

## GET SUPPORT

Help Desk  
energybenchmarking@seattle.gov  
OR 206-727-8484

How to Guide  
See Instructions page at  
[seattle.gov/energybenchmarking](http://seattle.gov/energybenchmarking)

## COMPLIANCE DEADLINE

JULY 1st, 2023 for 2022 data

PSE has replaced MyData. If you were enrolled in automated data exchange uploads through MyData and you have incomplete gas data for calendar year 2022 in Portfolio Manager, you will need to set up your building in EnergyCAP and complete a data migration process.

COVID-19 changed the way many buildings operate. Property uses (including changes in tenant spaces) and use details, such as operating hours and number of workers on site must be updated to reflect accurate building 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 your building's Portfolio Manager account at [www.energystar.gov/benchmark](http://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 or has gaps, email [scl\\_portfolio\\_manager@seattle.gov](mailto:scl_portfolio_manager@seattle.gov) or call 206-684-7557.

— GAS (PSE EnergyCAP): If data is not updated through at least December, email [energycap@pse.com](mailto:energycap@pse.com) or call at 425-424-6486.

STEAM: If missing data, call CenTrio (Seattle Steam/Enwave) at 847-420-6432.

- 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 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 property use, including vacancy where applicable, 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 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.

## 5. Check for EUI and ENERGY STAR Score

Reports with unusually low or high (outlier) EUIs, ENERGY STAR scores often indicate a reporting error.

Common errors that impact your EUI include selecting an incorrect property use or type, inaccurate square footage, missing energy meters, or entering incorrect units.

Is your EUI significantly above or below the property type median? Do you have an ENERGY STAR Score of 1 or 100?

Contact our help desk to review your account to help you identify inaccuracies.

- On the Summary tab, look for the building's Site EUI and make sure populates for December of the reporting year.
- The ENERGY STAR score should also be listed (if available).
- Confirm EUI and ENERGY STAR score is not unusually low or high. *EUI Performance range data is published annually. Click on Data and Reports at [seattle.gov/energybenchmarking](http://seattle.gov/energybenchmarking) and click on "Summary Information by Building Type" section to reference typical performance ranges.*

## 6. Update City of Seattle Property and Meter Shares

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.

Name (ID)	No Access	Read Only Access	Full Access	Custom Access	Exchange Data
Test MF Low Use (ID_49768) (4126522)	<input type="radio"/>				
City of Seattle Annual Reporting	<input type="radio"/> Edit				

- 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.
- 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](mailto:EnergyBenchmarking@Seattle.gov) or call (206) 727-8484 to obtain.
- IMPORTANT: Select Access Permissions as follows:
  - Property Information: Read Only
  - All Meter Information: Read Only
  - Goals, Improvements & Checklists: Read Only
  - 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.

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

- 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)..."

## 7. Confirm Compliance and Accuracy

- Go to [seattle.gov/energybenchmarking](http://seattle.gov/energybenchmarking) and click "Check Compliance for Benchmarking Reports" to confirm your annual report has been received by the City of Seattle. *It is the responsibility of the building owner on record to confirm accurate annual compliance. Reports with unusually high or low (outlier) EUIs or other possible errors will be flagged for accuracy and required to make corrections.*