

Getting Started

SEATTLE BUILDING & ENERGY PORTAL



For portal registration, **building owners** are defined as the primary authority and sole responsibility party for compliance with all Seattle's building performance laws. Building owners manage the portal account and are the only authorized entity to claim buildings, and add additional team members.

The [Seattle Building & Energy Portal](#) is a new online platform to complete compliance reporting and get customer support for Seattle's building performance laws, annual [Energy Benchmarking](#), and the [Building Emissions Performance Standard](#) (BEPS).

Before you can submit reports and manage compliance activities, you will:

- register and create an account,
- claim buildings and confirm details, and
- add additional users to your account team.

This document provides instructions for creating your account.

Create your Building & Energy Portal account

Find the Building & Energy Portal online at buildingenergy.seattle.gov.

In the Account Owner Login section, click **Register Now**.

Enter your name, email, mailing address, and a password.

Since you are qualified to have the highest level of account access, with authority to grant access to others for data entry and verification, select **Building Owner** or **Authorized Agent** under **Account Owner Affiliation with the Building(s)**.

Activate your account by clicking the **verification link** sent to the email account you registered.



Register and claim all buildings in your portfolio early with ample time to complete and submit reports prior to the compliance deadline.



Individuals or entities that have been delegated full responsibility for meeting the compliance requirements with all Seattle building performance laws are permitted to register as **Authorized Agents**, claim buildings, and manage the primary account.

Under **Account Owner Affiliation with the Building(s)**, select **Building Owner** or **Authorized Agent**.

GET HELP



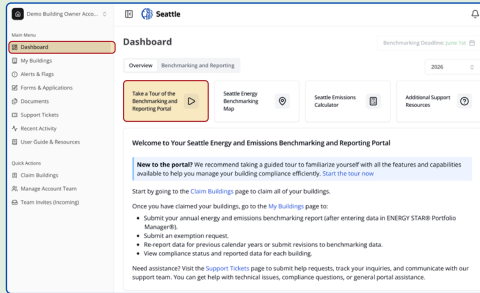
Email help desk staff at buildingenergy@seattle.gov



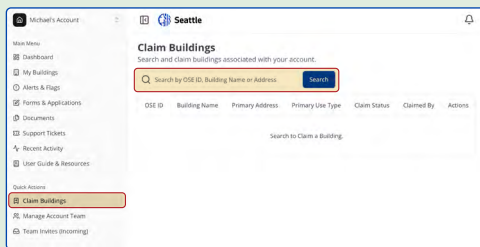
Call (206) 727-8484 to leave voicemail and request a callback

TIP Sheet 1A — Building Owners

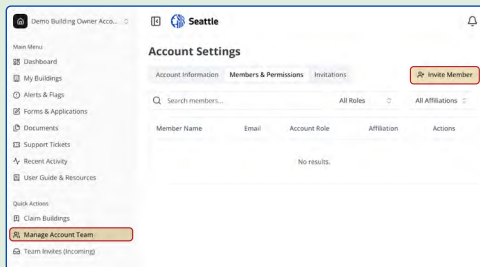
Getting Started with Building & Energy Portal



Select **Dashboard** in the left column, then select **Take a Tour of the Benchmarking and Reporting Portal**.



Select **Claim Buildings** and search using OSE ID, building name, or address.



Select **Manage Account Team** in the left column, then select **Invite Member**.

Once you have activated your account you can use the portal to associate your buildings, verify details, and add team members.

Before continuing, on the homepage of your account, Select **Dashboard** in the left column, then select **Take a Tour of the Benchmarking and Reporting Portal** to learn how to navigate the portal.

To associate buildings to your account you will then proceed to the claim a building process, under **Claim Building** on the left navigation.

If you have team members who you want enter and confirm building data in ENERGY STAR® Portfolio Manager®, submit reports, and verify reports on your behalf, **first claim your building(s)**, then invite them to your join your account by clicking **Manage Account Team** in the left column, then selecting **Invite Member** in the upper right. You will have the opportunity to specify which buildings they can access and what they can do on your behalf. Find detailed instructions on [TIP Sheet 3: Adding Team Members](#).



Find detailed instructions on the [TIP Sheet 2: Claiming Buildings](#).



Find detailed descriptions of account roles on [Account User Roles and Permissions](#).



Manage access anytime—owners can use the portal to add or remove team members as needed.