

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, 2018 - for 2017 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 - 2017 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, 2017** by the **April 1, 2018 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 12/31/2017** with no gaps or overlapping dates. Check automated update status (if enrolled):
ELECTRIC: If data is not updated through at least 12/31/2017 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 12/31/2017, 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 2017)**.
- 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		Change Time Period	
Metric	Dec 2014	Current (Dec 2015)	Change
ENERGY STAR score (1-100)	76	76	N/A
Source EUI (kBtu/ft ²)	95.3	100.6	5.3(5.6%)
Site EUI (kBtu/ft ²)	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 CO ₂ e)	113.7	120.0	6.3(5.5%)

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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

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
- 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.

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**.

Name (ID)	No Access	Read Only Access	Full Access	Custom Access	Exchange Data
Test MF Low Use (ID 49768) (4126522)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
City of Seattle Annual Reporting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> Edit

City of Seattle Energy Benchmarking Building ID: 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. [More 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, City Offices** access to this property.

Item	None	Read Only Access	Full Access
Property Information	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
▼ All Meter Information			
300_9th_ave_01012012	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
PSE MyData Usage-GAS	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Goals, Improvements, & Checklists	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Recognition	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

- 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)..."

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)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Annual Reporting, City of Seattle	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> Edit

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.