

SEATTLE energy benchmarking



CONTENTS

Orientation	1
Overview	2
Step 1 Get Started	6
Step 2 Set Up Property in Portfolio Manager	9
Step 3 Obtain Energy Meter Usage Data	15
Step 4 Confirm Energy Intensity Use (EUI)	45
Step 5 Add the City of Seattle as a Contact	49
Step 6 Share Your Energy and Emissions Annual Report ..	51
Resources	56


How to Use this Guide


To instruct you on how to benchmark your building, this guide displays information in three locations on each page with support details and screenshots for the six step process.


This interactive document contains step by step guidance on how to benchmark your building using the U.S. EPA's [ENERGY STAR® Portfolio Manager®](https://energystar.gov/benchmark) (energystar.gov/benchmark), a free and secure online tool. Inside you will find:


- Check boxes for each task which can be ticked off to track your progress. *If you need to take a break, add a bookmark and save the document to resume from the last step you completed.*
- Screenshots of critical steps on the left sidebar
- Links to training videos and resource documents on the right sidebar
- Buttons in the lower corners to page forward and back.

CONTACT US





 **Email** help desk staff at energybenchmarking@seattle.gov

 **Call** (206) 727-8484 to leave voicemail and request a callback

 **Sign-up** for a Virtual Appointment

 **Attend** Virtual Office Hours
888 Tuesdays 11AM - 12PM

ICONS

-  **Find more info**
-  **Training videos**
-  **Tips**
-  **Alerts**

Overview



Benchmarking ranks a building's **energy and emissions performance** relative to similar buildings across the country.

Think of it as a **miles-per-gallon** rating for your commercial building.



That way, potential buyers and tenants can see the value of your property in terms of **operating costs and carbon pollution**.

To **set your building up for benchmarking**, you'll need to gather and report three types of information:



1. Property details

- Year of construction
- Occupancy type
- Owner's address and contact info
- Gross floor area (GFA)

2. Use information

- Types of tenant activities—retail, restaurant, office, etc.
- Hours of operation—group tenants with similar hours together
- Number of employees for each tenant
- Computers and other major equipment in use



3. Energy consumption data

- 12 months of tenant and building utility metering records—OR—
- Authorization from tenants to automatically upload metering data from utilities

What is Energy Benchmarking?

The Seattle Energy Benchmarking Law (Seattle Municipal Code 22.920) requires building owners of nonresidential and multifamily buildings larger than 20,000 square feet to benchmark the energy and emissions performance of their buildings using the U.S. EPA's ENERGY STAR Portfolio Manager tool and submit a report to the City of Seattle annually by June 1 for the prior year's performance.

Benchmarking is the process of measuring a building's energy use and carbon emissions over time. Benchmarking reports provide an EUI (Energy Use Intensity) and in some cases an ENERGY STAR score. These metrics allow owners and occupants to understand their building's performance relative to similar building's and helps identify opportunities to cut energy waste and reduce carbon emissions. A lower EUI indicates a more efficient building while a higher ENERGY STAR Score indicates greater efficiency.



First time benchmarking?
Watch the [Introduction to Benchmarking](#) training video.

GLOSSARY OF KEY TERMS

Aggregated Utility Data: total whole-building energy usage data for a specified period as provided by a utility for a given energy source type. See Virtual Meter for definition of the output of aggregated utility data.

Building Owner: an individual or entity possessing a fee interest in a nonresidential or multifamily building. Where a condominium is subject to benchmarking, "Building Owner" means the Owners' Association.

Required Reporting Year: refers to the calendar year (January–December) of building performance data the building owner is required to submit in the annual energy and emissions benchmark report. The calendar year precedes the date the report is due. For example, reports due on June 1, 2025, will include data for the 2024 reporting year.

The Benchmarking Process

This step-by-step guide shows how to benchmark a building from start to finish, determine the building's Energy Use Intensity (EUI), and successfully report to the City of Seattle.

Each of the six steps in the benchmarking compliance process contains a number of tasks that must be completed before proceeding to the next step. The six steps ultimately lead to the submission of annual benchmarking reports that include the total electricity, natural gas, steam, or other utilities used in a building over the prior year.

Step 1 Get Started by collecting basic information about your building.

Step 2 Set Up Your Property in Portfolio Manager by creating an account and entering building details.

Step 3 Obtain Your Energy Meter Usage Data with automated utility data exchange services.



Step 4 Confirm Your Building's Energy Intensity Use (EUI) for the required reporting year.

Step 5 Add the City of Seattle as a Contact to authorize Portfolio Manager to share your building's performance with the City of Seattle.

Step 6 Share Your Energy and Emissions Annual Report with the City of Seattle to comply with benchmarking requirements.

GLOSSARY OF KEY TERMS (CONT.)

Energy: means electricity, natural gas, steam, fuel oil or other product sold for consumption in a building, or energy generated on-site, for purposes of providing heating, cooling, ventilation, lighting, water heating, or for powering or fueling other end-uses in the building.

Energy Use Intensity (EUI): a measurement that normalizes a building's energy use relative to its size. A building's EUI is calculated by dividing the total energy consumed in one year by the gross floor area (GFA) of the building. EUI is reported as a value of thousand British thermal units per square foot (kBtu/SF).

Energy benchmark reports are submitted through the U.S. EPA's [ENERGY STAR Portfolio Manager](https://energystar.gov/benchmark) (energystar.gov/benchmark), a free and secure online tool, that is the standard for benchmarking.

Summarized building energy use can be automated uploaded from Seattle's utilities directly into Portfolio Manager, eliminating the need for them consuming manual updates each month.

Building use details entered into Portfolio Manager, such as operating hours, occupancy, and number of computers, allows each building to be compared to the averages of similar buildings.



Completing each compliance step generally takes 1–2 hours, though some may take less. Plan to have the process complete within three weeks from start to finish. This includes time to collect the required data, coordinate with utilities to enroll in automated data exchange, set-up your account in Portfolio Manager, and report to the City of Seattle.

GLOSSARY OF KEY TERMS (CONT.)

Gross Floor Area (GFA): The total building floor area measured in square feet between the exterior surfaces of the enclosing fixed walls, including all supporting functions such as offices, lobbies, restrooms, equipment storage areas, mechanical rooms, break rooms, elevator shafts, etc. For benchmarking purposes, the total gross floor area should not include parking, outside bays or docks. The gross floor area of indoor atriums is the base floor area of the indoor portion of the atrium.

King County Assessor Data: The property detail and ownership records the City of Seattle references to determine baseline Gross Square Feet and determine current building owner responsible for annual benchmarking.

Seattle OSE Building Identification Number (Building ID): A unique building identification number assigned by the Seattle Office of Sustainability and Environment (OSE) to each covered building to facilitate annual benchmarking submission and compliance tracking.

Utility: An entity that distributes and sells natural gas, electric, or thermal energy services for buildings. For the purposes of the benchmarking process, the term utility applies to any of the three entities currently providing energy services within the City of Seattle: Seattle City Light, Puget Sound Energy, and CenTrio.

ENERGY STAR™ Portfolio Manager: The tool developed and maintained by the United States Environmental Protection Agency that enables account holders to track and assess the energy, water, waste, and greenhouse gas emissions performance of their buildings, and report to City of Seattle.

Virtual Meter: A meter created in ENERGY STAR™ Portfolio Manager that contains multiple energy meters associated with a building. A virtual meter is used to report aggregated energy data for a certain fuel source.

Energy Benchmarking + Emissions

Reporting: The assessment of a building's energy use, greenhouse gas emissions, and efficiency and reported to City of Seattle via ENERGY STAR™ Portfolio Manager.

Initial Occupancy Date: The date that a certificate of occupancy (COO) was first issued for a building. If no certificate of occupancy was issued, it is the date any utility service was first billed for the building. The building's first required reporting year is the first full calendar year (January–December) following the year the COO was issued. For example, a building with a COO of August 2024 would first report performance data for for the 2025 reporting year.

Building Performance Report: A customized report (scorecard) for each building that summarizes total energy use and GHG emissions for each reporting year, compares the building performance metrics to similar building types and sizes in the market, and estimates projected progress for meeting emissions performance targets.



STEP 1

Getting Started

Getting Started



ACTION REQUIRED: CITY ORDINANCE NOTIFICATION
CITY OF SEATTLE – Facilities and Administrative Services
700 5th AVE
SEATTLE, WA 98104

February 10, 2025

RE: **ANNUAL BENCHMARKING REQUIREMENT**

Dear Building Owner / Manager:

This is an official notice to inform you that the newly constructed or renovated building listed below is now required to annually report building energy and emissions performance (benchmark) per Seattle Municipal Code Chapter 22.920. A full year of accurate 2024 building space use, greenhouse gas emissions, and energy consumption data must be benchmarked in the ENERGY STAR Portfolio Manager tool and an Energy Use Intensity (EUI) ending December 2024 reported to the City of Seattle by June 1, 2025, to comply with the law. Please see the enclosed program overview for additional information on the energy and emissions benchmarking and reporting annual requirement.

Seattle OSE Building ID:	347
Building Description:	Seattle Municipal Tower
Building Address:	700 5 th Ave
Name of Building Owner:	City of Seattle*

**If you no longer own or manage this building, please email energybenchmarking@seattle.gov so we can update our records.*

Please note your benchmarking report must include all energy sources and accurate details about the spaces in your facility such as the number of workers on site, hours of operation, etc. Energy sources must include both common area and tenant energy meters for heating and cooling, hot water and electricity provided by Seattle City Light, gas provided by Puget Sound Energy*, and/or CenTrio Energy (steam), and any delivered fuels like heating oil.

GET STARTED NOW

Please review the enclosed compliance checklist to understand all the required benchmarking steps. To facilitate the gathering and reporting of energy consumption data, CenTrio, Seattle City Light and Puget Sound Energy can provide owners retroactive whole building consumption data, up to two years from the time of the request, through automated benchmarking services which will upload data to your building's Portfolio Manager account. Instructions on how to benchmark your building and enroll in automated data exchange services are available at www.seattle.gov/energybenchmarking. You must sign up with each utility well in advance of reporting deadlines.

** Puget Sound Energy uses the online tool, EnergyCAP*, for automated data uploads. If your building uses natural gas and you already have an EnergyCAP* account for benchmarking other buildings, you can enroll new buildings to receive data from your existing account. If you do not have an EnergyCAP account, you will need to create one to start the process.*

The benchmarking and reporting process can take many weeks to complete from data collection to report submittal. We strongly recommend acting as soon as possible to ensure that your building is accurately benchmarked and reported by the June 1, 2025, deadline. Fines for non-compliance will be imposed 90 days after

FREE TECHNICAL ASSISTANCE

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

Virtual help available by appointment

Review Benchmarking Letter

Confirm the accuracy of the information provided about the building on the letter sent by the City of Seattle. This includes:

- Building size
- Building address
- Year built
- Building owner or property manager

To correct errors or provide updated contact information, please contact the Benchmarking Help Desk at energybenchmarking@seattle.gov.



Already benchmarking?

If you currently benchmark your building for the City of Seattle using Portfolio Manager, follow the steps on the [Annual Update Checklist](#).



Prefer to use an outside service provider? Visit [Building Potential](#) for a list of vendors.

BUILDING DETAILS

- ☐ *Addresses for each property*
- ☐ *Seattle OSE Building ID*
- ☐ *List of all fuels serving building*
- ☐ *List of all meters*
- ☐ *Property use(s) + SF for each*
- ☐ *Green Power characteristics*
- ☐ *Electric vehicle parking*

Begin Collecting Data

Obtain the following details about the building's use:

- The primary use of the building. For example: multifamily, office, warehouse, etc.
- The gross floor area of the building, not including parking area.
- The floor area of parking that is metered with other building uses. For example: a garage with lights and ventilation that is connected to the "house" meter, which may also serve common areas in the building and property.
- The floor area and types of all other uses of the building. For example: a multifamily building might have ground floor retail shop(s).



For detailed instructions Watch [Property Use Data Collection](#) and [Energy Meter Data Collection](#)



Information about what energy utilities are used for **both** the common area and tenant spaces.

STEP 2

Set Your Property Up in Portfolio Manager[®]

Set Your Property Up in Portfolio Manager

Create an Account

Accessing Your Account

Username:

Password:

Confirm Password:

Create a password that is at least 8 characters long and includes at least three of the following: lowercase letters, uppercase letters, numbers and/or special characters (such as ", #, %, etc.).

Activate your account within 24 hours.

We recommend using one Portfolio Manager per organization, to track all your buildings in one location, and account access can easily be managed with staff turnovers. If you already have an account, skip to the next page.

Create a new account in Portfolio Manager at www.energystar.gov/portfoliomanager.

- On the right side of the page, click **Create Account**.
- Do not use **ANY** special characters in your username (letters and numbers only).
- Keep a record of the username and password—you cannot change your username later. To recover a lost password click I forgot my password or submit an online [request form](#).
- Easily track all your buildings using just one Portfolio Manager account for your entire organization.



For detailed instructions Watch [Creating a Portfolio Manager Account and Entering Data](#) training video



Already have a Portfolio Manager Account? Skip to the next page and proceed to add a new building to your organizations existing account.

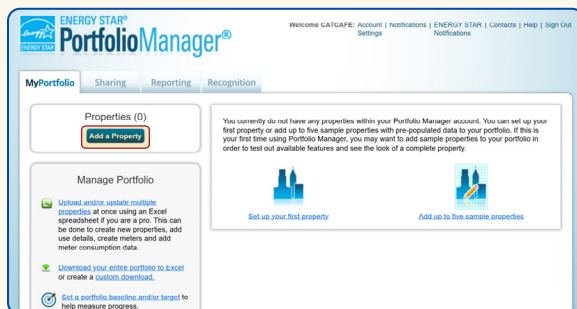


Need Portfolio Manager account access due to staffing change? See [Benchmarking Frequently Asked Questions](#)

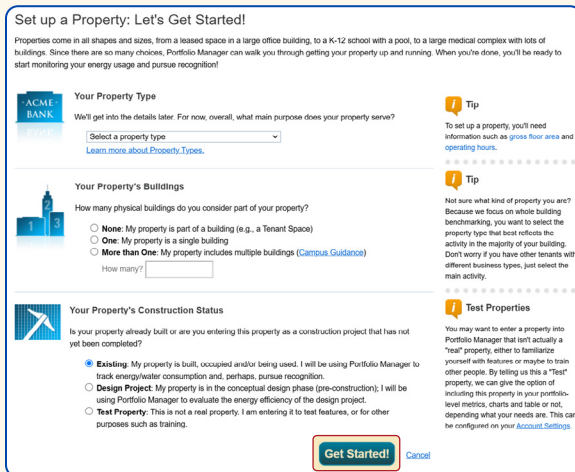
Set Your Property Up in Portfolio Manager

Answer the basic questions about your organization.

- For Reporting Units, choose **Conventional EPA Units (e.g., kBtu/ft²)**.
- Choose **Yes** for “Can other people search for you and send a connection request?”, then click **Create My Account**.



After logging in with your new credentials, click **Add a Property**.



Make selections, then click **Get Started!**

After creating an account, you will get an activation email. **Verify your account as soon as possible**—the link will expire in 24 hours.

Once verified, login with your new credentials, then click on **Add a Property**.

- Select the primary property type.
- Select the number of buildings, typically “One: My property is a single building.” If the property is a set of buildings on a shared energy meter or central heating plant (except hospitals, senior care, or K–12 schools), please read EPA’s Guide: [How to Benchmark a Campus](#).
- For Your Property’s Construction Status, select **Existing**.
- Select **Get Started!**



In most cases *Portfolio Manager* defines a property as one building. The plural form, “properties” refers to a contiguous parcel, not all the properties that a person may own.



Occupancy is defined as the percent of building’s space that is leased.

Set Your Property Up in Portfolio Manager

Set Up a Property: Basic Property Information
Tell us a little bit more about your property, including a name that you will use to look up your property and its address.

About Your Property

Name:

Country:

Street Address:

City/Municipality:

County:

State/Province:

Postal Code:

Year Built:

Gross Floor Area: Sq. Ft. ☐ Temporary Value
Gross Floor Area (GFA) is the total property floor area, measured from the principal exterior surfaces of the building(s). Do not include parking. [Details on what to include.](#)

Irrigated Area: Sq. Ft.

Occupancy: %

Property Photo (optional): No file chosen
Select an image file on your computer with the format type of .jpg, .png, .png or .gif; photos will be resized to fit a space of 2.76 inches wide x 2 inches tall.

Do any of these apply?

☐ My property's energy consumption includes parking areas

☐ My property has a heated swimming pool

☐ My property has one or more retail stores ([that are eligible for a Retail score](#))

☐ My property has one or more restaurants/cafeterias

☐ My property has nursing/assisted care units

Answer basic questions about your organization.

Enter basic property information including the building name, address, year built, occupancy, and gross floor area (not including parking). Under the **Do any of these apply?** section,

- Select **My property's energy consumption includes parking areas ONLY** if parking is jointly metered with the building it serves.
- **DO NOT** select **My property's energy consumption includes parking areas** if the parking area is on a separate meter.
- Check other options that apply.



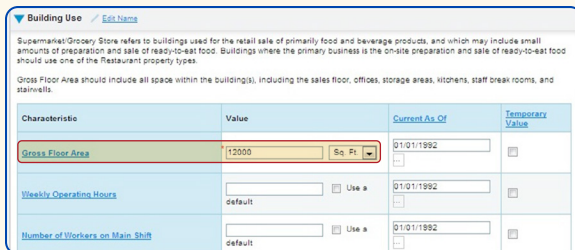
For electric vehicle charging stations, see [EPA instructions](#) for how to account for EV charging in parking areas.

Select **Continue**.

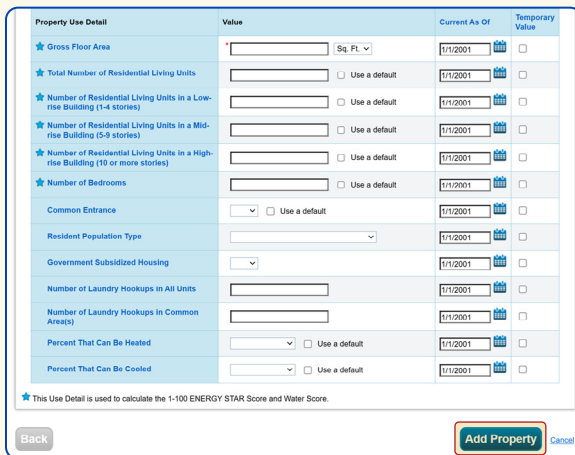


For tips on how to enter parking details, see [Benchmarking Frequently Asked Questions](#)

Set Your Property Up in Portfolio Manager



Provide the total square footage of any given space type. Combine all retail square footage unless specific conditions require separation. If the same use type has differing weekly hours by more than 10% **AND** that use type is eligible for a score (e.g., two office tenants with significantly different operating hours), they must be listed separately..



Example of Multifamily Housing Property Use Details

Next, you'll enter details about the primary building use and other uses based on the boxes checked on the prior screen.

- The specific use details required will differ based on the property type selected. Refer to the [Property Use Details Worksheet for ENERGY STAR Eligible Buildings](#) for more information.
- Actual values for space details (i.e. operating hours, number of bedrooms, etc.) are required for reporting. **Do not use default values.**

The Gross Floor Area (GFA) that you entered when setting up your property will automatically populate into this section.

If your building has only one type of use, enter property use type and square footage, then select **Save**.

If your building contains multiple uses, **adjust this number** to reflect the actual GFA for the primary use, then select **Save**.



Unsure which property type to use? EPA has over 80 types of properties listed under broad categories. Visit the EPA website to see a full list of [property types eligible for Portfolio Manager](#).



Default values
ENERGY STAR Portfolio Manager allows the use of default values for Property Use Details when precise use details are unknown while setting up a new property type. Since these default values are estimates, replace them with actual values prior to submitting your benchmarking report.

Set Your Property Up in Portfolio Manager

Portfolio Manager: What data is required to benchmark your property?

You can benchmark almost any type of property in Portfolio Manager! The information required varies depending on the type of property and whether or not the property is eligible for an ENERGY STAR Score.

Pick your country and property type to get started.

Country: United States [Why is this needed?](#)

Property Type: Office

[Add Another Use Type](#)

You can look up more than one use type if needed. [Learn more about when to use different use types when setting up your property.](#)

[Lookup Required Data](#)

What Metrics Are Available?

All properties are eligible to receive metrics such as [Source EUI](#) by providing [Gross Floor Area](#) and 12 months of energy usage. The [ENERGY STAR Score](#) is available for specific property types and requires additional information. [Learn more about eligibility for the ENERGY STAR Score.](#)

Data Collected for All Properties

- Property Name
- Property Address
- Total Gross Floor Area of Property
- Irrigated Area
- Year Built/Planned for Construction Completion
- Occupancy
- Number of Buildings
- 12 consecutive months of energy data

Additional Data Collected for Office

The following information is required to get an ENERGY STAR Score ([if eligible](#)):

- Gross Floor Area
- Weekly Operating Hours
- Number of Workers on Main Shift
- Number of Computers
- Percent That Can Be Cooled

The following information is **optional** and not used to calculate a score; it may inform future analysis and score revisions by EPA and/or may help you manage and compare your properties:

- Percent That Can Be Heated

Property Use Details

MyPortfolio [Sharing](#) [Reporting](#) [Recognition](#)

You have successfully added the use details for Building Use.

Test Building

811 18TH, Seattle, WA 98104 [Map It](#)

Portfolio Manager Property ID: 38220092

Year Built: 2020

[Edit](#)

[Change Metric](#)

Not currently eligible for ENERGY STAR Certification

Weather Normalized Source EUI (kBtu/sq ft)

Current: N/A

Baseline: N/A

Summary **Details** Energy Water Waste & Materials Goals Design

Basic Information

Construction Status: Existing property that is one single building

Property GFA - Self-Reported: 60,000 Gq. Ft.

Occupancy: 100%

[Edit](#)

Property Uses and Use Details

[View as Diagram](#) [Add Another Type of Use](#) [Add](#)

Name	Property Use Type	Gross Floor Area	Action
Building Use	Office	40,000 ft ²	I want to...
Custom Use Details			I want to...

[Learn More](#)

Property GFA (Buildings): 40,000 (added to calculate EUI)

Property GFA (Parking): 0

Alerts showing gross floor area error.

Enter additional details for each use in the building:

- Navigate to the **Details** tab.
- Select the use type from the drop-down menu, **Add Another Type of Use**.
- Enter the attributes and square footage for that use and click **Add**.
- After adding all the necessary information, click **Save Use**.

Repeat the above steps for each additional use type in the building.

After all use types have been entered, select **Save**.



Once your new property has been created, check the **Details** tab for alerts. If the gross floor area values in the **Basic Information** and **Property Uses and Use Details** sections are not the same, you will see red exclamation marks indicating the error.



Spaces for restaurants, data centers, and laboratories must be entered as separate use types regardless of their square footages.



Secondary uses occupying under 5,000 SF may be combined with the primary use except for those referenced above (restaurants, data centers, and laboratories).



Vacancy—space not leased and unconditioned—must be accounted for in your Portfolio Manager use types. See [Portfolio Manager Help](#) for how to adjust.

STEP 3

Obtain Energy Meter Usage Data

Obtain Energy Meter Usage Data

Data Exchange

Seattle City Light (SCL), Puget Sound Energy (PSE), and CenTrio Seattle (Steam) can upload **whole building energy use data** to your Portfolio Manager account every month via Portfolio Manager data exchange (web services). The following sections provide instructions on how to enroll in your utility's automated data uploading services.



Manual Meter Entry Option If only a few energy meters serve your building **AND** you have access to all the bills, you can manually enter the energy for some or all of your utility services by referring to [Entering Utility Data Manually into Portfolio Manager](#).



Generating solar power on-site? See [Portfolio Manager Help/Green Power](#) to set-up solar meters.



Seattle City Light



PUGET
SOUND
ENERGY

CenTrio

Utility Contact Information

Seattle City Light (electricity)

Scl_portfolio_manager@seattle.gov • (206) 684-7557
www.seattle.gov/light/accounts/energyusage

Puget Sound Energy (natural gas)

energycap@pse.com
www.pse.com/energyCAP

CenTrio Energy (steam)

CenTrioSeattle.Accounts@centrioenergy.com • (206) 623-6366
www.centrioenergy.com/contact

This section explains how to set up automated data exchange services with Seattle City Light, Puget Sound Energy and CenTrio.

Key Things to Know

Only building owners can confirm the complete listing of meters that serve a building. Utilities track the physical location of their meters and the mailing address of the party paying bills, but neither of these provide the information utilities need to definitively determine which meters are associated with a given building.

Automated data exchange services, provided by local utilities upon enrollment, directly upload energy usage data into an owner's Portfolio Manager account. These services summarize the entire building's energy use for a specific fuel source, eliminating the need for building owners to gain permission from individual tenants or collect their energy bills for manual data input.

Portfolio Manager enables an owner to see the total energy use across all meters serving their building. They cannot see the data from individual meters, thus preserving tenant privacy.



PSE gas customers
If a building has fewer than three tenants who separately receive service from PSE and are individually billed, each needs to sign a release form.

To enroll in SCL's services,

Download and Complete the Consumption Request Form



For detailed instructions, watch [Obtaining Data Usage: Seattle City Light training video](#)

Visit www.seattle.gov/light/accounts/energyusage to complete and submit the Portfolio Manager Automated Benchmarking Consumption Request form and agree to the Terms and Conditions.

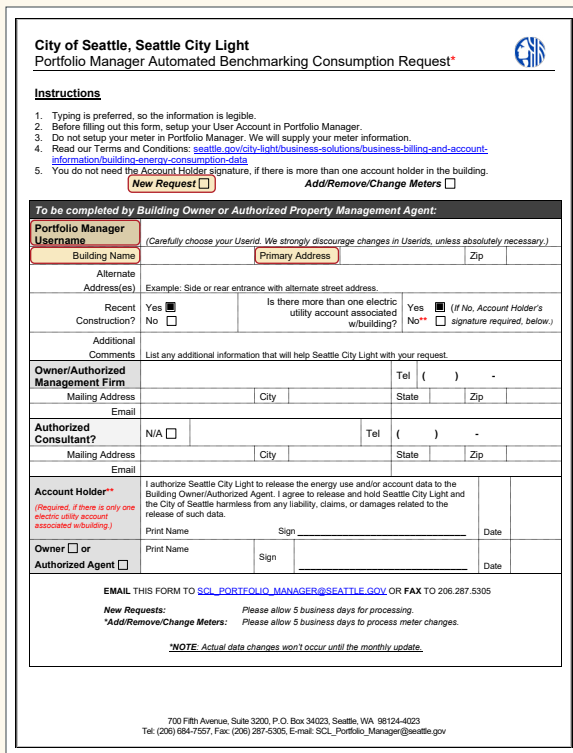
Fill out the Request Form

Mark **New Request** for all new buildings or if you want to benchmark under a new account and username.

Enter the **Portfolio Manager Username** you used to set-up your account in Step 2 above.

Enter the **Building Name** you used in Step 2 above when setting-up your property in Portfolio Manager.

Enter the **Primary Address** of the building.



City of Seattle, Seattle City Light
Portfolio Manager Automated Benchmarking Consumption Request*

Instructions

1. Typing is preferred, so the information is legible.
2. Before filling out this form, setup your User Account in Portfolio Manager.
3. Do not setup your meter in Portfolio Manager. We will supply your meter information.
4. Read our Terms and Conditions: seattle.gov/city-light/business-solutions/business-billing-and-account-information/building-energy-consumption-data
5. You do not need the Account Holder signature, if there is more than one account holder in the building.

New Request ☐ **Add/Remove/Change Meters** ☐

To be completed by Building Owner or Authorized Property Management Agent:

Portfolio Manager Username (Carefully choose your Username. We strongly discourage changes in Userids, unless absolutely necessary.)

Building Name **Primary Address** **Zip**

Alternate Address(es) Example: Side or rear entrance with alternate street address.

Recent Construction? Yes ☐ No ☐ **Is there more than one electric utility account associated w/building?** Yes ☐ No** ☐ (If No, Account Holder's signature required, below.)

Additional Comments List any additional information that will help Seattle City Light with your request.

Owner/Authorized Management Firm

Mailing Address **City** **State** **Zip**

Email

Authorized Consultant? N/A ☐ **Tel** () -

Mailing Address **City** **State** **Zip**

Email

Account Holder** I authorize Seattle City Light to release the energy use and/or account data to the Building Owner/Authorized Agent. I agree to release and hold Seattle City Light and the City of Seattle harmless from any liability, claims, or damages related to the release of such data.

Print Name **Sign** **Date**

Owner ☐ or Authorized Agent ☐ **Print Name** **Sign** **Date**

EMAIL THIS FORM TO SCL_PORTFOLIO_MANAGER@SEATTLE.GOV OR FAX TO 206.287.5305

New Requests: Please allow 5 business days for processing.

***Add/Remove/Change Meters:** Please allow 5 business days to process meter changes.

***NOTE:** Actual data changes won't occur until the monthly update.

700 Fifth Avenue, Suite 3200, P.O. Box 34023, Seattle, WA 98124-4023
Tel: (206) 884-7557, Fax: (206) 287-5305, E-mail: SCL_Portfolio_Manager@seattle.gov

Download and complete the [Portfolio Manager Automated Benchmarking Consumption Request form](#).

Obtain Seattle City Light Meter Usage Data

City of Seattle, Seattle City Light
Portfolio Manager Automated Benchmarking Consumption Request*

Instructions

- Typing is preferred, so the information is legible.
- Before filling out this form, setup your User Account in Portfolio Manager.
- Do not setup your meter in Portfolio Manager. We will supply your meter information.
- Read our Terms and Conditions: seattle.gov/city-light/business-solutions/business-billing-and-account-information/building-energy-consumption-data
- You do not need the Account Holder signature, if there is more than one account holder in the building.

New Request ☐ Add/Remove/Change Meters ☐

To be completed by Building Owner or Authorized Property Management Agent:

Portfolio Manager Username (Carefully choose your Username. We strongly discourage changes in Userids, unless absolutely necessary.)			
Building Name	Primary Address	Zip	
Alternate Address(es)	Example: Side or rear entrance with alternate street address.		
Recent Construction?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Is there more than one electric utility account associated w/building?	Yes <input type="checkbox"/> No** <input type="checkbox"/> (If No, Account Holder's signature required, below.)
Additional Comments List any additional information that will help Seattle City Light with your request.			
Owner/Authorized Management Firm		Tel () -	
Mailing Address	City	State	Zip
Email			
Authorized Consultant?	N/A <input type="checkbox"/>	Tel () -	
Mailing Address	City	State	Zip
Email			
Account Holder** (Required, if there is only one electric utility account associated w/building.) I authorize Seattle City Light to release the energy use and/or account data to the Building Owner/Authorized Agent. I agree to release and hold Seattle City Light and the City of Seattle harmless from any liability, claims, or damages related to the release of such data.			
Print Name	Sign	Date	
Owner <input type="checkbox"/> or Authorized Agent <input type="checkbox"/>	Print Name	Sign	Date

EMAIL THIS FORM TO SCL_PORTFOLIO_MANAGER@SEATTLE.GOV OR FAX TO 206.287.5305

New Requests: Please allow 5 business days for processing.
***Add/Remove/Change Meters:** Please allow 5 business days to process meter changes.

***NOTE:** Actual data changes won't occur until the month's update.

700 Fifth Avenue, Suite 3200, P.O. Box 34023, Seattle, WA 98124-4023
 Tel: (206) 684-7557, Fax: (206) 287-5305, E-mail: SCL_Portfolio_Manager@seattle.gov

Download and complete the [Portfolio Manager Automated Benchmarking Consumption Request form](#).

For **Alternate Address**, provide additional street addresses that are part of your property, including those for all resident and commercial spaces. If you are unable to fit all addresses for your building under the Alternate Address line, attach a separate Word document with a complete list of addresses.

For **Recent Construction**, mark **Yes** if your building was constructed within the last three years. If it was built more than three years ago, mark **No**.

For **Is there more than one electric utility account associated w/building?**, mark **Yes** if the building has multiple Seattle City Light account holders (such as tenants on separate meters). Mark **No** if the building has only one account holder.

For **Owner/Authorized Management Firm**, enter your contact information. Seattle City Light will send the authorization credentials form and meter list to the email address listed here.

For **Authorized Consultant**, if you are hiring a third-party consultant to benchmark the property for you, have them complete this section. Otherwise mark **N/A**.



If your building has multiple addresses, refer to [Identify Alternative Addresses](#).



Note: Seattle City Light can only enroll one authorized user (per building) at a time in automated data exchange. If there is already an authorized user receiving consumption data in Portfolio Manager for the building you are trying to enroll, Seattle City Light may need to clarify who the authorized user is before completing the enrollment process.

Obtain Seattle City Light Meter Usage Data

City of Seattle, Seattle City Light
Portfolio Manager Automated Benchmarking Consumption Request*

Instructions

1. Typing is preferred, so the information is legible.
2. Before filling out this form, setup your User Account in Portfolio Manager.
3. Do not setup your meter in Portfolio Manager. We will supply your meter information.
4. Read our Terms and Conditions: seattle.gov/city-light/business-solutions/business-billing-and-account-information/building-energy-consumption-data
5. You do not need the Account Holder signature, if there is more than one account holder in the building.

New Request ☐ **Add/Remove/Change Meters** ☐

To be completed by Building Owner or Authorized Property Management Agent:

Portfolio Manager Username	(Carefully choose your Username. We strongly discourage changes in Userids, unless absolutely necessary.)		
Building Name	Primary Address	City	Zip
Alternate Address(es)	Example: Side or rear entrance with alternate street address.		
Recent Construction?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Is there more than one electric utility account associated w/building?	Yes <input type="checkbox"/> (If No, Account Holder's signature required, below.) No <input type="checkbox"/>
Additional Comments	List any additional information that will help Seattle City Light with your request.		
Owner/Authorized Management Firm	Tel () -		
Mailing Address	City	State	Zip
Email			
Authorized Consultant?	N/A <input type="checkbox"/>	Tel () -	
Mailing Address	City	State	Zip
Email			
Account Holder** (Required, if there is only one electric utility account associated w/building.)	I authorize Seattle City Light to release the energy use and/or account data to the Building Owner/Authorized Agent. I agree to release and hold Seattle City Light and the City of Seattle harmless from any liability, claims, or damages related to the release of such data.		
Print Name	Sign	Date	
Owner <input type="checkbox"/> or Authorized Agent <input type="checkbox"/>	Print Name	Sign	Date

EMAIL THIS FORM TO SCL_PORTFOLIO_MANAGER@SEATTLE.GOV OR FAX TO 206.287.5305

New Requests: Please allow 5 business days for processing.
***Add/Remove/Change Meters:** Please allow 5 business days to process meter changes.

***NOTE:** Actual data changes won't occur until the monthly update.

700 Fifth Avenue, Suite 3200, P.O. Box 34023, Seattle, WA 98124-4023
 Tel: (206) 694-7557, Fax: (206) 287-5305, E-mail: SCL_Portfolio_Manager@seattle.gov

Download and complete the [Portfolio Manager Automated Benchmarking Consumption Request form](#).

Identify the appropriate authorization option below, then complete that portion of the form.

Option 1: If your building has **only one SCL account holder** (the entity responsible for paying the bill), have them sign in the **Account Holder**** section.

Option 2: If your building has **multiple SCL account holders**, skip the Account Holder** section and instead sign in the **Owner or Authorized Agent** section. The person responsible for benchmarking the property should sign here.

Submit the Request Form

Email the completed Consumption Request form to SCL_Portfolio_Manager@seattle.gov (SCL_Portfolio_Manager@seattle.gov) and copy energybenchmarking@seattle.gov.



Authorization Option 1 Examples

- a. commercial building with a single tenant
- b. a senior housing facility where the SCL bill for all residents is paid by the facility



Authorization Option 2 Examples

- a. commercial building where tenants individually pay their own SCL bills
- b. multifamily housing (e.g., condos or apartments) where residents individually pay their own SCL bills



Before you can proceed, you must receive an Automated Benchmarking Authorization form and Meter List. If after five (5) business days you do not receive an email from Seattle City Light titled Automated Benchmarking Authorization, email SCL_Portfolio_Manager@seattle.gov (SCL_Portfolio_Manager@seattle.gov) to check the status of your request.

	A	B	C	D	E	F	G	H
1	Filtered by Premise ID 3744506912			SAMPLE METER LIST				
2								
3	Premise	Meter	Status	Service Address				
4	4E+07	446055	ACTIVE	1234 5TH AVE NE APT 101, SEATTLE, WA, 98105-6454				
5	4E+07	446022	ACTIVE	1234 5TH AVE NE APT 102, SEATTLE, WA, 98105-6454				
6	4E+07	445991	ACTIVE	1234 5TH AVE NE APT 103, SEATTLE, WA, 98105-6454				
7	4E+07	446058	ACTIVE	1234 5TH AVE NE APT 104, SEATTLE, WA, 98105-6454				
8	4E+07	446015	ACTIVE	1234 5TH AVE NE APT 105, SEATTLE, WA, 98105-6454				

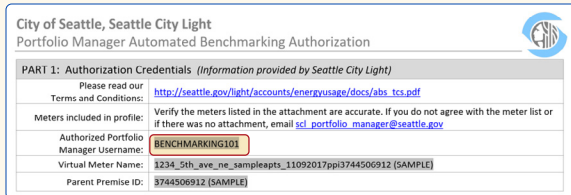
Example of Seattle City Light meter list.

Complete the steps below only **AFTER** you receive an email from Seattle City Light with the Automated Benchmarking Authorization form and a list of meters attached for your review.

Confirm that your meter list is complete and accurate. If any are missing or incorrect, email SCL_Portfolio_Manager@seattle.gov (SCL_Portfolio_Manager@seattle.gov) with details.



If your building is enrolled in Seattle City Light (SCL) data exchange with multiple meters aggregated into one virtual meter, ensure the number of meters on the list match the total number of electric meters serving the building. For example, if you are a 30-unit multifamily building and tenants are individually metered, verify that SCL has listed 30 tenant meters plus any additional common area meters.



City of Seattle, Seattle City Light
Portfolio Manager Automated Benchmarking Authorization

PART 1: Authorization Credentials (Information provided by Seattle City Light)

Please read our Terms and Conditions: http://seattle.gov/light/accounts/energyusage/docs/abs_tcs.pdf

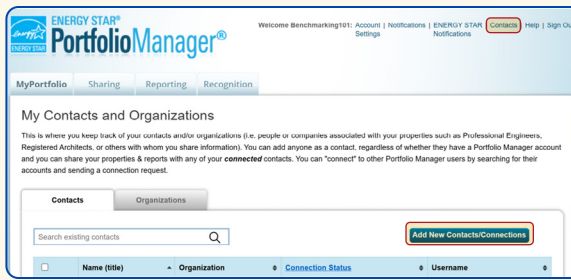
Meters included in profile: Verify the meters listed in the attachment are accurate. If you do not agree with the meter list or if there was no attachment, email scl_portfolio_manager@seattle.gov

Authorized Portfolio Manager Username: **BENCHMARKING101**

Virtual Meter Name: 2234_5th_ave_ne_samplepts_11092017ppi3744506912 (SAMPLE)

Parent Premise ID: 9744506912 (SAMPLE)

Example of Seattle City Light Authorization form with Authorized Portfolio Manager Username listed.



ENERGY STAR® Portfolio Manager®

Welcome Benchmarking101! Account | Notifications | ENERGY STAR® Settings | **Contacts** | Help | Sign Out

MyPortfolio | Sharing | Reporting | Recognition

My Contacts and Organizations

This is where you keep track of your contacts and/or organizations (i.e. people or companies associated with your properties such as Professional Engineers, Registered Architects, or others with whom you share information). You can add anyone as a contact, regardless of whether they have a Portfolio Manager account and you can share your properties & reports with any of your **connected** contacts. You can "connect" to other Portfolio Manager users by searching for their accounts and sending a connection request.

Contacts | Organizations

Search existing contacts

Add New Contacts/Connections

Name (title) | Organization | Connection Status | Username

Select **Add New Contacts/Connections** to begin connection process.

Connect Portfolio Manager to Seattle City Light

After you have an Excel file with an accurate list of Seattle City Light meters in your building, log into your Portfolio Manager account using the **Authorized Portfolio Manager Username** as listed on your Seattle City Light Authorization form.



If you have already added Seattle City Light as a contact for another property or meter, skip the next two steps.

Select **Contacts** in the upper right, then, leaving the search box empty, click the **Add New Contacts/Connections** button.

STEP 3.1

Obtain Seattle City Light Meter Usage Data

Connect with an Existing User for Sharing

Search using any of the criteria below.

Name:

Organization:

Username:

Email:

Enter **SCL_Portfolio_Manager@seattle.gov** in the Email field, then select **Search**.

Search Results

The results of your search are listed below. Clicking "Connect" will send a request to the person asking them to confirm your request to add them as your contact. If they accept, you will see them listed as a connected contact in your address book. If they do not accept, or have not accepted yet, you will see them as an unconnected contact in your address book. Connecting with contacts will make it easier to share property information within Portfolio Manager.

Your Search Criteria	
Name: <input type="text"/>	<input type="button" value="Connect"/>
Organization: <input type="text"/>	<input type="button" value="Connect"/>
Username: <input type="text"/>	<input type="button" value="Connect"/>
Email Address: <input type="text" value="SCL_Portfolio_Manager@seattle.gov"/>	<input type="button" value="Connect"/>

1 - 6 of 6

Select **Connect** on the SCL Portfolio_Manager entry.

Send a Connection Request to **SCL Portfolio_Manager** to Begin Exchanging Data

SCL Portfolio_Manager requires the following information in order to exchange data with your property(ies). If you have any questions about how to complete this information, please contact SCL Portfolio_Manager. Once your connection request has been accepted, you can share individual properties and/or meters with them to get started exchanging data.

PM User Name: Example: PM_USER1
This is the user name used to sign in to Portfolio Manager and is case-sensitive. 1 - 50 Characters [More Information](#)

Terms of Use: http://www.seattle.gov/light/accounts/energyusage/privacy_usa.pdf

Agreement: ☒ I agree to my provider's (SCL Portfolio_Manager) Terms of Use.

Follow Us [Twitter](#) [Facebook](#) [YouTube](#) [LinkedIn](#) [Contact Us](#) | [Privacy Policy](#) | [Accessibility Statement](#) | [Browser Requirements](#) | [ENERGY STAR Buildings & Plants Website](#)

Enter your Portfolio Manager Username in **uppercase**, check the Terms of Use, then select **Send Connection Request**.

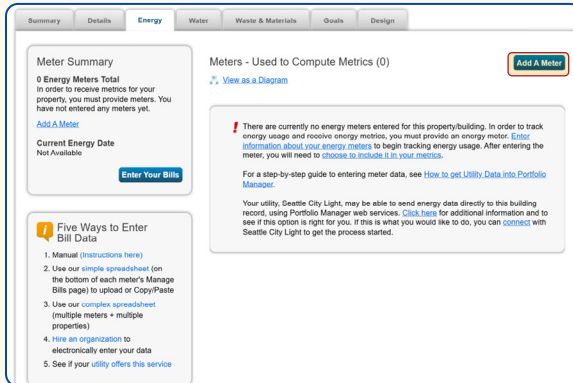
Under Your Search Criteria, enter SCL_Portfolio_Manager@seattle.gov under **Email**, then click **Search**.

From the list of contacts, locate **SCL_Portfolio_Manager** and click the **Connect** button on the right.

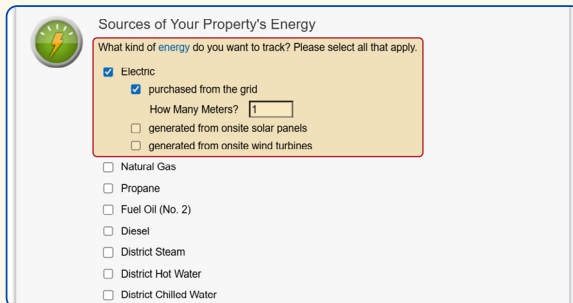
When prompted, enter your **Portfolio Manager Username** in **UPPERCASE**, check the Terms of Use, then select **Send Connection Request**.



Wait about an hour for the connection request to be accepted before proceeding.



Select **Add A Meter** on the Energy tab.



Complete Electric portion of Get Started Setting Up Meters section.

In Portfolio Manager under the **Notifications** tab, in the upper right corner look for confirmation that the connection request has been accepted by selecting **Contacts**. If successfully connected, the **Connection Status** field adjacent to Seattle City Light will indicate **Web Services Connection**.

Connection Approval and Virtual Meter Setup

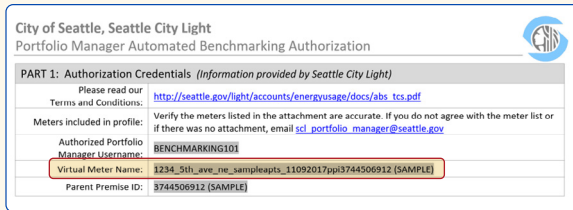
In Portfolio Manager under the **MyPortfolio** tab, in the My Properties section, select the name of the building with the meter you are setting up.

While on MyPortfolio tab, select the Energy tab, then select **Add A Meter**.

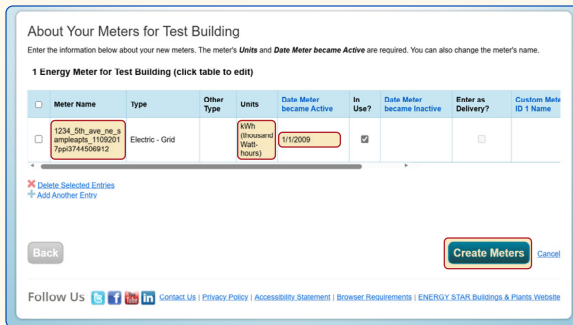
In the Get Started Setting Up Meters section, answer the questions:

- Under Sources of Your Property's Energy, check **Electric** and **purchased from the grid**.
- For How Many Meters? Enter **1**.
- Scroll down below the Water Usage section and select **Get Started!**

Obtain Seattle City Light Meter Usage Data



Replace the words **Electric Grid Meter** with the unique **Virtual Meter Name SCL** provided on the authorization form.



Copy the **Virtual Meter name** directly from the SCL authorization form (shown below) into paste it into the Meter Name field, select **kWh** and enter **1/1/2009**.

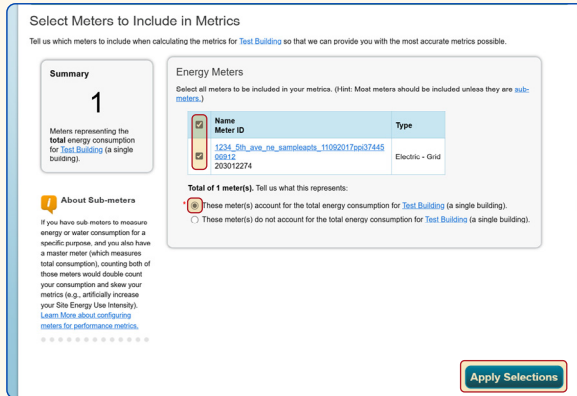
On the next screen, in the Meter Name column, select **Electric Grid Meter**.

- Replace the words Electric Grid Meter with the unique **Virtual Meter Name SCL** provided on the authorization form.
- Under Units, select **kWh** (thousand kilowatt hours).
- Under Date Meter Became Active, type in: **01/01/2009** to be certain that all required consumption data is reported.
- Leave the rest as-is, with **In use?** checked, **Date meter became inactive?** blank, and **Enter as delivery?** unchecked.

After all of your building's meters have been entered, select **Create Meters**.



If you are signed up for the aggregated automated meter with SCL, you will not be required to manually enter your individual meters.



Select Meters to Include in Metrics

Tell us which meters to include when calculating the metrics for **Test Building** so that we can provide you with the most accurate metrics possible.

Summary

1

Meters representing the total energy consumption for **Test Building** (a single building).

Energy Meters

Select all meters to be included in your metrics. (List. Most meters should be included unless they are [public meters](#).)

Name	Meter ID	Type
<input checked="" type="checkbox"/>	1234_5th_ave_ne_sampleapts_11092017pp3744506912	Electric - Grid
<input checked="" type="checkbox"/>	05012	
<input checked="" type="checkbox"/>	203012274	

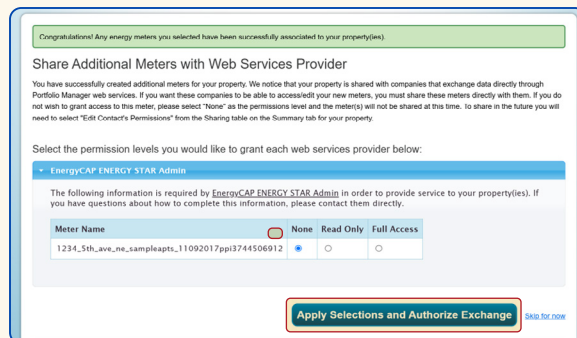
Total of 1 meter(s). Tell us what this represents:

☒ These meter(s) account for the total energy consumption for **Test Building** (a single building).

☐ These meter(s) do not account for the total energy consumption for **Test Building** (a single building).

Apply Selections

Check all of the meters and **These meter(s) account for the total energy consumption for this property**, then select **Apply Selections**.



Congratulations! Any energy meters you selected have been successfully associated to your property(ies).

Share Additional Meters with Web Services Provider

You have successfully created additional meters for your property. We notice that your property is shared with companies that exchange data directly through Portfolio Manager web services. If you want these companies to be able to access/edit your new meters, you must share these meters directly with them. If you do not want to grant access to this meter, please select "None" as the permissions level and the meter(s) will not be shared at this time. To share in the future you will need to select "Edit Contact's Permissions" from the Sharing table on the Summary tab for your property.

Select the permission levels you would like to grant each web services provider below:

EnergyCAP ENERGY STAR Admin

The following information is required by **EnergyCAP ENERGY STAR Admin** in order to provide service to your property(ies). If you have questions about how to complete this information, please contact them directly.

Meter Name	None	Read Only	Full Access
1234_5th_ave_ne_sampleapts_11092017pp3744506912	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Apply Selections and Authorize Exchange

Select **None** for Puget Sound Energy EnergyCAP.

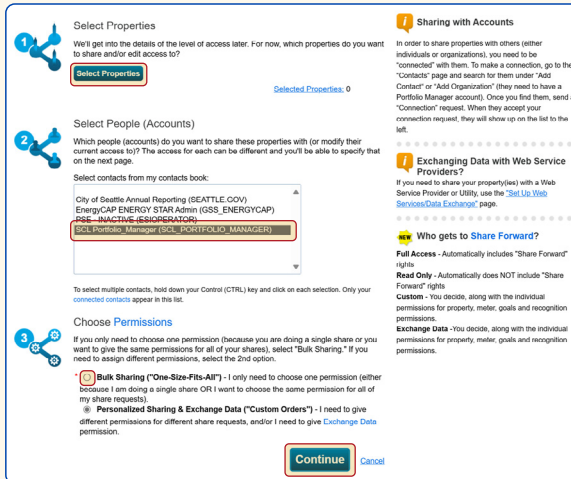
On the screen titled Select Energy Meters to Include in Metrics:

- Check **ALL** applicable meters.
- Select **These meter(s) account for the total energy consumption for this property**.
- At the bottom of the screen, select **Apply Selections**.

On the Share Additional Meters with Web Services Provider page, select **None**. (Each utility has a unique set of instructions.)

Select the **Read Only** option if City of Seattle Annual Reporting also appears in the Meter Name list.

Select **Apply Selections** and **Authorize Exchange**.



1 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?
Select Properties Selected Properties: 0

2 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 (SEATTLE.GOV)
EnergyCAP ENERGY STAR Admin (ESS_ENERGYCAP)
P&S - INACTIVE (REPORTOR)
SCL Portfolio Manager (SCL\PORTFOLIO_MANAGER)

To select multiple contacts, hold down your Control (CTRL) key and click on each selection. Only your connected contacts appear in this list.

3 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, 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.
Continue Cancel

4 Sharing with Accounts
In order to share properties with others (either individuals or organizations), you need to be "connected" with them. To make a connection, go to the "Contacts" page and search for them under "Add Contact" or "Add Organization" (they need to have a Portfolio Manager account). Once you find them, send a "Connection" request. When they accept your connection request, they will show up on the list to the left.

5 Exchanging Data with Web Service Providers?
If you need to share your property(ies) with a Web Service Provider or Utility, use the ["Set Up Web Services Data Exchange"](#) page.

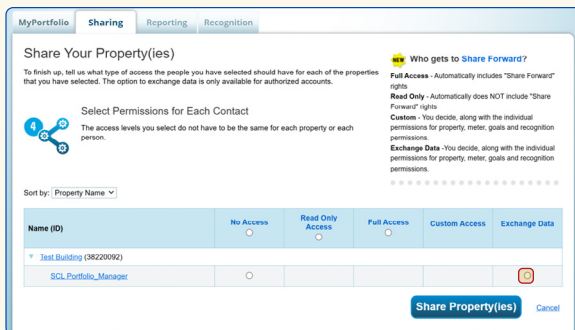
6 Who gets to Share Forward?
Full Access - Automatically includes "Share Forward" rights.
Read Only - Automatically does NOT include "Share Forward" rights.
Custom - You decide, along with the individual permissions for property, meter, goals and recognition permissions.
Exchange Data - You decide, along with the individual permissions for property, meter, goals and recognition permissions.

Share Property with Seattle City Light

On the Sharing Tab select **Share (or Edit Access to) a Property**.

- Under Select Properties, select **Select Properties** and then choose the building to connect to SCL.
- Under Select People (Accounts), select **SCL Portfolio Manager**.
- Under Choose Permissions, select **Personalized Sharing & Exchange Data**.
- Select **Continue**.

Select your property, select **SCL Portfolio Manager**, choose **Personalized Sharing & Exchange Data**, and select **Continue**.



MyPortfolio | **Sharing** | Reporting | Recognition

Share Your Property(ies)

To finish up, tell us what type of access the people you have selected should have for each of the properties that you have selected. The option to exchange data is only available for authorized accounts.

Select Permissions for Each Contact

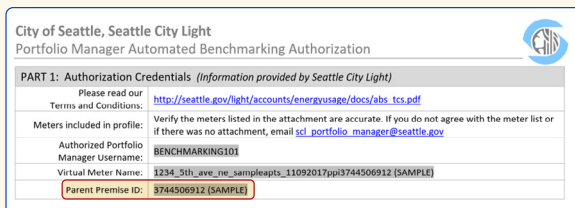
The access levels you select do not have to be the same for each property or each person.

Sort by: Property Name ▼

Name (ID)	No Access	Read Only Access	Full Access	Custom Access	Exchange Data
Test Building (88220092)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
SCL Portfolio Manager	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Share Property(ies) Cancel

Select the **Exchange Data** button to open the Access Permissions pop-up window.



City of Seattle, Seattle City Light
Portfolio Manager Automated Benchmarking Authorization

PART 1: Authorization Credentials (Information provided by Seattle City Light)

Please read our Terms and Conditions: http://seattle.gov/light/accounts/energyusage/docs/abs_tcs.pdf

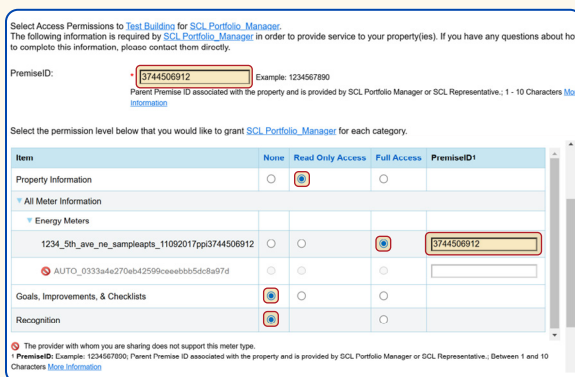
Meters included in profile: Verify the meters listed in the attachment are accurate. If you do not agree with the meter list or if there was no attachment, email scl_portfolio_manager@seattle.gov

Authorized Portfolio Manager Username: BENCHMARKING101

Virtual Meter Name: 1234_5th_ave_ne_sampleapts_11092017ppi3744506912 [SAMPLE]

Parent Premise ID: 3744506912 [SAMPLE]

Enter the **Premise ID** shown in Part 1 of the SCL Authorization Form (above) into in **BOTH** fields (below).



Select Access Permissions to Test Building for SCL Portfolio Manager

The following information is required by SCL Portfolio Manager in order to provide service to your property(ies). If you have any questions about how to complete this information, please contact them directly.

PremiseID: Example: 1234567890
Parent Premise ID associated with the property and is provided by SCL Portfolio Manager or SCL Representative. 1 - 10 Characters [More Information](#)

Select the permission level below that you would like to grant SCL Portfolio Manager for each category.

Item	None	Read Only Access	Full Access	PremiseID ¹
Property Information	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
All Meter Information				
Energy Meters			<input checked="" type="radio"/>	
1234_5th_ave_ne_sampleapts_11092017ppi3744506912	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text" value="3744506912"/>
AUTO_0333a4e270eb42599ceeebb5dc8a97d	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Goals, Improvements, & Checklists	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Recognition	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

¹ The provider with whom you are sharing does not support this meter type.

¹ PremiseID: Example: 1234567890; Parent Premise ID associated with the property and is provided by SCL Portfolio Manager or SCL Representative. Between 1 and 10 Characters [More Information](#)

On the next screen, select the **Exchange Data** button.

In the Access Permissions pop-up window, enter the **Premise ID** number found at the top of your SCL Authorization Form in **BOTH** fields shown.

Set the Access Permissions **EXACTLY** as follows:

- Property Information: **Read Only Access**
- SCL Virtual Meter Name: **Full Access**
- For any other meters listed: **None**
- Goals, Improvements: **None**
- Recognition: **None**

Obtain Seattle City Light Meter Usage Data

Additional Options:

Item	Yes	No
* Share Forward Allow SCL Portfolio_Manager to share this property with others and give them any permissions that he/she has, including the right to share with more people.	<input type="radio"/>	<input checked="" type="radio"/>

Apply Selections & Authorize Exchange Cancel

Select **No** for Share Forward, then select **Apply Selections & Authorize Exchange**.

Name (ID)	No Access	Read Only Access	Full Access	Custom Access	Exchange Data
* Test Building (38220092)					
SCL Portfolio_Manager	<input type="radio"/>				<input type="radio"/>

Share Property(ies) Cancel

Select your building's SCL meter to complete the request.

<input type="checkbox"/>	1/1/2023	1/31/2023	8,869.16	972.17	<input type="checkbox"/>		4/3/2023 SCL Portfolio_Manager
<input type="checkbox"/>	2/1/2023	2/28/2023	9,385.07	1,035.17	<input type="checkbox"/>		5/3/2023 SCL Portfolio_Manager
<input type="checkbox"/>	3/1/2023	3/31/2023	11,249.8	1,240.85	<input type="checkbox"/>		6/3/2023 SCL Portfolio_Manager
<input type="checkbox"/>	4/1/2023	4/30/2023	10,739.61	1,184.58	<input type="checkbox"/>		7/3/2023 SCL Portfolio_Manager
<input type="checkbox"/>	5/1/2023	5/31/2023	11,714.38	1,597.09	<input type="checkbox"/>		8/3/2023 SCL Portfolio_Manager
<input type="checkbox"/>	6/1/2023	6/30/2023	11,778.62	1,299.19	<input type="checkbox"/>		9/3/2023 SCL Portfolio_Manager
<input type="checkbox"/>	7/1/2023	7/31/2023	12,864.22	1,418.93	<input type="checkbox"/>		10/3/2023 SCL Portfolio_Manager
<input type="checkbox"/>	8/1/2023	8/31/2023	13,208.71	1,456.92	<input type="checkbox"/>		11/3/2023 SCL Portfolio_Manager
<input type="checkbox"/>	9/1/2023	9/30/2023	10,996.07	1,212.87	<input type="checkbox"/>		12/3/2023 SCL Portfolio_Manager
<input type="checkbox"/>	10/1/2023	10/31/2023	10,558.66	1,164.62	<input type="checkbox"/>		1/3/2024 SCL Portfolio_Manager
<input type="checkbox"/>	11/1/2023	11/30/2023	10,383.55	1,145.31	<input type="checkbox"/>		2/3/2024 SCL Portfolio_Manager
<input type="checkbox"/>	12/1/2023	12/31/2023	10,947.21	1,224.7	<input type="checkbox"/>		3/3/2024 SCL Portfolio_Manager

Successful automated data exchange report showing an entire calendar year of meter data.

Scroll down, then select **No** for Share Forward.

Select **Apply Selections & Authorize Exchange**.

Select **Share Property(ies)** to complete the request.



Wait awhile (up to 4 hours) for the connection request to be accepted before proceeding.

Verify Seattle City Light data has been uploaded to your Portfolio Manager account by selecting the **Energy** tab, scrolling down, and selecting your building's SCL meter.

If you see entries from Jan. 1 through Dec. 31 of last year (the current reporting year), you have successfully established automated data exchange to report your building's electric energy consumption to the City of Seattle. **If you see that some months are missing** (such as for low energy use), contact Seattle City Light at scl_portfolio_manager@seattle.gov or (206) 684-7557.



Due to Seattle City Light's 2-month billing cycle, 12 months of complete data will not be available until March of the following year.

PRE-ENROLLMENT TIPS

If your building has **three or more** individual gas meters with separate PSE account holders, you can [create an Aggregate Meter in EnergyCAP](#) and do not need an authorization form.

If your building has **one or two** gas meters gather the following information for each and complete the required authorization process.

- Name as it appears on PSE bill
- Service address as it appears on PSE bill
- Account number as it appears on PSE bill

Enroll in PSE's EnergyCAP® Tool

You are now ready to enroll in PSE's EnergyCAP tool to obtain automated, ongoing uploads to Portfolio Manager for your building's natural gas consumption data. This work is done in and out of Portfolio Manager.

If your building is not served with natural gas from Puget Sound Energy, proceed to [Step 3.3: Centrio Steam](#) on page 42.

If your organization **DOES NOT** already have a PSE EnergyCAP account, you will need to create one to connect your building's gas consumption data with your Portfolio Manager account. **You will need both accounts.**



EnergyCAP will launch a tutorial for new users when you successfully create a new account and login for the first time. The tutorial provides an overview of the system and how to navigate the tool's key features.

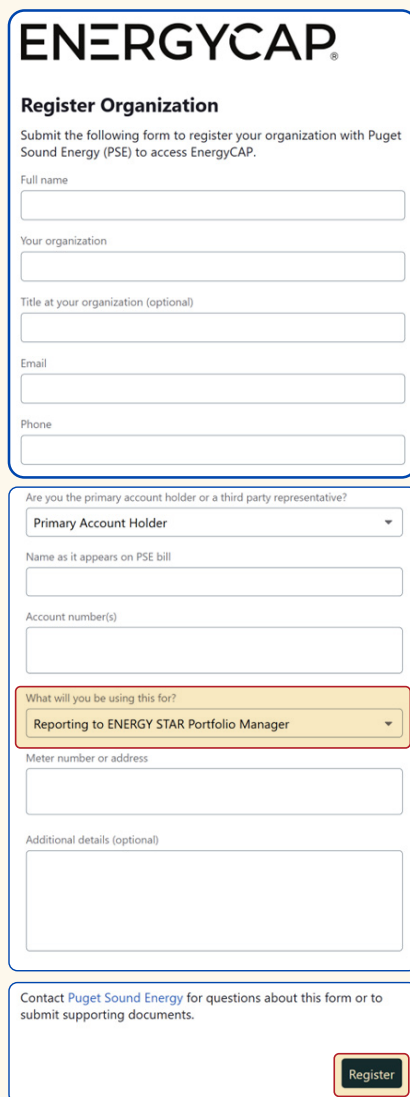
If your organization already has a PSE EnergyCAP account for automated uploads to Portfolio Manager you do not need to create a new account.

- **If you are the account holder** of an existing PSE EnergyCAP account for your organization, the building must be added to that existing account. Skip to [Add Your Building in EnergyCAP](#) on page 33.
- **If you are not** the account holder for your organization, ask the primary PSE EnergyCAP account holder to add you as an authorized user to complete the enrollment process for the building you are benchmarking. Contact EnergyCAP@pse.com or see PSE [guidance on adding an authorized user](#) to EnergyCAP accounts.



*If your organization already has a PSE EnergyCAP account for automated uploads to ENERGY STAR Portfolio Manager **do not** create a new Account. Instead skip to [Add Your Building in EnergyCAP](#) on page 33.*

Obtain Puget Sound Energy Meter Usage Data



ENERGYCAP®

Register Organization

Submit the following form to register your organization with Puget Sound Energy (PSE) to access EnergyCAP.

Full name

Your organization

Title at your organization (optional)

Email

Phone

Are you the primary account holder or a third party representative?

Name as it appears on PSE bill

Account number(s)

What will you be using this for?

Meter number or address

Additional details (optional)

Contact Puget Sound Energy for questions about this form or to submit supporting documents.

Register

Select **Reporting to Energy Star Portfolio Manager**.

Create a New PSE EnergyCAP Account

- Visit forms.EnergyCAP.com/pse/
- Enter new user information: name, organization, email, phone, relationship to PSE account holder.
- Select **Reporting to ENERGY STAR Portfolio Manager**.
- Select **Register**.

Wait for an email message from PSE EnergyCAP, then follow its instruction to activate your account.

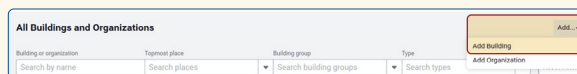
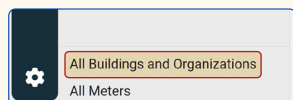
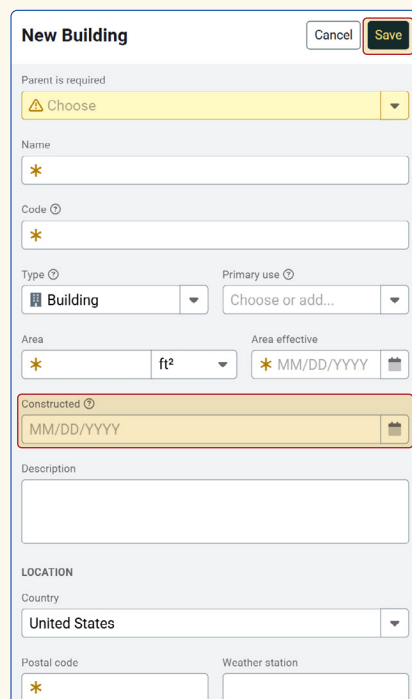


If you do not see an activation email within 24 hours, email EnergyCAP@pse.com to confirm your registration.

Return to PSE EnergyCAP login page.



*PSE may take up to **48 hours** to create your account.*

Enter building information, then select **Save**.



The Parent and Code fields will be automatically populated with your organization and building names. In the Constructed field, enter January 1st of built year to match the dates in Portfolio Manager.

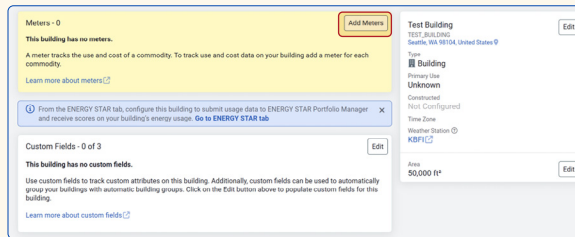
Add Your Building in EnergyCAP

After logging into EnergyCAP, select **All Buildings and Organizations** at the bottom left.

On the next screen, at the top right corner, select **Add** and then **Add Building**.

Enter the same building information you entered when setting up your property in Portfolio Manager. In the Constructed field, enter the date as January 1 (01/01) of the year the building was built.

Select **Save** at the top right.



Add Your Meter(s) in EnergyCAP

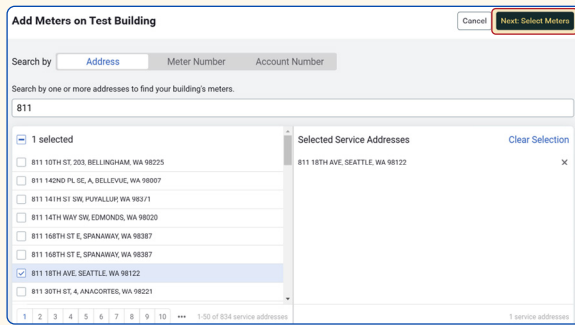
Next you will assign the building as the parent of a new or existing gas meter.

On the buildings summary screen, select the **Properties** tab.

If you are setting up meters for the first time, you will see an alert that states, “This building has no meters.” Select **Add Meters** in the upper right corner.

Enter the address, meter number, or account number to search for your meter(s). Once complete, an alert will appear noting how many meters are at the service address searched.

If the number listed is less than the total number of gas meters serving the building, add additional service addresses associated with the building by selecting **Back: Select Addresses** at top right corner.



After selecting **Add Meters**, enter the address, meter number, or account number to search for your meter(s). Select all relevant addresses, then select **Next: Select Meters**.

Obtain Puget Sound Energy Meter Usage Data

Select all relevant addresses, then select **Next: Select Meters**. If you are **reporting a multifamily property**, be sure to check—and add if necessary—all associated addresses.

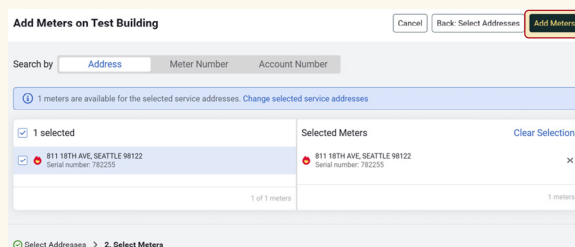
On the next screen, select **Add Meters** in the upper right corner.

Once enrollment is complete, each meter will be listed by number in Portfolio Manager. You may edit the meter name to include additional identifying information, such as tenant, space, or use the meter serves. This additional information will be useful for analyzing energy consumption, evaluating data accuracy, and troubleshooting data reporting errors.

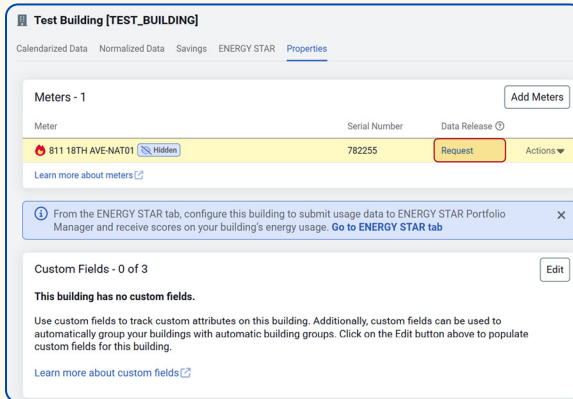


If you know the building is supplied with natural gas and no meters are displayed for the address or account number searched, confirm you accurately entered the requested information.

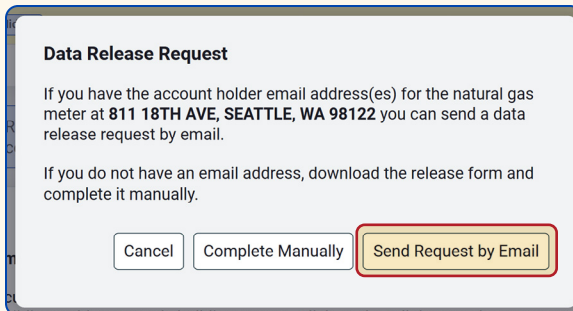
Also, EnergyCAP only displays active meters. If a PSE account has been closed for 6 or more business days (as often occurs with a change of tenants), the meters are considered inactive and will appear in gray. Contact PSE at energycap@pse.com for guidance on how to obtain the data missing from these meters.



Select **Add Meters**.



Request tenants release utility data by selecting **Request** under your building's Properties tab.



Data Release **Option A: Send Request by Email.**

Complete Authorization Form (if prompted)

If your building has fewer than three (3) individual account holders, EnergyCAP will prompt you to complete a release form for each.

Select your property name on the left.

Select the **Properties** tab.

Under the Data Release column, select **Request**.

You can request your tenants to release their PSE data electronically via email **OR** by having them complete a release form which you will then scan and upload into your EnergyCAP account. **Choose one** option below:

Option A: Send data release requests by email:

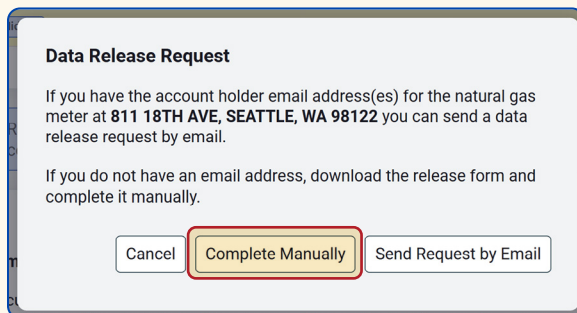
- Select **Send Request by Email**,
- Provide the tenant's name and email, then select **Submit**.
- Request the tenant approve the authorization request they receive via email.
- Repeat for all tenants.



Create a Virtual Aggregate Meter in EnergyCAP to streamline reporting to Portfolio Manager per these instructions: [Adding an Aggregate Meter](#).



If you have the PSE account name(s), service address(s) and account number(s) as they appear on PSE bill(s) you can bypass the PSE Data Release form requirement.



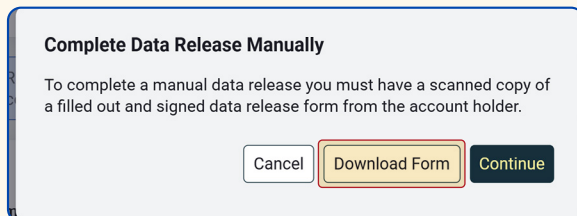
Data Release Request

If you have the account holder email address(es) for the natural gas meter at 811 18TH AVE, SEATTLE, WA 98122 you can send a data release request by email.

If you do not have an email address, download the release form and complete it manually.

Cancel Complete Manually Send Request by Email

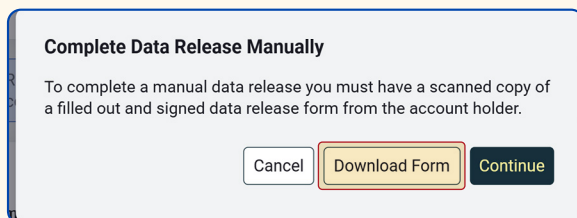
Data Release **Option B**: Select **Complete Manually**, then **Download Form**.



Complete Data Release Manually

To complete a manual data release you must have a scanned copy of a filled out and signed data release form from the account holder.

Cancel Download Form Continue



Complete Data Release Manually

To complete a manual data release you must have a scanned copy of a filled out and signed data release form from the account holder.

Cancel Download Form Continue

After scanning completed forms, upload them by returning to your building's **Properties** tab, selecting **Request**, then **Complete Manually**, and then **Continue**.

Option B: Obtain data releases manually:

- Select **Download Form**.
- Coordinate with tenants to **complete authorization forms** with their service address, PSE account number, and signature.
- Scan the completed authorization forms.
- Log in to your EnergyCAP account and select the **Properties** tab.
- Select **Request**.
- Select **Complete Manually**.
- Select **Continue** to upload the completed authorization forms to EnergyCAP.


Obtain Puget Sound Energy Meter Usage Data

Meters - 1				Add Meters
Meter	Serial Number	Data Release		
1321 QUEEN ANNE AVE N-NAT	1146090	Active		Actions
Learn more about meters				

Authorized meters will show as **Active** under your building's **Properties** tab.

Calendarized Data
Normalized Data
Savings
ENERGY STAR
Properties

ENERGY STAR is not configured
Submit energy data for your organization's buildings to ENERGY STAR's Portfolio Manager to receive an ENERGY STAR score and benchmark your building's performance.
Get Started
Learn more


LEARN MORE AT energystar.gov

Under the **ENERGY STAR** tab, select **Get Started**, then select **Start Connection Request** and then login.

ENERGY STAR Settings

Before you can submit data to Portfolio Manager you must first invite EnergyCAP to share data with your Portfolio Manager account by following these steps:
1. Create a Portfolio Manager account (if you don't have one)
2. Create properties in Portfolio Manager
3. Send a connection request to EnergyCAP ENERGY STAR Admin from Portfolio Manager.

Start Connection Request
Already sent a connection request

1. Connect > 2. Verify Connection > 3. Settings



When authorized, the meters will show Active and PSE will populate the most current 24 months of meter consumption data into EnergyCAP. If you do not see your authorization forms processed OR your newly added meters are missing consumption after two (2) business days, contact PSE user support at EnergyCAP@pse.com and copy energybenchmarking@seattle.gov.

Add PSE EnergyCAP as a Contact and Share Building in Portfolio Manager

Once all meters with complete consumption data have been successfully added to your building in EnergyCAP, you are ready to authorize data submission to ENERGY STAR Portfolio Manager.

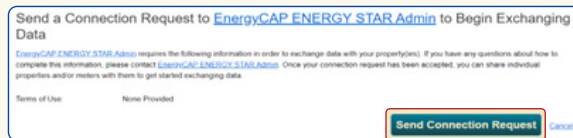
Navigate to your building in EnergyCAP, select the **ENERGY STAR** tab, then select **Get Started**.

Select **Start Connection Request**.

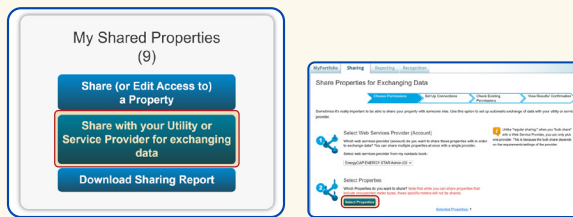
Log into your Portfolio Manager account.

On the next screen, add **EnergyCAP ENERGY STAR Admin (GSS_ENERGYCAP)** as a contact.

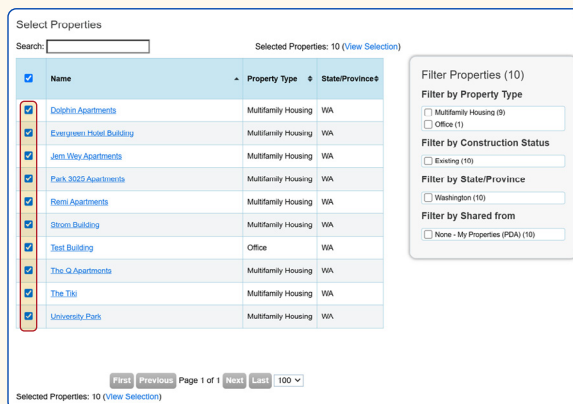
Obtain Puget Sound Energy Meter Usage Data



After logging into Portfolio Manager, select **Send Connection Request**.



Select **Share with your Utility or Service Provider for exchanging data**, then select **Select Properties**.



Check the box next to the properties you wish to share, then select **Apply Selection**.

Select **Send Connection Request**.

Navigate back to your EnergyCAP account in your web browser.

Select the **ENERGY STAR** tab on your properties page.

Select **ENERGY STAR Settings**, then enter your ENERGY STAR Portfolio Manager username.

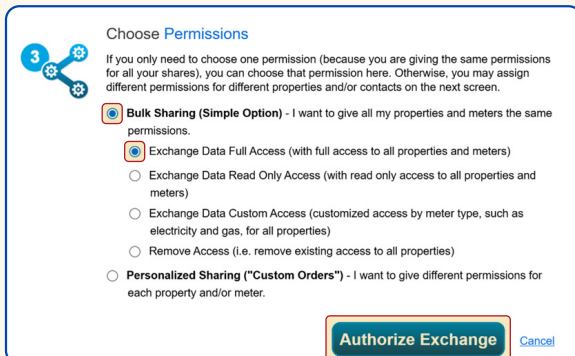
Select **Verify**.

Return to Portfolio Manager, select the **Sharing** tab and then select **Share with your Utility or Service Provider for exchanging data**.

Select **Web Services Provider (Account)** as EnergyCAP ENERGY STAR Administrator.

Select **Properties**, then select **Apply Selection**.

Obtain Puget Sound Energy Meter Usage Data



Choose **Permissions**

If you only need to choose one permission (because you are giving the same permissions for all your shares), you can choose that permission here. Otherwise, you may assign different permissions for different properties and/or contacts on the next screen.

- ☒ **Bulk Sharing (Simple Option)** - I want to give all my properties and meters the same permissions.
 - ☒ Exchange Data Full Access (with full access to all properties and meters)
 - ☐ Exchange Data Read Only Access (with read only access to all properties and meters)
 - ☐ Exchange Data Custom Access (customized access by meter type, such as electricity and gas, for all properties)
 - ☐ Remove Access (i.e. remove existing access to all properties)
- ☐ **Personalized Sharing ("Custom Orders")** - I want to give different permissions for each property and/or meter.

Authorize Exchange Cancel

Select **Bulk Sharing**, then select **Authorize Exchange**.

First select **Bulk Sharing**, then select the **Exchange Data Full Access** option, and then select **Authorize Exchange**.

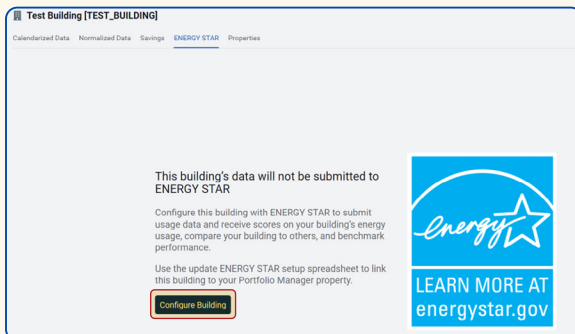


IMPORTANT Before you can configure your building in EnergyCAP, you must link your building in EnergyCAP to your building in Portfolio Manager.

Configure Building in EnergyCAP

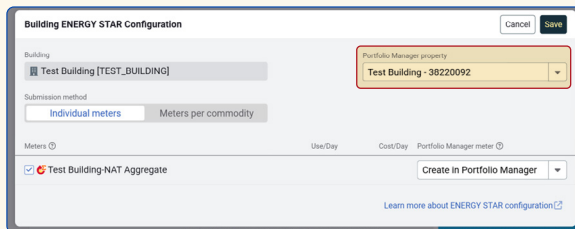
Once PSE is listed as having Exchange Data permissions, navigate back to your building in EnergyCAP and select the **ENERGY STAR** tab.

Select **Configure Building** to link the EnergyCAP property with your ENERGY STAR Portfolio Manager property.



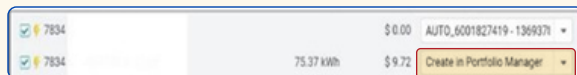
Select **Configure Building**.

Under select **Portfolio Manager property is required**, select the property you want to configure, then check the boxes next to the active meters.

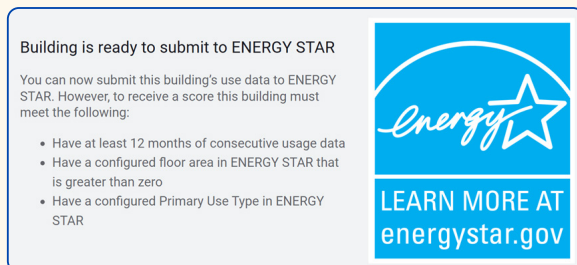


Select the property you want to configure.

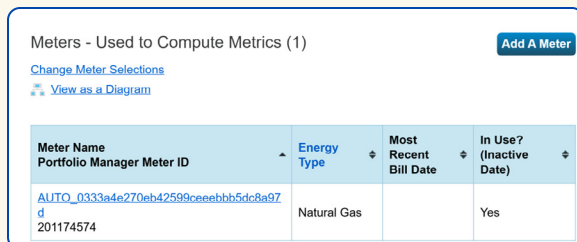
Obtain Puget Sound Energy Meter Usage Data



For each active meter, select **Create in Portfolio Manager**.



Confirmation that your building is ready to submit consumption data to Portfolio Manager.



Meter Name Portfolio Manager Meter ID	Energy Type	Most Recent Bill Date	In Use? (Inactive Date)
AUTO_0333a4e270eb425699ceeebbb5dc8a97d 201174574	Natural Gas		Yes

A successfully added PSE EnergyCAP meter.

From the drop-down menus on the right, for each meter listed select **Create in Portfolio Manager**.

Select **Save**.

Select the **ENERGY STAR** tab to confirm that your building is ready to submit consumption data to Portfolio Manager.

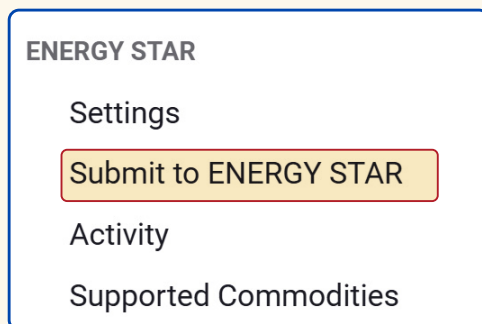
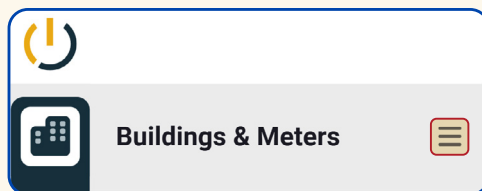
Next, return to Portfolio Manager and select the **Energy** tab to confirm the new PSE meters have been added. Initially you will see an empty PSE EnergyCAP meter—within 48 hours, you should see that data has been loaded. If not, contact PSE at EnergyCAP@pse.com to troubleshoot.



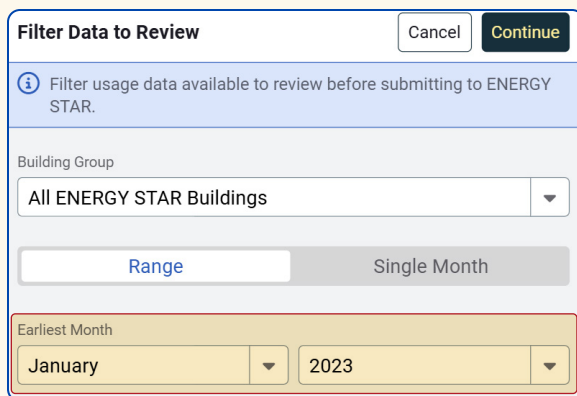
The meters will not show consumption data until you complete the following step to exchange the data.



You should see listed all your properties that you granted Full Access to EnergyCAP. If you do not, confirm that you selected Full Access to EnergyCAP as instructed on the previous page.



Select the **Building & Meters options icon**, then select **Submit to ENERGY STAR**.



For the **Earliest Month** drop-down menu, select **January of the previous year**.

Submit Consumption Data in EnergyCAP to Portfolio Manager

Return to EnergyCAP and select the **Building & Meters options icon** (3 lines at right).

Select **Submit to ENERGY STAR**.

On the next screen, on the Earliest Month drop-down menu, select **January of the previous year**. Leave everything else as-is, then select **Continue**.

Select **Continue**.

Obtain Puget Sound Energy Meter Usage Data

Meters - Used to Compute Metrics (2) Add A Meter

[Change Meter Selections](#)
[View as a Diagram](#)

Meter Name Portfolio Manager Meter ID	Energy Type	Most Recent Bill Date	In Use? (Inactive Date)
400_maynard_ave_s_04192013 5802143	Electric - Grid	09/30/2024	Yes
AUTO_6000275566 197093993	Natural Gas	11/01/2024	Yes

[Download Annual Totals by Meter](#)

Select **Natural Gas**.

Monthly Entries

Display Year(s): 2024

	Start Date	End Date	Usage Therms	Total Cost (\$)	Estimation	Last Updated
<input type="checkbox"/>	12/1/2023	1/1/2024	365.88	340.78	<input type="checkbox"/>	10/19/2024 EnergyCAP ENERGY STAR Admin
<input type="checkbox"/>	1/1/2024	2/1/2024	341.04	343.01	<input type="checkbox"/>	10/19/2024 EnergyCAP ENERGY STAR Admin
<input type="checkbox"/>	2/1/2024	3/1/2024	421.68	478.08	<input type="checkbox"/>	10/19/2024 EnergyCAP ENERGY STAR Admin
<input type="checkbox"/>	3/1/2024	4/1/2024	353.06	404.32	<input type="checkbox"/>	10/19/2024 EnergyCAP ENERGY STAR Admin
<input type="checkbox"/>	4/1/2024	5/1/2024	337.38	411.89	<input type="checkbox"/>	10/19/2024 EnergyCAP ENERGY STAR Admin
<input type="checkbox"/>	5/1/2024	6/1/2024	347.25	489.76	<input type="checkbox"/>	10/19/2024 EnergyCAP ENERGY STAR Admin
<input type="checkbox"/>	6/1/2024	7/1/2024	339.51	494.65	<input type="checkbox"/>	10/19/2024 EnergyCAP ENERGY STAR Admin
<input type="checkbox"/>	7/1/2024	8/1/2024	348.95	517.27	<input type="checkbox"/>	10/19/2024 EnergyCAP ENERGY STAR Admin
<input type="checkbox"/>	8/1/2024	9/1/2024	408.13	597.11	<input type="checkbox"/>	10/19/2024 EnergyCAP ENERGY STAR Admin

Monthly entries populated with natural gas consumption and cost data.

Navigate back to your building in Portfolio Manager, then under the energy type column, select **Natural Gas**.

Congratulations! Monthly entries should now be populated with natural gas consumption and cost data.



*If you don't see complete data for the required reporting year in Portfolio Manager, return to EnergyCAP to confirm you selected **January of the previous year** as the starting date for automatic uploads from EnergyCAP to Portfolio Manager.*



After the building is successfully enrolled in automated data exchange, PSE will send meter data from EnergyCAP to Portfolio Manager every month.



If you only have one building, you will see only it listed under Building Group. If your organization has multiple buildings, from the Building Group drop-down menu select the building for which you want to submit data to be shared with Portfolio Manager.

Obtain CenTrio Energy Meter Usage Data

CenTrio is transitioning to a new software tool and service provider for automatically submitting steam consumption data to Portfolio Manager on behalf of customers.

If your building uses steam, email CenTrioSeattle.Accounts@centrioenergy.com to set up automated reporting or to obtain whole building steam consumption data to enter manually.

If your building does not use steam, proceed to **Step 4: Confirm Your Energy Use (EUI)** on the next page.



Updates to Seattle Energy Benchmarking help guides will be forthcoming after CenTrio launches their new tool.



For manual data entry instructions see [Entering Utility Data Manually into Portfolio Manager](#).

STEP 4

Confirm Your Energy Use Intensity (EUI)

Confirm Your Energy Use Intensity (EUI)

[Change Metrics](#)
[Change Time Periods](#)

Metric	Dec 2022 (Other)	Dec 2023 (Other)	Change
ENERGY STAR Score (1-100)	74	78	4.00 (5.40%)
Source EUI (kBtu/ft²)	99.4	91.7	-7.70 (-7.70%)
Site EUI (kBtu/ft²)	49.2	44.3	-4.90 (-10.00%)
Energy Cost (\$)	92,463.83	86,660.51	-5,803.32 (-6.30%)
Total (Location-Based) GHG Emissions Intensity (kgCO ₂ e/ft²)	3.36	3.06	-0.30 (-8.90%)
Water Use (All Water Sources) (kgal)	Not Available	Not Available	N/A
Total Waste (Disposed and Diverted) (Tons)	Not Available	Not Available	N/A

Confirm your building has a current Site EUI. An ENERGY STAR score will also be listed for [eligible property types](#).

The Energy Use Intensity (EUI) result indicates the energy use per square foot per year (kBtu/SF). This number is useful for comparing the building's energy use over time and with similar building types.

In Portfolio Manager, on the **Property Summary** tab, verify that the building has a **Site EUI** in the current column. Contact the Help Desk at energybenchmarking@seattle.gov if missing.

If your primary property type is eligible, you should see an **ENERGY STAR** score in the column with the most recent year-end month.



A Site EUI ending December 31 for the required year must be available to report to the City.



Buildings with unusually low or high EUIs or other errors will be flagged for accuracy and may be issued a warning letter to make corrections.

Generate & Download Performance Documents for this Property

- [Statement of Energy Performance \(SEP\)](#)
- [ENERGY STAR Scorecard](#)
- [Progress & Goals Report](#)
- [Data Verification Checklist](#)
- [Water Scorecard](#)

1 Select Report(s) to Download

- ☒ Statement of Energy Performance (SEP)
- ☐ ENERGY STAR Data Verification Checklist (energy data only)
- ☐ ENERGY STAR Scorecard
- ☐ Progress and Goals Report
- ☐ Statement of Energy Design Intent (SEDI)
- ☐ Water Scorecard (Multifamily only)

2 Select Property for Report(s)

Property:

3 Select Timeframe for Report(s)

Timeframe: Ending:

4 Select Contacts for Report(s)

Select Property Contacts:

Primary Contact:	<input type="text" value="Select Contact"/>	Add Contact
Property Owner:	<input type="text" value="Select Organization"/>	Add Organization
Verifying Professional:	<input type="text" value="Select Contact"/>	Add Contact

[Generate & Download Report\(s\)](#)

Steps to generate a Statement of Energy Performance.

3 Select Timeframe for Report(s)

This report(s) and timeframe combination that you have selected does not have enough data to run the report(s). Please verify your data or select another date.

Timeframe: Ending:

Error message for incomplete utility data.

Generate a Statement of Energy Performance

Under the **Reporting** tab, choose **Statement of Energy Performance**.

Select the property name.

Select **Timeframe: Single Year** ending December of the reporting year. For example, select December 2024 for all 12 months of 2024 data.

Select **Contacts** (optional).

Select **Generate & Download Report(s)** and a PDF of the report should appear. If it doesn't, disable pop-up blockers in your web browser and try again.

Confirm that the Statement of Energy Performance shows Dec. 31 of the required reporting year adjacent to **For Year Ending:** and lists a **Site EUI**. (See next page for an example.)

Save and print a copy for your records.



For detailed instructions watch [Confirm Energy Use Intensity \(EUI\) and Report Your Data](#).



If you receive an error and are certain that all the energy meters have a full year of data ending Dec 31, navigate to your energy meters and confirm no data gaps or overlaps.


Confirm Your Energy Use Intensity (EUI)


ENERGY PERFORMANCE STATEMENT


The Statement of Energy Performance is a quick reference for sharing your building's energy use if requested by current and future tenants, buyers or lenders. When verified by a professional engineer, the document can also be used to apply to become an ENERGY STAR certified building.

Specific building types are eligible for this 1-100 score that compares the building's energy efficiency to similar buildings nationwide. A higher score indicates a more efficient building. A 75 or higher may be eligible to apply for ENERGY STAR certification.

Buildings benchmarked correctly should have a Site EUI, which shows the building's energy use per square foot per year. A smaller number indicates a more efficient building.


ENERGY STAR® Statement of Energy Performance


 LEARN MORE AT energystar.gov


83
ENERGY STAR® Score¹

Seattle Municipal Tower
Primary Property Type: Office
Gross Floor Area (ft²): 1,222,878
Built: 1989

For Year Ending: December 31, 2023
Date Generated: January 17, 2025

Make sure the date is December 31 for the required reporting year.

1. The ENERGY STAR score is a 1-100 assessment of a building's energy efficiency as compared with similar buildings nationwide, adjusting for climate and business activity.

Property & Contact Information			
Property Address	Property Owner	Primary Contact	
Seattle Municipal Tower 700 Fifth Avenue Seattle, Washington 98104	() -	() -	
Property ID: 2783113			

Energy Consumption and Energy Use Intensity (EUI)			
Site EUI 35.1 kBtu/ft²	Annual Energy by Fuel		Annual Emissions
	Electric - Grid (kBtu)	42,893,712 (100%)	Total (Location-Based) GHG Emissions (Metric Tons CO2e/year)
	Natural Gas (kBtu)	14,341 (0%)	
Source EUI 98.2 kBtu/ft²	National Median Comparison		Green Power
	National Median Site EUI (kBtu/ft²)	58.3	Green Power – Onsite (kWh)
	National Median Source EUI (kBtu/ft²)	163.3	Green Power – Offsite (kWh)
	% Diff from National Median Source EUI	-40%	Percent of RECs Retained

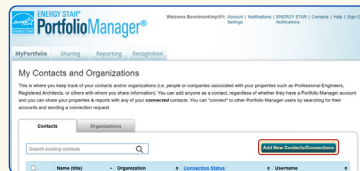
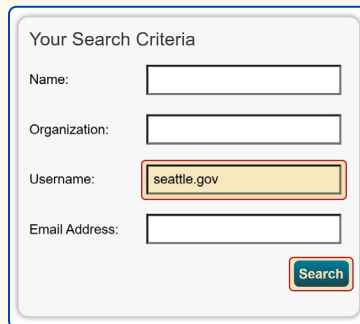
Signature & Stamp of Verifying Professional

I _____ (Name) verify that the above information is true and correct to the best of my knowledge.

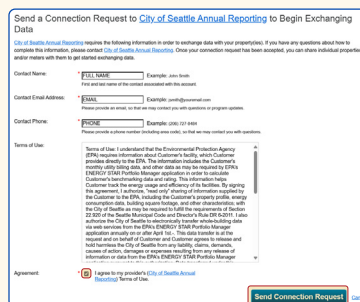
STEP 5

Add the City of Seattle as a Contact

Add the City of Seattle as a Contact


After entering **SEATTLE.GOV** username, select **Connect** next to **City of Seattle Annual Reporting**.



Enter your contact information, check box to confirm that you agree with the terms of use, then select **Send Connection Request**.

In Portfolio Manager, select **Contacts** in the upper right hand corner.

Select **Add New Contacts/Connections**.

In the **Username** field, enter "SEATTLE.GOV", then select **Search**.

Select **City of Seattle Annual Reporting**, then select **Connect**.

Enter your **contact name**, **email address**, and **phone number**.

Agree to the Terms of Use and select **Send Connection Request**.



New contact requests are processed hourly.

When your request has been accepted in the Notifications tab of Portfolio Manager, You will be notified via email.

After your request has been accepted, continue to Step 6.

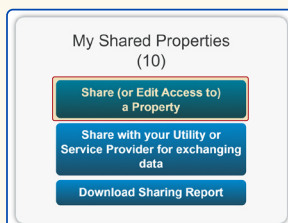


For detailed instructions watch
[Confirm Energy Use Intensity \(EUI\) and Report Your Data.](#)

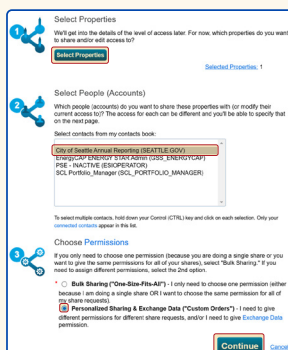
STEP 6

Share Your Energy and Emissions Annual Report

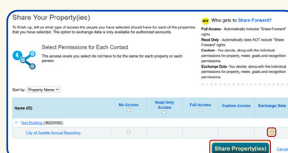
Share Your Annual Report



Under the **Sharing** tab, select **Share (or Edit Access to) a Property**.



Choose your properties to share, select **City of Seattle Annual Reporting**, choose permissions as shown, then select **Continue**.



Choose **Exchange Data** for each property, then select **Share Property(ies)**.

After receiving email confirmation that your building has been connected to **City of Seattle Annual Reporting**, share your property and associated meters with the City of Seattle by completing the following steps.

In Portfolio Manager, on the **Sharing** tab, select **Share (or Edit Access to) a Property**.

Select **Select Properties** and choose the properties you want to share with the City of Seattle.

In the section titled **Select People (Accounts)**, select **City of Seattle Annual Reporting**.

In the section titled **Choose Permissions**, select **Personalized Sharing & Exchange Data ("Custom Orders")**, then select **Continue**.

On the next screen, choose **Exchange Data** for each property, then select **Share Property(ies)**.

Share Your Performance Report

Select Access Permissions to **Test Building** for City of Seattle Annual Reporting.
The following information is required by City of Seattle Annual Reporting in order to provide service to your property(ies). If you have any questions about how to complete this information, please contact them directly.

City of Seattle Energy Benchmarking Building ID:

Building Identifier provided by the City of Seattle Energy Benchmarking program (NOT your Portfolio Manager Building ID). If you do not know your City of Seattle Building ID, contact (206) 727-8484 or click on "More Information" below. 1 - 5 Characters [More Information](#)

Enter the **1-5 digit City of Seattle Building ID** found on your notification or warning letter.

Select the permission level below that you would like to grant **City of Seattle Annual Reporting** for each category.

Item	None	Read Only Access	Full Access
Property Information	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
All Meter Information	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Energy Meters	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
1234_5th_ave_ne_sampleapts_11092017ppi3744506912	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
AUTO_0333a4e270eb42599ceeebb5dc8a97d	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
AUTO_0333a4e270eb42599ceeebb5dc8a97d	<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"/>

Select the **Permission Levels** as shown.

Additional Options:

Item	Yes	No
Share Forward Allow City of Seattle Annual Reporting to share this property with others and give them any permissions that he/she has, including the right to share with more people.	<input type="radio"/>	<input checked="" type="radio"/>

Apply Selections & Authorize Exchange Cancel

After completing the steps above for all buildings you are sharing, select **Share Property(ies)** again.

On the Access Permissions screen (screenshot on next page), enter the 1–5 digit **City of Seattle Building ID** found on your notification or warning letter. If missing, contact the help desk at energybenchmarking@seattle.gov. **Do not** enter the 10-digit Portfolio Manager Building ID.

Select the **Permission Levels** as follows:

- Property Information: **Read Only Access**
- All Meter Information: **Read Only Access**
- Goals, Improvements, & Checklists: **Read Only Access**
- Recognition: **None**

Scroll down, then for **Share Forward**, select **No**.

Select **Apply Selections & Authorize Exchange**.



If you are reporting for more than one building, for each building repeat the steps starting on the previous page until here.

After completing the steps above for all buildings you are sharing, select **Share Property(ies)** again.



The building owner on record must confirm accurate annual compliance. Reports with unusually low or high (outlier) EUIs or other errors will be flagged for accuracy. Corrections will be required.

Look for a **confirmation email** from the City of Seattle (usually sent within 24 hours) for each building shared.



*If you do not receive a confirmation email tomorrow, please check your **spam** or **junk** folder. If missing, contact the Help Desk at energybenchmarking@seattle.gov.*



If you receive a rejection email, your building share was not accepted. The most common reasons to get a rejection are:

- *The account you are sharing from has not been accepted as a contact in Portfolio Manager. See [Step 5](#).*
- *You have used an incorrect Building ID or the City of Seattle is already connected to another Portfolio Manager account using that same Building ID.*

Contact the help desk for assistance to troubleshoot the share rejection.

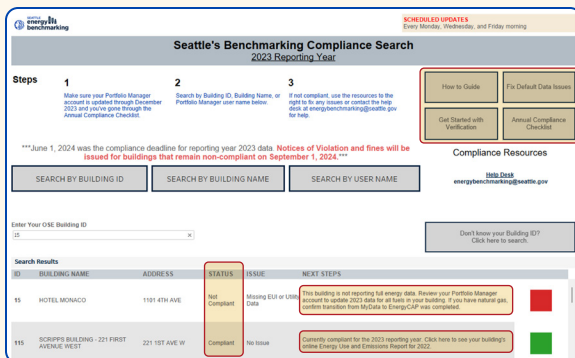
Confirm Compliance

To be considered compliant, the building must have:

- an active Portfolio Manager account shared with City of Seattle Annual Reporting,
- 12 months of complete energy consumption in Portfolio Manager for all active meters in the required reporting year, and
- error-free utility consumption data.

Portfolio Manager accounts that are not correctly shared with the City of Seattle or are missing any months of energy consumption will not be able to successfully submit an energy benchmark report and will be considered non-compliant.

Confirm you have successfully submitted your energy benchmark report on the [compliance portal](#).



Seattle's Benchmarking Compliance Search
2023 Reporting Year

Steps

1. Make sure your Portfolio Manager account is updated through December 2023 and access goes through the Annual Compliance Checklist.
2. Search by Building ID, Building Name, or Portfolio Manager user name below.
3. If not compliant, use the resources in the right to fix any issues or contact the help desk at energybenchmarking@seattle.gov for help.

****June 1, 2024 was the compliance deadline for reporting year 2023 data. Notices of Violation and fines will be issued for buildings that remain non-compliant on September 1, 2024****

SEARCH BY BUILDING ID SEARCH BY BUILDING NAME SEARCH BY USER NAME

Enter Your OSE Building ID:

Don't know your Building ID? [Click here to search](#)

Search Results

ID	BUILDING NAME	ADDRESS	STATUS	ISSUE	NEXT STEPS
15	HOTEL MONACO	1101 4TH AVE	Not Compliant	Missing EUI or UFG Data	This building is not reporting full energy data. Review your Portfolio Manager account to update 2023 data for all meters in your building. If you have related gas meters transition from M3Data to EnergyCAP may be completed.
115	SCRIPPS BUILDING - 221 FIRST AVENUE, WEST	221 1ST AVE W	Compliant	No issue	Completely compliant for the 2023 reporting year. Click here to view your building's online Energy Use and Emissions Report for 2023.

Compliance Resources

[How to Guide](#) [Fix Default Data Issues](#)

[Get Started with Verification](#) [Annual Compliance Checklist](#)

[Help Desk](mailto:energybenchmarking@seattle.gov)
energybenchmarking@seattle.gov

On Seattle's Benchmarking Compliance portal, enter your OSE **Building ID** (as shown) or search by **Building Name**, **User Name** to check the status of your building. Select the text in the **Next Steps** column to access your Performance Report and learn about any next steps required. Find additional compliance resources in the upper right corner.



Troubleshooting non-compliance

Most non-compliant building alerts are for inaccurate data errors, missing data for the required reporting year, or the Portfolio Manager account for the building is not properly shared with City of Seattle Annual Reporting. Contact the help desk to help resolve any compliance errors.



The compliance portal launches in March to start confirming compliance for annual reports due June 1.



If you have multiple buildings under one Portfolio Manager account, assess your portfolio's compliance and next steps by searching with your user name.



Resources

FAQs



Visit the [Benchmarking FAQ](#) to find general information about Seattle benchmarking requirements from commonly asked questions.

Visit the [Benchmarking Resources](#) page to find

- the Benchmarking Fact Sheet (in 7 languages),
- additional compliance documents, and
- TIP sheets with instructions for collecting data and updating account information.

Explore ENERGY STAR Portfolio Manager Trainings + Resources



The ENERGY STAR Portfolio Manager [help center website](#) provides live online trainings, on demand instructional videos, How-to-Guides and a [searchable FAQ database](#) of common questions and benchmarking related topics.

Explore Ways to Save Energy + Reduce Building Emissions



Seattle City Light offers [financial incentives](#) to help businesses, commercial buildings and multifamily buildings improve energy performance to reduce operating costs and achieve sustainability goals. Incentives for energy efficient upgrades to lighting, controls, windows, insulation, appliances and more can cover up to 70% of project costs. Email SCLEnergyAdvisor@seattle.gov for more information.

Participate in a FREE technical support program, the [Seattle Clean Building Accelerator](#). Owners and managers of buildings 20,000 square feet and larger will learn about:

- the [State of WA Clean Buildings](#) law,
- how to reduce emissions to prepare for the [Seattle Building Emissions Performance Standard](#) (BEPS), and
- how to get on the path to compliance.

The program includes an educational website with [coaching and training](#) tailored to your building(s). One or more people from an organization can join. Email cleanbuildings@seattle.gov for more information.

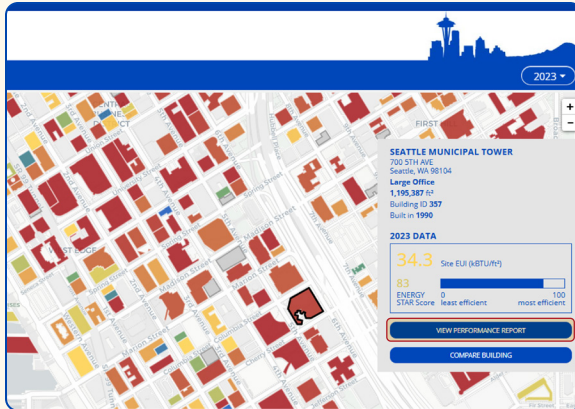


Find ways to save energy Watch the [Understand Results and Create Reports](#) training video

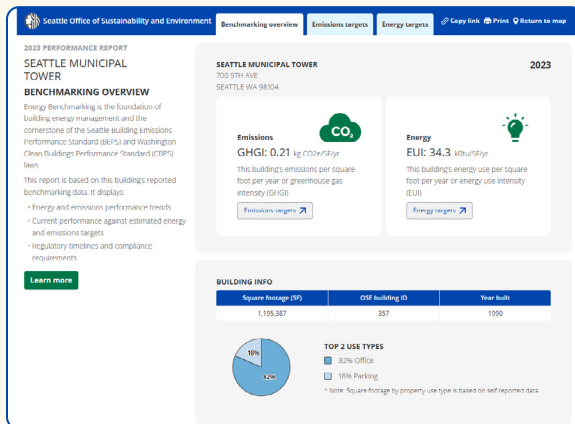


Seattle Building Emissions Performance Standards (BEPS) is a new companion law to benchmarking that includes Benchmarking Verification, Greenhouse Gas Report requirements, and sets emissions targets for all nonresidential and multifamily buildings subject to benchmarking. [Visit the BEPS website](#) for more information and the administrative rulemaking process currently underway.

Review Seattle Benchmarking Data + Reports



Confirm that your building is shown, then select **View Performance Report** (as shown above) to view and download your report (below).



Each year the City [shares building data](#) so the public can track aggregate trends in energy performance. Transparency of Seattle's largest building's energy use helps drive the market to reward energy efficiency and create a continuous cycle of improvement and demand for high-performing buildings.

When you are finished benchmarking, compare your building's energy use intensity (Site EUI) with other similar types of buildings in Seattle at www.seattle.gov/EnergyBenchmarkingMap. The information is based on data analyzed from buildings larger than 20,000 SF that had energy use reported, as required by the Seattle Energy Benchmarking and Reporting law. The reports are typically updated with new annual data in December each year.