Correcting Default Data in Portfolio Manager

Default data is provided within Portfolio Manager to help owners get a quick ENERGY STAR score, when the exact values for your Property Use Details are not yet known. However, benchmarking reports with default data are considered inaccurate—annual reporting of accurate building energy performance is required per Seattle Municipal Code, Chapter 22.920.

Follow the steps below on to update the default values to actual values, which are required by the City of Seattle for compliance and to apply for ENERGY STAR certification.

1. **Log into Portfolio Manager**
   - Log into [www.energystar.gov/benchmark](http://www.energystar.gov/benchmark) with your Portfolio Manager username and password.
   - On the My Portfolio Tab, click on the property name to open the summary page.
   - Click on the Details tab.

2. **Correct Property Details**
   - Under “Property Uses and Use Details” click the triangle next to the use name to show the GFA and other details.
   - All “default” or temporary values need updating. (Hover over the blue text for definitions of each detail.)
   - Click on the Action drop down menu and choose, “I want to… Correct Mistakes.” DO NOT choose the other options.
   - This will open the History Log, where you can fill in the correct values and uncheck any “temporary” values or defaults as shown in the example on the next page. IMPORTANT:
     - DO NOT change the “Current As Of” date(s). If it is empty, use the year built:
     - When corrected, un-check any places where “Use a default” or temporary values were checked.
     - Scroll down and click Save Corrections.
3. Review Your Building’s Score
   • When completed, check the ENERGY STAR score.
     o Above 75 – Congrats! Click the Apply for Energy Star Certification link to see if your building is eligible.
     o Below or close to 75? Contact your utility to take advantage of rebates. Visit: www.seattle.gov/saveenergy or call 206-684-3800.