SEATTLE ENERGY BENCHMARKING & REPORTING

HOW TO GUIDE

Step-by-step instructions to use the U.S. EPA's Portfolio Manager to comply with the City of Seattle's Energy Benchmarking and Reporting requirements.

Contents

SEATTLE OFFICE OF
Sustainability & Environment

www.seattle.gov/EnergyBenchmarking

What is Energy Benchmarking?

Benchmarking tracks the total electricity, natural gas, steam, or other utilities used in a building (often called energy or building performance). The U.S. EPA's ENERGY STAR Portfolio Manager is the standard for benchmarking. This How to Guide shows how to benchmark a building to determine the building's:

- **Energy Use Intensity** (EUI), which indicates the building's energy use per square foot (kBtu/sq. ft.) per year. A lower score indicates a more efficient building.
- About 20 types of buildings will also receive a 1–100 **ENERGY STAR** rating. A higher score indicates a more efficient building.

See How Your Building's Energy Use Stacks Up!

When you are finished benchmarking, compare your building's energy use intensity (Site EUI), which is its annual energy use per square foot with other similar types of buildings in Seattle at **www.seattle.gov/ EnergyBenchmarking**. The information is based on data analyzed from buildings 20,000 SF or greater that had energy use reported to the City, as required by the Seattle Energy Benchmarking and Reporting law.

STEP 1 Get Started

☐ Confirm the accuracy of the information provided about the building on the notification and/or warning letter sent by the City of Seattle. This includes:

1. Building size
2. Building address
3. Year built
4. Building owner or property manager

To correct errors, please contact the Benchmarking Help Desk at energybenchmarking@seattle.gov or (206) 727-8484.

☐ Obtain the following details about the building's use:

1. The primary use of the building. For example: multifamily, office, warehouse, etc.
2. The gross floor area of the building, not including parking area.
3. The floor area of parking that is metered with other building uses. For example: a garage with lights and ventilation that is connected to the "house" meter, which may also serve common areas in the building.

4. The floor area of any other uses of the building. For example: a multifamily building might have ground floor retail shop(s).
5. For buildings eligible for an ENERGY STAR score, other details like operating hours, number of workers, etc. are required for benchmarking. Use the **Property Use Details Worksheet for ENERGY STAR Eligible Buildings** in the Appendix of this guide.
6. Information about what energy utilities are used for both the common area and tenant spaces. For example, does the ground floor restaurant have gas service from PSE in addition to City Light electric?

☐ **Already benchmarking?** If you currently benchmark your building using Portfolio Manager, simply skip to Step 4 to confirm buildings' **Energy Use Intensity** and then complete steps 5 and 6.

Missing your letter?
Contact the Help Desk for a copy or to find your building's ID number.

Prefer to use an outside service provider?
Visit www.neec.net/benchmark for a list of benchmarking vendors.

Continue to Step 2 →

Set Up Property in Portfolio Manager

☐ **Create a new account** in Portfolio Manager at
www.energystar.gov/portfoliomanager.

   1. On the right side of the page, click the blue
   Register now button.

   2. **DO NOT** use ANY special characters in your
   username (letters and numbers only).

   3. **KEEP A RECORD** of the username and
   password — it is not possible to change
   usernames. *To recover a lost password click on the 'forgot password' link or submit
   an online request form.*

   4. We recommend using one Portfolio Manager account per building, so
   buildings can be easily transferred to a new employee, manager or owner.

> *What if I don't use a computer?*
> 1. *Call (206) 727-8484 and
>   provide a mailing address.*
> 2. *Complete and return
>   mailed forms and our
>   staff will facilitate your
>   computer process*

☐ Answer the basic questions about you and your organization.

   1. For **Reporting Units**, choose "Conventional EPA Units (e.g., kBtu/ft^2)."

   2. For "Can other people search for you and send a connection request?",
   choose **Yes**.

☐ After creating an account, you will automatically
be logged in and be on the My Portfolio Page.
Click on **Add a Property**.

   1. Select the primary function of the property.

   2. Select the number of buildings. Most people
   will select, "One: My property is a single
   building." If the property is a campus (see
   right), please read **EPA's Guide:** How to Benchmark a Campus.

   3. For Your Property's Construction Status, select Existing.

   4. Click **Get Started!**

> *A campus is a set of buildings
> on a shared energy meter
> or central heating plant (not
> including hospitals, senior care,
> or K–12 schools).*
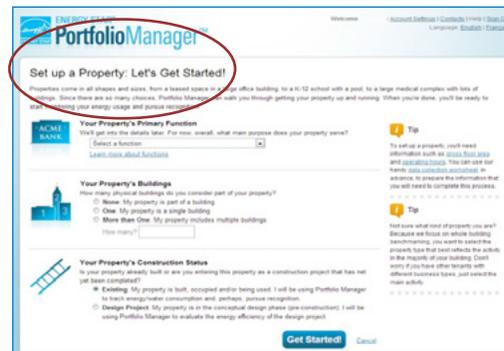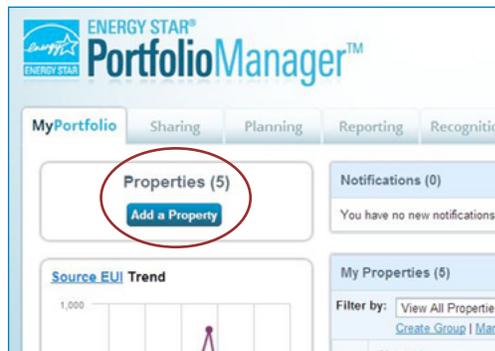
> *How does Portfolio Manager define a Property? Portfolio Manager calls buildings "properties" and in
> most cases one building = one property. In Portfolio Manager, "properties" mean a contiguous parcel,
> not all the properties that a person may own throughout a city.*

☐ **Enter Basic Property Information** including the building name, address, year built, occupancy and gross floor area (not including parking). Under the "Do any of these apply?" section.

    1. If parking IS served by an energy meter connected to the building it serves, SELECT "My property's energy consumption includes parking areas".

    2. If parking served by an energy meter NOT connected to the building it serves (i.e. it is on a separate meter), DO NOT select "My property's energy consumption includes parking areas".

    3. Check other options that apply.

☐ Click **Continue**.

☐ On the next page, enter details about the primary building use, and additional property uses, based on the boxes checked on the prior page.

☐ The specific use details required will differ based on the property type selected. Refer to the **Property Use Details Worksheet for ENERGY STAR Eligible Buildings** in the Appendix of this guide.

    1. Hover the computer mouse over each property use characteristic for definitions.

    2. Actual values for space details (i.e. operating hours, number of bedrooms, etc.) are required for reporting. **Do not** use "default values".

Tip Space Uses should be summarized to reflect the total square footage of any given space type. All retail square footage should be added together, as well as office, restaurant, multifamily, etc.

    3. The **Gross Floor Area (GFA)** that you entered when setting up your property will automatically populate into the GFA section.

       NOTE If your property has multiple uses, you may want to adjust this number based on the actual GFA for the primary type of use. (Example: The building's primary function is office and the total GFA of the whole building is 30,000 sf. It also has some retail stores totaling 10,000 sf.) When entering the attributes for the primary space type (office), change GFA to reflect JUST the office space: 20,000 sf. Next click "Add Another Type of Use" to enter the attributes and remaining square footage for the building's retail space.

Additional Uses?

☐ Add more space uses to your property by selecting an option in the drop down menu **Add Another Type of Use**, and then click "Add". This will open up a different list of attributes for that particular space type.

STEP 3 Obtain Energy Meter Usage Data

Data Exchange

Seattle City Light (SCL), Puget Sound Energy (PSE), and Enwave Seattle (Steam) can upload whole building data to your Portfolio Manager account every month via Portfolio Manager data exchange (web services). NOTE: This service was formerly called Automated Benchmarking or ABS.

Utility Contact Information

Seattle City Light *-* See page 7

Email	scl_portfolio_manager@seattle.gov
Phone	(206) 684-7557
Website	www.seattle.gov/light/accounts/energyusage

Puget Sound Energy *-* See page 11

Email	mydata@pse.com
Phone	(425) 424-6486
Website	http://mydata.pse.com

Enwave Seattle (formerly Seattle Steam) *-* See page 16

Email	pdlesk@utlitystudio.com
Phone	847-420-6432
Website	www.enwaveseattle.com/energy-star-reporting.htm

Manual Meter Entry

If only few energy meters serve your building, or you want to track energy use closely by tenant or meter AND have access to all the bills, another option is to enter the monthly energy use by month into your Portfolio Manager account. Manual meter entry can be used for some or all of your utility services. For example, data exchange could be used for City Light electric, but Enwave could be manually entered.

Manual Meter Entry instructions are in the Appendix.

3A SEATTLE CITY LIGHT DATA EXCHANGE

Seattle City Light

Phone: (206) 684-7557
Email: scl_portfolio_manager@seattle.gov
Website: www.seattle.gov/light/accounts/energyusage

1. Fill Out & Submit Consumption Request Form

☐ Visit **www.seattle.gov/light/accounts/energyusage** to complete and send the **Portfolio Manager Automated Benchmarking Consumption Request** form and agree to the **Terms and Conditions.**

☐ Your Request form will be processed within four business days. Look in your email for the **Automated Benchmarking Authorization** form from SCL.

2. Authorization and Connecting to SCL

IMPORTANT: These screenshots supplement the instructions provided on SCL's **Automated Benchmarking Authorization** form, which you must have to proceed.

☐ Log in to Portfolio Manager with the **Authorized Portfolio Manager Username** listed on your **Seattle City Light Authorization form**.

☐ If you **have not previously added SCL** as a contact, you will need to add them:
   1. Click the **contacts** link in the upper right hand corner, then, leaving the search box empty, click the Search button.

   2. Under **Your Search Criteria**, enter **SCL** as Name. Enter or click Search.
   3. From the list of contacts, locate **SCL Portfolio_Manager**.
   4. Click the **Connect** button to the right of the name.
   5. When prompted, enter your **Portfolio Manager Username in all uppercase letters,** check the Terms of Use and then **Send Connection Request** button.
   6. This connection request should be accepted in approximately 1 hour. **Please wait before proceeding.**

3. Connection Approval and Virtual Meter Setup

☐ In Portfolio Manager, on the **MyPortfolio** tab, under the **My Properties** section, click on the name of the building that has the meter you are setting up.

☐ Still on **MyPortfolio** tab, click the **Energy** tab, then click **Add A Meter**.
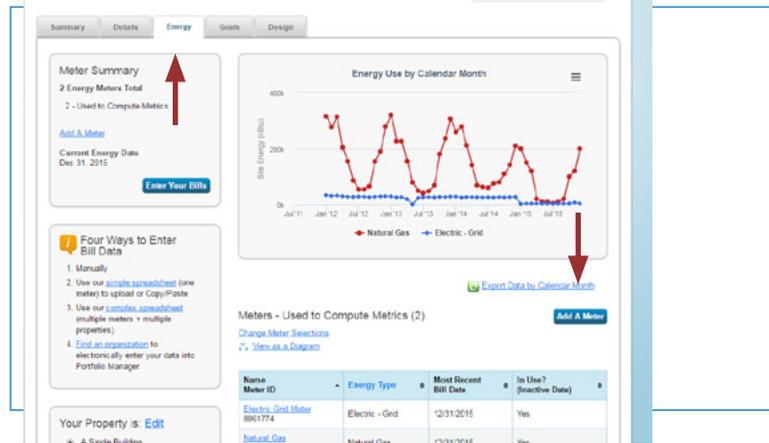
☐ In the **Get Started Setting Up Meters** section, answer the questions:
   1. Under **Sources of Your Property's Energy** check **Electric** and **purchased from the grid.**
   2. For **How Many Meters?** Enter **1**.
   3. Scroll down below the Water Usage section and click **Get Started!**
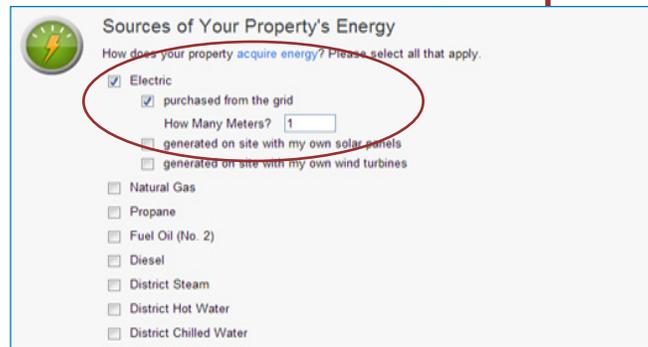
☐ On the next page, in the **Meter Name** column, click on the words: **Electric Grid Meter.**
   1. Replace the words: **Electric Grid Meter** with the **Virtual Meter Name** that SCL provided on the authorization form.

Tip: Copy the Virtual Meter name directly from the SCL authorization form and paste it to reduce typos.

   2. Under **Units**, select **kWh (thousand kilowatt hours)**.
   3. Under **Date Meter Became Active**, type in: **01/01/2009.** (Leave "Inactive" date blank and "Enter as Delivery" un-checked.)

4. Click **Create Meters**.

5. Click **Continue**.

☐ On **Select Energy Meters to Include in Metrics** page:

1. Check all of the meters.

2. Select: **These meter(s) account for the total energy consumption for this property**.

3. At the bottom of the screen, click the **Apply Selections** button.

4. Select Permission Levels for Other Web Services Providers

If you are using other automated data services (such as Seattle City Light), then you will be given the option to allow other utilities to view your PSE meter data.

☐ On the **Share Additional Meters with Web Services Provider** page, select "None" on the **Puget Sound Energy MyData** tab.

☐ Select **Apply Selections and Authorize Exchange**.

5. Share Property with Seattle City Light

☐ Go to the **Sharing Tab** and click **Share (or Edit Access to) a Property**.
1. Select **One Property** and then choose the building to connect to SCL.
2. Select contact, **Portfolio_Manager, SCL.**
3. Under **Choose Permissions,** select the second option: "Personalized Sharing & Exchange Data."
4. Click **Continue**.

☐ On the next screen, select the **Exchange Data** button, which will pop-up the Access Permissions window.
1. In the pop-up window, enter the **Premise ID number** found at the top of your **SCL Authorization Form.** You need to enter the Premise ID number in **TWO** places as shown below.

2. IMPORTANT: Set the Access Permissions exactly as follows:

     Property Information: **Read Only Access**
     SCL Virtual Meter Name: **Full Access**
     For any other meters listed: **None**
     Goals, Improvements: **None**
     Recognition: **None**

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

4. Scroll down the window and click **Apply Selections & Authorize Exchange.**

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

☐ You should see data in your Virtual Meter in about four hours.
Thereafter, SCL will update this meter monthly.

3B PUGET SOUND ENERGY "MYDATA"

Phone: (425) 424-6486
Fax: (425) 462-3418
Email: mydata@pse.com
Website: http://pse.com/accountsandservices/YourProperty/Pages/Automated-Benchmarking.aspx

PSE CUSTOMERS: These instructions will show you how to enroll in PSE MyData to obtain your buildings natural gas usage history. MyData will also provide automated monthly uploads of gas usage thereafter once enrolled.

1. Add PSE as a Contact

☐ If you **have not previously added PSE** as a contact, you will need to add them:

1. Click the **Contacts** link in the upper right hand corner.
2. Click on **Add Contact.**

3. Enter **ESIOPERATOR** as the Username. Click **Search**.
4. From the list choose **Puget Sound Energy MyData**. Click the **Connect** button.
5. Review **Terms of Use,** 'check the box' and click **Send Connection Request**.
6. This connection request should be accepted in less than 1 hour.

2. Share Your Building with PSE

☐ Go to the **Sharing Tab** and click on **Share (or Edit Access to a Property)**.

☐ Select the properties to share with **Puget Sound Energy MyData**.

☐ Under **Choose Permissions**, select the second option: "Personalized Sharing & Exchange Data." Click **Continue**.

☐ On the next screen, select the Exchange Data button, which will pop-up the Access Permissions window.
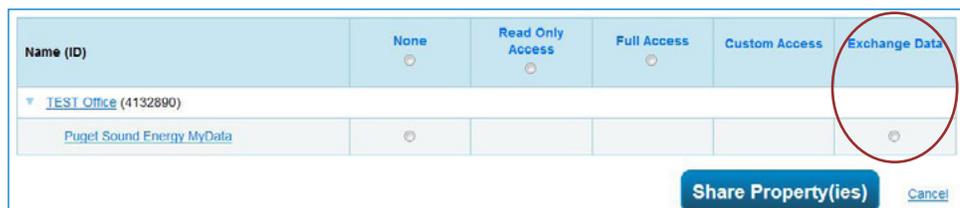
> **IMPORTANT:**
> *PSE requires **release forms** if you have four (4) or fewer tenants in your building that each receive PSE service. Each account holder must complete and sign the **PSE Customer Data Release Form**. We recommend downloading the form now, as it may take time to contact all tenants.*

☐ **IMPORTANT:** Select the Access Permissions as follows:

1. Property Information: **Full Access** (PSE requires Full Access so that they can create a new meter in your account.)

2. All Meter Information: Leave as **None**. (Choose None for access, even if old PSE meters are listed. Leave any meters numbers as is.)

3. Goals, Improvements: Leave as **None**

4. Recognition: Leave as **None**

*CAUTION! Any non-PSE meters, such as City Light electric must be listed as None for access.*

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

☐ Click **Apply Selections & Authorize Connection**.

☐ This will open the **Sharing** window again. Click on the **Share Property(ies)** button to complete the sharing process.

IMPORTANT: **Your sharing request should be accepted by PSE in approximately 1 hour. Do not start the next step until MyData, Puget Sound Energy is listed as having Exchange Data permissions in Portfolio Manager, as shown below.**

3. Create a New Account in PSE's MyData

☐ Go to **mydata.pse.com**

☐ Read the new user information and click the **Register** button.

☐ Answer **Yes** to both questions:
1. Will you be reporting any usage data to EnergyStar's Portfolio Manager?
2. Do you have an EnergyStar Portfolio Manager account?

☐ Sign in with your **existing Portfolio Manager Username and Password**.
1. If you connected to PSE and shared properties and waited for PSE to accept the shares, your account contact information should automatically populate on the Registration page. PSE will email you using this information, so make corrections.
2. If it does not populate, stop and contact PSE at 425-424-6486 or email mydata@pse.com.
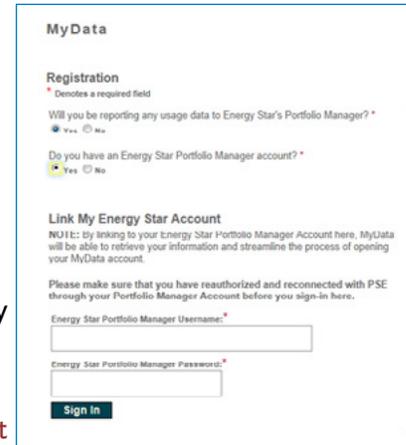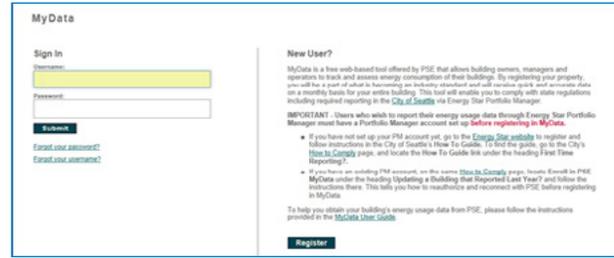
☐ After completing MyData registration, **check your email** for a message from MyData to activate your account. Click the link in the email to go back to MyData.

☐ Now in **MyData**, click the Next button.
1. The properties shared from Portfolio Manager should all be listed on the Building Information page.
2. If your properties are not listed, stop and contact PSE at 425-424-6486 or email mydata@pse.com. Do not click "Add a New Building."
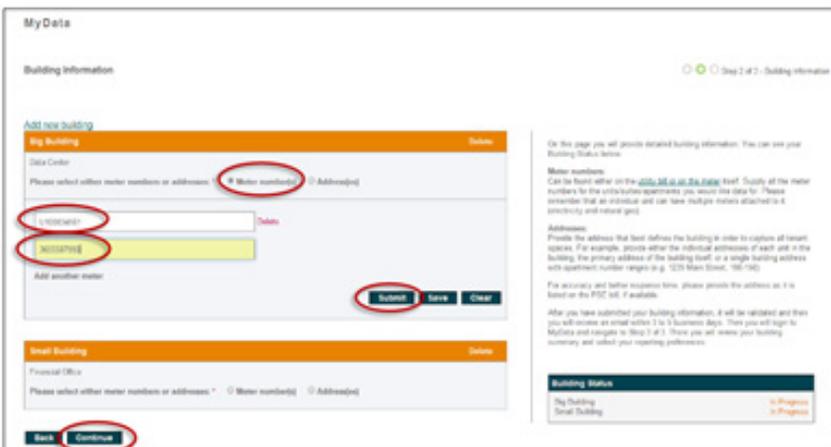
☐ On the **Building Information** page, click **Show Details** (in the orange bar) to see the details of each building.
1. Select Meter numbers and enter any meter numbers that are not listed.
2. Alternatively, you may select Address(es) and enter the addresses or range of addresses for the building.
3. If you need to go get information, you can click Save and come back later to finish.

☐ When done entering the information, click **Submit**.
1. **MyData should email you** in up to 3-4 days to invite you back to review the building information and select report preferences.

☐ After you are emailed that the building is ready, go back to **MyData** and click on **Show Details** (in the orange bar) to see the details of each building.
1. In the blue box, select **Whole Building**, **Monthly** and **Post to EnergyStar**. (These will likely be the default selections).
2. Confirm addresses and meter numbers. If anything is incorrect or missing, contact PSE.

☐ If asked for, download & complete any required **release forms** and upload them. *PSE requires release forms for buildings with fewer than 5 tenants. For questions about this requirement, please contact PSE.*


☐ When complete, click **Submit**. PSE will prepare your usage report and email you when it is complete. Please allow up to three days.

☐ If you do not get an email, contact PSE's User Support at 425-424-6486 or email mydata@pse.com.

4. Configure New PSE Meter in Portfolio Manager

After MyData is set up, PSE should add a new gas meter to your Portfolio Manager account called **MyData Usage – GAS** meter. This step shows how to log into your Portfolio Manager account to make sure the new PSE MyData Usage – GAS meter is listed and configure it to obtain the building's required EUI.

☐ Log back into Portfolio Manager and click on the property to open.

☐ On the **Energy** tab, look for a meter named **PSE MyData Usage – GAS**.

☐ Check that the **Most Recent Bill Date** lists a date within the last two months.
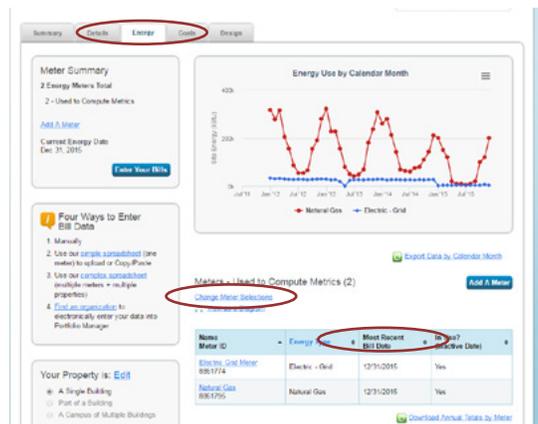
☐ On that same page, click **Change Meter Selections**.
  1. Under **Energy Meters**, add a check mark to include **PSE MyData Usage-GAS** in the energy metrics. IMPORTANT: A check should also be next to the electric and any other energy meters *currently serving* the building. If there are other previously entered PSE meters that are now included in the new PSE MyData Meter, uncheck them. You may also consider deleting these "old" PSE meters.
  2. Select "These meter(s) account for the total energy consumption of this property."
  3. Click **Apply Selections**.

HELP DESK: EnergyBenchmarking@seattle.gov or (206) 727-8484
In person help by appointment.

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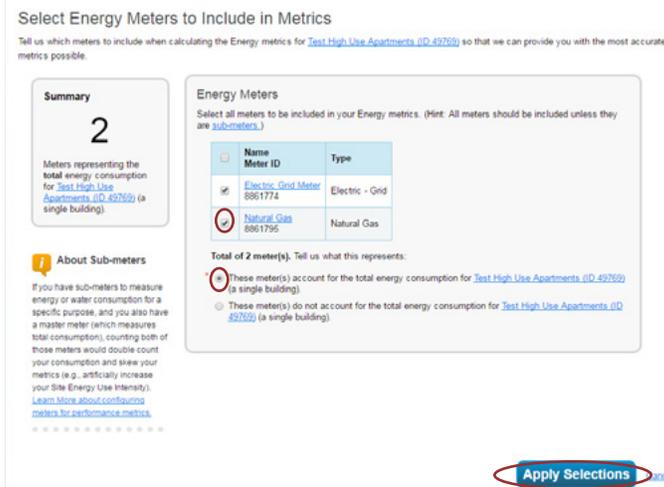
5. Select Permission Levels for Other Web Services Providers

If you are using other automated data services (such as Seattle City Light), then you will be given the option to allow other utilities to view your PSE meter data.

☐ On the **Share Additional Meters with Web Services Provider** page, select "None" on the **Puget Sound Energy MyData** tab.

☐ Select **Apply Selections and Authorize Exchange**.
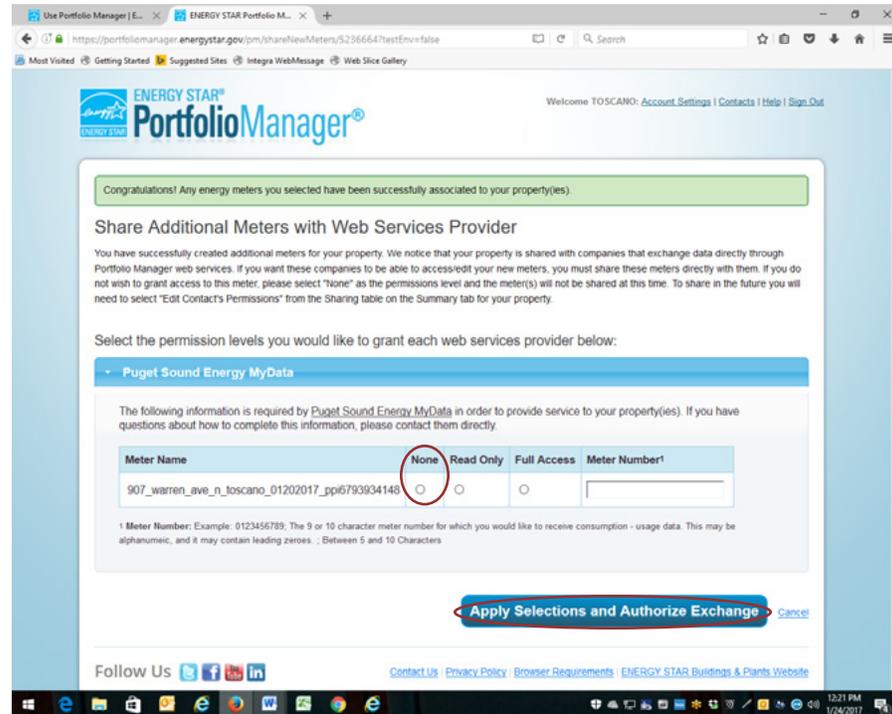
3C ENWAVE SEATTLE (SEATTLE STEAM) DATA EXCHANGE

Phone	(206) 658-2025
Website	www.enwaveseattle.com/energy-star-reporting.htm
Email	mlowe@EnwaveSeattle.com

ENWAVE SEATTLE CUSTOMERS: You will need to complete a few simple steps to begin automated Portfolio Manager reporting with Enwave Seattle. Detailed instructions can be found in your online Enwave Seattle customer portal.

☐ Log in to your online Enwave Seattle/UtilityStudio account and complete the Enwave Seattle Authorization Agreement, in the "ENERGY STAR Reporting" link. If you do not know your username and password for your Enwave Seattle account, or if you have any questions, please contact Marco Lowe at Enwave Seattle, at 206-623-6366, or mlowe@EnwaveSeattle.com.

☐ In ENERGY STAR Portfolio Manager (PM) create your account and complete the setup for your facility. In this step, you will create the steam meters that represent all of your steam usage in your facility. If you are a multi-site account, you will create a facility and meter setup for each building in your account. If you already have a PM account, please confirm your steam meter setup, for each facility.

☐ When defining your steam meters in PM, create meters for EACH billing meter listed on your Enwave Seattle invoice, including any meters listed as Non-Metered. Define each meter, using the Energy Type = District Steam and the Units = kLbs.

☐ In your PM account, add a CONTACT to establish a connection with Enwave Seattle Energy Star Reporting Services.

☐ Request Data Exchange Services by "Sharing" your property and setting permissions for each steam meter to "Full Access".

☐ You will receive confirmation of your request from Portfolio Manager and Enwave Seattle. Reporting will begin for your facility by the 15th day of the next billing month. Enwave Seattle will load the most recent 2 years of usage data for each meter, and will continue to update the steam meter usage data each month.

Confirm Energy Use Intensity (EUI)

A Site EUI ending December 31 for the required year must be available to report to the City. The EUI indicates the energy use per square foot per year (kBtu/sq. ft.) and can be used to compare the building's energy use to other similar building types.

Accurate Reporting: Buildings with unusually low or high (outlier) EUIs or other errors will be flagged for accuracy and may be issued a warning letter to make corrections.

❑ Under the property **Summary** tab, verify that the building has a **Site EUI** and **ENERGY STAR** score (if available) for Current (Dec 20xx) reporting year. *Contact Help Desk if missing.*

❑ The **ENERGY STAR score** must also be listed (if eligible) for your property type, such as Office, Multifamily (20+ units), Retail, Warehouse. See Appendix A.

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%)

PRINT STATEMENT OF ENERGY PERFORMANCE

☐ Go to the **Reporting** tab and choose **Statement of Energy Performance**.

☐ Select the property name.

☐ Select **Timeframe: Single Year** ending **Dec of the required year.**

☐ Select contacts (optional).

☐ Click **Generate & Download Report(s)** and a PDF of the report should appear. (If your web browser has pop-up blockers, disable them if the report does not appear.)

☐ Confirm that the **Statement of Energy Performance** lists a **Site EUI** for **Year Ending: December 31, [required year]**. (See next page for an example.)

☐ **Save** and print a copy for your records.

NOTE If the building *does not* have 12 months of utility data ending in that December, Portfolio Manager will generate an error message like this:

If you get an error, and are sure that all the energy meters have a full year of data ending December 31st, contact the Help Desk for assistance.

About the Statement Energy Performance

The **Statement of Energy Performance** is a quick reference for sharing your building's energy use as indicated by the **Site EUI**—required by Seattle law of building owners if requested by current and future tenants, buyers or lenders. Although not required by Seattle, the document is also used to show ENERGY STAR-certified buildings when verified by a professional engineer.

ENERGY STAR® Statement of Energy Performance

LEARN MORE AT energystar.gov

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ENERGY STAR® Score[1]

Ocean Vista Offices

Primary Property Function: Office
Gross Floor Area (ft²): 50,000
Built: 1999

For Year Ending: December 31, 2012
Date Generated: July 23, 2013

Make sure the date is December 31 for the required reporting year.

1. The ENERGY STAR score is a 1-100 assessment of a building's energy efficiency as compared with similar buildings nationwide, adjusting for climate and business activity.

Some types of buildings are eligible for this 1-100 score that compares the building's energy efficiency to similar buildings nationwide. A higher score indicates a more efficient building. A 75 or higher may be eligible to apply for ENERGY STAR certification.

Primary Contact
Nicole Ballinger
123 1st Ave.
Seattle, VA 98124
000-000-0000
nicole.ballinger@seattle.gov

Property ID: 3040009

Energy Consumption and Energy Use Intensity (EUI)

Site EUI
42.5 kBtu/ft²

Annual Energy by Fuel
Electric - Grid (kBtu)   2,125,676 (100%)

National Median Comparison
National Median Site EUI (kBtu/ft²)   69.1
National Median Source EUI (kBtu/ft²)   216.9
% Diff from National Median Source EUI   -38%
Annual Emissions
Emissions (MtCO2e/year)   233

Source EUI
133.5 kBtu/ft²

Buildings benchmarked correctly should have a Site EUI, which shows the building's energy use per square foot per year. A lower score indicates a more efficient building.

STEP 5 Add the City of Seattle as a Contact

☐ Click on the **Contacts** link in the upper right hand corner of the screen.

☐ Click **Add a Contact** to search for users that you can connect with.

☐ In the **Username** field, type in "SEATTLE.GOV" and click search.

☐ From the **Search Results** page, select **City of Seattle Annual Reporting** and click connect.
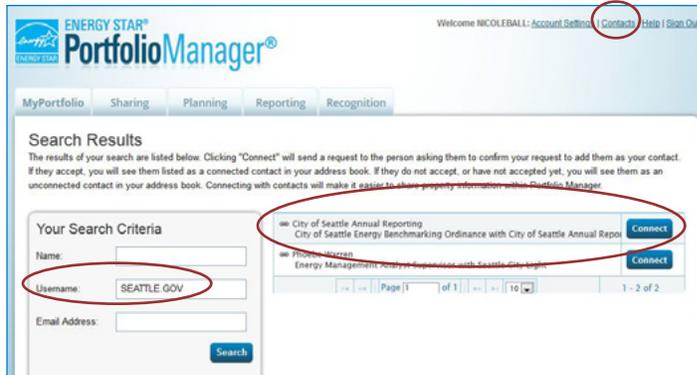
☐ Fill in your Contact Name, Contact Email Address and Contact Phone Number.

☐ Agree to the Terms of Use and select **Send Connection Request**.

☐ **IMPORTANT** The City of Seattle processes new contact requests **hourly**. You will be sent a confirmation email when the City of Seattle accepts your request.

Once your request is accepted, continue to Step 5 →

HELP DESK: EnergyBenchmarking@seattle.gov or (206) 727-8484
In person help by appointment.

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STEP 6 Share Building with the City of Seattle

☐ After you are connected to City of Seattle Annual Reporting, **share your property** and associated meters with the City of Seattle.

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

☐ Select the properties to share with **City of Seattle Annual Reporting**.

☐ Under **Choose Permissions**, select the second option: "Personalized Sharing & Exchange Data." Click **Continue**.

☐ On the next screen, choose **Exchange Data** for each property.

HELP DESK: EnergyBenchmarking@seattle.gov or (206) 727-8484
In person help by appointment.

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☐ On the Access Permissions page, enter the **City of Seattle Building ID** (this number is 1-5 digits and is not the Portfolio Manager Building ID). Find the number of the notification or warning letter. Contact the help desk if missing.

☐ **IMPORTANT: Select the Access Permissions as follows:**
Property Information: **Read Only**
All Meter Information: **Read Only**
Goals, Improvements: **Read Only**
Recognition: **Leave as None**

(You may need to scroll down to view all the information.)

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

NOTE If you have more than one building do the above steps for each building.

☐ Click **Apply Selections & Authorize Exchange**.

☐ When complete (for all buildings you are sharing), click **Share Property(ies)** again.

☐ **Tomorrow,** look for a confirmation email from the City for each building shared.

NOTE If you do not get an email tomorrow, please check your "spam" or "junk" folder for it. If missing, contact the Help Desk.

IMPORTANT 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.

Appendix B
Entering Utility Data Manually into Portfolio Manager

If you only have a few meters serving your building and prefer to hand enter the data, this option may work. We don't recommend it for multifamily or commercial with many tenants, as you will need get permission from all tenants to collect their bills.

☐ Log in to your **Portfolio Manager** account and click on your property.
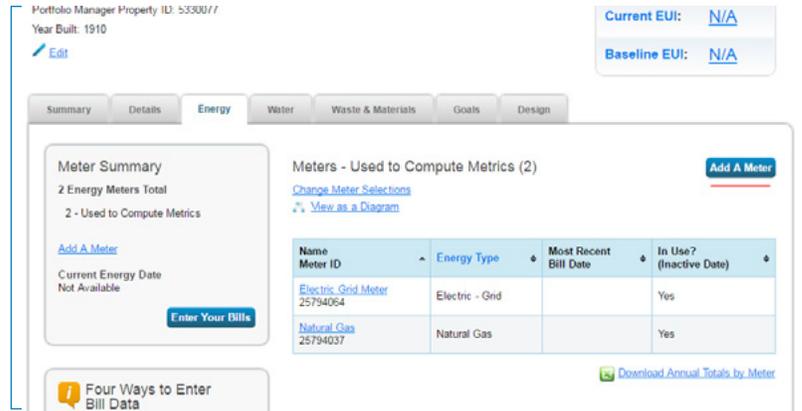
1. Add Energy Meters

☐ In your Property Profile page, click on the **Energy** tab and select **Add A Meter**.

☐ Select the **types of fuel** in your facility. For each type, enter the number of meters for that type. Click **Get Started**.

☐ On the **About Your Meters** section, click in the table to enter meter details.

☐ Select the **correct unit** for the fuel type:
  1. Seattle City Light Electric = kWh
  2. Puget Sound Energy Natural Gas = Therms
  3. Seattle Steam = kLbs

☐ **Enter the Date Meter Became Active**. This is the date that the first bill was issued for the meter. (Note: if you are unsure of the first bill date, use your best guess).

☐ Select **In Use** if the meter is currently in use.
  ☐ Leave the **Date Meter Became Inactive** empty since meter is currently in use.
  ☐ Only select **Enter as Delivery** if the energy source is delivered to you, such as fuel oil or propane from a truck, as opposed to metered usage.

☐ If you need to add another **meter**, select **Add Another Entry**.

☐ When done entering meters, click **Continue**.

2. Enter Energy Usage

☐ On the next page, click in the table to **enter the bill dates and usage** for each month (cost is optional). Click **Add Another Entry** to add more months.

☐ Once you have entered at least 12 consecutive months of data for the year required, click **Finish Meter Set Up**.

☐ On the next page, select the meter(s) to be included in the energy metrics.

☐ Then select "These meter(s) account for the total energy consumption for this property" and click **Apply Selections**.

☐ You will be taken back to the **Property Profile** page.

☐ **Continue with Steps 4-6** to finish benchmarking and report to the City of Seattle.

Appendix C
Resources

City of Seattle Energy Benchmarking Help Desk
energybenchmarking@seattle.gov
(206) 727-8484

ENERGY STAR Portfolio Manager Login
www.energystar.gov/portfoliomanager

Seattle Office of Sustainability and Environment (OSE)
Energy Benchmarking website
www.seattle.gov/EnergyBenchmarking

Utility Contact Information

Seattle City Light
Email	scl_portfolio_manager@seattle.gov
Phone	(206) 684-7557
Website	www.seattle.gov/light/accounts/energyusage

Puget Sound Energy
Email	mydata@pse.com
Phone	(425) 424-6486
Website	http://pse.com/accountsandservices/YourProperty/Pages/Automated-Benchmarking.aspx

Enwave Seattle
Email	pdlesk@utlitystudio.com
Phone	847-420-6432 or (206) 623-6366
Website	www.enwaveseattle.com/energy-star-reporting.htm