My ENERGY STAR Account Reference Guide

Buildings & Plants Partners

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

ENERGY STAR

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:

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.
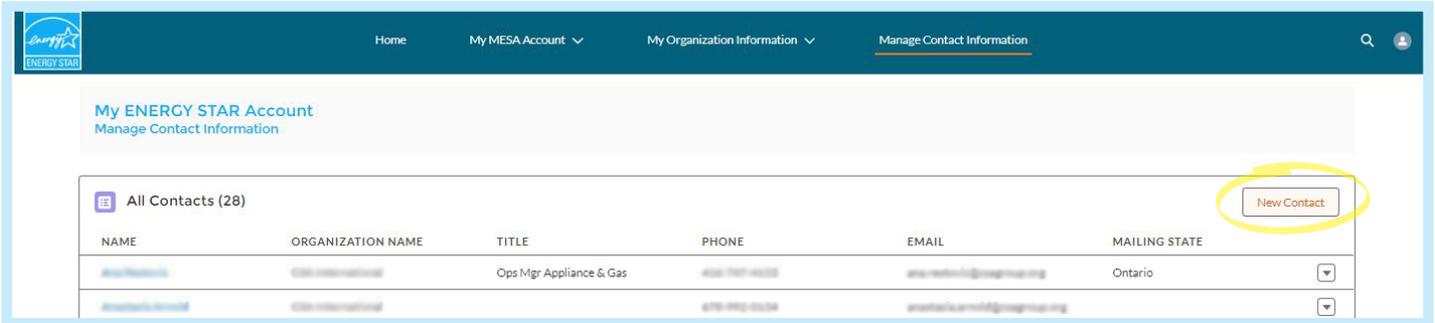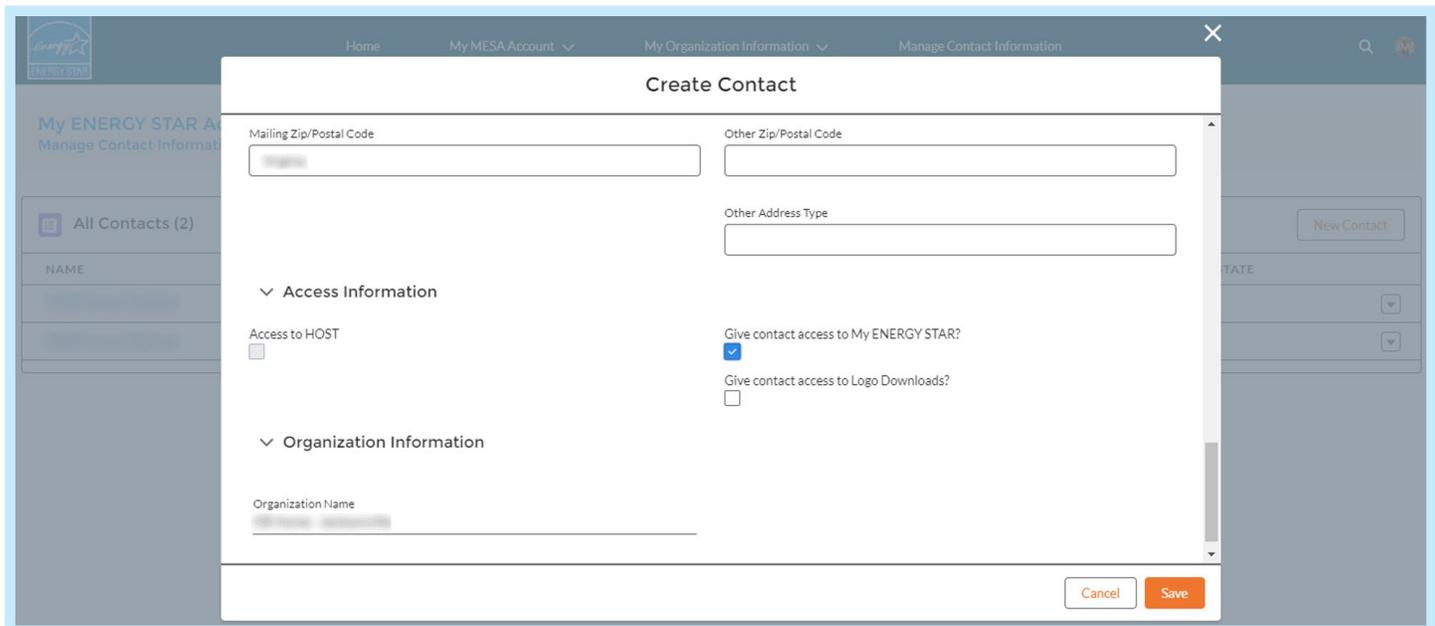
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ADD A NEW CONTACT

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

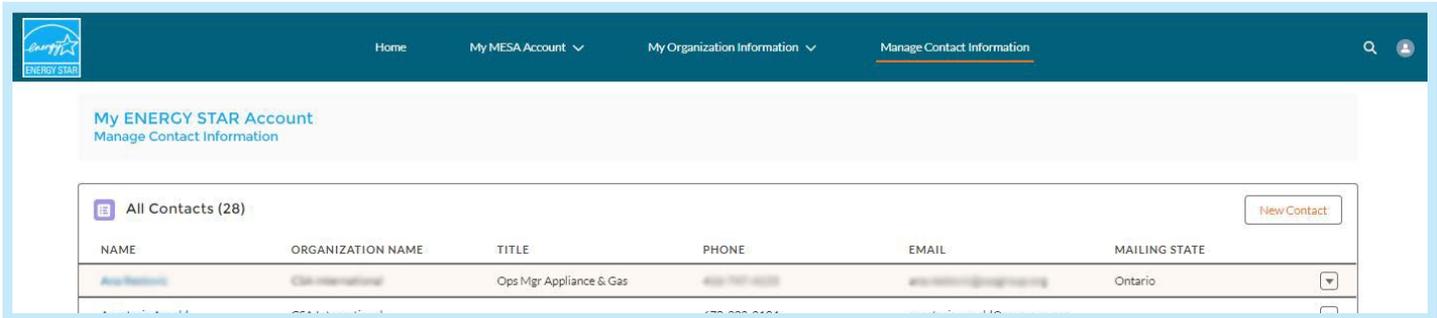Step 2**:** Fill in the "**Create Contact**" form. Press "**Save**."

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**."

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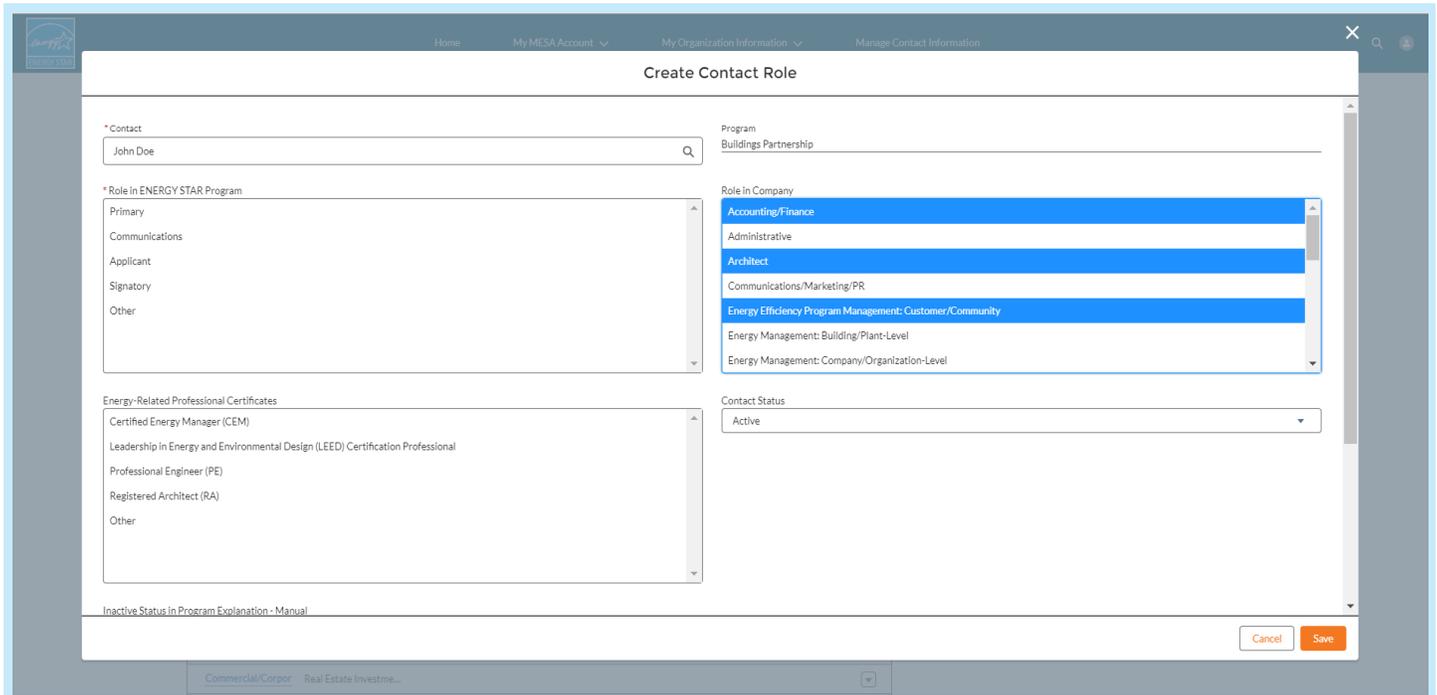
Note: Contacts must have a contact role to receive ENERGY STAR communications. Contacts without a contact role will be highlighted on the MESA home page under the header, "**Action Needed: Associate Contact(s) to Program**." To add a role for one of these contacts, click the arrow to the right of the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

Remove a contact

Step 1: From "Manage Contact Information" in the top menu, select the relevant contact from the "All Contacts" list.
Step 2: On the contact 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."

If the contact is not participating in any ENERGY STAR programs or has left the organization:
Step 1: On the contact page, select the "Edit" button at the top right of the page.
Step 2: In the "Edit Contact" form, change the "Status" to "Inactive." Press "Save."

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

Adding or Updating C&I Organization and Plant Types

ENERGY STAR uses organization and plant types to make partners aware of opportunities that are unique to companies that are sector specific.

To add a new C&I Organization Type
Step 1: Go to the Program page (Buildings, Association, or Service & Product Providers programs). In the C&I Organization Types box, click the NEW button on the far right.
Step 2: Complete the information form for C&I Organization Type – Please review carefully the selections available in the Org Type lists.
Step 3: Click Save.
Step 4: Repeat steps 1-3 for each additional organization or plant type that is relevant to your organization.

To update an existing C&I Organization or Plant Type
Step 1: In the C&I Organization Types box, click the drop down arrow to the right of an organization type.
Step 2: Select "Edit C&I Organization Type."
Step 3: Complete the information form for C&I Organization Type – Please review carefully the selections available in the Org Type lists.
Step 4: Click Save.

To delete an existing C&I Organization Type
Step 1: In the C&I Organization Types box, click the drop down arrow to the right of an organization type.
Step 2: Select "Delete C&I Organization Type."
Step 3: Click "Delete" when prompted to confirm.

For more help, please submit a question at **energystar.gov/buildingshelp** – make sure to reference MESA

Adding or updating Property Types

To add a new Property Type
Step 1: Go to the Buildings Program page, in the Property Types box and click the NEW button on the far right.
Step 2: Complete the information form for Property Type – Please review carefully the selections available in the Categories lists.
Step 3: Click Save.
Step 4: Repeat steps 1-3 for each additional property type that is relevant to your organization.

To update an existing Property Type
Step 1: In the Property Type box, click the drop down arrow to the right of a property type.
Step 2: Select "Edit Property Type."
Step 3: Complete the information form for Property Type – Please review carefully the selections available in the Categories lists.
Step 4: Click Save.

To delete an existing Property Type
Step 1: In the Property Types box, click the drop down arrow to the right of a property type.
Step 2: Select "Delete Property Type."
Step 3: Click "Delete" when prompted to confirm.

Adding or Updating C&I SPP Services Offered

To add a new SPP Services Offered
Step 1: Go to the Service & Product Providers Program page, in the C&I SPP Services Offered box and click the NEW button on the far right.
Step 2: Complete the information form for Services Offered – Please review carefully the selections available in the Levels lists.
Step 3: Click Save.
Step 4: Repeat steps 1-3 for each additional service your organization offers.

To update an existing SPP Service Offered
Step 1: In the C&I SPP Services Offered box, click the drop down arrow to the right of a service.
Step 2: Select "Edit C&I SPP Services Offered."
Step 3: Complete the information form for Services Offered – Please review carefully the selections available in the Levels lists.
Step 4: Click Save.

To delete an existing SPP Service Offered
Step 1: In the C&I SPP Services Offered box, click the drop down arrow to the right of a service.
Step 2: Select "Delete C&I SPP Services Offered."
Step 3: Click "Delete" when prompted to confirm.

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