

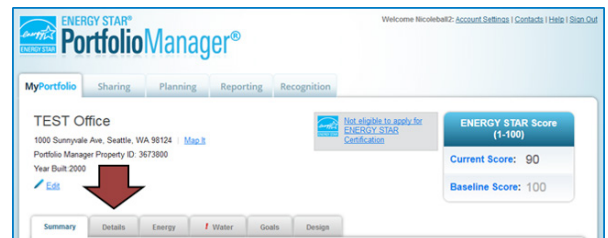
Correcting Default Data in Portfolio Manager

Default data is provided within Portfolio Manager to help owners get a quick ENERGY STAR score, when the exact values for your Property Use Details are not yet known. However, benchmarking reports with default data are considered inaccurate—annual reporting of accurate building energy performance is required per Seattle Municipal Code, Chapter 22.920.

Follow the steps below on to update the default values to actual values, which are required by the City of Seattle for compliance and to apply for ENERGY STAR certification.

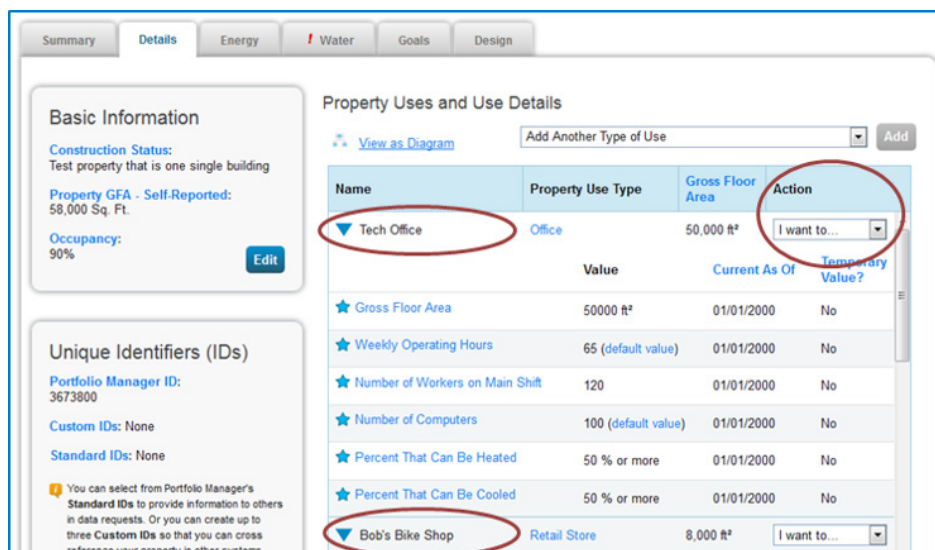
1. Log into Portfolio Manager

- Log into www.energystar.gov/benchmark with your Portfolio Manager username and password.
- On the My Portfolio Tab, click on the property name to open the summary page.
- Click on the Details tab.



2. Correct Property Details

- Under "Property Uses and Use Details" click the triangle next to the use name to show the GFA and other details.
- All "default" or temporary values need updating. (Hover over the blue text for definitions of each detail.)
- Click on the Action drop down menu and choose, "I want to... Correct Mistakes." DO NOT choose the other options..
- This will open the History Log, where you can fill in the correct values and uncheck any "temporary" values or defaults as shown in the example on the next page. IMPORTANT:
 - DO NOT change the "Current As Of" date(s). If it is empty, use the year built:
 - When corrected, un-check any places where "Use a default" or temporary values were checked.
 - Scroll down and click Save Corrections.



History Log for Tech Office

Below is a record of any details you have provided for this Property Use. These values represent how your Property Use has changed over time and are used to provide you with the most accurate metrics possible for your property for any time period. You can also correct any errors you find here. If you have a multi-building property (campus), you need to [update these Property Use Details in BOTH the parent and child properties](#).

★ **Gross Floor Area**

| <input type="checkbox"/> Current As Of | Value | Temporary Value? | Revised By | Revised Date |
|---|--|--------------------------|--------------------|--------------|
| <input type="checkbox"/> 01/01/2000 (to present) | 50,000 <input type="text"/> Sq. Ft. <input type="text"/> | <input type="checkbox"/> | Nicole L Ballinger | 02/10/2015 |

✗ Delete Selected Entries

★ **Weekly Operating Hours**

| <input type="checkbox"/> Current As Of | Value | Temporary Value? | Revised By | Revised Date |
|---|--|--------------------------|--------------------|--------------|
| <input type="checkbox"/> 01/01/2000 (to present) | 65 <input type="text"/> <input checked="" type="checkbox"/> Use a default | <input type="checkbox"/> | Nicole L Ballinger | 02/10/2015 |

✗ Delete Selected Entries

★ **Number of Workers on Main Shift**

| <input type="checkbox"/> Current As Of | Value | Temporary Value? | Revised By | Revised Date |
|---|-------------------------|-------------------------------------|--------------------|--------------|
| <input type="checkbox"/> 01/01/2000 (to present) | 90 <input type="text"/> | <input checked="" type="checkbox"/> | Nicole L Ballinger | 02/10/2015 |

✗ Delete Selected Entries

★ **Number of Computers**

| <input type="checkbox"/> Current As Of | Value | Temporary Value? | Revised By | Revised Date |
|---|---|--------------------------|--------------------|--------------|
| <input type="checkbox"/> 01/01/2000 (to present) | 100 <input type="text"/> <input checked="" type="checkbox"/> Use a default | <input type="checkbox"/> | Nicole L Ballinger | 02/10/2015 |

NOTE: IF YOUR BUILDING HAS OTHER USE TYPES LISTED (FOR EXAMPLE, RETAIL OR RESTAURANT) USE THE SAME PROCESS TO CORRECT ANY DEFAULT VALUES. THE DETAILS REQUIRED WILL BE RELEVANT FOR THAT SPACE USE.

3. Review Your Building's Score

- When completed, check the ENERGY STAR score.
 - o **Above 75** – Congrats! Click the Apply for Energy Star Certification link to see if your building is eligible.
 - o **Below or close to 75?** Contact your utility to take advantage of rebates. Visit: www.seattle.gov/saveenergy or call 206-684-3800.