

GET SUPPORT

❑ Help Desk

energybenchmarking@seattle.gov
OR 206-727-8484. *Virtual appointments and weekly office-hour drops ins available by request.*

❑ How to Guide

See Instructions page at seattle.gov/energybenchmarking

COMPLIANCE DEADLINE

JUNE 1, 2024 for reporting 2023 data

Buildings change the way they operate over time. Updated property uses (or changes in uses) and updated use details, such as operating hours and number of workers on site for office, and number of units & bedrooms for multifamily, must be updated to reflect historical (and current) accuracy of the building's operations.

Annual Update Steps

If your building reported to the City of Seattle last year, follow these steps to confirm energy meters and property details are updated through the end of the current reporting year by the 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.energystar.gov/pm/account/help/password>

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 the end of December for the reporting year with no gaps or overlapping dates. Check automated update status (if enrolled):
 - ELECTRIC:** If data is not updated through at least December 2023 or has gaps, email scl_portfolio_manager@seattle.gov or call 206-684-7557.
 - GAS** (PSE EnergyCAP): If data is not updated through at least December 2023, email energycap@pse.com or call at 425-424-6486. *EnergyCAP requires updated release forms if tenants moved in/moved out during 2023.*
 - STEAM:** If missing data, call CenTrio (Seattle Steam/Enwave) at 206-623-6366.
- ❑ On the Energy tab, check that the number of "Meters-Used to Compute Metrics" equals the number of in-use meters. If not, click "Change Meter Selections" and check all 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... Edit Use Details.**" *To correct mistakes for a specific Use Detail, click the value that you want to correct and make necessary edits, enter the actual value and uncheck "default value" box. DO NOT change Current as of Date.*
- ❑ Significant changes in property use, including vacancy where applicable, must be updated. From the menu choose, "**I want to...Edit Use Details.**" On the Use Details page, click "**Add a New Row**" to update with new information, enter the new information and the effective date of the change, NOT the date you are making the update.

4. Update Account Contact Information

- ❑ In the upper right corner of Portfolio Manager, click Account Settings. If contact information has changed, update the name, email, and phone number. Click **Make Changes**.

Understand Your Score

Reports with unusually low or high (outlier) EUIs, ENERGY STAR scores, or other possible errors will be flagged for accuracy and required to make corrections.

The City of Seattle annually publishes energy and emissions performance data ranges by building type. Reference the data tables to locate the EUI ranges for your building type and assess whether your metrics are unusually high or low. Incorrect property uses, square footage, or missing energy consumption can impact your EUI.

To access the EUI performance range data, click on *Data and Reports* at seattle.gov/energybenchmarking and see the "Summary Information by Building Type" section.

5. Check for EUI and ENERGY STAR Score

- On the Summary tab, look for the building's Site EUI and make sure it populates for December of the reporting year.
- The ENERGY STAR score should also be listed (if available for your property type).

6. Update City of Seattle Property Share

Confirm "read only" share with City of Seattle Annual Reporting and share **any new meters or reconfigured meters if enrolled in PSE automated data exchange**. 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).

Name (ID)	No Access	Read Only Access	Full Access	Custom Access	Exchange Data
▼ Test MF Low Use (ID 49768) (4126522)	<input type="radio"/>	<input 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 type="radio"/> Edit

- For Choose Permissions select, "Personalized Sharing & Exchange Data." Continue.
- On the next screen, select "Edit" under Exchange Data.
- 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 type="radio"/> Edit

7. Confirm Compliance and Accuracy

- Go to seattle.gov/energybenchmarking and click **Check Compliance for Benchmarking Reports** to check your compliance status.
- It is the responsibility of the building owner on record to confirm accurate annual compliance.