Introduction to My ENERGY STAR Account

My ENERGY STAR Account (MESA), a secure Web-based contact database tool, was developed to enable ENERGY STAR partners to keep their contact information current. When personnel or address changes occur in your organization, you can update that information in MESA so that you do not miss important news and information about ENERGY STAR. In addition, MESA can serve as your entry point to the ENERGY STAR website and tools such as Portfolio Manager, Homes Builder, ENERGY STAR logo downloads, Marketing Toolkit (Materials), Home Performance, and the third-party certification body (QPX) tools.

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Welcome Screen

Once you have logged into the MESA, a customized Welcome page will open, where you have the ability to view a number of features specific to your partnership with the ENERGY STAR program. From the Welcome page, you can view My ENERGY STAR Tools, which allows you to navigate to other secure applications. The Welcome page allows you to take action on items particular to your partnership with ENERGY STAR and allows you to review program and Home Builder data (if applicable). You can also view your personal contact information, organization information, change your password, navigate to ENERGY STAR Quick Links, and access the ENERGY STAR Awards module from the left hand navigation window. The tool also allows you to easily edit the organization information, as well as view and edit contacts associated to your organization.
Edit Your Contact Information

You can update your contact information by selecting the **My Contact Information** link in the left hand navigation window. Once there, you will be able to view and edit your contact data as well as navigate back to the MESA Welcome Screen. On this page, you’ll also see a list of associated programs and, if applicable, be able to navigate to the **Home Builder Screen** using the program link.
Edit Your Contact Information Screen

Step 1: Select the Edit button.
Step 2: Prior to updating your contact information, refer to standard Data Entry Conventions by selecting the Data Entry Conventions link.
Step 3: Update your contact information and select the Submit button.

Note: You will receive a confirmation email that your information has been sent for review and a subsequent email once it has been approved and completed.

Edit Organization Information

You can update your organization information by selecting the My Organization Information link in the left hand navigation window.
Edit Organization Information Screen

You are directed to the View Organization Information page.

Step 1: Select the Edit button.

Step 2: Prior to updating your organization’s information, refer to standard Data Entry Conventions by selecting the Data Entry Conventions link.

Step 3: Update your organization information and select the Submit button.

Note: You will receive a confirmation email that your information has been sent for review and a subsequent email once it has been updated.

Change the Organization Name

You can request that your organization name be changed in a few simple steps.

Step 1: From the My Organization screen, select the link Request a Change to Your Organization Name.
Change the Organization Name Screen

Step 2: From the Change Organization Information screen, select an email address(es) to CC (not required).

Step 3: Enter the new name and reason for the Organization Name change.

Step 4: Select the Submit button.

Note: You will receive a confirmation email that your information has been sent for review and a subsequent email once it has been updated.

Add a New Contact

There are several ways to request that a new contact be added to your organization.

Step 1: From the Organization Information screen, you can select the View/Edit Contacts link next to each program or the View/Edit Contact(s) for Organization link to request to add a contact to the particular program area or organization.

Step 2: Select either the View/Edit Contacts link next to the appropriate program area, or the View/Edit Contact(s) for Organization link from the Active Partnerships with ENERGY STAR table.
Add a New Contact Screen

**Step 3:** Confirm the contact does not already exist in the program area before clicking the Add New Contact button.

Note: Adding a new contact to a program will navigate you to the Contact List for Program Area so you can verify that the contact does not currently exist in that program area for the organization:
Note: Adding a new contact to the organization will navigate you to the Contact List for Organization so you can verify that the contact does not currently exist with the organization:
Step 4: Select the Add New Contact button.

Step 5: Select the program area for which you are adding the new contact for the organization.

Step 6: Select the contact role that the new contact plays in the organization.

Note: If the contact role with ENERGY STAR is anything other than primary or an interested party, please select “other” and enter a description.

Step 7: Select the Next button.
Step 8: From the Add New Contact screen, fill out information for the new contact.
Step 9: Select the Submit button.

Step 10: From the Confirm New Contact screen, verify that all information you are submitting for the contact is accurate.
Step 11: Select the Confirm button.
Add Another ENERGY STAR Program Area to a Contact

Through MESA you have the option to add another ENERGY STAR program area (e.g., C&I SPPs, Homes Builder, Labeled Products Audio/Video) to your organization’s program area list or to the program area list of other contacts in your organization.

Adding Another Program Area to Your List

**Step 1:** Select the **My Organization Information** link from the left side navigator window on the **Welcome** screen.

**Step 2:** From the **My Organization Information** screen, select the link for **View/Edit Contact(s) for Organization**.

**Step 3:** Select the contact or contacts and then the **Associate to Program** button.

Note: You will receive a confirmation email that your information has been sent for review and a subsequent email once it has been updated.
Note: You must select a program area with which your organization has already partnered with ENERGY STAR. You will need to contact your account manager or join@energystar.gov if your organization would like to expand participation to a new program area.

**Step 4:** Select the active partnership program area, and your role(s) as a contact within your organization for the new program area.

Note: If you do not know your contact role, please select the “other” check box and enter a description in the “other” text field.

**Step 5:** Select the Submit button.
Step 6: From the Confirm New Program screen, select the Confirm button to complete the request.

Note: You will receive a confirmation email that your information has been sent for review and a subsequent email once it has been updated.
Adding Another Program Area to an Existing Contact

Note: To add another program area to existing contacts, you must select from a list of contacts which already exist for the organization.

**Step 1:** Follow all steps above for adding another program area to ‘Your List’ to add a program area to an existing contact.

Remove a Contact from an Organization or a Program Area

You can remove a contact’s affiliation from a particular program area, or request to remove the contact completely from the organization. You can remove the association from either the **Contact List for a Program** screen or the **Contact List for Organization** screen.

**Step 1:** Select the **My Organization Information** link from the left side navigator window.
**Step 2:** From the **My Organization Information** screen, select either the **View/Edit Contact(s)** link to view and remove the contact from a specific program area, or select the **View/Edit Contact(s) for Organization** link to view and remove a contact from the organization.
Remove a Contact from a Program Area:

**Step 1:** Search for the contact on the Contact List for Program Area screen.
**Step 2:** Identify the contact to be removed from the program area.
**Step 3:** Select the check box next to the contact name.
**Step 4:** Select the **Remove from “Program Name”** button.

Note: If you need more information to help determine if you are removing the correct contact, you can click the Contact Name link to see detailed information. You may choose to remove one or many contacts from the program area at one time.
Remove Contact from the Organization:

**Step 1:** Search for the contact on the Contact List for Organization screen.
**Step 2:** Identify the contact to be removed from the program area.
**Step 3:** Select the check box next to the contact’s name.
**Step 4:** Select the Remove from Organization button.

Note: If you need more information to help determine if you have identified the correct contact to remove, you can click the Contact Name link to see detailed information. You may choose to remove one or many contacts from the organization at one time.
Step 5: Enter the reason you wish to remove the contact.
Step 6: Select the confirm button.

If you are removing the contact from the program area, you will make your confirmation on the Confirm Remove Program Area from Contact screen. If you are removing a contact completely from the organization, you will make your confirmation on the Confirm Remove from Organization screen.

Note: If you are requesting to remove yourself from a program area, you will no longer have access to edit contacts for the program area. If you are requesting to remove yourself from an organization, you will no longer be able to edit the organization or its contacts.

You will receive a confirmation email that your information has been sent for review and a subsequent email once it has been approved.
Confirm Remove Program from Contact Screen:

Confirm Remove Contact from Organization Screen:
My ENERGY STAR Tools

The My ENERGY STAR Tools section on the MESA Welcome screen will display all tools available to the user. Access to these tools is granted through iSTAR and based on program association.

My ENERGY STAR Tools:

- Logo Downloads
- Homes Online Submittal Tool
- Online Product Submittal
- Solid State Lighting Online Product Submittal
- Portfolio Manager
- Marketing Toolkit
- Apply for an Award
- Banner Graphic File
- Business Tools
- House Graphics
- Promotional Video
- Sample Forms
- Label Printing Tool (1/27/2011) (478KB)

My ENERGY STAR Tools – Third-Party Certification (QPX)

The My ENERGY STAR Tools section on the MESA Welcome screen will display the following tools for EPA-recognized Certification Bodies. Certification Bodies will have the ability to download product data submission forms, upload product data, upload product images, view suspended partners, and look up manufacturers and laboratories.

My ENERGY STAR Tools:

- Download ENERGY STAR Certified Product Data Submission Forms
- Upload Product Data (Excel Spreadsheets)
- Manufacturer/Lab Lookup
- Suspended Partners List
- QPX Image Upload
Download ENERGY STAR Certified Product Data Submission Forms

Third-party certification (QPX) users can download product data submission forms by selecting the ‘Download ENERGY STAR Certified Product Data Submission Forms’ link in the tools section, which will navigate them to the following screen. Product Data Forms available for selection will be based on the organization programs the user is associated to.
Upload Product Data (Excel Spreadsheets)

Third-party certification (QPX) users can upload product data submission forms by selecting the ‘Upload Product Data (Excel Spreadsheets)’ link in the tools section, which will navigate them to the following screen. Users are required to select the product category, the product data submission form, upload a file, and agree to the declaration before submitting their entry.
Manufacturer/Lab Lookup

Third-party certification (QPX) users can search for manufacturers and/or EPA-recognized labs by selecting the ‘Manufacturer/Lab Lookup’ link in the tools section, which will navigate them to the following screen. Users can then use this search feature to produce a list of results based on the search criteria entered.
Manufacturer/Lab Lookup Results

The results page will display all organization names (manufacturers and/or EPA-recognized labs), while also giving the user the ability to conduct a new search, return to the MESA welcome page, and export the results list to Excel.
Suspended Partners List

Third-party certification (QPX) users can view a list of suspended manufacturer partners by selecting the link for ‘Suspended Partners List’ in the tools section, which will navigate them to the following screen.
QPX Image Upload

Third-party certification (QPX) users can upload images by selecting the ‘QPX Image Upload’ link in the tools section, which will navigate them to the following screen.

My Homes Builder Program

MESA allows users belonging to the Residential Homes Home Builder program the ability to update their home builder data by recommitting, identifying the number of homes built per year, and whether they offer the advanced lighting package (ALP) and/or the indoor air-plus package (IAP).
My Homes Builder Program

100% Commitment Status

EPA offers special recognition to Builders who commit to building 100% of their homes as ENERGY STAR. This commitment will be denoted with a special 100 icon on the ENERGY STAR Partner Locator once you have demonstrated progress toward fulfilling that commitment through the number of qualified homes reported to EPA.

My Commitment: Yes - No Action Required
Next Renewal Date: 01/01/2012

Average Number of Homes Built Per Year: 500

Please update this number annually. The actual number of qualified homes is independently verified.

Advanced Lighting Package (ALP):
☑ My organization will commit to offering ALP
☐ No Commitment

Indoor AirPlus (IAP):
☑ My organization will commit to offering IAP
☐ No Commitment

Builder Type(s):
Manufactured Home Builder/Plant

Home Builder Program Confirmation

Edit Homes 100% Commitment Confirmation

Click Confirm to accept the following changes to your 100% Commitment.

My Commitment: Yes - No Action Required
Next Renewal Date: 01/01/2012

Average Number of Homes Built Per Year: 500

Advanced Lighting Package (ALP):
My organization will commit to offering ALP

Indoor AirPlus (IAP):
My organization will commit to offering IAP
New Homes Builder Training

MESA allows users belonging to the Residential Homes Home Builder program the ability to take the required training to maintain the Home Builder partnership. The training link will open a new Web browser window, allowing the user to start and complete the training.