

If you have multiple facilities completing custom assessments, you **must** purchase a custom assessment subscription for each facility.

Updates to [Facility Subscription Plans](#) Support Page

What is a Custom Assessment?

A custom assessment is a brand proprietary assessment questionnaire that is completed by a facility and/or auditor on the FFC platform.

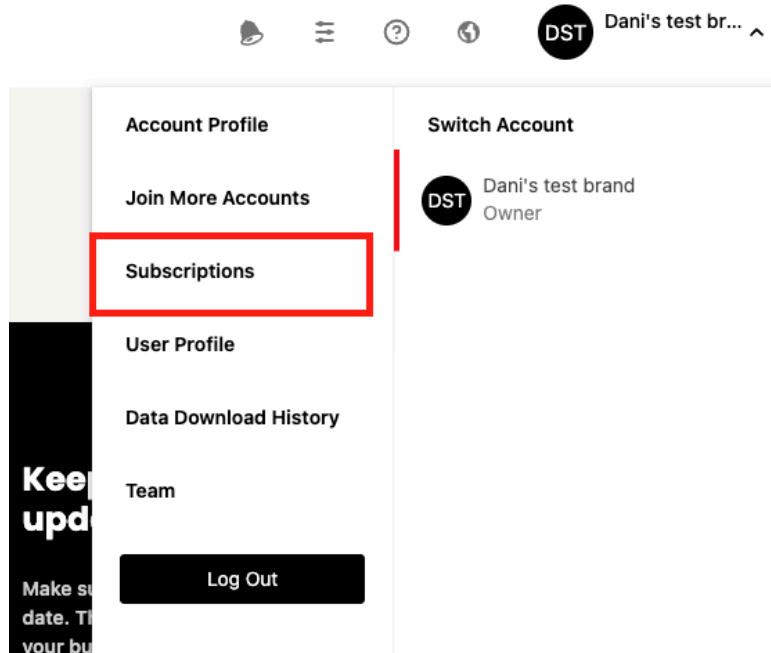
How much does the Custom Assessment FFC subscription cost?

The cost of the subscription is 299 USD.

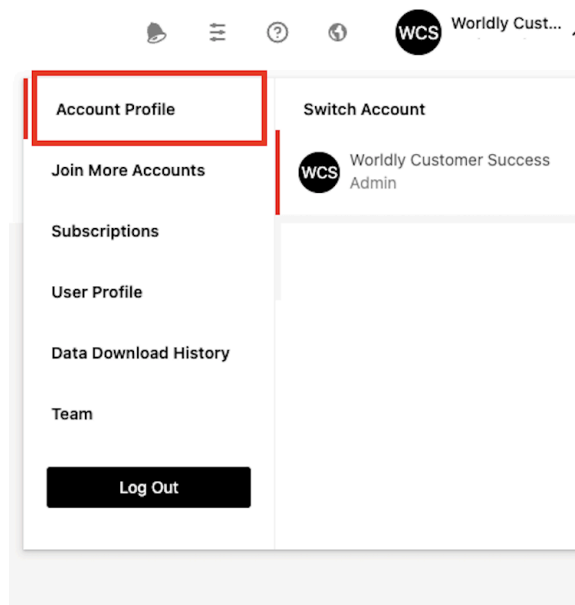
How to purchase a Custom Assessment FFC subscription

Once you have logged in or created your Worldly account – you can navigate to the Subscription page within the Worldly platform from two different places.

First by hovering over your profile icon on the upper right, so that a drop-down menu appears and select 'Subscriptions'



The second place, is by clicking on 'Account Profile' on the drop-down menu and then clicking on 'Subscriptions' in the upper left hand of the screen



Company Account

Profile My Team Integrations Subscriptions →

Worldly Customer Success

Worldly (Higg) ID	160794
Address	384 Colusa Ave, Kensington, CA 94707, USA
City	Kensington
Country	United States
Account Type	Other
Industries	Apparel
Website	+ Website
Tax ID	+ Tax ID
SLCP Facility ID	-
Bluesign ID	-
ZDHC ID	-
FFC ID	+ FFC ID

If you already have an FEM and/or FSLM subscription you will purchase the Custom Assessment FFC subscription as an “add on”

Your Tools

- Platform Access Active until Dec 30, 2024
- FSLM 1 active, 1 credit

Add more tools optional

<input type="checkbox"/> Factory Data	\$499
See details ▾	
<input type="checkbox"/> FEM 2023	\$699
See details ▾	
<input type="checkbox"/> Higg FSLM Social & Labor	1 - \$499 ▾
See details ▾	
FSLM Transfer	\$199
See details ▾	
Company Size ▾	
<input type="checkbox"/> Product Tools	Select Company Size to see price
See details ▾	
<input type="checkbox"/> Custom Assessments FFC	\$299
See details ▾	

ⓘ Feature Details ▾

If you **do not** already have FEM or FSLM, you will purchase the Custom Assessments FFC subscription as an individual plan.

Select a plan

All packages include the following

- ✓ Unlimited outgoing share credits
- ✓ Access to your past data
- ✓ CSV export of data
- ✓ Quality and timely support
- ✓ Most content in 9 languages

FEM 2023	FSLM	Standard With FEM 2023 + FSLM	Standard	Custom Assessments FFC
<ul style="list-style-type: none">✓ Higg FEM 2023 environmental or FEM Foundations ⓘ✓ Verification enabled ⓘ✓ Benchmarking	<ul style="list-style-type: none">✓ Higg FSLM social & labor assessment✓ Verification enabled ⓘ✓ Benchmarking	<ul style="list-style-type: none">✓ Factory Data✓ Higg FEM 2023 environmental or FEM Foundations ⓘ✓ Higg FSLM social & labor assessment✓ Verification enabled ⓘ✓ Benchmarking BEST VALUE	<ul style="list-style-type: none">✓ Factory Data Upload utility bills in minutes Prepare for annual assessments throughout the year	<ul style="list-style-type: none">✓ Custom assessments from your supply chain partners
<input type="checkbox"/> Select \$699	<input type="checkbox"/> Select \$499	<input type="checkbox"/> Select \$1,249	<input type="checkbox"/> Select \$499	<input type="checkbox"/> Select \$299

Select a plan to see other available tools

[? Feature Details](#) ▾

When you are purchasing the subscription, you can purchase on behalf another – instructions on how to do so can be found [here](#).

If you are purchasing for yourself and want to purchase for more than one facility please see the instructions below.

After you click 'Review & Pay' you will see the following page. Click '+ Add Another Account' next to Purchase Summary.

Review & Pay

Purchase Summary + Add Another Account

Niks T-shirt facility China	⊗
Custom Assessments FFC	\$299
Subtotal	\$299
Total	\$299




Select Payment Method

Credit Card Alipay WeChat Pay Wire Transfer

Next search for the facility that you want to purchase a subscription for and click the red '+' button to add to your cart.

Select Accounts

Select

Account	Country	OS ID	Worldly (Higg) ID	Status
Nike Inc- Test Account - 1	United States		126175	Not available
Nike, Inc.	United States		120	Not available
 Niks Jeans facility	Indonesia		204029	Available
 Niks T-shirt facility	China		204027	Available
 Nikwax	United Kingdom		47394	Available

You will see the facility that you chose added to your cart, with the Total price reflecting the addition of another subscription.

Review & Pay

Purchase Summary

Niks T-shirt facility China	
Custom Assessments FFC	\$299
Niks Jeans facility Indonesia	
Custom Assessments FFC	\$299
Subtotal	\$598
Total	\$598

How to get more help

- Step by step account linking support can be found [here](#).
- Support documentation and guidance for purchasing a subscription can be found [here](#)
- Accepted methods of payment can be found [here](#).
- [Answers to Commonly asked questions](#)
- Contact the [Worldly Support Team](#) or submit a ticket online

