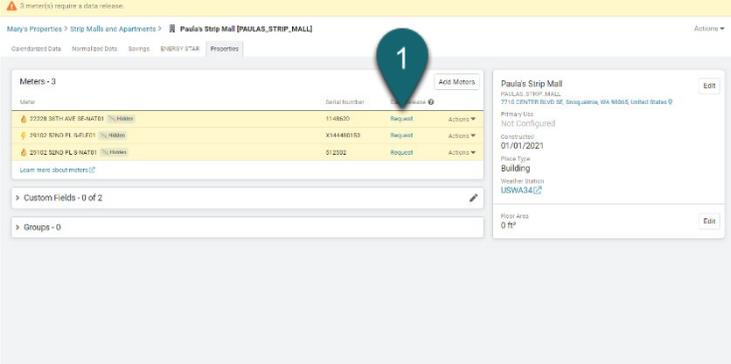
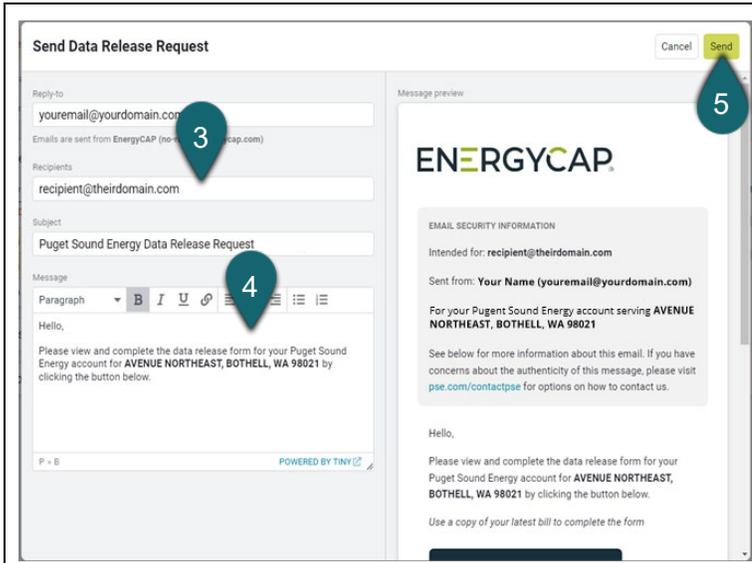


Complete a Data Release

Purpose	By the end of this job aid, you will be able to complete a data release in EnergyCAP via email or manually.
Audience	EnergyCAP customers and PSE users.

	<p>Complete a Data Release via Email</p> <p>1 Click the Request button under the Data Release column for the meter of your choice.</p>
<div style="border: 1px solid gray; padding: 10px;"> <p>Data Release Request</p> <p>If you have the account holder email address(es) for the natural gas meter at 22228 38TH AVE SE, BOTHELL, WA 98021 you can send a data release request by email.</p> <p>If you do not have an email address, download the release form and complete it manually.</p> <p style="text-align: center;"> <input type="button" value="Cancel"/> <input type="button" value="Complete Manually"/> <input type="button" value="Send Request by Email"/> </p> </div>	<p>2 Click the Send Request by Email button.</p>

EnergyCAP: Add an Aggregate Meter and Complete a Data Release, continued



3

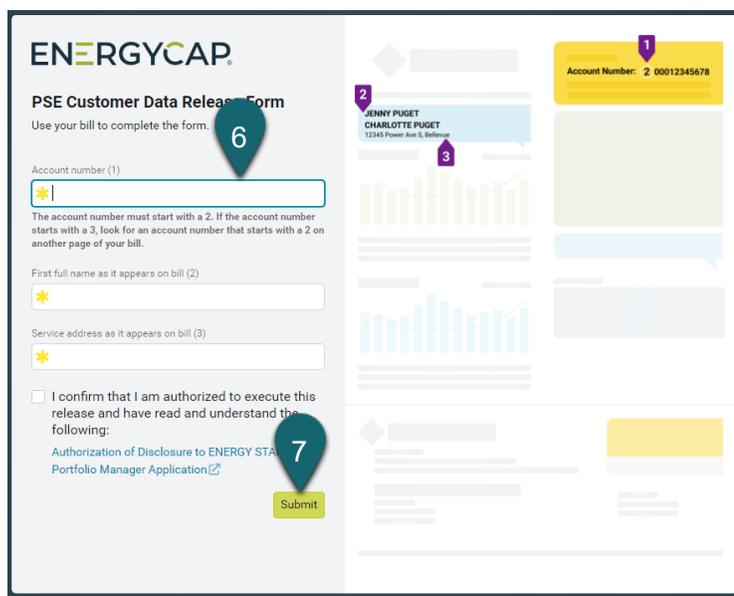
Input the Recipient's email address.

4

Add any personalization to the message that you would like.

5

Click **Send**.

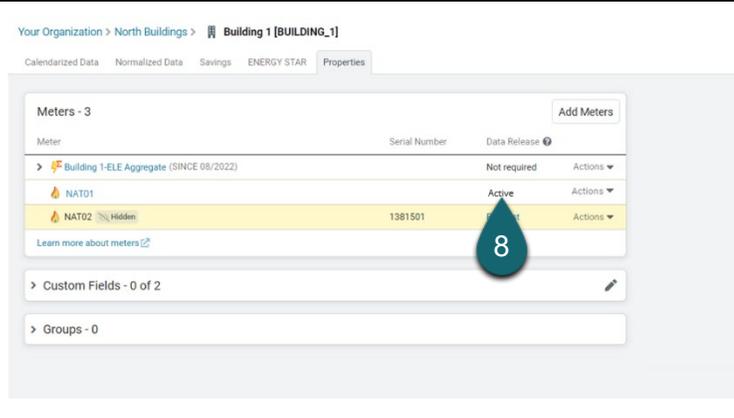


6

When the customer clicks to complete the release form, the PSE Customer Data Release Form will appear. The customer will then need to input the account number, their name, and service address exactly as it appears on their bill, as well as confirm authorization to execute the release and understand the terms in the Authorization of Disclosure to ENERGY STAR Portfolio Manager Application.

7

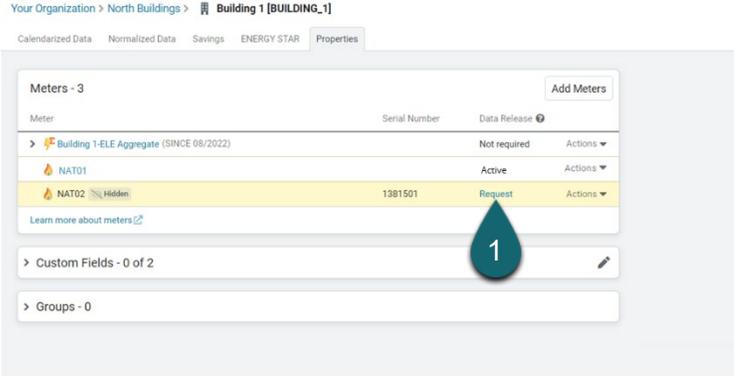
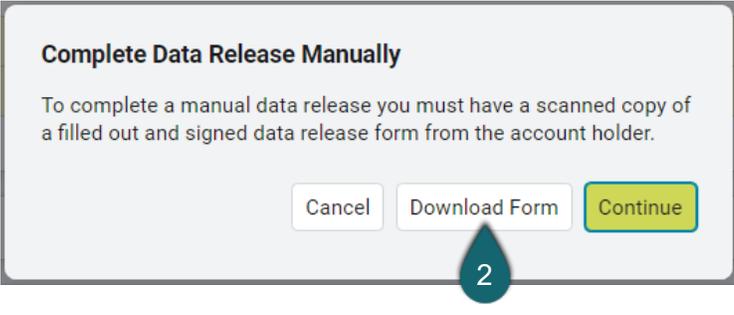
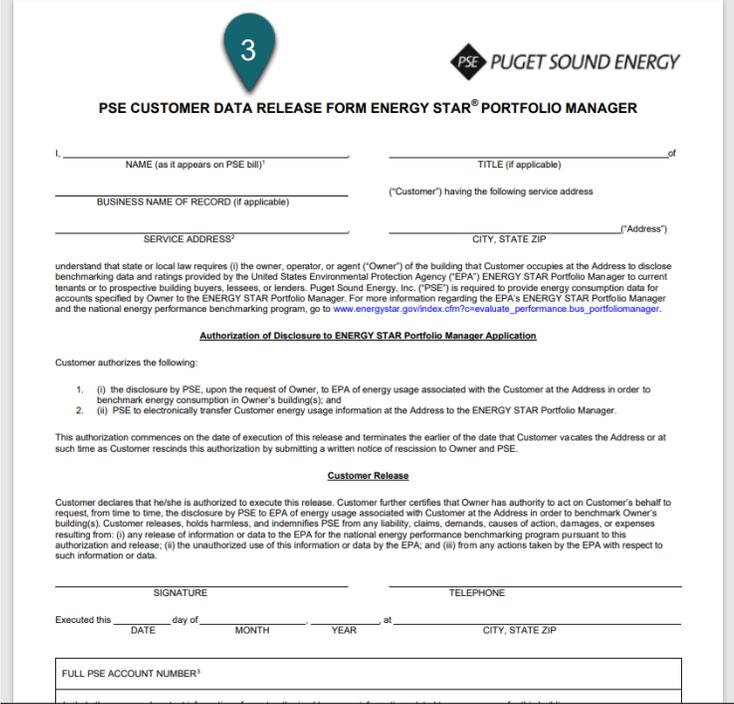
Click **Submit**.



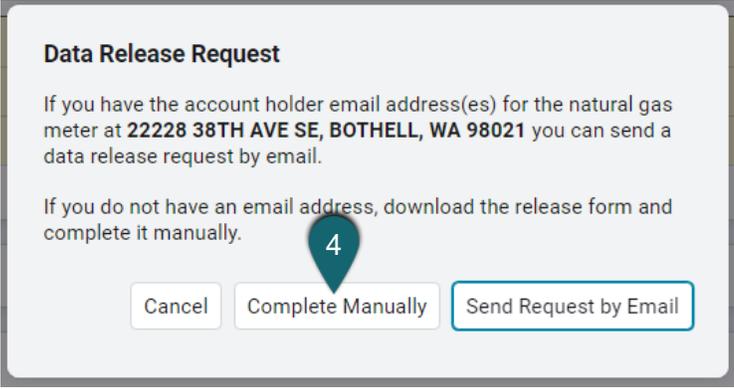
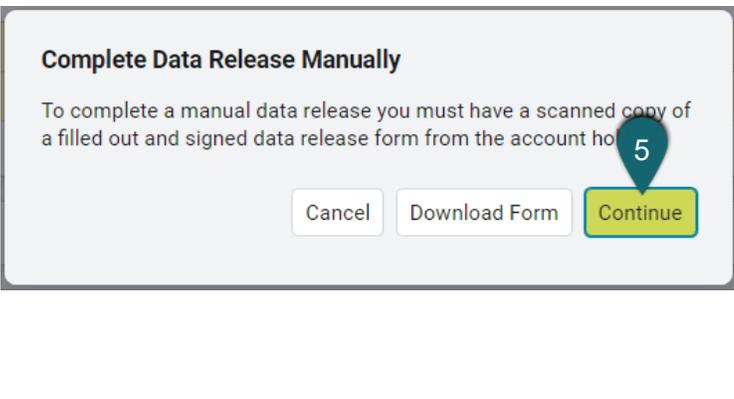
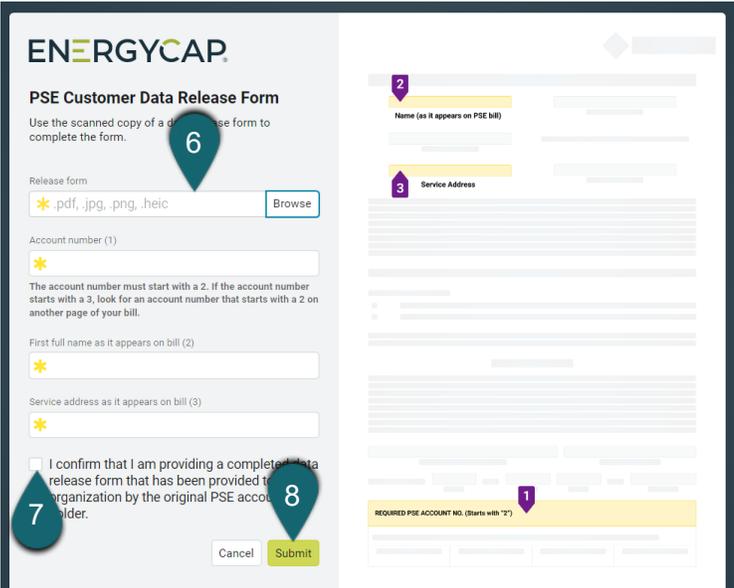
8

Result: The status of the Data Release for that meter should now be Active.

EnergyCAP: Complete a Data Release, continued

 <p>Your Organization > North Buildings > Building 1 [BUILDING_1]</p> <p>Calendarized Data Normalized Data Savings ENERGY STAR Properties</p> <p>Meters - 3 Add Meters</p> <table border="1"> <thead> <tr> <th>Meter</th> <th>Serial Number</th> <th>Data Release</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Building 1-ELE Aggregate (SINCE 08/2022)</td> <td></td> <td>Not required</td> <td>Actions</td> </tr> <tr> <td>NAT01</td> <td></td> <td>Active</td> <td>Actions</td> </tr> <tr> <td>NAT02 Hidden</td> <td>1381501</td> <td>Request</td> <td>Actions</td> </tr> </tbody> </table> <p>Learn more about meters</p> <p>Custom Fields - 0 of 2</p> <p>Groups - 0</p>	Meter	Serial Number	Data Release	Actions	Building 1-ELE Aggregate (SINCE 08/2022)		Not required	Actions	NAT01		Active	Actions	NAT02 Hidden	1381501	Request	Actions	<p>1</p>	<p>Complete a Data Release Manually</p> <p>Click the Request button under the Data Release column for the meter of your choice.</p>
Meter	Serial Number	Data Release	Actions															
Building 1-ELE Aggregate (SINCE 08/2022)		Not required	Actions															
NAT01		Active	Actions															
NAT02 Hidden	1381501	Request	Actions															
 <p>Complete Data Release Manually</p> <p>To complete a manual data release you must have a scanned copy of a filled out and signed data release form from the account holder.</p> <p>Cancel Download Form Continue</p>	<p>2</p>	<p>Click the Download Form button.</p>																
 <p>3</p> <p>PSE PUGET SOUND ENERGY</p> <p>PSE CUSTOMER DATA RELEASE FORM ENERGY STAR® PORTFOLIO MANAGER</p> <p>I, _____ NAME (as it appears on PSE bill)¹ _____ TITLE (if applicable) _____ of _____ BUSINESS NAME OF RECORD (if applicable) _____ ("Customer") having the following service address _____ SERVICE ADDRESS² _____ CITY, STATE ZIP _____ ("Address")</p> <p><small>understand that state or local law requires (i) the owner, operator, or agent ("Owner") of the building that Customer occupies at the Address to disclose benchmarking data and ratings provided by the United States Environmental Protection Agency ("EPA") ENERGY STAR Portfolio Manager to current tenants or to prospective building buyers, lessees, or lenders. Puget Sound Energy, Inc. ("PSE") is required to provide energy consumption data for accounts specified by Owner to the ENERGY STAR Portfolio Manager. For more information regarding the EPA's ENERGY STAR Portfolio Manager and the national energy performance benchmarking program, go to www.energystar.gov/index.cfm?c=evaluate_performance.bus_portfolio/manager.</small></p> <p>Authorization of Disclosure to ENERGY STAR Portfolio Manager Application</p> <p>Customer authorizes the following:</p> <ol style="list-style-type: none"> (i) the disclosure by PSE, upon the request of Owner, to EPA of energy usage associated with the Customer at the Address in order to benchmark energy consumption in Owner's building(s); and (ii) PSE to electronically transfer Customer energy usage information at the Address to the ENERGY STAR Portfolio Manager. <p>This authorization commences on the date of execution of this release and terminates the earlier of the date that Customer vacates the Address or at such time as Customer rescinds this authorization by submitting a written notice of rescission to Owner and PSE.</p> <p>Customer Release</p> <p>Customer declares that he/she is authorized to execute this release. Customer further certifies that Owner has authority to act on Customer's behalf to request, from time to time, the disclosure by PSE to EPA of energy usage associated with Customer at the Address in order to benchmark Owner's building(s). Customer releases, holds harmless, and indemnifies PSE from any liability, claims, demands, causes of action, damages, or expenses resulting from (i) any release of information or data to the EPA for the national energy performance benchmarking program pursuant to this authorization and release; (ii) the unauthorized use of this information or data by the EPA; and (iii) from any actions taken by the EPA with respect to such information or data.</p> <p>_____ SIGNATURE TELEPHONE _____</p> <p>Executed this _____ day of _____, _____ at _____ DATE MONTH YEAR CITY, STATE ZIP _____</p> <p>FULL PSE ACCOUNT NUMBER³ _____</p>	<p>3</p>	<p>The building owner will send a copy of the form to the tenant who will complete the form and return it to the building owner.</p> <p>Note: When requesting the tenant to fill out this form, you may want to request a copy of the tenant's bill to ensure the process can be completed without any issues.</p>																

EnergyCAP: Add an Aggregate Meter and Complete a Data Release, continued

	<p>4 Click the Complete Manually button.</p>
	<p>5 Click the Continue button.</p>
	<p>6 The building owner will then attach the release form, input the account number, full name and service address exactly as it appears on the bill.</p> <p>7 Check the confirmation checkbox.</p> <p>8 Click Submit.</p>

EnergyCAP: Add an Aggregate Meter and Complete a Data Release, continued

Your Organization > North Buildings > Building 1 [BUILDING_1]

Calendarized Data Normalized Data Savings ENERGY STAR Properties

Meters - 3 Add Meters

Meter	Serial Number	Data Release	
> Building 1-ELE Aggregate (SINCE 08/2022)		Not required	Actions
NAT01		Active	Actions
NAT02		Active	Actions

Learn more about meters

> Custom Fields - 0 of 2 9

> Groups - 0

9

Result: The status of the Data Release for that meter should now be Active.