GET SUPPORT

☐ **Help Desk**
energybenchmarking@seattle.gov
OR 206-727-8484.
In person help by appointment.

☐ **How to Guide**
See *How to Comply* at
seattle.gov/energybenchmarking.

COMPLIANCE DEADLINE

☐ **Non-residential & Multifamily Buildings 20,000 SF & larger.**

July 1, 2020 - for 2019 energy use intensity (EUI) required and ENERGY STAR score (if available).

PSE stops MyData updates if your building has 4 or less tenants and a tenant(s) changes. You must upload a signed release from the new tenant to your MyData account.

Actual property use details, such as operating hours for office and number of units & bedrooms for multifamily, are required for compliance. Click on How to Comply at seattle.gov/energybenchmarking and see the Data Accuracy Requirements section for more information.

Annual Update Steps - 2019 Data Reporting

If your building reported to the City of Seattle last year, follow these steps to that confirm energy meters and property details are updated through **Dec. 31, 2019** by the **July 1, 2020 deadline** — even if signed up for automated energy use updates from utilities.

1. Get Started

☐ Log into **www.energystar.gov/benchmark**.
For password help, go to: https://portfoliomanager.zendesk.com/hc/en-us/requests/new

2. Check Energy Meters and Update

☐ On **My Portfolio**, select Property Name, then **Energy** tab.

☐ **All in-use (active) meters** must have a most recent bill date **through at least 12/31/2019** with no gaps or overlapping dates. Check automated update status (if enrolled):

ELECTRIC: If data is not updated through at least 12/31/2019 or has gaps, email scl_portfolio_manager@seattle.gov or call 206-684-7557.

GAS (PSE MYDATA): If data is not updated through at least 12/31/2019, email mydata@pse.com or call at 425-424-6486. If not enrolled, go to to **www.seattle.gov/energybenchmarking**, click on How to Comply, Enroll in PSE MyData.

STEAM: If missing data, call Enwave (Seattle Steam) at 206-623-6366.

☐ On the **Energy** tab, check that the # of "Meters-Used to Compute Metrics" equals the # of in-use meters. If not, click "Change Meter Selections" **and checkmark active (in-use)** meters. Then select, "These meter(s) account for the total energy consumption."

3. Update Property Details

☐ On the **Details** tab, select the triangle next to each property use to show the square footage and other property details.

☐ **Default or temporary values** must be corrected with actual values. Select the Action menu and choose, "I want to... Correct Mistakes." In the **History Log**, enter the actual value and uncheck "default value" box. DO NOT change Current as of Date.

☐ **Significant changes** in use must be updated. From the menu choose, "I want to... Update with New Information." On the **Update Page**, enter the new information and the effective date of the change, NOT the date you are making the update.

4. Update Account Contact Info

☐ In the upper right corner of Portfolio Manager, click **Account Settings**. If changed, update the name, email and phone. Click **Make Changes**.

5. Check for EUI & ENERGY STAR Score

☐ On the **Summary** tab, look for the building's **Site EUI** for **Current (Dec 2019)**.

☐ The **ENERGY STAR score** should also be listed (if available) for your property type, such as Office, Multifamily (20+ units), Retail, Hotel. (See Appendix A of How to Guide.)

Metrics Summary		Change Time Period	
Metric	Dec 2014	Current (Dec 2015)	Change
ENERGY STAR score (1-100)	76	76	N/A
Source EUI (kBtu/ft²)	95.3	100.6	5.3(5.6%)
Site EUI (kBtu/ft²)	30.3	32.0	1.7(5.6%)
Energy Cost ($)	17,535.24	17,628.00	92.76(0.5%)
Total GHG Emissions (Metric Tons CO2e)	113.7	120.0	6.3(5.5%)

Select Properties

We'll get into the details of the level of access later. For now, which properties do you want to share and/or edit access to?

One Property | Test MF Low Use (ID 49768)

Select People (Accounts)

Which people (accounts) do you want to share these properties with (or modify their current access to)? The access for each can be different and you'll be able to specify that on the next page.

Select contacts from my contacts book:

City of Seattle Annual Reporting (S
Puget Sound Energy MyData (ESIC

To select multiple contacts, hold down your Control (CTRL) key and click on each selection. Only your connected contacts appear in this list.

Choose Permissions

If you only need to choose one permission (because you are doing a single share or you want to give the same permissions for all of your shares), select "Bulk Sharing." If you need to assign different permissions or share with Data Exchange providers, select the 2nd option.

○ **Bulk Sharing ("One-Size-Fits-All")** - I only need to choose one permission (either because I am doing a single share OR I want to choose the same permission for all of my share requests).

● **Personalized Sharing & Exchange Data ("Custom Orders")** - I need to give different permissions for different share requests, and/or I need to give Exchange Data permission.

Continue | Cancel

City of Seattle Energy Benchmarking Building ID: | * 49696 | Example: 1147

Building identifier provided by the City of Seattle Energy Portfolio Manager Building ID). If you do not know your C (206) 727-8484 or click on "More Information" below; Be Information

Please select the permission level you would like to grant Annual Reporting, City Offices for each category. If "None" is selected for all items, Annual Reporting, C access to this property.

Item	None	Read Only Access	Full Acce
Property Information	○	●	○
▼ All Meter Information			
300_9th_ave_01012012	○	●	○
PSE MyData Usage-GAS	○	●	○
Goals, Improvements, & Checklists	○	●	○
Recognition	●		○

---

6. Update City of Seattle Property Share

Confirm "read only" share with City of Seattle Annual Reporting and **share any new meters**. *DO NOT change any utility sharing unless instructed to do so by utilities.*

❑ Go to the **Sharing Tab** and select **Share (or Edit Access to) a Property**.

❑ Select **property(ies)** and account, **City of Seattle Annual Reporting (SEATTLE.GOV)**.

❑ For **Choose Permissions** select, "Personalized Sharing & Exchange Data." **Continue**.

❑ On the next screen, select "Edit" under **Exchange Data**.

Name (ID)	No Access	Read Only Access	Full Access	Custom Access	Exchange Data
▼ Test MF Low Use (ID 49768) (4126522)					
City of Seattle Annual Reporting	○				● Edit

❑ On the **Access Permissions** page, **do not change** the **Benchmarking Building ID** if already listed (this number is 1-5 digits and is not the Portfolio Manager Building ID). *If empty, email EnergyBenchmarking@Seattle.gov or call (206) 727-8484 to obtain.*

❑ **IMPORTANT:** Select Access Permissions as follows:
  o Property Information: **Read Only**
  o All Meter Information: **Read Only**
  o Goals, Improvements & Checklists: **Read Only**
  o Recognition: Leave as **None**

❑ **Scroll down**. For **Share Forward**, select "No".

❑ Click **Apply Selections & Authorize Exchange.**
  If you selected multiple properties to share, select Exchange Data button again, update access permissions to read only, and authorize connection for each property.

❑ This will open the **Sharing** window again. Click on the **Share Property(ies)** button to finish.

❑ Portfolio Manager should display the message in a green box, "You have successfully shared/edited access to your property(ies)..."

Select Permissions for Each Contact

The access levels you select do not have to be the same for each property or each person.

Sort by: Property Name

Name (ID)	None	Read Only Access	Full Access	Custom Access	Exchange Data
▼ Ocean Vista Offices (3046669)					
Annual Reporting, City of Seattle		○			● Edit

Share Property(ies) | Cancel

7. Confirm Compliance & Accuracy

❑ Compliance can be confirmed on the new **Seattle Energy Benchmarking Compliance Portal** (www.seattle.gov/energybenchmarking under "News"). Follow these steps to check your status:
  o To find your building(s), you'll need your Seattle OSE Building ID or your Portfolio Manager user name. Click on **Search by OSE Building ID** or **Search by User Name** to get started.
  o Enter your ID or user name in the search field and results will appear in the **Search Results** Section.
  o Once you find your building(s), look for the current reporting **status**.

❑ *It is the responsibility of the building owner on record to confirm accurate annual compliance. Reports with unusually low or high (outlier) EUIs or other errors will be flagged for accuracy and required to make corrections and verify accounts.*

Compliance Search - 2018 Reporting Year

SEARCH BY OSE BUILDING ID | **SEARCH BY USER NAME**

Enter Your OSE Building ID
359

Search Results

ID	BUILDING NAME	BUILDING ADDRESS	STATUS	ISSUE	NEXT STEPS
359	CITY HALL	600 4TH AVE	Compliant	No Issue	Currently compliant for the 2018 reporting year. The next report is due April 1, 2020 for 2019 data.