



# 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.

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. Login with the e-mail address and password.
3. Click "Membership & Project Access," then "USGBC Membership" in the left sidebar.
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 left, you can update personal contact information, manage subscriptions, maintain membership and project access, edit your Professional Accreditation profile, view your order history, and change your password.

## Step 2. Subscribe to Newsletters and Committees.

Go to [www.usgbc.org/youraccount](http://www.usgbc.org/youraccount) to access "Your Account". Select "Subscriptions" on the left and then "Committees" or "USGBC Newsletters" to subscribe.

**Committees.** 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. Committees are the means by which members can stay abreast of the work of our core committees. Click "Join" next to the committee you would like to join. Joining a committee will provide you with meeting minutes and will allow you to be the first to learn about new committee openings and activities.

**Newsletters.** The USGBC 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. Members can view the current and past editions of the newsletter in the "Member Resources" section of the website.

The Greenbuild Expo Newsletter provides new and updates relating to Greenbuild. Greenbuild is USGBC's annual conference and expo that brings the entire building industry together to share ideas and promote greener building.

## Step 3. 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" on the left.

**Member Circles.** 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). Also, don't forget to attend your industry's annual in-person Member Circle session at Member Day, the day before the start of Greenbuild.

**Tools & Knowledge.** Here you can access and download green building information and research available to members of the USGBC.

**Government.** Cities and regions across the country have led the way in incorporating green building into local ordinances, incentives and guidelines. The Council wants to share these examples with jurisdictions interested in starting their own green building programs.

**Member Logo.** Distinguish your company with the USGBC member logo by including it on your website or collateral material. Be sure to first read the logo usage policy before using it. 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.

## Get Involved

**Take Advantage of Voting Rights.** Every member organization has one total vote in Board elections. Any individual from a USGBC member organization who has a personal USGBC account connected to the corporate membership may cast a proportional share of the vote for that member organization. If you join a local chapter, you will also gain voting rights in the local chapter elections. For more information about voting procedures go to [www.usgbc.org/aboutus](http://www.usgbc.org/aboutus). To vote in elections go [www.usgbc.org/resources](http://www.usgbc.org/resources) and click "Elections" on the left.

**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.

**GreenSource Magazine.** Your company will receive a free subscription to this quarterly magazine dedicated to sustainable design. Additional subscriptions and issue copies will soon be available for purchase on our website.

**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).