

Account Users, Roles & Permissions

SEATTLE BUILDING & ENERGY PORTAL



Account-Level Roles

permissions apply to every building currently claimed in your account that show up under My Buildings and any added later

Building Owner

Register as a **Building Owner** if you own or are responsible for ensuring compliance of a building subject to Benchmarking and Building Emissions Performance Standard (BEPS) laws.

The Building Owner role provides the account holder with comprehensive control of the account, including exclusive authority to claim buildings and add and remove team members.

Account Admin

Has full administrative control over the account and all claimed buildings

Best for portfolio-wide property managers, directors, facility managers, and operations managers

Can manage all current and future buildings and submissions, including exemptions and transfers

Cannot edit the account or remove members from the account

Account Member

Submits and manages benchmarking reports portfolio-wide

Best for benchmarking consultants and other service providers that hired to provide services for all buildings in your account

Can access and manage benchmarking submissions for all current and future buildings

Cannot manage account or members

Account Viewer

Views data across the entire account

Best for analysts, data verifiers and auditors, support staff, and compliance managers

Can view reports and information for all current and future buildings

Cannot manage account or members nor edit data and submissions

Building-Level Roles

permissions apply to one specified building only

Account Registration

Building owners or authorized agents register to set-up an account, claim buildings, and invite team members to join in specific roles.

Invited team members register, select the role identified in the invitation, and act on notifications received in the portal.

Building Member

Has full working access for the data of one specific building

Best for single-building property and maintenance managers, and consultants hired for one building

Can submit benchmarking reports and forms

Cannot manage building transfers or access data for other buildings on the account

Building Viewer

Views data for one specific building

Best for analysts, data verifiers and auditors, support staff, and compliance managers associated with a specific building

Can view all information a specific building

Cannot edit any information or submit reports or forms

Building Verifier (avail. 2027)

Reviews and validates submitted data for a specific building

BEPS Qualified Persons DO NOT REGISTER until notified in 2027

Only for those qualified to complete benchmarking verification and BEPS reporting requirements

Can verify building details, validate submission data, and submit BEPS compliance documents

Cannot edit building records