## GET SUPPORT

❑ Help Desk
energybenchmarking@seattle.gov
OR 206-727-8484

❑ How to Guide
See Instructions page at
seattle.gov/energybenchmarking

## COMPLIANCE DEADLINE

JULY 1st, 2022 for 2021 data

*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 Instructions at seattle.gov/energybenchmarking and see the Data Accuracy and Verification section for more information.*

## Annual Update Steps

If your building reported to the City of Seattle last year, follow these steps to confirm energy meters and property details are updated through the end of the current reporting year by the 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.energystar.gov/pm/account/help/password

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 the end of December for the reporting year with no gaps or overlapping dates. Check automated update status (if enrolled):

   ELECTRIC: If data is not updated through at least December 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 December, 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 CenTrio (Seattle Steam/Enwave) at 847-420-6432.

   ❑ On the Energy tab, check that the number of "Meters-Used to Compute Metrics" equals the number 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 Information

   ❑ In the upper right corner of Portfolio Manager, click Account Settings. If contact information has changed, update the name, email, and phone number. Click Make Changes.

Want to learn more?
seattle.gov/energybenchmarking

To receive this document in an alternate format, contact Jeanie Boawn at jeanie.boawn@seattle.gov or 206-615-0817.

**Metrics Summary**

| Metric ✏ | Dec 2017 (Other) ✏ | Dec 2020 (Other) ✏ | Change ❓ |
|---|---|---|---|
| ENERGY STAR Score (1-100) | 57 | 62 | 5.00 (8.80%) |
| Site EUI (kBtu/ft²) | 72.5 | 57.8 | -14.70 (-20.30%) |
| Energy Cost ($) | 499,727.92 | 470,264.17 | -29463.75 (-5.90%) |
| Total GHG Emissions Intensity (kgCO2e/ft²) | 5.5 | 4.4 | -1.10 (-20.00%) |

5. Check for EUI and ENERGY STAR Score

❑ On the Summary tab, look for the building's Site EUI and make sure populates for December of the reporting year.

❑ The ENERGY STAR score should also be listed (if available).

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).

**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

| 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 |

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

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

❑ 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

**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 (206) 727-8484 or click on "More Information" below; B 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 | ◉ | ○ | ○ |

❑ 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.

**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

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

7. Confirm Compliance and Accuracy

❑ Go to seattle.gov/energybenchmarking and click Check Compliance for 2021 Reports to check your compliance 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 possible errors will be flagged for accuracy and required to make corrections.