



## FAQ

### Membership

#### **What are the benefits of membership in USGBC?**

Joining USGBC entitles the member organization to a listing in the online member directory and use of the USGBC Member Logo. In addition, all full-time employees of the member company are able to receive discounts on USGBC products and services, as well as access to tools and resources. Membership in USGBC connects your organization with a powerful and diverse network of professionals; please review '[Member Benefits](#)' for a complete listing of member benefits.

#### **How much does it cost to join USGBC?**

Annual USGBC membership dues are based on industry category. Please review '[Categories & Dues](#)' to determine the correct dues level.

#### **Are dues prorated?**

No, annual dues are paid on the anniversary of the date the organization joined.

#### **What is the role of the primary contact?**

The primary contact is the person in a member organization who will receive all correspondence from USGBC regarding the organization's membership. The primary contact's Web site user account is linked to specific information about the organization. The primary contact has the ability to renew the organization's membership, manage organization information and view all employees currently using the membership. They are encouraged to communicate the benefits of membership to all full-time employees and they have the opportunity to distribute the Corporate Access ID accordingly. Please see the [Primary Contact Guide](#) for more information.

#### **What is the role of the member directory contact?**

The member directory contact is the individual that will be listed in the searchable online member directory. This individual should be the point of contact for any outside inquiries. This individual will not have access to administrative account functions. The primary contact can change the member directory contact at any point and they also have the option of excluding the organization from being listed in the member directory.

#### **How can my organization join USGBC?**

Membership in the U.S. Green Building Council is corporate or organizational in nature; in order to establish a membership for your company, you must first establish a primary point of contact. This contact will be responsible for distributing the Corporate Access ID to all employees and editing company information. The primary contact will receive correspondence from USGBC and will be alerted when the annual membership is about to expire; they are the only employee with access to renew the membership online. In order to join USGBC, the primary contact needs to create a site user account.

*To process a membership application:*

- The primary contact should visit [www.usgbc.org/members/join](http://www.usgbc.org/members/join);

- Sign in to their existing site user account or select 'create a site user account.' If a new site user account is created, registration must be submitted prior to processing the membership application;
- Fill in required fields and click 'Continue to Checkout'
- Review the information, select whether you would like to pay by credit card or by check, and click 'Submit Order'

If paying by credit card, your payment will be processed immediately. You will receive an e-mail confirmation once processing is complete. If paying by check, an invoice will be created. Print the invoice and mail it, along with the check, to the address below:

USGBC  
 P.O. Box 404296  
 Atlanta, GA 30384-4296

Once received, check payments take up to 15 business days to process. You will receive notification once the payment has been cleared.

**How do my organization's employees access member resources and discounts on the Web site?**

The employee must have a Web site user account that is connected to his organization's Corporate Access ID. To create a site user account, request your organization's Corporate Access ID or add the Corporate Access ID to an existing account, follow the instructions below. Once the user completes these steps and logs in to his account, he will be able to access members-only resources, subscribe to newsletters and committees and receive discounts on USGBC products and services.

*To create a site user account:*

- Go to [www.usgbc.org](http://www.usgbc.org);
- Click "Sign In" at the top of the page;
- Click the "Create a Site User Account" link above the e-mail address and password fields, and;
- Fill in all required fields, including the Corporate Access ID distributed by your organization's primary contact. If you have not received a copy of the ID, select "No" when asked if your company is USGBC National Member. You will have the opportunity to request the ID after completing the site user registration.
- Click "Submit Your Registration."

*To obtain a copy of your organization's Corporate Access ID:*

- Go to [www.usgbc.org](http://www.usgbc.org);
- Log in to your USGBC account;
- Click "Directories" at the top of the page;
- Search for your organization in the Member Directory; and
- Select "Request Corporate Access ID" in order to send a request to your organization's Primary Contact.

*To add your organization's Corporate Access ID to an existing account:*

- Go to [www.usgbc.org](http://www.usgbc.org);
- Log in to your USGBC account;
- Click "Your Account;"
- Click "Membership;" and
- Enter the Corporate Access ID obtained from your organization's primary contact.

### **How many employees can connect to my organization's membership?**

Organizational membership extends to all full-time employees of the member organization. The primary contact for the organization receives a Corporate Access ID once the membership is processed. The Corporate Access ID should be distributed to all full-time employees so that each employee can create a Web site user account that is connected to the organization's member account. Please keep in mind that member benefits are only available to your organization's full-time employees. Your organization's Corporate Access ID should not be shared with anyone outside the organization, including suppliers, association members, students and clients.

### **How do I participate in committees?**

Employees of member organizations are the core of everything USGBC does, and its committees provide a unique opportunity to participate in the leadership of the green building movement. To join a corresponding committee, simply subscribe to the committee's listserv in the '[Your Account](#)' section of the USGBC Web site. Once you join, you will be notified about upcoming committee openings and elections, as well as other committee activities. To join a core committee, watch the corresponding committee newsletter for openings and submit your application. For more information on USGBC committees, visit: [www.usgbc.org/committees/](http://www.usgbc.org/committees/).

### **How can my organization renew its membership?**

The primary contact is the only employee with access to renew your organization's membership online. If the primary contact is no longer with your organization or if you would like to change the primary contact, please contact Membership Services at 1-800-795-1747 or [membership@usgbc.org](mailto:membership@usgbc.org). The primary contact can renew the organization's membership by following the steps below.

*To renew the membership:*

- The primary contact should visit [www.usgbc.org/members/renew](http://www.usgbc.org/members/renew);
- Fill in all required fields, click "Continue to Checkout;"
- Review the information; and
- Select whether you would like to pay by credit card or by check and click "Submit Order."

If paying by credit card, your payment will be processed immediately. You will receive an e-mail confirmation once processing is complete. If paying by check, an invoice will be created. Print the invoice and mail it, along with the check, to the address below:

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**Does USGBC have a membership for individuals?**

USGBC membership is open to organizations only, but all full-time employees of member organizations may utilize their organization's member benefits. Individuals are encouraged to join their local USGBC chapters. Chapter membership allows individuals, regardless of whether they are employed by member organizations, to participate in chapters and take advantage of local chapter benefits. It also enables individuals to get involved in their communities and support local green building efforts.

**How do I join a USGBC chapter?**

Visit [www.usgbc.org/chapters/](http://www.usgbc.org/chapters/) to find and join a chapter near you.

**I'm a member of my local chapter. Do I get discounts on USGBC products and services?**

No, local chapter members do not receive discounts on national USGBC products and services or access to member resources on the national USGBC website. Chapter membership offers additional benefits and discounts on local chapter products and services.