

My ENERGY STAR Account Reference Guide

Energy Efficiency Program Sponsors

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

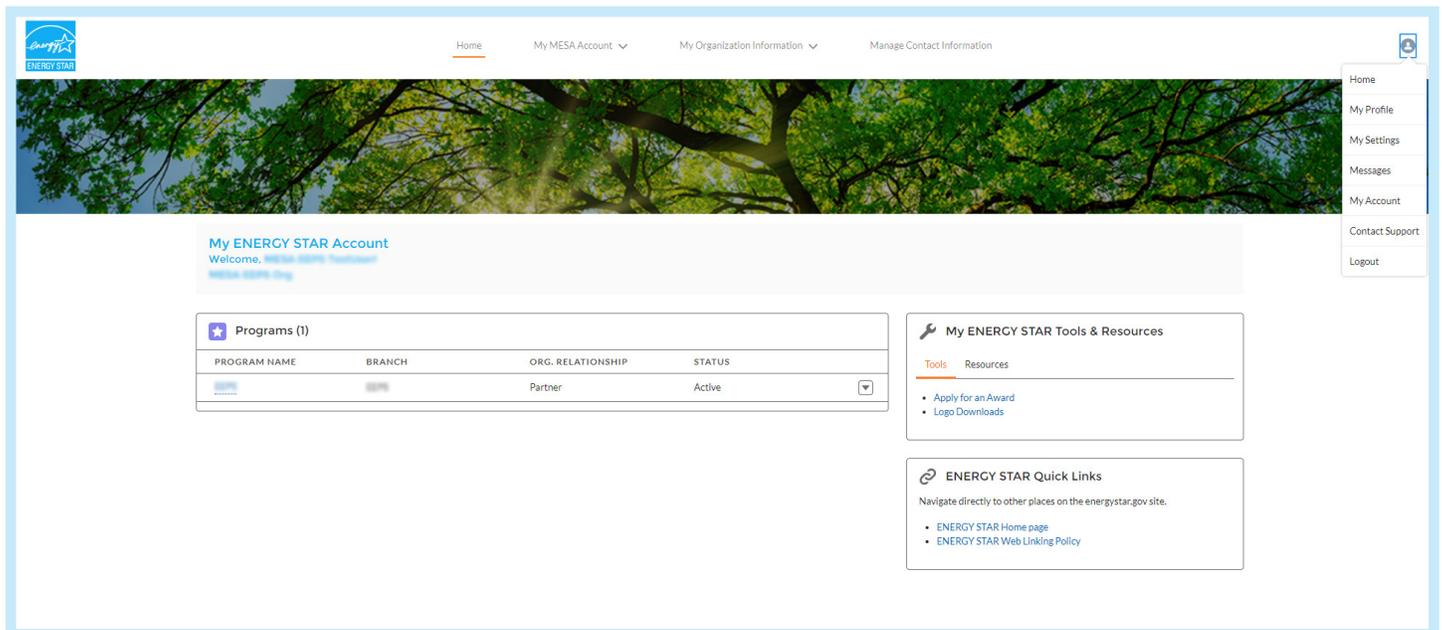




LOGGING IN

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.

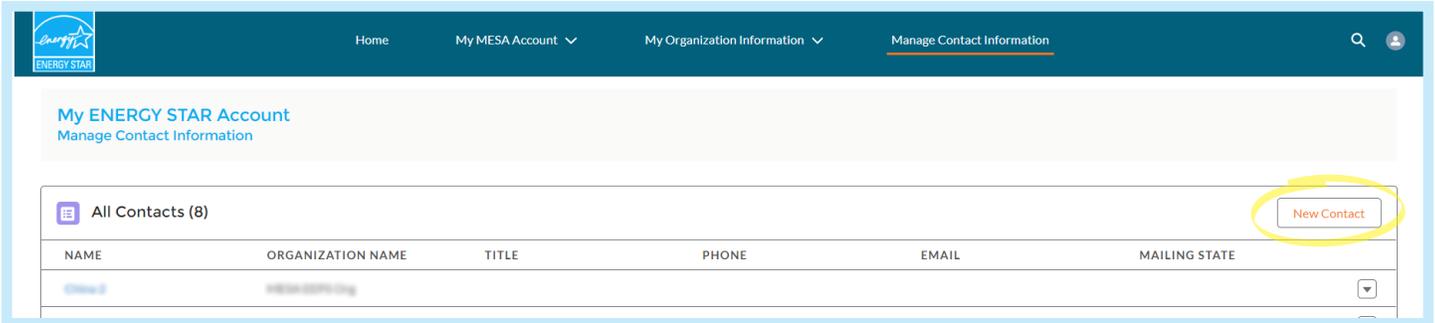
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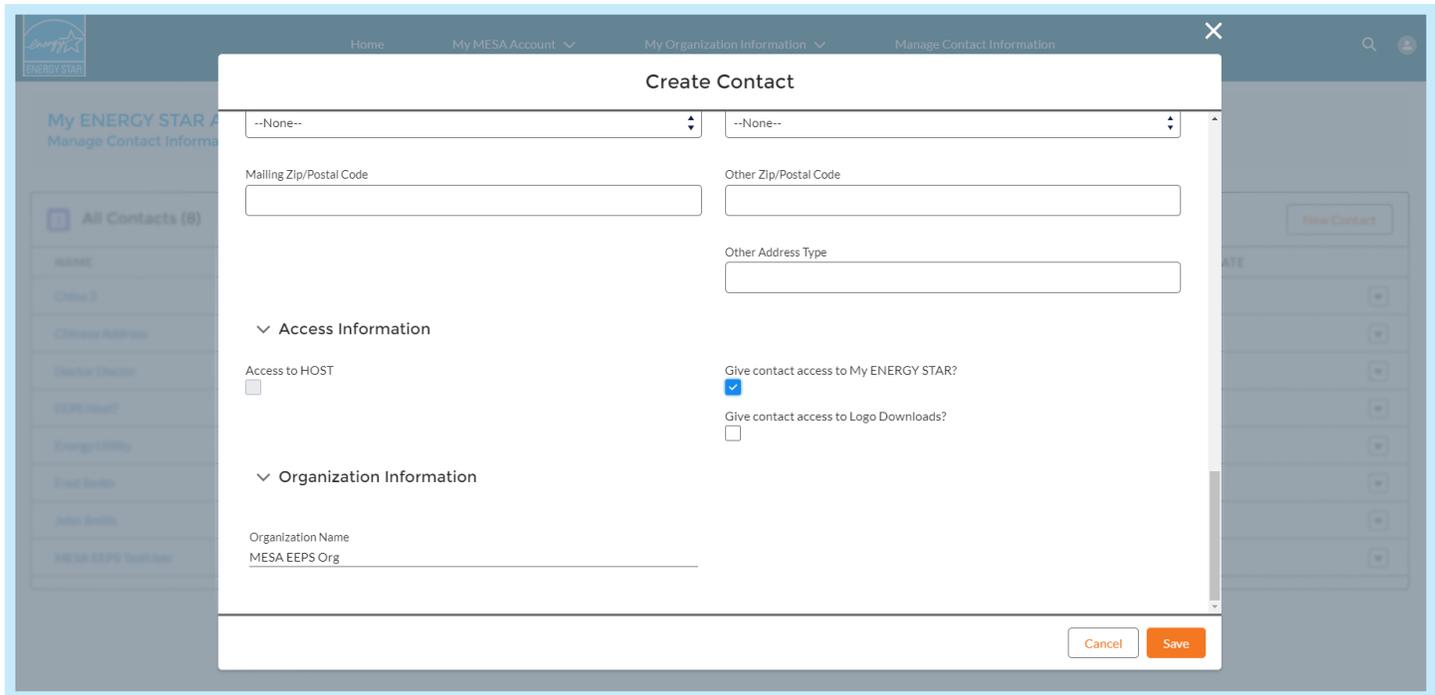


ADD A NEW CONTACT

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 out the "**Create Contact**" form. If the contact should not have access to MESA, uncheck the "**Give contact access to My ENERGY STAR?**" checkbox. 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."**

The screenshot shows the 'Manage Contact Information' page. At the top, there is a navigation bar with 'Home', 'My MESA Account', 'My Organization Information', and 'Manage Contact Information'. Below the navigation bar, there is a section titled 'My ENERGY STAR Account' with a sub-section 'Manage Contact Information'. A table titled 'All Contacts (28)' is displayed with columns for NAME, ORGANIZATION NAME, TITLE, PHONE, EMAIL, and MAILING STATE. A 'New Contact' button is visible in the top right corner of the table.

NAME	ORGANIZATION NAME	TITLE	PHONE	EMAIL	MAILING STATE
...	...	Ops Mgr. Appliance & Gas	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."**

The screenshot shows the 'Contact' details page for 'Energy Utility'. It includes fields for Status (Active), Phone, and Email. Below this, there are tabs for 'RELATED' and 'DETAILS'. Under the 'RELATED' tab, there is a section for 'Role in Programs (0)' with a 'New' button circled in yellow. Below that is a section for 'Related Organizations(1)' with a table of organization details.

ORGANIZ...	PHONE	MAILING ST...	MAILING CITY	MAILING PR...	MAILING ZIP...	MAILING CO...	WEBSITE
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The screenshot shows the 'Create Contact Role' form. It has two main sections: 'Role in ENERGY STAR Program' and 'Role in Company'. The 'Role in ENERGY STAR Program' section has a dropdown menu with options: Other, Primary, and Signatory. The 'Role in Company' section has a dropdown menu with options: Administrative, Communications/Marketing/PR, Demand Side Management: Executive/Planning, Energy Efficiency Program Management: Customer/Community, and Executive Management/Owner. There are also search fields for 'Contact' and 'Program'.

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.



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.”

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.



Tips for Energy Efficiency Program Sponsors

Download ENERGY STAR Logos

Energy Efficiency Program Sponsors (EEPS) can download ENERGY STAR marks on MESA. When using any of these marks, be sure to comply with the [ENERGY STAR Brand Book](#).

Receive ENERGY STAR News

Make sure you receive the latest ENERGY STAR news by keeping you and your colleagues’ contact confirmation up-to-date on MESA.

New Way to Apply for the ENERGY STAR Awards

EEPS will now apply for ENERGY STAR Awards on MESA.

Note: Applications will now Auto-Save after each step is completed. Applicants can Exit and Return to complete their application at any time until the application period closes.

ENERGY STAR Residential Program Marketing Resources

Looking for materials to market your ENERGY STAR Residential New Construction or Certified Homes program? Check out these [Marketing Resources](#) on MESA.

Questions? Contact eeaccountmanager@energystar.gov.

For more help, please contact

eeaccountmanager@energystar.gov