

My ENERGY STAR Account Reference Guide

Product Brand Owners

This guide provides instructions to ENERGY STAR® partners and program support organizations on completing common tasks using My ENERGY STAR Account.



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LOGGING IN

Go to www.energystar.gov/mesa and enter the My ENERGY STAR Account (MESA) username and password you received by email. If you did not receive an email, select the **“Forgot your password?”** link on the landing page.

You will see a home page similar to this:

PROGRAM NAME	BRANCH	ORG. RELATIONSHIP	STATUS
Product Brand Owner	Products	Partner	Active

- Apply for an Award
- Logo Downloads

- ENERGY STAR Home page
- ENERGY STAR Help & Support Page

PROGRAMS

The Programs section of the MESA home page lists your organization’s involvement in ENERGY STAR programs. It includes details such as the program name, the ENERGY STAR branch that oversees the program, your organization’s relationship with the program, and your organization’s status with the program. An organization can be involved in one or more ENERGY STAR programs.

CONTACTS

The Contacts section of the MESA home page lists all contacts within your organization. Details are provided for each contact, such as the email address and phone number. Each of your organization’s programs can have one or more contacts associated with it, and you can associate the same contact with one or more programs. To associate a contact with a program, you must assign a program role for the contact. See the following for instructions for this, as well as how to add a new contact, reassign an existing contact to a new program, and remove a contact from a program or from your organization altogether.

MY ENERGY STAR TOOLS & RESOURCES

The My ENERGY STAR Tools & Resources section provides your organization with links to program-specific tools and resources.

ENERGY STAR QUICK LINKS

The ENERGY STAR Quick Links section provides links to relevant program participation information and other places on the energystar.gov site.

YOUR MESA USER PROFILE

Access your MESA user profile information by selecting the user icon in the upper-right corner of the screen. Here you can edit your personal profile, contact information, and other account settings.

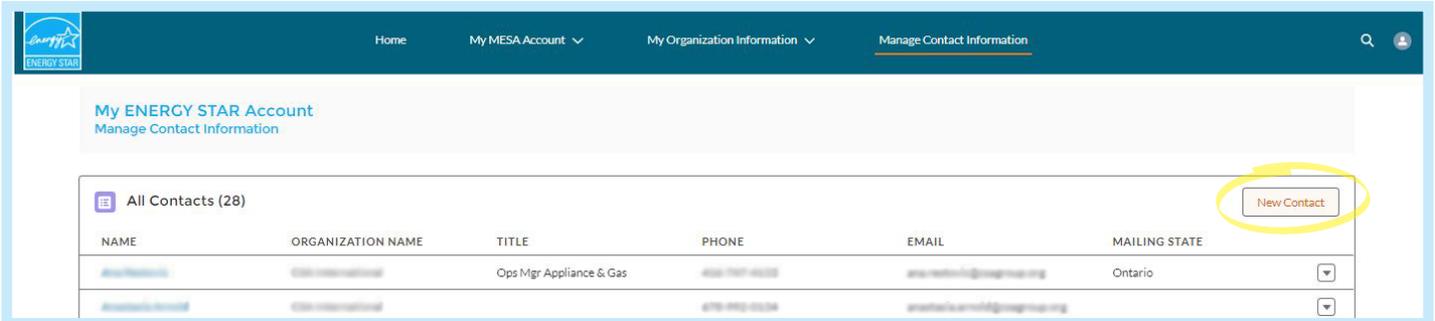
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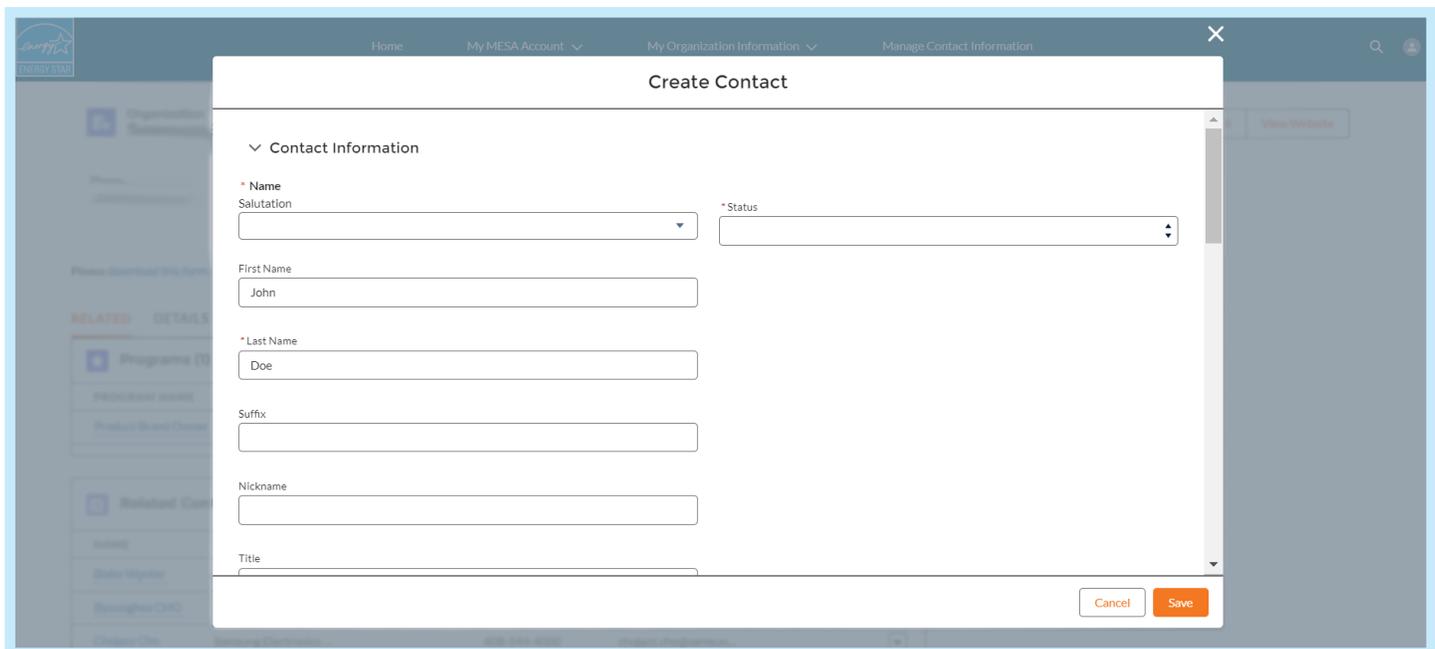


ADD A NEW CONTACT

Step 1: From the top menu, select **"Manage Contact Information."** Click the **"New Contact"** button (on the top right of the list).



Step 2: Fill in the **"Create Contact"** form. Press **"Save."**



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CREATE A CONTACT ROLE FOR THE NEW CONTACT

Step 1: Select **"Manage Contact Information"** from the top menu. Select the new contact from the list of **"All Contacts."**

NAME	ORGANIZATION NAME	TITLE	PHONE	EMAIL	MAILING STATE
Alex Morrison	CMA International	Ops Mgr. Appliance & Gas	416-737-9333	alex.morrison@cmaintl.com	Ontario

Step 2: In the **"Role in Programs"** list, select **"New."** Select the relevant program, then fill out the **"Create Contact Role"** form. To select multiple roles or deselect a role, press **Ctrl** and **left-click** simultaneously. Press **"Save."**

Create Contact Role

* Contact: Carl Phillips

Program: Product Brand Owner

* Role in ENERGY STAR Program: Primary, Signatory, General, Product Specific

Role in Company: Communications/Marketing/PR, Executive Management/Owner, Government Affairs/Corporate Relations, Legal, Technical/Engineering, OEM Contact, Other

Other Role In Company: Write in other role here

Contact Status: Active

Inactive Status In Program Explanation - Manual: --None--

Product Lead: Insulation Products

Marketing/Communications: Insulation Products

Cancel Save

Note: Contacts must have a contact role to receive ENERGY STAR communications. Contacts without a contact role will be highlighted on the MESA home page under the header, **"Action Needed: Associate Contact(s) to Program."** To add a role for one of these contacts, click the arrow to the right of the contact name, which will bring up the **"Create Contact Role"** form.

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UPDATING INFORMATION

Viewing and editing organization information

Step 1: Select “My Organization Information” from the top menu, and then “Manage My Organization.”

Step 2: From the “All Organizations” list, select your organization name.

Step 3: On the page for your organization, select “Edit” (at the top right of the screen).

Step 4: Edit your organization’s information (such as address, website, or phone). Press “Save.”

Note: The organization name cannot be edited in MESA. To request a change to your organization’s name, select “My Organization Information” from the top menu, then select “Org Name Change Request.” Complete and submit the form provided. The organization name will be changed once the request has been reviewed and approved by ENERGY STAR.

Edit information for an existing contact

Step 1: Select “Manage Contact Information” from the top menu.

Step 2: Select the relevant contact name from the list to reach the contact page.

Step 3: Press “Edit,” at the top right of the page, to change the contact information.

To change the email address for a MESA user account, the contact will be required to verify the updated email address via email.

Change the types of ENERGY STAR communications a contact receives

Step 1: From the top menu, select “Manage Contact Information” and the relevant contact from the list.

Step 2: In the “Role in Programs” list, select the drop-down arrow to the right of the contact and click the “Edit Contact Role” button. Search for the relevant program, then complete the information on the “Edit Contact Role” form. Press “Save.”

Note: To change from a primary, general, or product-specific role, click Ctrl+D to deselect the current role and select a different role.

Note: To deselect any options in the “Create Contact Role” form, hold the Control [Ctrl] key and click on the option that should be deselected.

Inactivate a contact

MESA does not allow you to delete a contact from the system, but you may inactivate a contact within a program using the following steps:

Step 1: Select the relevant program from the “Home” menu.

Step 2: On the program page, in the “Role in Programs” list, click the arrow on the right side and select “Edit Contact Role” from the drop-down menu.

Step 3: Change the Contact Status to “Inactive” and indicate the reason in the “Inactive Status in Program Explanation – Manual” box. Press “Save.”

Note: EPA will provide further guidance as additional features are released in MESA.



Tips for Product Brand Owner Partners

Downloading Logos

To download high resolution ENERGY STAR logos, from the MESA home page, select “ENERGY STAR Logos” from the “Tools” area on the right side of the page.

Ensure Contacts Receive Relevant Communications

Contacts will receive emails from EPA based on their contact roles. See the list below for information on available contact roles. Please add areas of interest to your product brand owner program if you wish to receive communications about products not currently covered by your brand owner partnership.

Brand Owner Contact Roles in ENERGY STAR Program

- **Signatory:** Individual who signed the partnership agreement
- **Primary:** Main point of contact for the organization’s brand owner program
- **General:** General contact for the brand owner program not tied to specific activities and/or product categories
- **Product Specific:** Needs to specify at least one of the following product-specific contact roles. Click:
 - **Product Lead:** Responsible for all aspects of brand owner partnership for specific product areas of participation (AOP) or areas of interest (AOI)
 - **Marketing/Communications:** Responsible for marketing, communications, or public relations for the brand owner program for at least one AOP or AOI
 - **Spec Development:** Contact(s) involved in, responsible for, or interested in specification development for specific AOPs/AOIs
 - **Unit Shipment Data:** Contact(s) involved in or responsible for reporting unit shipment data by March 1st each year for specific AOPs
 - **Compliance:** Contact(s) involved in, responsible for, or interested in program compliance for specific AOPs, such as verification testing

Note: Users can press Ctrl and left-click simultaneously to select multiple roles or deselect a role.

For more help, please contact
energystarproducts@energystar.gov