## 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 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 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.
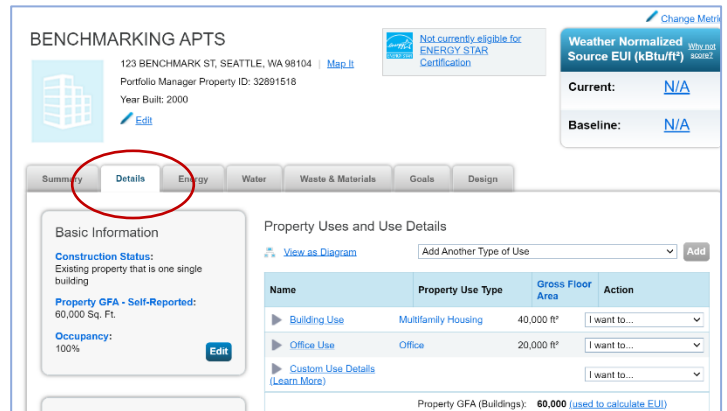
2. **Correct Property Details**
- Under "Property Uses and Use Details" click the triangle next to the use name to show the GFA and other details.
- All "default" or temporary values need updating. (Hover over the blue text for definitions of each detail.)
- Click on the Action drop down menu and choose, "I want to… Edit Use Details."
- 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 01/01/year built.
  - When corrected, un-check any places where "Use a default" or temporary values were checked.
  - Scroll down and click Save.
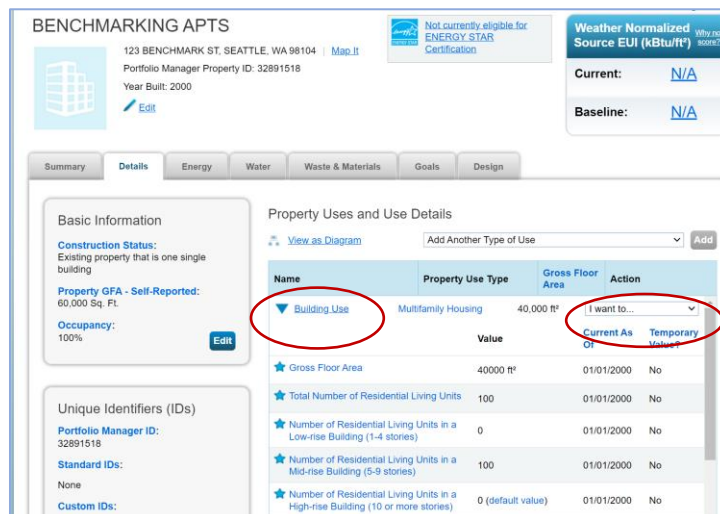
Property Uses and Use Details

🖧 View as Diagram   Add Another Type of Use ▾   Add

Name	Property Use Type	Gross Floor Area	Action
▶ Building Use	Multifamily Housing	40,000 ft²	I want to... ▾
			I want to... / Edit Use Details / Delete use
			I want to... ▾
▶ Office Use	Office	20,000 ft²	I want to... ▾
▶ Custom Use Details (Learn More)			I want to... ▾

Property GFA (Buildings):   **60,000** (used to calculate EUI)

Property GFA (Parking):   0

⭐ Number of Residential Living Units in a Mid-rise Building (5-9 stories)

☐	Current As Of	Value	Temporary Value?	Revised By	Revised Date
☐	01/01/2000 (to present)	100 ☐ Use a default	No	John Doe	02/14/2024

➕ Add a New Row to update with new information (**to correct mistakes** click the value above that you want to correct and make necessary edits)
✖ Delete Selected Entries

⭐ Number of Residential Living Units in a High-rise Building (10 or more stories)

☐	Current As Of	Value	Temporary Value?	Revised By	Revised Date
☐	01/01/2000 (to present)	☑ Use a default	No	John Doe	02/14/2024

➕ Add a New Row to update with new information (**to correct mistakes** click the value above that you want to correct and make necessary edits)
✖ Delete Selected Entries

⭐ Number of Bedrooms

☐	Current As Of	Value	Temporary Value?	Revised By	Revised Date
☐	01/01/2000 (to present)	100 ☐ Use a default	No	John Doe	02/14/2024

➕ Add a New Row to update with new information (**to correct mistakes** click the value above that you want to correct and make necessary edits)
✖ Delete Selected Entries

⭐ This Use Detail is used to calculate the 1-100 ENERGY STAR Score and Water Score.

Save   Cancel

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NOTE: IF YOUR BUILDING HAS OTHER USE TYPES LISTED (FOR EXAMPLE, RETAIL OR RESTAURANT) USE THE SAME PROCESS TO CORRECT ANY DEFAULT VALUES. THE DETAILS REQUIRED WILL BE RELEVANT FOR THAT SPACE USE.