If benchmarking and reporting a building for the first time, complete ALL steps to comply with Seattle's benchmarking requirements by July 1, 2023. If updating a previously reported building, please download the *Annual Update Checklist* at seattle.gov/energybenchmarking on the *Instructions* page.

STEP 1 GET STARTED

✔ Download the **How to Benchmark** guide at seattle.gov/energybenchmarking under the *Instructions* page.

✔ Confirm the building information provided by City of Seattle, including building name, address, and owner or manager. Email corrections to energybenchmarking@seattle.gov.

✔ Gather information about the building's use(s) and the energy utilities that serve both the common and tenant spaces. See portfoliomanager.energystar.gov/pm/dataCollectionWorksheet.

STEP 2 SET UP PROPERTY IN PORTFOLIO MANAGER

✔ Create a free account using EPA's Portfolio Manager tool www.energystar.gov/benchmark.

✔ KEEP A RECORD of the username and password. We recommend using one Portfolio Manager account per building with a generic username, so the account can be transferred to a new employee, manager or owner.

✔ Add a Property to enter information about the building and its space(s). Actual values for space details (i.e. operating hours, number of bedrooms, etc.) are required - do not use default values.

STEP 3 OBTAIN ENERGY METER USAGE DATA

✔ Follow the **How to Guide** instructions to obtain summarized energy usage for each energy utility or source serving the building (or enter usage manually from bills) for a full 12 months of the required reporting year (Jan 1 to Dec 31):

- Seattle City Light
- Puget Sound Energy
- CenTrio (Steam)
- Other: Delivered Fuel Oil, Solar, etc.

STEP 4 CONFIRM ENERGY USE INTENSITY (EUI)

✔ Under the property Summary tab, verify that the building has a Site EUI and ENERGY STAR score (if available) for Current (Dec 2022) reporting year. Complete utility data for the 2022 calendar year is available post March 1, 2023. Contact Help Desk if missing.

STEP 5 ADD THE CITY OF SEATTLE AS A CONTACT

✔ Add City of Seattle Annual Reporting as a contact. (Use contacts link in upper right hand corner.) After one hour, log back in to your Portfolio Manager account, click on the "contacts" link and verify that City of Seattle is now connected as your contact.

STEP 6 SHARE BUILDING WITH THE CITY OF SEATTLE

✔ Share the Property, enter the Seattle OSE Building ID and select Exchange Data with read only access. This allows the City to download your building's data.

For support, contact the Help Desk at energybenchmarking@seattle.gov or 206-727-8484. In person help available by appointment.

NOTE: 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. Failure to submit, or correct a benchmarking report, will result in fines that accrue quarterly, starting 90 days after the reporting deadline.

How to Guide: Click on Instructions at
seattle.gov/energybenchmarking

Seattle Office of Sustainability & Environment

EB CC 032022