Welcome to the Pet Sustainability Coalition’s SDG Action Manager, a tool brought to you in partnership with PSC and B Lab, the nonprofit that certifies B Corporations. The SDG Action Manager is an initiative with the United Nations Global Compact to align business operations with Sustainable Development Goals (“SDGs”).

1. Logging into Your Account

a. In a new browser go to the PSC Website: https://petsustainability.org/.
b. Go to “Tools.”
c. Select “SDG Action Manager.” This will bring you to the PSC’s SDG Action Manager portal.
d. Scroll down and click “Start Your Assessment” which will take you to the login page.
e. If your company has created an account with B Lab in the past (for example, if your company has ever done the BIA or QIA) do not create a new account. Instead, click “Sign in Here.” There is an option to reset your password if you’ve forgotten it. (Note: if your company already has an account but you do not have access, please email “support@bcorporation.net”).
f. This will bring you to your company’s Dashboard.
g. On the right-hand side of the screen you will see “SDG Action Manager.” Click on “Learn More.”

i. This may prompt a window requiring you to enter the date of your last fiscal year end. Enter the Date and click “Continue.”
j. You will now be at the SDG Action Manager homepage where you’ll begin the Baseline Module.
k. You can log-out and come back to the assessment at any time, so don’t feel you need to answer everything at once.
l. You can add multiple teammates to your account by going to “Settings” on the left-hand navigation. Click on “Team Members” and you will be prompted to enter your team members’ contact information.
2. Start with the Baseline Module

PSC assessments will start with the SDG Baseline.

This section will take about 20 minutes. After you’ve completed all of the questions in the Baseline, the portal will unlock the Environmental and Social Modules. Companies who have taken a PSC assessment in previous years may have previous responses pull forward from their last assessment. In this case, verify that these answers are still accurate.

3. Walking through the Baseline Module

a. In the Baseline and all additional Modules, questions can be answered in the order you’d prefer.

b. To learn more context about a question, or to see an example, you can click the “Learn” button.

c. After reading a question, click the answers that apply. Once you have responded, click “Save.”

d. Once you have clicked Save, you will see a “Next” button. Just click it to advance to the next question.

e. After saving your answer, you will see that the background of the question changes color. This will help you identify what you have already answered.

Once you have completed all of the questions in the Baseline Module, you are ready to move on to the environmental and social modules. For PSC standardization, complete only one of the three selected below.
4. Complete One Social Module

a. Once you have completed the Social module, go back to the **SDG Action Manager**.

b. Select one from the following Environmental modules:
   - SDG 1 - No Poverty
   - SDG 3 - Good Health and Well-Being
   - SDG 8 - Decent Work and Economic Growth

c. You only need to complete ONE of these. Again, choose the one most applicable to your company's priorities.

5. Complete One Environmental Module

a. **Click the “SDG Action Manager button”** in the left-hand navigation.

b. Once on the SDG Action Manager home page, Pick ONE from the following Social Modules:
   - SDG 7 - Affordable Clean Energy
   - SDG 12 - Responsible Consumption and Production
   - SDG 15 - Life on Land

c. Choose the one that is most applicable to your company’s priorities in the coming 12 months.

6. Celebrate!

Once you have completed the Baseline, one Environmental Module and one Social Module, take a moment to celebrate! Your dedication to vetting your social and environmental impact is important.

If you are a PSC member, the only thing left to do is schedule some time with PSC to receive your customized benchmarking, next steps, and sustainability roadmap.

Of course, if you have any questions along the way, please visit the [Contact Us page](#) on the Pet Sustainability Website.