

Pre-Webinar Polling Question

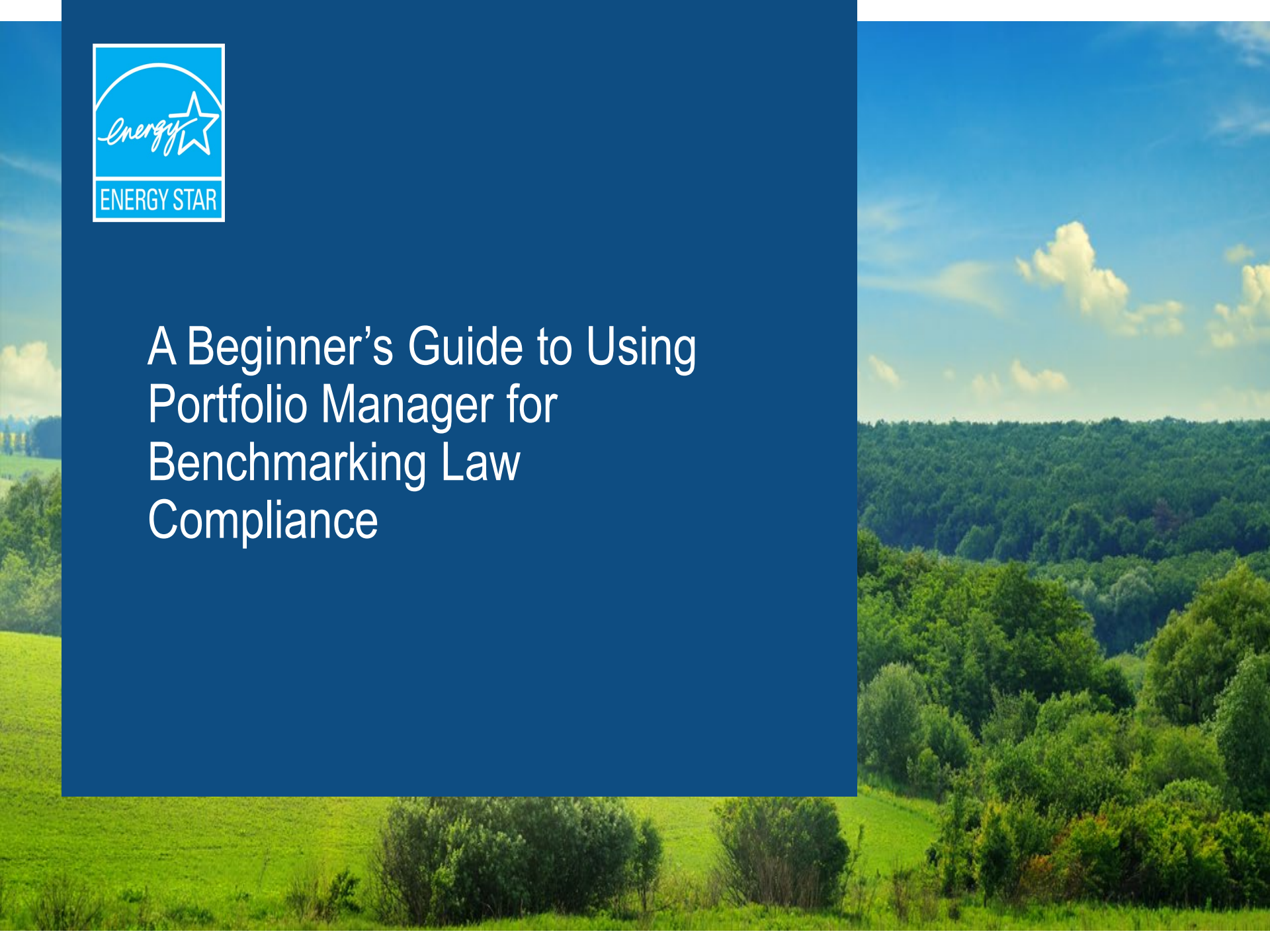
How much experience do you have with using Portfolio Manager?

- **A.** None (don't have an account created)
- **B.** Beginner (created account, just getting started benchmarking)
- **C.** Intermediate
- **D.** Advanced





A Beginner's Guide to Using Portfolio Manager for Benchmarking Law Compliance



“Basics of Building Benchmarking for Ordinance Compliance” Webinar Series

- **Part 1** (April 10 and May 9)

A Beginner’s Guide to Using Portfolio Manager for Benchmarking Law Compliance

- **Part 2** (April 24 and May 22)

Using Benchmarking Results to Understand your Building’s Performance

- **Part 3** (May 8 and June 6)

To Efficiency and Beyond! How to Benefit from Benchmarking Compliance with Strategies for Improving your Energy Performance

https://www.energystar.gov/buildings/training/complying_ordinances



Learning Objectives

- Understanding the role of EPA's Portfolio Manager tool in benchmarking law compliance
- Getting started using Portfolio Manager
- Successfully submitting building data to your local jurisdiction

Note: ENERGY STAR also has short videos on introductory topics related to Portfolio Manager available at www.energystar.gov/buildings/training



Learning Objectives

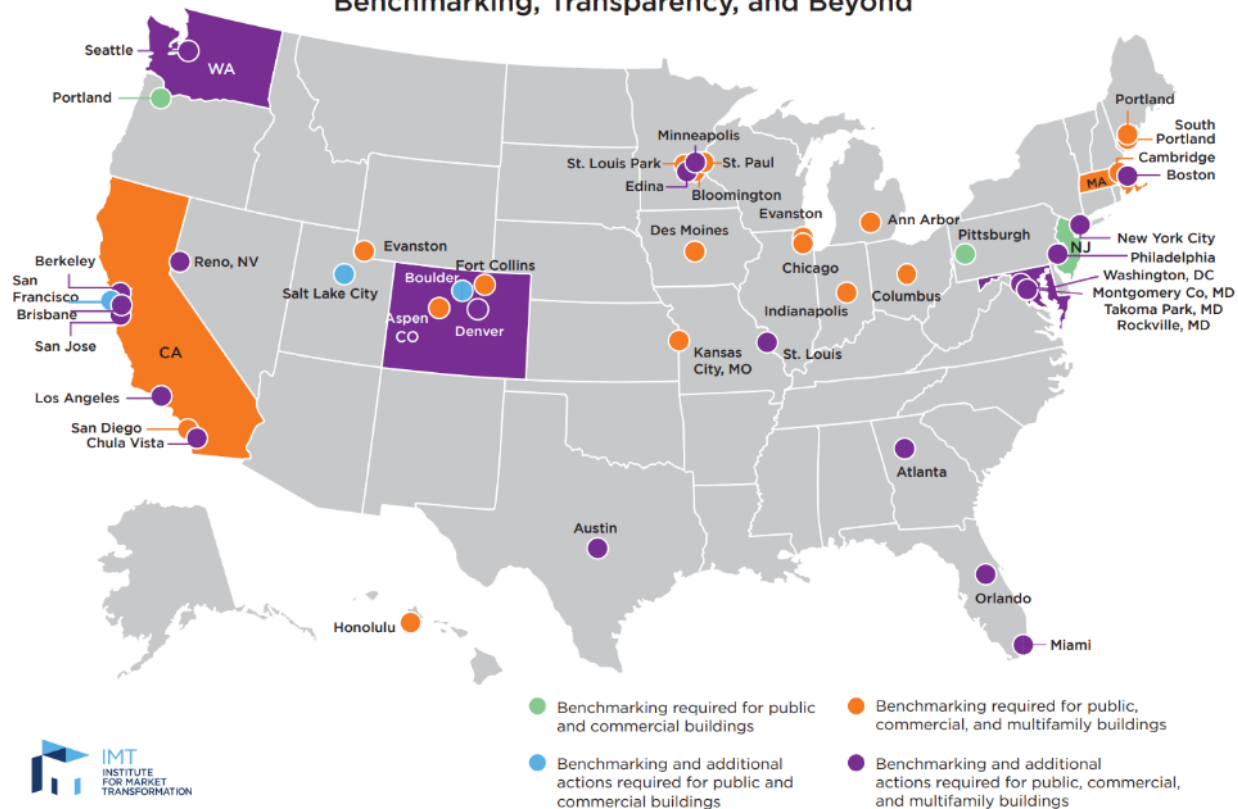
- **Understanding the role of EPA's Portfolio Manager tool in benchmarking law compliance**
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Note: ENERGY STAR also has short videos on introductory topics related to Portfolio Manager available at www.energystar.gov/buildings/training



What is a Benchmarking Law?

U.S. City, County, and State Policies for Existing Buildings: Benchmarking, Transparency, and Beyond



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[Map: U.S. City, County, and State Policies for Existing Buildings: Benchmarking, Transparency and Beyond - IMT](#)



EPA vs. Jurisdiction Responsibilities

The EPA and ENERGY STAR can answer questions about...

- How to use Portfolio Manager
- Portfolio Manager metrics such as the ENERGY STAR score
- Portfolio Manager alerts and data quality checks
- How to connect with other Portfolio Manager users including utilities and 3rd party service providers



Your state or local jurisdiction can answer questions about...

- Which buildings are subject to the benchmarking law
- Which data and time periods are required for reporting
- Due dates for submission and fines
- Confirmation that your report was received and/or complete



Portfolio Manager and Benchmarking Laws in Canada

Please direct all questions about Canadian benchmarking laws to Natural Resources Canada:

- **Toll free:** 1-877-360-5500
- **Ottawa local:** 613-992-3245
- **Email:** buildings-batiments@nrcan-rncan.gc.ca
- **Website:** <https://www.nrcan.gc.ca/energy-efficiency/energy-star-canada/18953>



Natural Resources
Canada

Ressources naturelles
Canada

Canada



Online List of Service Providers

Most Active Service & Product Providers

ENERGY STAR Service and Product Providers (SPPs) have demonstrated their expertise and achievements by meeting strict ENERGY STAR program requirements for benchmarking customer buildings using Portfolio Manager and gaining ENERGY STAR certification for buildings. Use this directory to find SPPs that have done the most for their clients through ENERGY STAR in the past 12 months.

Also see these additional provider partners: [Most Active Service Providers That Exchange Data with Portfolio Manager via Web Services](#), [Most Active Architecture & Engineering Firms](#), and [Most Active Industrial Service & Product Providers](#).

This list shows SPP activity for the past 12 months, updated quarterly.

Benchmarked properties located in Canada are not included in the totals. For information on Canadian benchmarking, please contact nrcan.buildings-batiments.mcan@canada.ca.

Please note, the links below leave the energystar.gov domain. For more information visit our [Exit Disclaimer](#).

| 1 - 276 of 276 | | Show: 25 50 100 All | | |
|------------------------------------|--|---|-----------|----------------------------|
| 1 | | | | |
| Company Name | Company Type | Contact | Benchmark | ENERGY STAR Certifications |
| Schneider Electric | Energy or Architecture Related Professional, Consulting or Procurement Services;Energy Management | Erik Mohn 502-614-2348 (phone) erik.mohn@se.com | 48200 | 506 |
| ENGIE Impact | Energy or Architecture Related Professional, Consulting or Procurement Services;Energy Management | Paige Janson 800-767-4197 (phone) info@engieimpact.com | 46444 | 376 |
| Conservice, LLC | Energy or Architecture Related Professional, Consulting or Procurement Services;Energy Management;Energy Information and Data Management | Brett Kraus 435-713-2136 (phone) bkraus@conservice.com | 29724 | 1298 |
| Measurabl, Inc. | Energy Information and Data Management | Measurabl Team 619-719-1716 (phone) info@measurabl.com | 25980 | 1609 |
| Bright Power, Inc. | Energy or Architecture Related Professional, Consulting or Procurement Services;Energy Management | Jeffrey Perlman 212-803-5868 (phone) jperlman@brightpower.com | 21997 | 202 |
| WegoWise | Energy or Architecture Related Professional, Consulting or Procurement Services;Energy Management | Dan Teague 617-367-9346 (phone) dteague@wegowise.com | 20393 | 45 |

View the list online here: https://www.energystar.gov/buildings/facility-owners-and-managers/existing-buildings/save-energy/expert-help/find-spp/most_active



Learning Objectives

- Understanding the role of EPA's Portfolio Manager tool in benchmarking law compliance
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To get started benchmarking in Portfolio Manager you will need...

- 1 Property information:
 - Primary function
 - Name, address, zip/postal code
 - Year built
 - Gross floor area
- 2 Property use details, e.g.:
 - Operating hours
 - No. of computers
 - No. of workers, etc.
- 3 Consumption data for all resources that you need to report for the duration of the compliance period

Use Portfolio Manager's **[data collection worksheet](https://portfoliomanager.energystar.gov/pm/dataCollectionWorksheet)** to gather data upfront for your property type/s

<https://portfoliomanager.energystar.gov/pm/dataCollectionWorksheet>

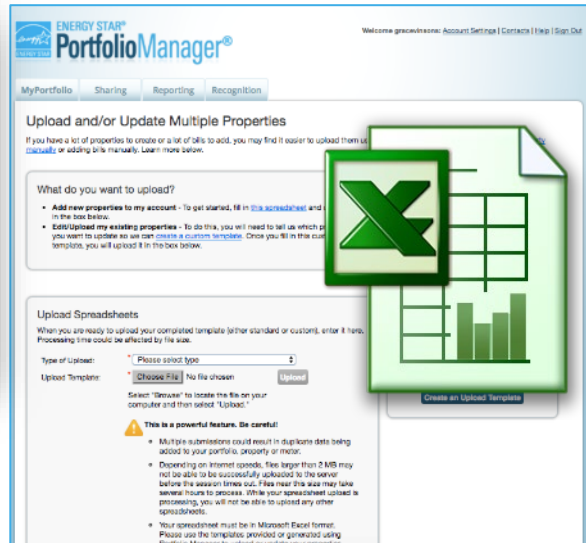


Get Data Into Portfolio Manager

Manual entry



Spreadsheet upload



Automated data uploads



Choose the best data management method.

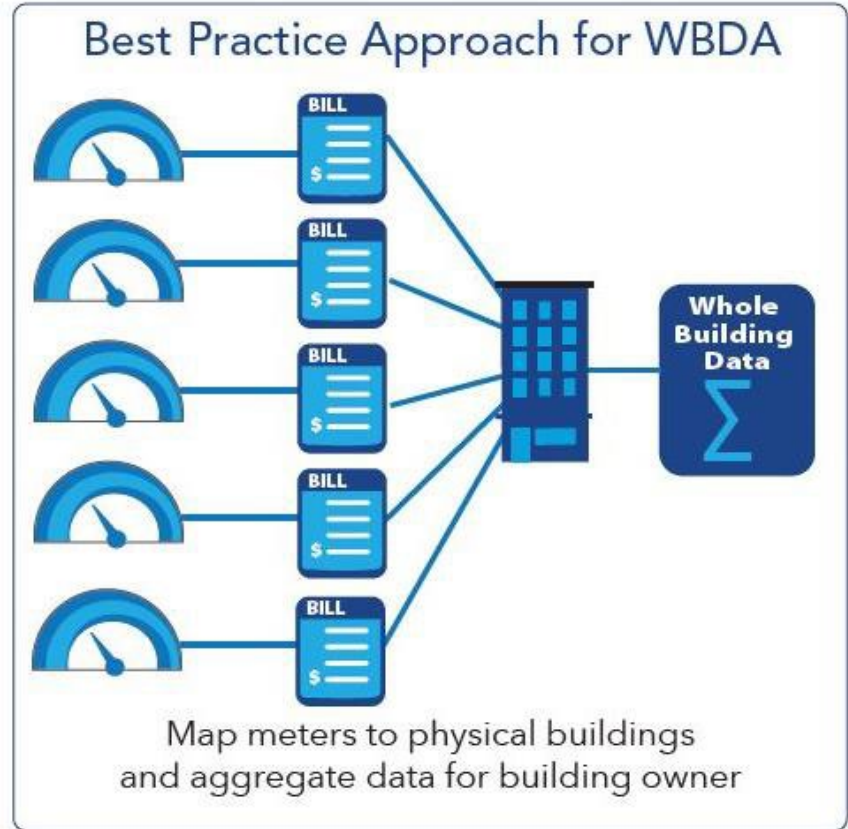
More on how to get utility data into Portfolio Manager:

<https://www.energystar.gov/buildings/tools-and-resources/how-get-data-portfolio-manager>



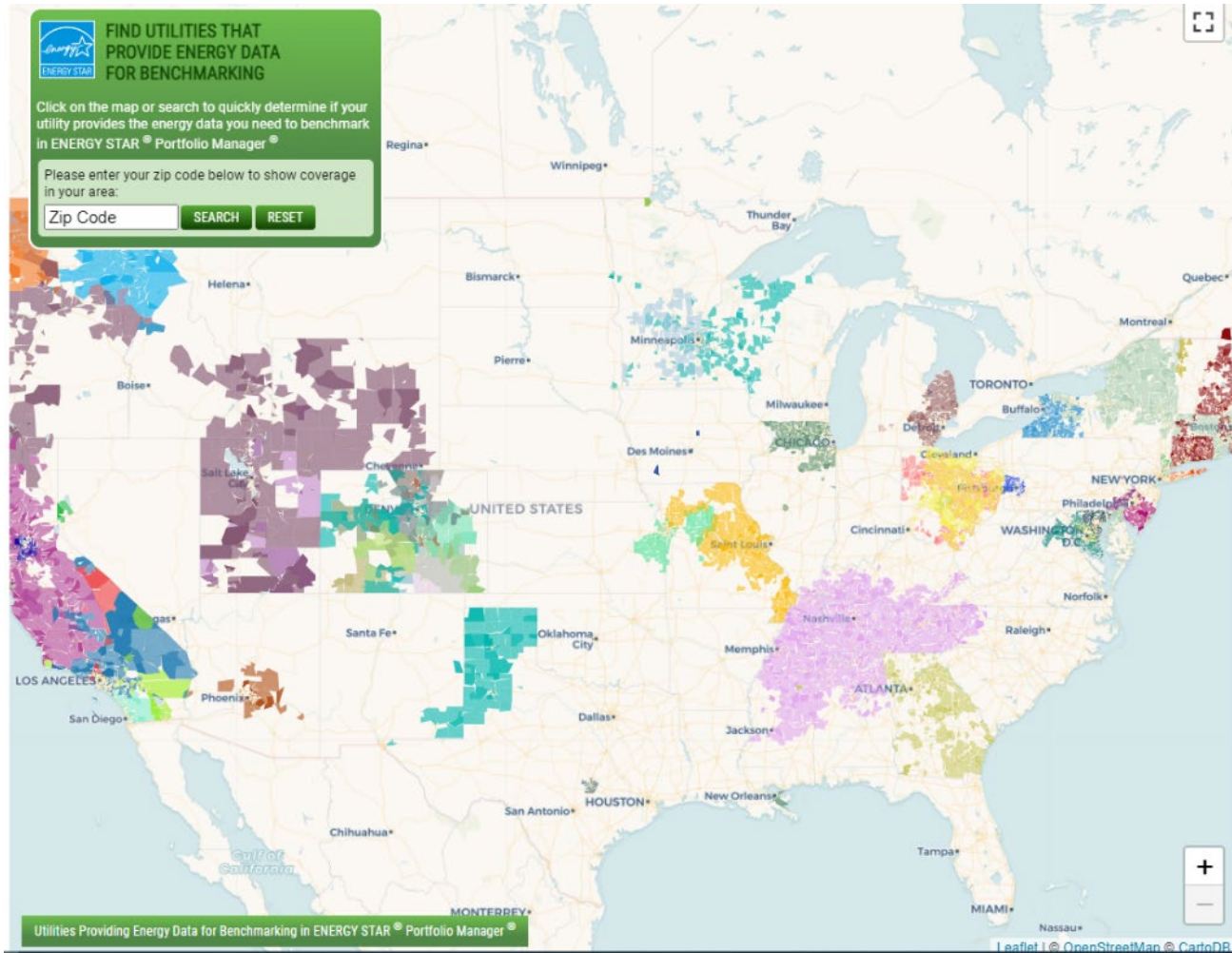
Utility Data Access and the Benefits of Aggregate Data

- Without complete, whole-building consumption data (all fuels, all meters), benchmarking results will not be accurate.
- Obtaining complete consumption data can be difficult for some multi-tenant/multi-family scenarios.
- Many utilities can provide aggregate whole-building consumption data (i.e., a single consumption value for each fuel for each month).



Credit: US Department of Energy

Utility Data Access Map



Website: <https://www.energystar.gov/utilitydata>



ABOUT ENERGY STAR PARTNER RESOURCES

The simple choice for energy efficiency.

ENERGY EFFICIENT products ENERGY SAVINGS at home ENERGY EFFICIENT new homes ENERGY STRATEGIES FOR buildings & plants

Home » Buildings & Plants » Owners and managers » Existing buildings » Use Portfolio Manager

Buildings & Plants about us | press room | help desk | portfolio manager login

Owners and managers Service providers Program administrators Tenants Tools and Resources Training

Existing buildings

- Learn the benefits
- Get started

Use Portfolio Manager

- How Portfolio Manager helps you save
- The benchmarking starter kit
- Identify your property type
- Enter data into Portfolio Manager
- The data quality checker
- How Portfolio Manager calculates metrics
- Interpret your results
- Verify and document your savings
- Share and request data
- Updates to ENERGY STAR scores with CBECs data
- Get help accessing your utility data
- Track waste and materials

Save energy

Find financing

Earn recognition

Communicate your success

Resources for your property

Join the rest of the industry

ENERGY STAR Portfolio Manager®
The most-used energy measurement and tracking tool for commercial buildings.

Use Portfolio Manager

You've heard it before: you can't manage what you don't measure. That's why EPA created ENERGY STAR Portfolio Manager®, an online tool you can use to measure and track energy and water consumption, as well as greenhouse gas emissions. Use it to benchmark the performance of one building or a whole portfolio of buildings, all in a secure online environment.

Not sure if Portfolio Manager is for you? It is!

You can use Portfolio Manager to manage the energy and water use of any building. Seriously. Any building. K-12 school? Check. Office building? Check. Stadium? Check. We could keep going. All you need are your energy bills and some basic information about your building to get started.

Are you designing a new commercial building? You can also use Portfolio Manager to set your energy use target and see how your estimated design energy stacks up against similar existing buildings nationwide.

2017 ENERGY STAR TOP CITIES

1. Washington, DC
2. Los Angeles
3. New York

SEE WHO ELSE MADE THE LIST!

ENERGY STAR Portfolio Manager®

EPA's online energy management and tracking tool enables you to measure and track the energy and water performance of any building over time.

Register now

Log in

username ekatezayko1

password ●●●●●●●●

Forgot password?

Forgot username?

LOGIN

PORTFOLIO MANAGER DATA COLLECTION WORKSHEET

Easily see what information is required for your property and create a PDF or Word worksheet to help collect the data.

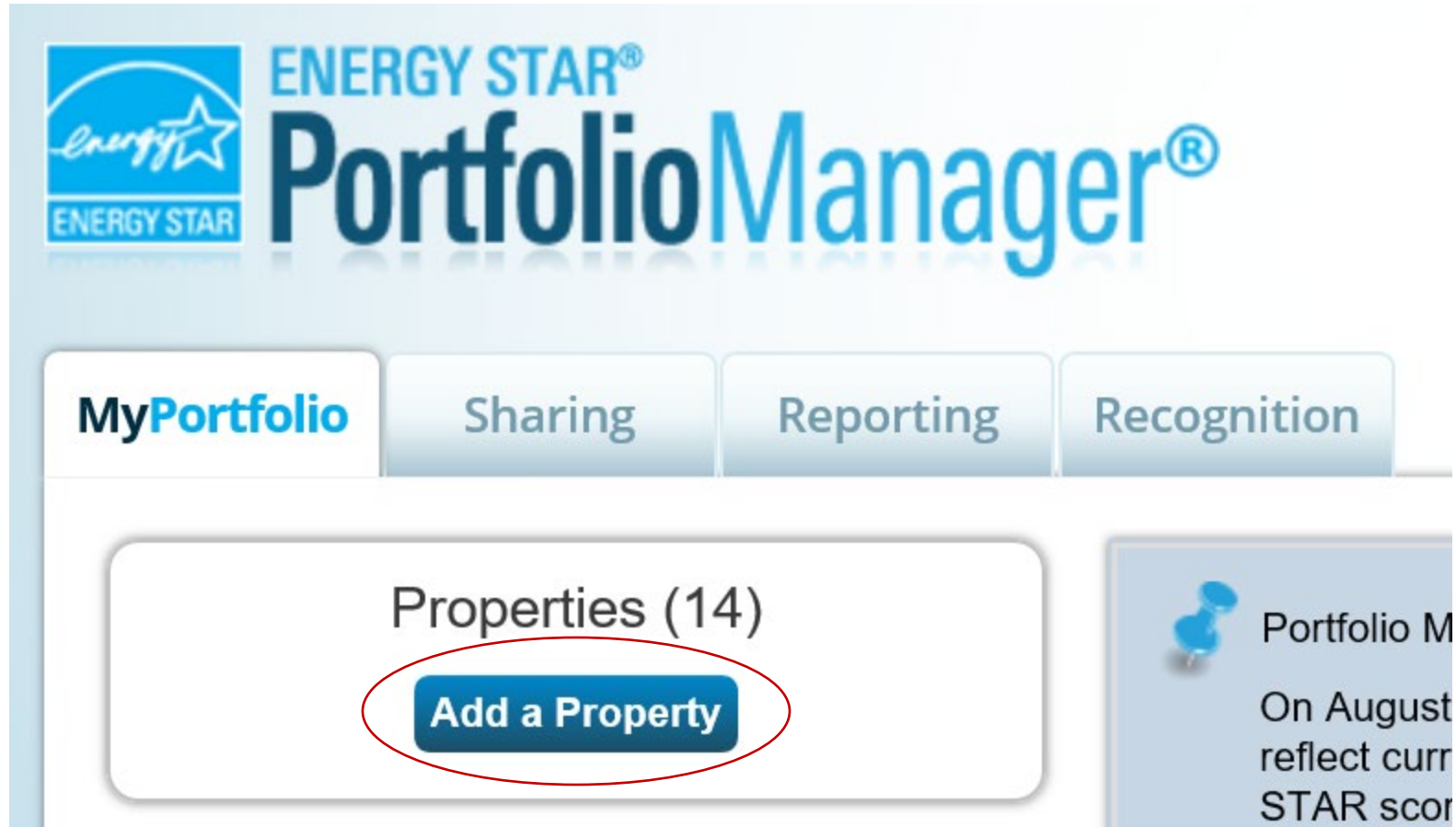
LEARN MORE

ENERGY STAR® PortfolioManager®

Select "Register Now"

Free, online secure platform: www.energystar.gov/portfoliomanager

Add a Property



The screenshot displays the Energy Star Portfolio Manager interface. At the top left is the Energy Star logo, followed by the text "ENERGY STAR® PortfolioManager®". Below this is a navigation bar with four tabs: "MyPortfolio", "Sharing", "Reporting", and "Recognition". The "MyPortfolio" tab is active. In the main content area, there is a white box containing the text "Properties (14)" and a blue button labeled "Add a Property", which is circled in red. To the right of this box is a grey sidebar with a blue pushpin icon and text that reads "Portfolio M" and "On August reflect curr STAR scor".

Add a Property: Existing Property

Welcome ekatezayko1: [Account Settings](#) | [Contacts](#) | [Help](#) | [Sign Out](#)

Set up a Property: Let's Get Started!

Properties come in all shapes and sizes, from a leased space in a large office building, to a K-12 school with a pool, to a large medical complex with lots of buildings. Since there are so many choices, Portfolio Manager can walk you through getting your property up and running. When you're done, you'll be ready to start monitoring your energy usage and pursue recognition!

Your Property Type
We'll get into the details later. For now, overall, what main purpose does your property serve?

Select a property type

[Learn more about Property Types.](#)

Your Property's Buildings
How many physical buildings do you consider part of your property?

None. My property is part of a building

One. My property is a single building

More than One. My property includes multiple buildings ([Campus Guidance](#))

How many?

Your Property's Construction Status
Is your property already built or are you entering this property as a construction project that has not yet been completed?

Existing. My property is built, occupied and/or being used. I will be using Portfolio Manager to track energy/water consumption and, perhaps, pursue recognition.

Design Project. My property is in the conceptual design phase (pre-construction); I will be using Portfolio Manager to evaluate the energy efficiency of the design project.

Test Property. This is not a real property. I am entering it to test features, or for other purposes such as training.

Tip
To set up a property, you'll need information such as [gross floor area](#) and [operating hours](#).

Tip
Not sure what kind of property you are? Because we focus on whole building benchmarking, you want to select the property type that best reflects the activity in the majority of your building. Don't worry if you have other tenants with different business types, just select the main activity.

Test Properties
You may want to enter a property into Portfolio Manager that isn't actually a "real" property, either to familiarize yourself with features or maybe to train other people. By telling us this a "Test" property, we can give the option of including this property in your portfolio-level metrics, charts and table or not, depending what your needs are. This can be configured on your [Account Settings](#).


Get Started! [Cancel](#)

Select Property Type

Select number of buildings

Select construction status

Basic Property Information

 ENERGY STAR®
PortfolioManager®

Welcome ekatezay

Set Up a Property: Basic Property Information

Tell us a little bit more about your property, including a name that you will use to look up your property and its address.

About Your Property

Name:

Country:

Street Address:

City/Municipality:

State/Province:

Postal Code:

[Year Built:](#)

Gross Floor Area: Temporary Value

Gross Floor Area (GFA) is the total property floor area, measured from the principal exterior surfaces of the building(s). Do not include parking. [Details on what to include.](#)

Irrigated Area: %

Occupancy: %

Basic Property Information

Standard IDs

Standard IDs are typically used in data collection, including by most state and local governments with benchmarking laws. If your property is covered by a benchmarking law, you probably need to fill this in. See [this FAQ](#) if you need help finding your Standard ID.

Standard ID(s):

ID:

[+ Add Another](#)

Select from drop-down and enter value manually

Do any of these apply?

- My property's energy consumption includes [parking](#) areas
- My property has a [Data Center](#) that requires a constant power load of 75 kW or more
- My property has one or more retail stores
- My property has one or more restaurants/cafeterias

Answering these simple questions will help us guide you in entering your property correctly.



Back

Continue

[Cancel](#)

Need help figuring out your standard ID? Click here: <https://sforce.co/3a2Fixh>

Enter Values for Property Use Details

Add Another Type of Use

▼ Building Use / [Edit Name](#)

Supermarket/Grocery Store refers to buildings used for the retail sale of primarily food and beverage products, and which may include small amounts of preparation and sale of ready-to-eat food. Buildings where the primary business is the onsite preparation and sale of ready-to-eat food should use one of the Restaurant property types.

Gross Floor Area should include all space within the building(s), including the sales floor, offices, storage areas, kitchens, staff break rooms, and stairwells.

| Property Use Detail | Value | Current As Of | Temporary Value |
|--------------------------|---|-------------------------------|--------------------------|
| ★ Gross Floor Area | * 100,000 <input type="text"/> Sq. Ft. <input type="text"/> | 1/1/1990 <input type="text"/> | <input type="checkbox"/> |
| ★ Weekly Operating Hours | <input type="text"/> <input type="checkbox"/> Use a default | 1/1/1990 <input type="text"/> | <input type="checkbox"/> |

▼ Building Use / [Edit Name](#)

Supermarket/Grocery Store refers to buildings used for the retail sale of primarily food and beverage products, and which may include small amounts of preparation and sale of ready-to-eat food. Buildings where the primary business is the onsite preparation and sale of ready-to-eat food should use one of the Restaurant property types.

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| Property Use Detail | Value | Current As Of | Temporary Value |
|-----------------------------------|---|-------------------------------|--------------------------|
| ★ Gross Floor Area | * 12,000 <input type="text"/> Sq. Ft. <input type="text"/> | 1/1/1992 <input type="text"/> | <input type="checkbox"/> |
| ★ Weekly Operating Hours | <input type="text"/> <input type="checkbox"/> Use a default | 1/1/1992 <input type="text"/> | <input type="checkbox"/> |
| ★ Number of Workers on Main Shift | <input type="text"/> <input type="checkbox"/> Use a default | 1/1/1992 <input type="text"/> | <input type="checkbox"/> |

Property Summary Tab

MyPortfolio | Sharing | Reporting | Recognition | Admin | Processing

Congratulations! You have successfully created your property.

Next, you can:

- Add energy use information, so that you can see your energy performance metrics.

ENERGY STAR Elementary

123 Main Street, Washington, DC 20001 | [Map It](#)

Portfolio Manager Property ID: 14253785

Year Built: 1900

[Edit](#)

[Change Metric](#)

Weather Normalized Source EUI (kBtu/ft²) Why not score?

| | |
|------------------|---------------------|
| Current: | N/A |
| Baseline: | N/A |

Summary | Details | Energy | Water | Waste & Materials | Goals | Design



Manual Data Entry – Energy Meters

MyPortfolio | Sharing | Reporting | Recognition | Admin | Processing

Congratulations! You have successfully created your property.

Next, you can:

- **Add energy use information**, so that you can see your energy performance metrics.

ENERGY STAR Elementary

123 Main Street, Washington, DC 20001 | [Map It](#)

Portfolio Manager Property ID: 14253785

Year Built: 1900

[Edit](#)

[Change Metric](#)

Weather Normalized Source EUI (kBtu/ft²) Why not score?

| | |
|------------------|---------------------|
| Current: | N/A |
| Baseline: | N/A |

Summary | Details | Energy | Water | Waste & Materials | Goals | Design



Enter Additional Information

Get Started Setting Up Meters for Supermarket A-1

There are four ways to enter meter data. First, you can enter manually, starting below. Second, you can set up your meters below, then upload a specially formatted spreadsheet with just your bill data. Third, for advanced users, you can use our upload tool that allows you to set up all of your meters and enter bill data. And finally, you can hire an organization that exchanges data to update your energy data automatically.



Sources of Your Property's Energy

What kind of **energy** do you want to track? Please select all that apply.

- Electric
- Natural Gas
- Propane
- Fuel Oil (No. 2)
- Diesel
- District Steam
- District Hot Water
- District Chilled Water
- Fuel Oil (No. 4)
- Fuel Oil (No. 5 and No. 6)
- Coal (anthracite)
- Coal (bituminous)
- Coke
- Wood
- Kerosene
- Fuel Oil (No. 1)
- Other:

Tracking Energy

To track your energy, create an energy meter for each source of energy from a utility, a neighboring building, or an onsite solar or wind panel. If you purchase a raw fuel (e.g. gas) and produce your own fuel (e.g., electricity or chilled water), you only need a meter for the fuel you purchased (e.g. gas), and not for the fuel you produce.

Two Meters Needed for Onsite Solar/Wind

If you've got onsite Solar (or Wind), you still need to enter an Electric Grid Meter. [Learn More.](#)

Automate Your Meter Entries

There are many organizations that will electronically enter your utility data into Portfolio Manager. Many utilities provide this service for free. Service providers integrate this service into their own software and value-added offerings. [Learn more.](#)

Get Started!

[Cancel](#)

About Your Meters

About Your Meters for Supermarket A-1

Enter the information below about your new meters. The meter's *Units* and *Date Meter became Active* are required. You can also change the meter's name.

2 Energy Meters for Supermarket A-1 (click table to edit)

| <input type="checkbox"/> | Meter Name | Type | Other Type | Units | Date Meter became Active | In Use? | Date Meter became Inactive | Enter as Delivery? | C |
|--------------------------|---------------------|-----------------|------------|-------|--------------------------|-------------------------------------|----------------------------|--------------------------|---|
| <input type="checkbox"/> | Natural Gas | Natural Gas | | | | <input checked="" type="checkbox"/> | | <input type="checkbox"/> | 1 |
| <input type="checkbox"/> | Electric Grid Meter | Electric - Grid | | | | <input checked="" type="checkbox"/> | | <input type="checkbox"/> | |

- ccf (hundred cubic feet)
- cf (cubic feet)
- Cubic meters
- GJ
- kBtu (thousand Btu)
- kcf (thousand cubic feet)
- MBtu/MMBtu (million Btu)
- MCF (million cubic feet)
- therms

[X Delete Selected Entries](#)
[+ Add Another Entry](#)

Back

Create Meters [Cancel](#)

Follow Us    

[Contact Us](#) | [Privacy Policy](#) | [Browser Requirements](#) | [ENERGY STAR Buildings & Plants Website](#)



Add Energy Consumption Information

Expand meter by clicking arrow

The screenshot shows the ENERGY STAR Portfolio Manager interface. At the top left is the ENERGY STAR logo and the text "ENERGY STAR® PortfolioManager®". At the top right, it says "Welcome Kaye Lynch-Sparks: [Account Settings](#) | [Contacts](#) | [Help](#) | [Sign Out](#)". A green message box states: "Your meters have been created! If you have your energy consumption information for these meters, you can enter it below. Or, you can [continue with setting up your meters](#) and enter your energy bills later." Below this is the heading "Your Meter Entries for Supermarket A-1" and the text "Now we need actual energy consumption information in order to start providing you with your metrics and, possibly, your score!". A section titled "3 Energy Meter(s) for Supermarket A-1" contains three entries: "Natural Gas [Edit](#)", "Fuel Oil (No. 2) [Edit](#)", and "Electric Grid Meter [Edit](#)". Each entry has a right-pointing arrow icon. A red circle highlights the arrow for "Natural Gas". At the bottom left is a "Back" button, and at the bottom right are "Continue" and "Cancel" buttons. The footer includes "Follow Us" with social media icons for Twitter, Facebook, YouTube, and LinkedIn, and a row of links: "Contact Us", "Privacy Policy", "Browser Requirements", and "ENERGY STAR Buildings & Plants Website".

Add Meter Entries and Fill in Data

How To Guide:
Electric
Demand
Tracking

https://www.energystar.gov/buildings/tools-and-resources/how_track_electric_demand_portfolio_manager

Use a
spreadsheet
to upload or
copy and
paste

Basic Meter Information

Monthly Entries

Display Year(s):

| | Start Date | End Date | Usage kWh (thousand Watt-hours) | Total Cost (\$) | Estimation | Green Power | Demand (kW) | Demand Cost (\$) |
|--------------------------|----------------------|----------------------|---------------------------------|----------------------|--------------------------|--------------------------|----------------------|----------------------|
| <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> |

Delete Selected Entries
 Add Another Entry
 Learn how to copy/paste

Upload data in bulk for this meter:

You can copy/paste into the table above [\[instructions in this FAQ\]](#), or upload an Excel spreadsheet using our simple [spreadsheet template](#).

No file chosen

Add another entry



Meters to Add to Total Consumption

MyPortfolio Sharing Reporting Recognition

Your meter entries have been added to your meters!

Select Energy Meters to Include in Metrics

Tell us which meters to include when calculating the Energy metrics for [Supermarket A-1](#) so that we can provide you with the most accurate metrics possible.

Summary

3

Please tell us what your meters represent.

Energy Meters

Select all meters to be included in your Energy metrics. (Hint: All meters should be included unless they are [sub-meters](#).)

| <input type="checkbox"/> | Name Meter ID | Type |
|-------------------------------------|---|------------------|
| <input checked="" type="checkbox"/> | Fuel Oil (No. 2) 30521002 | Fuel Oil (No. 2) |
| <input checked="" type="checkbox"/> | Natural Gas 30521001 | Natural Gas |
| <input checked="" type="checkbox"/> | Electric Grid Meter 30521003 | Electric - Grid |

Total of 3 meter(s). Tell us what this represents:

- These meter(s) account for the total energy consumption for [Supermarket A-1](#) (a single building).
- These meter(s) do not account for the total energy consumption for [Supermarket A-1](#) (a single building).

About Sub-meters

If you have sub-meters to measure energy or water consumption for a specific purpose, and you also have a master meter (which measures total consumption), counting both of those meters would double count your consumption and skew your metrics (e.g., artificially increase your Site Energy Use Intensity). [Learn More about configuring meters for performance metrics.](#)

Apply Selections Cancel

Energy Meters Tab: Meters Added and Displayed

MyPortfolio | Sharing | Reporting | Recognition

Notification (indicated by a red arrow): Congratulations! Any energy meters you selected have been successfully associated to your property(ies).

Supermarket A-1
1214 Main Street, Arlington, VA 22201 | [Map It](#)
Portfolio Manager Property ID: 6836065
Year Built: 1992 | [Edit](#)

Weather Normalized Source EUI (kBtu/ft²) (Why not score?)
Current: [N/A](#)
Baseline: [N/A](#)

Summary | Details | **Energy** | Water | Waste & Materials | Goals | Design

Meter Summary
5 Energy Meters Total
3 - Used to Compute Metrics
2 - Not Used in Metrics
[Add A Meter](#)
Current Energy Date Not Available
[Enter Your Bills](#)

Meters - Used to Compute Metrics (3) (Add A Meter)
[Change Meter Selections](#)
[View as a Diagram](#)

| Name Meter ID | Energy Type | Most Recent Bill Date | In Use? (Inactive Date) |
|---|------------------|-----------------------|----------------------------|
| Electric Grid Meter 56291144 | Electric - Grid | | Yes |
| Fuel Oil (No. 2) 56291143 | Fuel Oil (No. 2) | | Yes |
| Natural Gas 56291142 | Natural Gas | | Yes |

[Download Annual Totals by Meter](#)

Add or update bills (indicated by a red arrow pointing to the 'Enter Your Bills' button)

View Meter Data and Manage Bills for Your Property


Monthly Entries

Display Year(s):

| | Start Date | End Date | Usage kWh (thousand Watt-hours) | Total Cost (\$) | Estimation | Green Power | Demand (kW) | Demand Cost (\$) | Last Updated |
|--------------------------|------------|----------|---------------------------------|-----------------|--------------------------|--------------------------|-------------|------------------|--------------|
| <input type="checkbox"/> | 1/1/2019 | 2/1/2019 | 532,173 | 39,900.00 | <input type="checkbox"/> | <input type="checkbox"/> | 1,293 | 13,304.00 | |
| <input type="checkbox"/> | 2/1/2019 | 3/1/2019 | 518,833 | 37,500.00 | <input type="checkbox"/> | <input type="checkbox"/> | 1,261 | 12,970.00 | |
| <input type="checkbox"/> | 3/1/2019 | 4/1/2019 | 516,496 | 37,245.00 | <input type="checkbox"/> | <input type="checkbox"/> | 1,255 | 12,912.00 | |
| <input type="checkbox"/> | 4/1/2019 | 5/1/2019 | 500,123 | 35,689.00 | <input type="checkbox"/> | <input type="checkbox"/> | 1,214 | 12,503.00 | |

[Delete Selected Entries](#)
[Add Another Entry](#)
[Learn how to copy/paste](#)
[Delete All Entries](#)

Upload data in bulk for this meter:

 You can use the single-meter spreadsheet to either: "Upload" the file below, or copy and paste the data from the spreadsheet into the table above ([instructions in this FAQ](#)). Use this single-meter [spreadsheet template](#).

[Cancel](#)

Learning Objectives

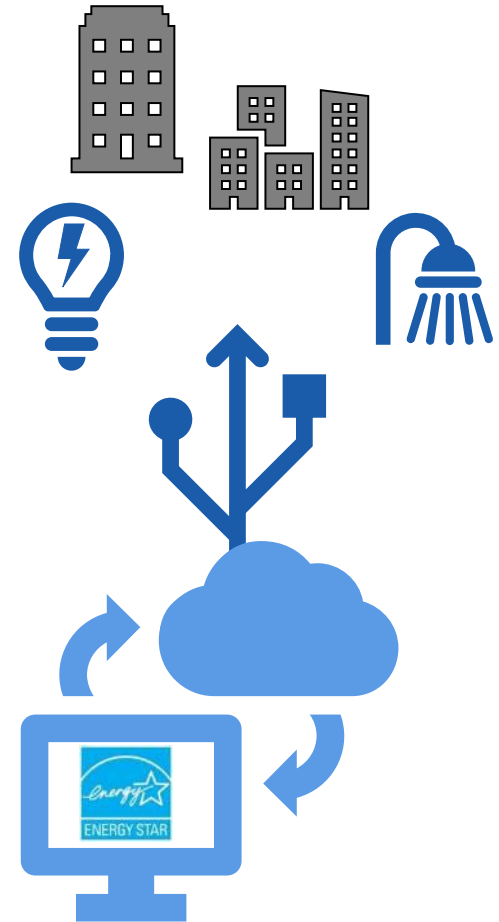
- Understanding the role of EPA's Portfolio Manager tool in benchmarking law compliance
- Getting started using Portfolio Manager
- **Successfully submitting building data to your local jurisdiction**

Note: ENERGY STAR also has short videos on introductory topics related to Portfolio Manager available at www.energystar.gov/buildings/training



Common Data Collection Methods

- Your local jurisdiction will likely collect the required data in one of two ways:
 1. **Property Share** - a property share requires you to share your property record and data with your jurisdiction's Portfolio Manager account directly
 2. **Data Request** - a Portfolio Manager Data Request that is accessed through a unique link and only requires you to share data for a specific time period



Data Quality Checker

Summary
Details
Energy
Water
Waste & Materials
Goals
Design

Notifications (0)

You have no new notifications.

Property Profile [\(Changes coming Fall 2017\)](#)

This section will be deleted in the Fall of 2017, except for the property photos which will remain. [More information.](#)

[+ Create Profile](#)

Source EUI Trend (kBtu/ft²)

| Year | Source EUI (kBtu/ft ²) |
|------|------------------------------------|
| 2014 | ~850 |
| 2015 | ~800 |
| 2016 | ~750 |

Metrics Summary [Change Time Period](#)

| Metric | Dec 2014 (Energy Baseline) | Mar 2017 (Energy Current) | Change |
|---|----------------------------|---------------------------|------------------|
| ENERGY STAR score (1-100) | 1 | 1 | 0(0.0%) |
| Source EUI (kBtu/ft ²) | 811.1 | 727.0 | -84.1(-10.4%) |
| Site EUI (kBtu/ft ²) | 326.4 | 263.4 | -63.0(-19.3%) |
| Energy Cost (\$) | 581,581.78 | 540,588.06 | -40993.72(-7.0%) |
| Total GHG Emissions (Metric Tons CO ₂ e) | 3,337.4 | 2,941.4 | -396.0(-11.9%) |
| Water Use (All Water Sources) (kga) | 3,373.9 | 3,228.1 | -145.8(-4.3%) |
| Total Waste (Disposed and Diverted) (Tons) | 879.99 | 836.75 | -43.24(-4.9%) |

Check for Possible Data Errors

Run a check for any 12-month time period to see if there are any possible errors found with your data.

[Check for Possible Errors](#)

ENERGY STAR. The simple choice for energy efficiency.

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Data Collection Method 1: Property Share



Click on "Contacts" in the upper right corner

The screenshot shows the Energy Star Portfolio Manager dashboard. In the top right corner, the navigation menu includes "Welcome", "Account", "Notifications", "ENERGY STAR Notifications", "Contacts", "Help", and "Sign Out". The "Contacts" link is circled in red. Below the navigation bar, there are tabs for "MyPortfolio", "Sharing", "Reporting", and "Recognition". The "MyPortfolio" tab is active, showing a "Properties (23)" section with an "Add a Property" button. To the right is a "Dashboard" section with a search bar, a refresh icon, and a "Refresh Metrics" button. The dashboard also displays "View All Properties (23)" and "Energy Highlights" dropdown menus.



My Contacts and Organizations

This is where you keep track of your contacts and/or organizations (i.e. people or companies associated with your properties such as Professional Engineers, Registered Architects, or others with whom you share information). You can add anyone as a contact, regardless of whether they have a Portfolio Manager account and you can share your properties & reports with any of your **connected** contacts. You can "connect" to other Portfolio Manager users by searching for their accounts and sending a connection request.

Contacts | Organizations

Search existing contacts


Add New Contacts/Connections

| <input type="checkbox"/> | Name (title) ^ | Organization ^ | Connection Status ^ | Username ^ |
|--------------------------|--|---|----------------------------------|---------------------|
| <input type="checkbox"/> | Alice Bell <i>Energy & Sustainability Researcher</i> | ICF | ✉ Connection Pending (Cancel) | AB_Processor |
| <input type="checkbox"/> | Andrew Schulte <i>Manager</i> | Sample Web Service Provider | ✉ Connection Pending (Cancel) | aschultewebservices |
| <input type="checkbox"/> | Annie King <i>Energy & Sustainability Analyst</i> | ICF | ● Connected | ak_processor |
| <input type="checkbox"/> | estraining_ | ENERGY STAR Trainings | Not connected | |
| <input type="checkbox"/> | Karinna Papke <i>Energy and Sustainability Researcher</i> | ICF | ✉ Connection Pending (Cancel) | KP_Processor |
| <input type="checkbox"/> | LP | ENERGY STAR Trainings | Not connected | |
| <input type="checkbox"/> | Madeleine Albee <i>Energy and Sustainability Researcher</i> | ICF | ✉ Connection Pending (Cancel) | MA_Processor |
| <input type="checkbox"/> | Test LP | ENERGY STAR Trainings | Not connected | |

First Previous Page 1 of 1 Next Last 25 1 - 8 of 8

Click on "Add New Contacts/Connections"

Enter your state energy office's username and search



Welcome Account | Notifications | ENERGY STAR | Contacts | Help | Sign Out
estrainings: Settings Notifications

MyPortfolio | Sharing | Reporting | Recognition

Add Contact

There are two ways to add a contact. First, search below to see if the contact you would like to add has a Portfolio Manager account. If you find the person, send a Connection Request, and when they accept the request, they will be added to your Contacts. Second, if the contact you would like to add does not have a Portfolio Manager account, then you can create an entry within your personal contacts.

Connect with an Existing User for Sharing

Search using any of the criteria below.

Name:

Organization:

Username:

Email:

[Cancel](#)

Connecting with Other Users

If you think your contact already has an account in Portfolio Manager, search for them. If you find the person, send a Connection Request, and if they accept they will be added to your Contacts. You can easily [share your property](#) information with your contacts.

Keeping Information for Non-Portfolio Manager Users

If the person you want to add does not have a Portfolio Manager account and does NOT need one, you can still add their information to your account. Sometimes you need to add a contact name that doesn't have a Portfolio Manager account to a report or certification application (ex: Signatory, Property Owner).

MyPortfolio | Sharing | Reporting | Recognition

Search Results

The results of your search are listed below. Clicking "Connect" will send a request to the person asking them to confirm your request to add them as your contact. If they accept, you will see them listed as a connected contact in your address book. If they do not accept, or have not accepted yet, you will see them as an unconnected contact in your address book. Connecting with contacts will make it easier to share property information within Portfolio Manager.

Your Search Criteria




Name:

Organization:

Username:

Email Address:

Search

| | |
|--|-------------------------|
|  Don Gatti (SCOEBenchmarking) Deputy Superintendent with San Joaquin Valley Clean Energy Organization | Connect |
|  Randy Moss (Moss & Co Benchmarking) Consultant with Yardi Energy | Connect |
|  State of Colorado Colorado Energy Office (CO_Benchmarking) Senior Program Manager, Building Policy with Colorado Energy Office | Connect |

Page 1 of 1 30 1 - 3 of 3



Tip
Can't find what you are looking for? Try adjusting your search criteria.

Click
"Connect"
for the State
Energy Office

Click "Send Connection Request"



Welcome | Account | Notifications | ENERGY STAR | Contacts | Help | Sign Out
estrainings: Settings | Notifications

Send a Connection Request to [State of Colorado Colorado Energy Office](#) to Begin Exchanging Data

[State of Colorado Colorado Energy Office](#) requires the following information in order to exchange data with your property(ies). If you have any questions about how to complete this information, please contact [State of Colorado Colorado Energy Office](#). Once your connection request has been accepted, you can share individual properties and/or meters with them to get started exchanging data.

Terms of Use: None Provided

[Send Connection Request](#) [Cancel](#)

Follow Us     [Contact Us](#) | [Privacy Policy](#) | [Accessibility Statement](#) | [Browser Requirements](#) | [ENERGY STAR Buildings & Plants Website](#)



Click on the Sharing Tab in Portfolio Manager

Welcome Account | Notifications | ENERGY STAR | Contacts | Help | Sign Out
estrainings: Settings STAR Notifications

MyPortfolio **Sharing** Reporting Recognition

Properties (23)
[Add a Property](#)

Source EUI Trend (kBtu/ft²)
[Change Metric](#)

(Chart current as of 03/19/2024 03:28 PM EDT) [Refresh Chart](#)

Dashboard (Metrics current as of 03/19/2024 03:44 PM EDT) [Search by ID or Name](#)

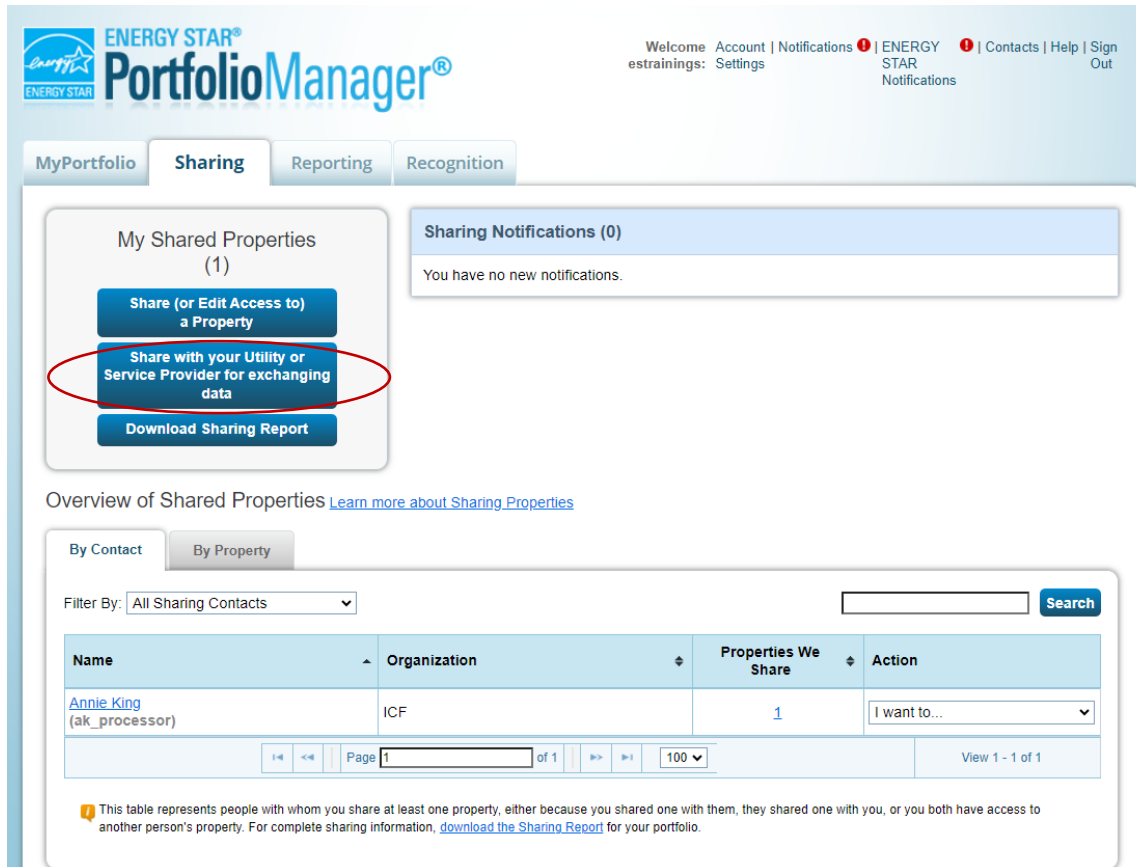
View All Properties (23) Energy Highlights [Refresh Metrics](#)

[Add/Edit/Delete Groups](#) [Add/Edit/Delete Views](#)

| Name | Energy Current Date | ENERGY STAR Score | Site EUI (kBtu/ft ²) | Source EUI (kBtu/ft ²) |
|---|---------------------|-------------------|----------------------------------|------------------------------------|
| June PM 101 27570067 | NA | NA | NA | NA |
| PM 101 Demo 27569286 | 01/31/2023 | 88 | 36.8 | 102.1 |
| PM 201 Office 26742030 | NA | NA | NA | NA |
| PM301 Demo 27911611 | 02/28/2022 | 93 | 23.3 | 65.3 |
| Portfolio Manager 101 27041461 | NA | NA | NA | NA |
| Tenant Example 2023 | NA | NA | NA | NA |



Select "Share (or Edit Access to) a Property"



The screenshot shows the Energy Star Portfolio Manager interface. At the top, there is a navigation bar with the Energy Star logo and the text "PortfolioManager®". On the right, there are links for "Welcome", "Account", "Notifications", "ENERGY STAR Notifications", "Contacts", "Help", and "Sign Out". Below the navigation bar, there are tabs for "MyPortfolio", "Sharing", "Reporting", and "Recognition". The "Sharing" tab is active.

Under the "Sharing" tab, there are two main sections:

- My Shared Properties (1)**: This section contains three buttons: "Share (or Edit Access to) a Property", "Share with your Utility or Service Provider for exchanging data" (circled in red), and "Download Sharing Report".
- Sharing Notifications (0)**: This section contains the text "You have no new notifications."

Below these sections, there is a link for "Overview of Shared Properties" and a sub-section for "By Contact" (selected) and "By Property". The "By Contact" section has a filter dropdown set to "All Sharing Contacts" and a search box. Below the search box is a table with the following data:

| Name | Organization | Properties We Share | Action |
|--|--------------|---------------------|--------------|
| Annie King (ak_processor) | ICF | 1 | I want to... |

At the bottom of the table, there is a pagination control showing "Page 1 of 1" and "View 1 - 1 of 1". Below the table, there is a note: "This table represents people with whom you share at least one property, either because you shared one with them, they shared one with you, or you both have access to another person's property. For complete sharing information, download the Sharing Report for your portfolio."

Select the Contact to Share With

The screenshot shows the Energy Star Portfolio Manager interface. At the top left is the Energy Star logo and the text 'ENERGY STAR® PortfolioManager®'. At the top right is a navigation menu with links: 'Welcome', 'Account', 'Notifications', 'ENERGY STAR Notifications', 'estrainings: Settings', 'Contacts', 'Help', 'Sign Out'. Below the navigation is a tabbed interface with 'MyPortfolio', 'Sharing', 'Reporting', and 'Recognition'. The 'Sharing' tab is active, and the main heading is 'Share Properties for Exchanging Data'. A progress bar shows four steps: 'Choose Permissions' (highlighted in blue), 'Set Up Connections', 'Check Existing Permissions', and 'View Results/ Confirmation'. Below the progress bar is a paragraph: 'Sometimes it's really important to be able to share your property with someone else. Use this option to set up automatic exchange of data with your utility or service provider.' The main content area is titled 'Select Web Services Provider (Account)'. It contains a numbered icon '1' with a network diagram, followed by the text: 'Which web services provider (account) do you want to share these properties with in order to exchange data? You can share multiple properties at once with a single provider.' Below this is the instruction: 'Select web services provider from my contacts book:'. A dropdown menu is open, showing two options: 'State of Colorado Colorado Energy Offi' and 'State of Colorado Colorado Energy Office (CO_Benchmarking)'. A red oval highlights the second option. To the left of the dropdown, a red arrow points from the text 'Select the Colorado Energy Office' to the selected option. To the right of the dropdown is an information icon and text: 'Unlike "regular sharing," when you "bulk share" with a Web Service Provider, you can only pick one provider. This is because the bulk share depends on the requirements/settings of the provider.'

Select the Colorado Energy Office



Select Properties to share

The screenshot shows the 'Share Properties' section of the Energy Star Portfolio Manager. At the top left is the Energy Star logo and 'PortfolioManager' text. On the top right, there is a navigation menu with links for 'Welcome', 'Account', 'Notifications', 'ENERGY STAR Notifications', 'Settings', 'estrainings:', 'Check Existing Permissions', 'View Results/ Confirmation', 'Help', and 'Sign Out'. Below the navigation is a tabbed interface with 'MyPortfolio', 'Sharing', 'Reporting', and 'Recognition'. The 'Sharing' tab is active, displaying the title 'Share Properties for Exchanging Data'. A progress bar below the title shows four steps: 'Choose Permissions' (highlighted in blue), 'Set Up Connections', 'Check Existing Permissions', and 'View Results/ Confirmation'. A paragraph explains that sharing allows for automatic data exchange with utility or service providers. Step 1, 'Select Web Services Provider (Account)', includes a question about which provider to share with, a note that multiple properties can be shared at once, and a dropdown menu currently showing 'State of Colorado Colorado Energy Offi'. Step 2, 'Select Properties', includes a question about which properties to share, a note that unsupported meter types will not be shared, and a 'Select Properties' button circled in red. An information icon notes that 'bulk share' is limited to one provider. At the bottom right, it says 'Selected Properties: 0'.

ENERGY STAR®
PortfolioManager®

Welcome Account | Notifications | ENERGY STAR Notifications | Contacts | Help | Sign Out
estrainings: Settings

MyPortfolio **Sharing** Reporting Recognition

Share Properties for Exchanging Data

Choose Permissions Set Up Connections Check Existing Permissions View Results/ Confirmation

Sometimes it's really important to be able to share your property with someone else. Use this option to set up automatic exchange of data with your utility or service provider.

1 Select Web Services Provider (Account)

Which web services provider (account) do you want to share these properties with in order to exchange data? You can share multiple properties at once with a single provider.

Select web services provider from my contacts book:

State of Colorado Colorado Energy Offi ▾

2 Select Properties

Which Properties do you want to share? Note that while you can share properties that include unsupported meter types, those specific meters will not be shared.

Select Properties

Selected Properties: 0

Unlike "regular sharing," when you "bulk share" with a Web Service Provider, you can only pick one provider. This is because the bulk share depends on the requirements/settings of the provider.

Choose Permissions



Choose Permissions

If you only need to choose one permission (because you are giving the same permissions for all your shares), you can choose that permission here. Otherwise, you may assign different permissions for different properties and/or contacts on the next screen.

- Bulk Sharing (Simple Option)** - I want to give all my properties and meters the same permissions.
- Exchange Data Full Access (with full access to all properties and meters)
- Exchange Data Read Only Access (with read only access to all properties and meters)
- Exchange Data Custom Access (customized access by meter type, such as electricity and gas, for all properties)
- Remove Access (i.e. remove existing access to all properties)
- Personalized Sharing ("Custom Orders")** - I want to give different permissions for each property and/or meter.

Authorize Exchange

[Cancel](#)

Select "Exchange Data" for each property

Select Custom Access Permissions for [State of Colorado Colorado Energy Office](#)
 Select the permission level below that you would like to grant [State of Colorado Colorado Energy Office](#) for each category.

| Item | None | Exchange Data Read Only | Exchange Data Full Access |
|-------------------------|-----------------------|----------------------------------|---------------------------|
| Property Information | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| ▼ All Meter Information | | | |
| ▼ Energy Meters | | | |
| Electric - Grid | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Natural Gas | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Fuel Oil (No. 2) | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| ▼ Water Meters | | | |

About Permissions
 Select permissions for each category. You must provide Read Only or Full Access to the Property Information to share a property.

Property Information
 Includes access to everything on Summary, Details, and Design tabs and all metrics for this property through the Reporting tab, even if you choose None for some of the other options.

- If you want someone to add & delete meters, you need to choose "Full Access" for Property Information

All Meter Information
 Includes access to the Meters tab.

- None** – suppresses access to the Meters tab, so the person can't see your individual meters & bill entries. But annual metrics (based on the sum of these bills) are still accessible via Reporting.
- Read Only** – provides access to view meter entries, but not make any edits.

Additional Options:

| Item | Yes | No |
|---|----------------------------------|-----------------------|
| * Share Forward Allow State of Colorado Colorado Energy Office to share this property with others and give them any permissions that he/she has, including the right to share with more people. | <input checked="" type="radio"/> | <input type="radio"/> |

Apply Selection [Cancel](#)



Submit share



Choose [Permissions](#)

If you only need to choose one permission (because you are giving the same permissions for all your shares), you can choose that permission here. Otherwise, you may assign different permissions for different properties and/or contacts on the next screen.

- Bulk Sharing (Simple Option)** - I want to give all my properties and meters the same permissions.
 - Exchange Data Full Access (with full access to all properties and meters)
 - Exchange Data Read Only Access (with read only access to all properties and meters)
 - Exchange Data Custom Access (customized access by meter type, such as electricity and gas, for all properties)
 - Remove Access (i.e. remove existing access to all properties)
- Personalized Sharing ("Custom Orders")** - I want to give different permissions for each property and/or meter.

[Authorize Exchange](#)

[Cancel](#)

Confirm that the properties were shared

The screenshot shows the ENERGY STAR Portfolio Manager interface. At the top, there is a navigation bar with the logo and user options: Welcome Account | Notifications | ENERGY STAR Notifications | Contacts | Help | Sign Out. Below this is a secondary navigation bar with tabs: MyPortfolio, Sharing, Reporting, and Recognition. The 'Sharing' tab is active.

A green notification box states: "You have successfully shared/edited access to your property(ies). If you shared properties, you will receive a notification when your contact has accepted the share. If you edited access to current permissions, the edits have been made, no acceptance is required. If you edited web services Custom ID fields, read this."

On the left, under "My Shared Properties (2)", there are three buttons: "Share (or Edit Access to) a Property", "Share with your Utility or Service Provider for exchanging data", and "Download Sharing Report".

On the right, under "Sharing Notifications (3) View All", there is a list of notifications:

- Example Office - Sharing request sent to State of Colorado Colorado Energy Office (with Cancel and Clear buttons)
- Electric Grid Meter - Sharing request sent to State of Colorado Colorado Energy Office (with Cancel and Clear buttons)

Below this is a section titled "Overview of Shared Properties" with a link "Learn more about Sharing Properties". It has two tabs: "By Contact" (selected) and "By Property". A filter dropdown is set to "All Sharing Contacts" and there is a search box.

The main table displays the following data:

| Name | Organization | Properties We Share | Action |
|--|------------------------|---------------------|--------------|
| Annie King (ak_processor) | ICF | 1 | I want to... |
| State of Colorado Colorado Energy Office (CO_Benchmarking) | Colorado Energy Office | 1 | I want to... |

The number "1" in the "Properties We Share" column for the second row is circled in red. At the bottom, there is a pagination control showing "Page 1 of 1" and "View 1 - 2 of 2".



Data Collection Method 2: Data Request



Accessing a Data Request



Atlanta Building Efficiency



ABOUT HOW TO COMPLY RESOURCE CENTER DEADLINES RESULTS

Use the links below to submit your energy & water data:

[Send 2022 Benchmarking Data for 2023 Compliance](#)

[Send 2021 Benchmarking Data for 2022 Compliance](#)

Follow



About this Data Request

Data Requested By: Michelle Midanier

Instructions: This reporting template must be used for compliance with the City of Atlanta's benchmarking requirements in accordance with Section 8-2222 of the Land Development Code, Part III of the Atlanta City Code.

The deadline for meeting the 2023 compliance requirement is June 1, 2023, covering the calendar year 2022. For detailed instructions on how to comply with Atlanta's benchmarking ordinance and for the most up-to-date information including deadlines, visit <https://atlantabuildingbenchmarking.com>.

Make sure to include your Atlanta Building ID in your submission. To add, go to your property's profile, select the "details" tab at the top, find the "Unique Identifiers" box on the left-hand side, click "edit", scroll down to "Standard IDs", select "Atlanta Buildings ID", enter your Atlanta Buildings ID, and click "Save".

For help, contact: Michelle Midanier at buildingefficiency@atlantaga.gov or 470-510-4800



Accessing a Data Request

About Your Response

Who is this data being submitted on behalf of?

- myself
 someone else

Select if you're submitting the request yourself, or on behalf of someone else


Submitting Data for Someone Else

Sometimes people delegate their responsibilities for responding to data requests to other people. If you are responding on behalf of someone else, please select their name from your Contacts Book so that they will be attributed to the response.


Your Response

Select Information to Include:

Timeframe: *

 If the data requestor has specified a timeframe for the request, you will not be able to change it.

Properties: *

 The data requestor may have asked for one or more [standard IDs](#) to be included with the property information. Make sure you have entered the requested standard IDs for each property before sending your response.

Previewing Reports

Making selections here will include specific properties and timeframes in your response. You may preview your response before you send it. However, Portfolio Manager will need to prepare the preview in order for you to view it. Large responses may take more time to prepare. Your response preview will be available from the "Templates & Reports" section on the Reporting tab when it is ready.


Select properties that are required to benchmark

[Generate Response Preview](#) [Cancel](#)

Preview Your Response

Templates & Reports (3)

Create a New Template

 Your new response preview(s) has been generated.

| + | Name | + | Date | - | Action |
|---|---|--|--|---|---|
|  | Data Request: Test (Request from Jon Smith) |  | Response Preview Generated: 5/13/2013 5:43 PM | | I want to ... |
|  | Sample EPA Report #2 | | No Spreadsheet Generated | | I want to Edit Properties and Timeframe Preview Response Download Preview in Excel Generate an Updated Response Send Response Delete Response |
|  | Sample EPA Report #1 | | No Spreadsheet Generated | | |

Preview Your Response

The screenshot displays the ENERGY STAR Portfolio Manager interface. At the top left is the ENERGY STAR logo and the text "ENERGY STAR PortfolioManager®". At the top right, there are navigation links: "Welcome CW_Processor", "Account Settings", "Notifications", "ENERGY STAR Notifications", "Contacts", "Help", and "Sign Out". Below the header is a navigation bar with tabs for "MyPortfolio", "Sharing", "Reporting" (which is active), "Recognition", "Admin", and "Processing".

View Report: Atlanta 2020 Transparency Report

The following displays the data generated from your [report template](#). It includes the information and metrics that you selected for the properties you included. You may "Generate a New Report" to get updated information from the action menu for this report template.

Information and Metrics

1 records

| Property Id | Property Name | Year Ending | Atlanta Building ID | Address 1 | Address 2 | City | Cour |
|-------------|----------------------|-------------|---------------------|--------------|---------------|---------|--------|
| 13502081 | ICF HQ - Building II | 12/31/2019 | Not Available | 9309 Leo Hwy | Not Available | Fairfax | Not Av |

Send the Response to Complete Compliance

1 Who (besides you) should we send a confirmation email to?

Select contacts from your contacts book:

Example1 (EXACCOUNT1)
Example2 (EXACCOUNT2)
Example3 (EXACCOUNT3)

To select multiple contacts, hold down your Control (CTRL) key and click on each selection.

Optional- Additional Email Addresses:

Separate multiple emails by a comma or semicolon.

2 What format would you like your data in for the email attachment?

- Excel
 XML

3 E-Sign your Data Response, then "Send Data"

I hereby certify that I am releasing data about my properties, or on behalf of someone else, to Rising Stars with Test Org.

Your username:

Your password:

E-Sign Response

Send Data

Send the Response to Complete Compliance

What Would You Like To Do?

I Want to Review/Edit these Properties

You can review individual properties/meters by using the links in the table above or [download it to Excel](#) in order to begin troubleshooting these issues.

I Thought I Fixed These Problems- I Want to [Generate an Updated Response](#)

If you have made changes to your data since your response was generated (05/08/2020 03:02 PM EDT), you will need to re-generate the report in order for these changes to be reflected.

[Generate Updated Response](#)

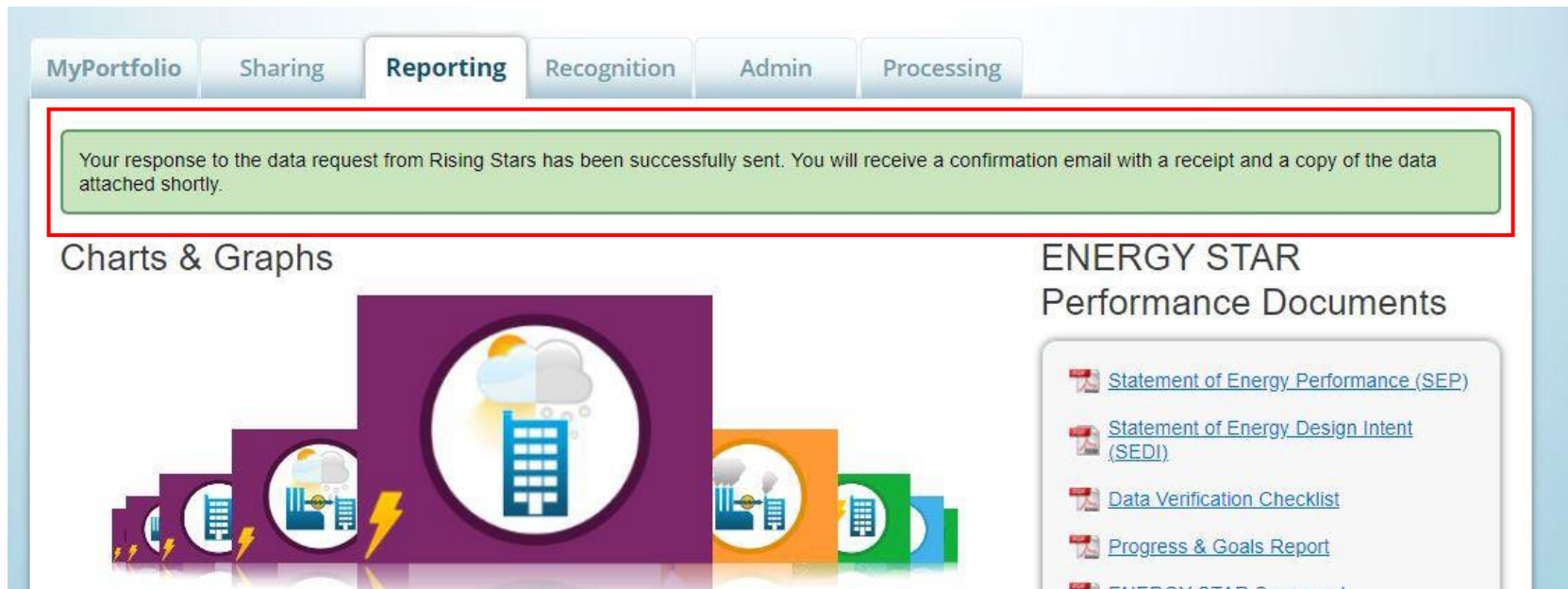
I Want to Submit Anyway

If you have verified that any issues listed in the table above are not the result of a mistake, you can continue submitting your response. Note that an incomplete request could be considered invalid or non-compliant by the requestor so it is strongly encouraged that you fix any issue before proceeding.

[Send Response](#)

(You will confirm your response on the next screen)

Send the Response to Complete Compliance



The screenshot shows a web application interface with a navigation bar at the top containing tabs for 'MyPortfolio', 'Sharing', 'Reporting', 'Recognition', 'Admin', and 'Processing'. The 'Reporting' tab is currently selected. Below the navigation bar, a green message box with a red border contains the text: 'Your response to the data request from Rising Stars has been successfully sent. You will receive a confirmation email with a receipt and a copy of the data attached shortly.' Below the message box, there are two main sections: 'Charts & Graphs' on the left, which features a series of colorful icons representing buildings and energy, and 'ENERGY STAR Performance Documents' on the right, which lists several documents with red folder icons: 'Statement of Energy Performance (SEP)', 'Statement of Energy Design Intent (SEDI)', 'Data Verification Checklist', 'Progress & Goals Report', and 'ENERGY STAR Scorecard'.

MyPortfolio Sharing **Reporting** Recognition Admin Processing

Your response to the data request from Rising Stars has been successfully sent. You will receive a confirmation email with a receipt and a copy of the data attached shortly.

Charts & Graphs

ENERGY STAR Performance Documents

- Statement of Energy Performance (SEP)
- Statement of Energy Design Intent (SEDI)
- Data Verification Checklist
- Progress & Goals Report
- ENERGY STAR Scorecard

Benchmarking Law Compliance Resources

- Contacts for state and local benchmarking ordinances:
 - <https://energystar-mesa.force.com/PortfolioManager/s/article/Contacts-for-state-local-compliance-ordinances-1600088543441>
- Utility data access map: <https://energystar.gov/utilitydata>
- List of services providers that perform Portfolio Manager benchmarking services:
 - https://www.energystar.gov/buildings/facility-owners-and-managers/existing-buildings/save-energy/expert-help/find-spp/most_active
- Finding your Standard ID:
 - <https://energystar-mesa.force.com/PortfolioManager/s/article/Standard-IDs-in-Portfolio-Manager-1600088552120>
- How to respond to Data Requests in Portfolio Manager:
 - <https://www.energystar.gov/buildings/tools-and-resources/how-respond-data-requests-portfolio-manager>
- How to share properties in Portfolio Manager:
 - <https://www.energystar.gov/buildings/tools-and-resources/how-share-data-other-users-portfolio-manager>

Benchmarking Law Compliance FAQs



ABOUT FOR PARTNERS

SEARCH

[Find Products](#)

Save at Home

New Homes

Commercial Buildings

Indust

Search...

SEARCH

HOME

CONTACT US

HOME > PORTFOLIO MANAGER FAQs > FEDERAL, STATE & LOCAL REQUIREMENTS

STATE & LOCAL BENCHMARKING REQUIREMENTS

ARTICLES

25

ARTICLES

How do I find the receipt for the Data Request that I submitted?

24 Views • Jan 12, 2021 • Knowledge

FAQs are available at www.energystar.gov/buildingshelp



“Basics of Building Benchmarking for Ordinance Compliance” Webinar Series

- ✓ **Part 1** (register for April 27 session [here](#))

A Beginner’s Guide to Using Portfolio Manager for Benchmarking Law Compliance

- **Register for Part 2** [here](#) (March 28) or [here](#) (May 10)

Using Benchmarking Results to Understand your Building’s Performance

- **Register for Part 3** [here](#) (April 4) or [here](#) (June 8)

To Efficiency and Beyond! How to Benefit from Benchmarking Compliance with Strategies for Improving your Energy Performance

https://www.energystar.gov/buildings/training/complying_ordinances



Extra Help

- Visit www.energystar.gov/buildingshelp
 - Extensive list of FAQs
 - Online form to submit technical questions or comments
- Additional Portfolio Manager training resources available at:
www.energystar.gov/buildings/training
 - Step-by-step documents (PDF)
 - Access to recorded trainings and short videos
 - Information on upcoming trainings
- Register for regular webinars at: <http://esbuildings.webex.com>
- Portfolio Manager Technical Reference Series:
https://www.energystar.gov/buildings/benchmark/understand_metrics/score_details

Thank you for attending!

Questions?

Slides will be sent to all webinar registrants after today's session

If you have any questions on Portfolio Manager
or the ENERGY STAR program, contact us at:

www.energystar.gov/BuildingsHelp

