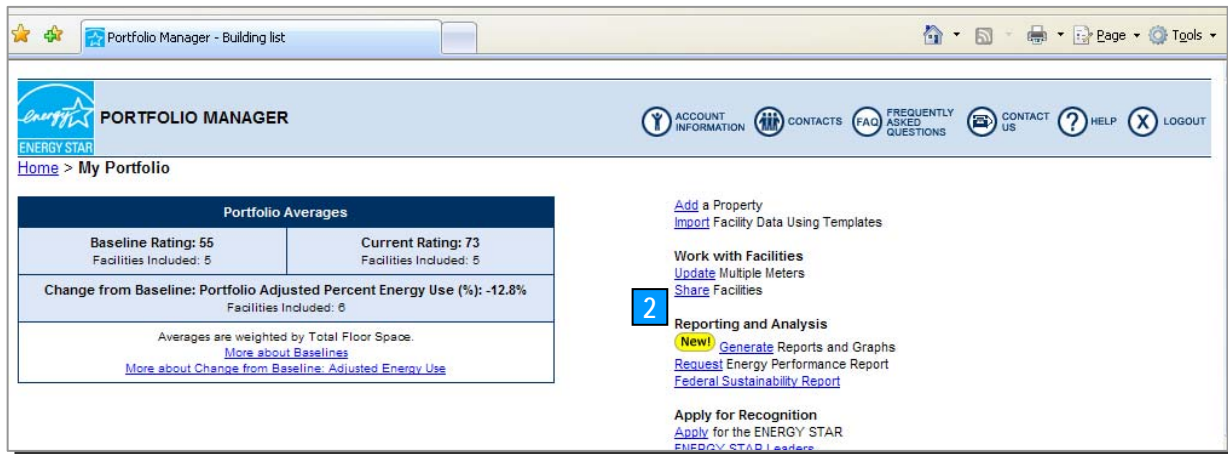




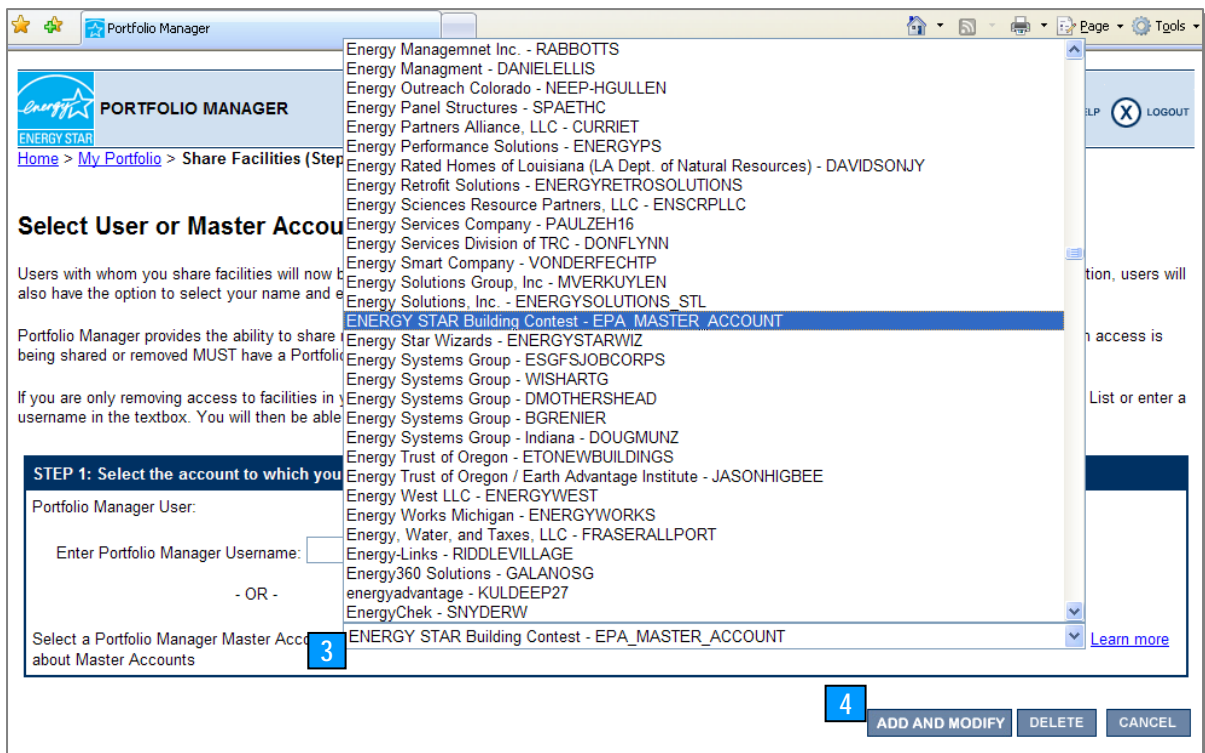
HOW TO SHARE WITH A MASTER ACCOUNT

To be eligible to compete in EPA's National Building Competition, you must share your Portfolio Manager account with EPA's master account. Follow these easy instructions to do so. You must share with EPA before submitting your application.

1. Go to <https://www.energystar.gov/istar/pmpam/>, log in, then choose "Access My Portfolio"
2. From the "My Portfolio" page, select "Share Facilities" from the list on the right-hand side of the page.



3. From the dropdown menu, select "ENERGY STAR Building Contest – EPA_MASTER_ACCOUNT".
4. Once selected, click "ADD AND MODIFY"



5. On the next screen, under "Step 2," select the "Read Only" radio button, then leave the answers to the next three questions as "No."
6. Under "Step 3," select "Main Portfolio."

7. Click "CONTINUE"

8. Under "Step 4," select the facility/facilities that you are nominating to participate in the competition.

9. Click "CONTINUE"

10. On the next page (not shown), verify all information and click "SAVE." You're all done!