SEATTLE
energy
benchmarking

**STEP 5**

# Add the City of Seattle as a Contact

# Add the City of Seattle as a Contact

SEATTLE energy benchmarking



*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.*](#)