

SEATTLE ENERGY BENCHMARKING & REPORTING

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.

April 1, 2017 - for 2016 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 - 2016 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, 2016** by the **April 1, 2017 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 12/31/2016** with no gaps or overlapping dates. Check automated update status (if enrolled):
ELECTRIC: If data is not updated through at least 12/31/2016 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 12/31/2015, email mydata@pse.com or call at 425-424-6486. If not enrolled, go 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

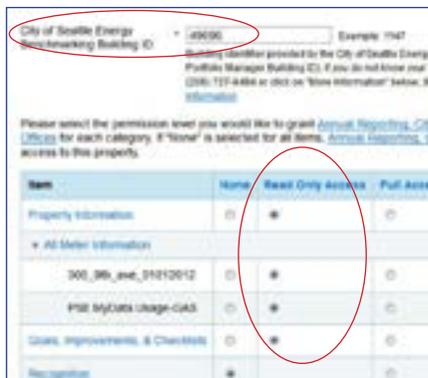
- In the upper right corner of Portfolio Manager, click **Account Settings**. If changed, update the name, email and phone. Click **Make Changes**.

5. Check for EUI & ENERGY STAR Score

- On the **Summary** tab, look for the building's **Site EUI for Current (Dec 2016)**.
- 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	Dec 2014	Current (Dec 2015)	Change
ENERGY STAR score (1-100)	76	76	NA
Source EUI (kBtu/sf)	95.3	180.6	1.765 (6%)
Site EUI (kBtu/sf)	30.3	32.8	1.750 (6%)
Energy Cost (\$)	17,520.24	17,520.00	32.750 (0%)
Total GHG Emissions (Metric Tons CO2e)	113.7	120.8	6.265 (5%)

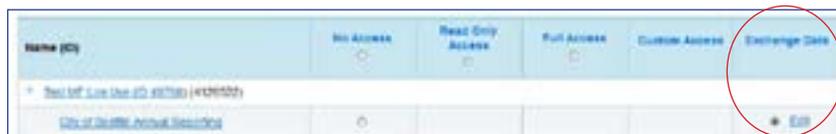
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6. Update City of Seattle Property Share

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**.



- 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)...”



7. Confirm Compliance & Accuracy

- Send the following to energybenchmarking@seattle.gov or call (206) 727-8484:
 - o City of Seattle Building ID
 - o Building Name & Address.
 - o Phone number and best time to reach you.
- 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.*

Thank you for updating your building’s energy benchmark.