

Changes to Benchmarking

SEATTLE BUILDING & ENERGY PORTAL

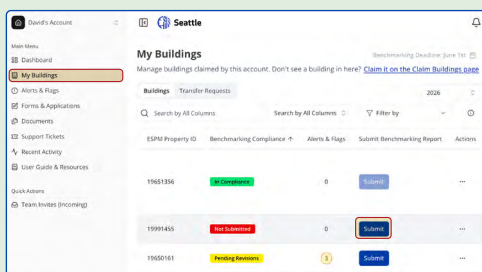


Seattle
Office of Sustainability
& Environment

In addition to updating your data in ENERGY STAR® Portfolio Manager®, you now must also submit an annual report through the [Seattle Building & Energy Portal](#). Both steps are required for compliance.

Your new two-step process

1. **Enter or update your building data in Portfolio Manager.** Confirm property use details, energy meters, and utility data are accurate for the reporting year.
2. **Confirm your building meters and property share** in Portfolio Manager are correctly sharing to City of Seattle Annual Reporting.
3. **Submit your annual report through the new Seattle Building & Energy Portal.** Register or log in, claim your building, and complete the annual benchmarking submittal form from the **My Buildings** page.



Click **Submit** on the line for the building you are ready to report on.



Updating Portfolio Manager alone is no longer sufficient. You must also complete the portal submission step to be in compliance.

How to submit

[Log into the portal](#) and select **My Buildings**. (If you have not already claimed your building, do so on the Claim Buildings page first.)

Scroll horizontally to the **Submit Benchmarking Report** column on the row for the building you are submitting for.

If the building compliance status says **Not Submitted**, proceed to click **Submit** on the row for the appropriate building and review the information on the benchmarking submission form that opens.



Find detailed instructions for claiming your buildings on [TIP Sheet 2: Claiming Buildings](#).

GET HELP



Email help desk staff at buildingenergy@seattle.gov



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

Tick the checkbox next to the confirmation statement and click **Submit**.

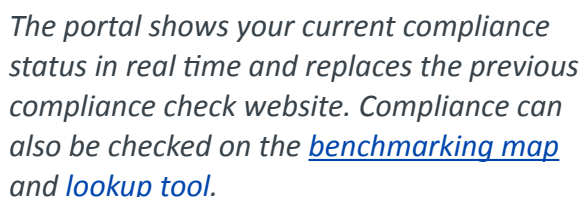
On the **My Buildings** page select **Building Summary** to view the current compliance status.

Check compliance and reports for buildings throughout the city on the **benchmarking map** and **lookup tool**.

Once submitted, you will receive a confirmation email. Submitted reports are scanned for errors and completeness with compliance statuses updated in real time (see below).

Confirm compliance and resolve errors

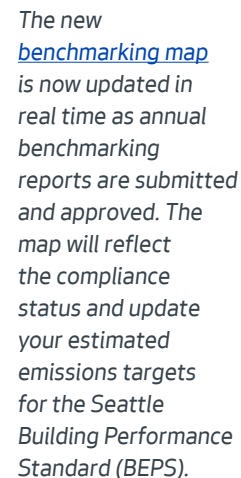
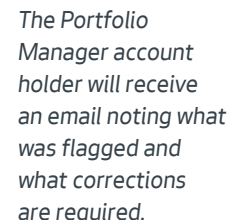
To confirm compliance for a building, select **My Buildings** if the left column, then click on the desired OSE Building ID and the Building Summary tab.

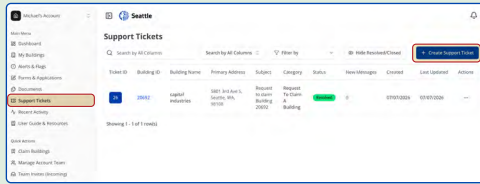


If your submission has errors, the compliance status will show **Pending Revisions** with a number in the **Alerts & Flags** column.

Click on the number in the Alerts & Flags column to view a description of the alert with details on how to resolve the issue(s).

After errors are corrected in Portfolio Manager, you must re-submit the benchmarking report on the **My Buildings** page. Once re-submitted, the report will be scanned again for compliance.





If you need assistance to resolve an alert,
Select Support Ticket in left column, then click
Create Support Ticket to request assistance.

COMPLIANCE STATUS

In Compliance: Your building's submission passed all the data verification checks and is in compliance for the reporting year.

Pending Revisions: Your building's submission requires more information.

Not Submitted: There has not been a report submitted for the reporting year.

Exempt: The building has filed a request for exemption and will not be required to report for a period of one year.