



Add the City of Seattle as a Contact

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Porttollowanager	Welcome Benchmarking/Wr: Answel Netfections DH2/DCF STAR Contacts Help Sign Out Benings Hotifications
MyPortfolio Sharing Reporting Recogn	ition
My Contacts and Organizations	
This is where you keep tack of your contacts and/or organizate Registered Architecta, or others with whom you share informatic and you can share your properies & negocies with any of your or accounts and sending a connection request.	es die people er oonspankes associated with your properties such as Photescional Engineers, m). You can add anyone as a contact, regardiess of whether they have a Portfolio Manager account enercled contacts. You can 'connect' to other Portfolio Manager users by searching for their
Contacts Organizations	
Search existing contacts Q	Add New Contextinuon
 Name (Stie) - Organization 	Connection Status Outername e
Organization:	seattle.gov
Email Address:	
	Search

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.





benchmarking