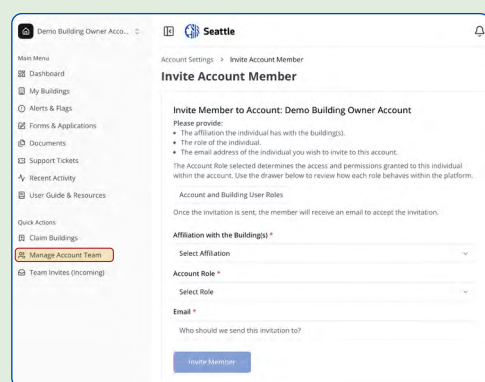


Adding Account Users

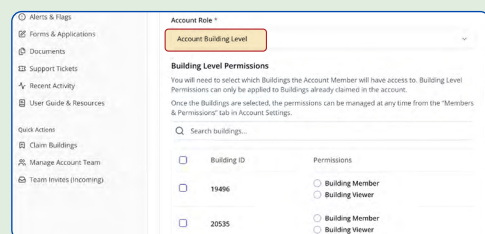
SEATTLE BUILDING & ENERGY PORTAL



Everyone who creates an account in the portal is an **Account Owner**. Those who create Building Owner accounts will add users or team members to their accounts depending on their relationship to the building and the tasks they will be completing in the portal.



Invite team members to work on your behalf by selecting **Manage Account Team** in left column, then selecting **Invite Member**.



To invite individuals to work one or more selected buildings in your account, under **Account Role** select **Account Building Level** and specify which buildings and what permissions to grant them.

GET HELP



Email help desk staff at
buildingenergy@seattle.gov



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

If you are the building owner of record or an entity authorized to claim buildings and ensure compliance, you must first create a Building Owner Account (See [TIP Sheet 1A: Getting Started for Building Owners.](#)) and claim all owned buildings. From your building owner account you can then grant access to other team members to act on your behalf for your building(s). As you invite team members, you will specify via roles and permissions settings who will manage the account, who will enter data and submit reports, who can only view data, and who can verify reports.

How to invite team members

Building Owner account holders can invite team members to join their account with user permissions they determine.

Log into the [Seattle Building & Energy Portal](#) and select **Manage Account Team** in the left column.

Select **Invite Member** and complete the fields as requested:

- the individual's Affiliation with the Building(s).
- the **Account Role** you want them to perform, along with specific permissions if you invite them to work on selected buildings on your account. Find details about each role and its permissions on the next page.
- the individual's email address.



Find detailed descriptions of account roles on the next page.



BEPS Qualified Persons cannot be added to accounts until Winter 2027 when the BEPS compliance reporting forms are available and the Qualified Person has registered and been approved in the portal.

Roles & Permissions

Building Owners and Authorized Agents

Register as a Building Owner if you are responsible for ensuring compliance of a building subject to Benchmarking and Building Emissions Performance Standard (BEPS) laws. This role provides the account holder with comprehensive control of the account, including authority to claim buildings and manage team members.

ACCOUNT-LEVEL ROLES

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

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 have been 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

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 benchmarking data for a specific building

If you are a **BEPS Qualified Person** that will be submitting BEPS compliance forms **DO NOT REGISTER** until notified in 2027.

Best 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

After you complete the form, select **Invite Member** to generate and send an email invitation from within the portal.

Once an invited user accepts your invitation and gains access to your account, they will be able to act on your behalf for your building(s) as you specified when inviting them.

Manage account team with permissions

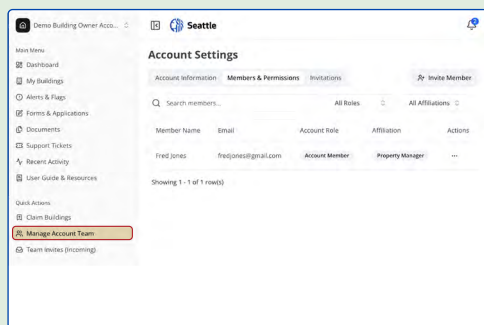
Building Owner Accounts control who can enter and manage data, who can submit reports, and who can view information in the portal. These user permissions can apply to an owner's entire building portfolio (as an Account Admin, Account Member, or Account Viewer) or to individual buildings (as a Building Member or Building Viewer).

Add a reporting consultant to your building

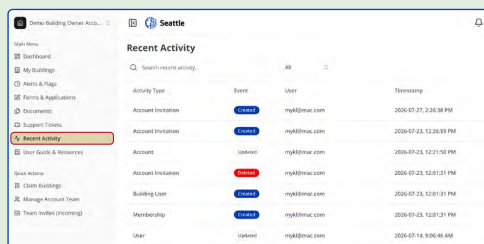
A reporting consultant, such as benchmarking service provider, cannot add a building to their portal account—the building owner or property manager must invite them after claiming the building.

In the left column, click Manage Account Team and select Invite Member and enter their building affiliation, account role, and email address.

If they don't already have a Seattle Building & Energy Portal account, they will be invited to create one and join your account. If they already have one, they will get an email with option to accept the invitation to your building/account.



Select **Manage Account Team** to see users with access to your account, update their permissions, and remove them as needed.



Select **Recent Activity** to see everything done in your account, and by which authorized user on your team.