

Getting Started

SEATTLE BUILDING & ENERGY PORTAL



Team members are individuals who enter and confirm building data in ENERGY STAR® Portfolio Manager®, submit reports, and meet compliance requirements on behalf of building owners or their authorized agents. Team members will receive an email from an owner or authorized agent to create an account or, if they already have one, to join the building owner account.

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).



*If you are the building owner of record — or someone responsible for ensuring the building complies with benchmarking and BEPS laws — you must first create a **Building Owner account** on the Seattle Building & Energy Portal. Please refer to [TIP Sheet 1A — Building Owners Getting Started with Seattle Building & Energy Portal](#).*

Create your Building & Energy Portal account

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

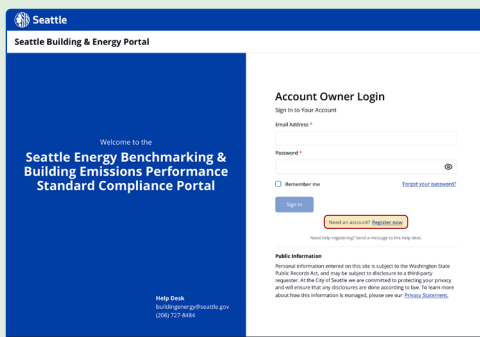
In the Account Owner Login section, click **Register Now**.

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

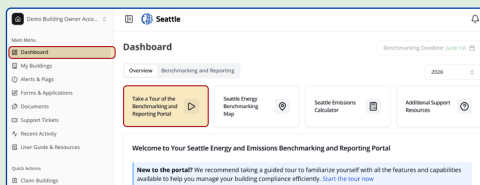
Activate your account by clicking the **verification link** sent to the email account you entered earlier.

Once you have activated your personal account you will be able to access the building owner accounts to which you have been invited.

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.



Click **Register Now** on the Building & Energy Portal log in page.



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

GET HELP



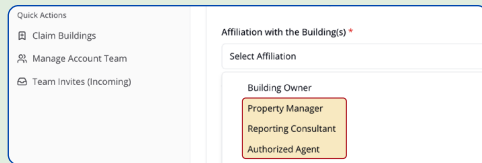
Email help desk staff at buildingenergy@seattle.gov



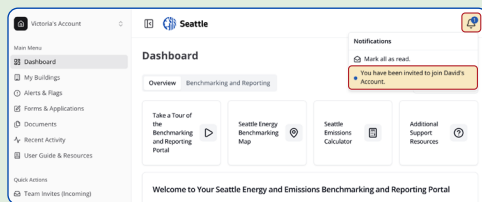
Call (206) 727-8484 to leave voicemail and request a callback



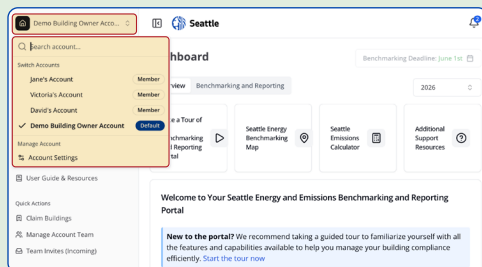
A reporting consultant cannot add a building to their portal account—the building owner or property manager must invite them after claiming the building. See [TIP 3: Adding Account Users](#).



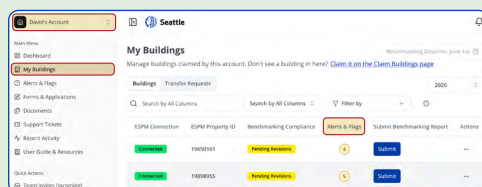
Under **Account Owner Affiliation with the Building(s)**, select the role appropriate for you.



Click the notification icon (🔔) and then select the invitation notice, to join a building owner account.



Switch accounts you are a member of by clicking on the currently active account title. Access settings for the currently active account by clicking **Account Settings**.



Select the relevant **building owner account**, click on **My Buildings**, and then select **highlighted number** under the Alert and Flags column.

If you manage day-to-day building operations and will assist with compliance reporting for the benchmarking and BEPS laws, under **Account Owner Affiliation with the Building(s)**, select **Property Manager**.

If you are a hired consultant or benchmarking service provider who will submit or manage benchmarking reports and Portfolio Manager data for a specific building or set of buildings, under **Account Owner Affiliation with the Building(s)**, select **Reporting Consultant**.

If you are someone (such as a facility, sustainability, or operations manager) who will enter or view data related to energy compliance for a specific building or set of buildings, under **Account Owner Affiliation with the Building(s)**, select **Authorized Agent**.

If you are a [BEPS Qualified Person](#) who will complete **benchmarking verification** or submit **BEPS compliance reports** for a specific building or set of buildings, **please do not register until notified in 2027** when the Qualified Person registration becomes available.

Join a Building Owner Account

To join a Building Owner Account you've been invited to, click the notification icon (🔔) and then select the invitation notice.

To view the compliance status and any remaining tasks for buildings to which you have been granted access, in the upper left corner select the relevant **building owner account** and then click **My Buildings** in the left column. Scroll to the right and in the Alerts and Flags column, click on the highlighted number in the row of the building you intend to work on. See [TIP Sheet 4: Changes to Benchmarking](#) for detailed guidance.