My ENERGY STAR Account Reference Guide

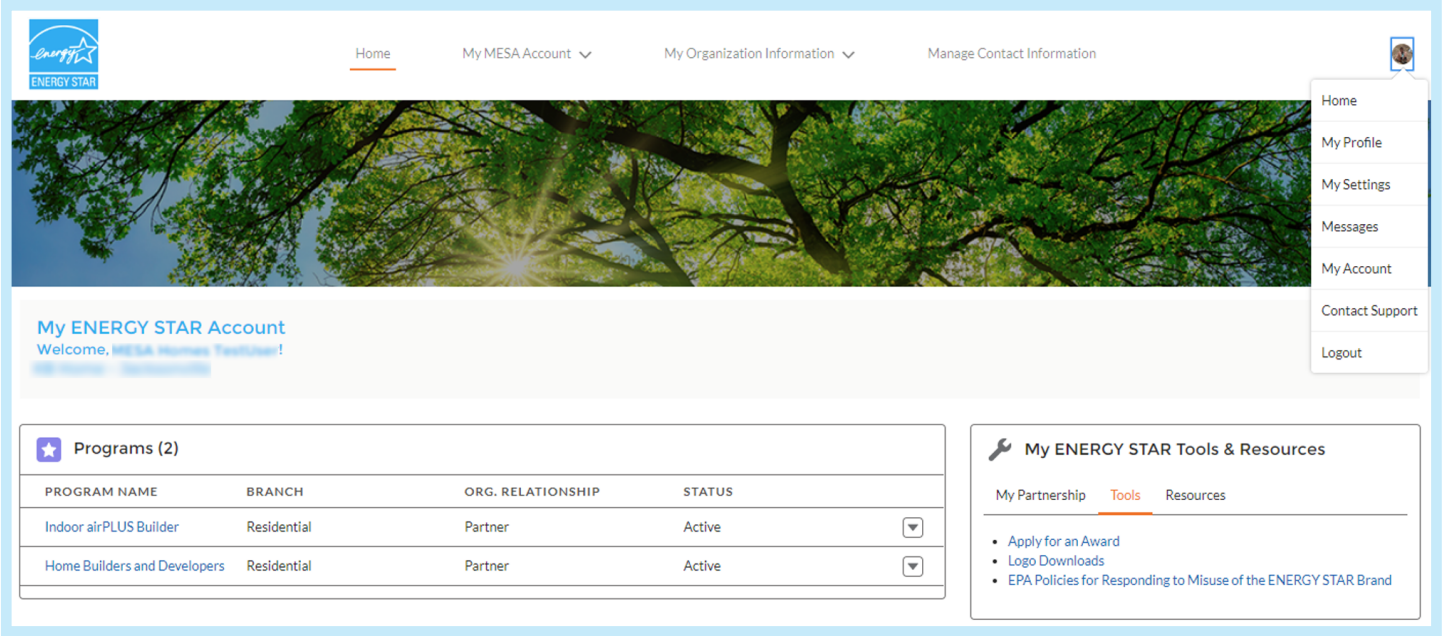
Residential New Construction Partners

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

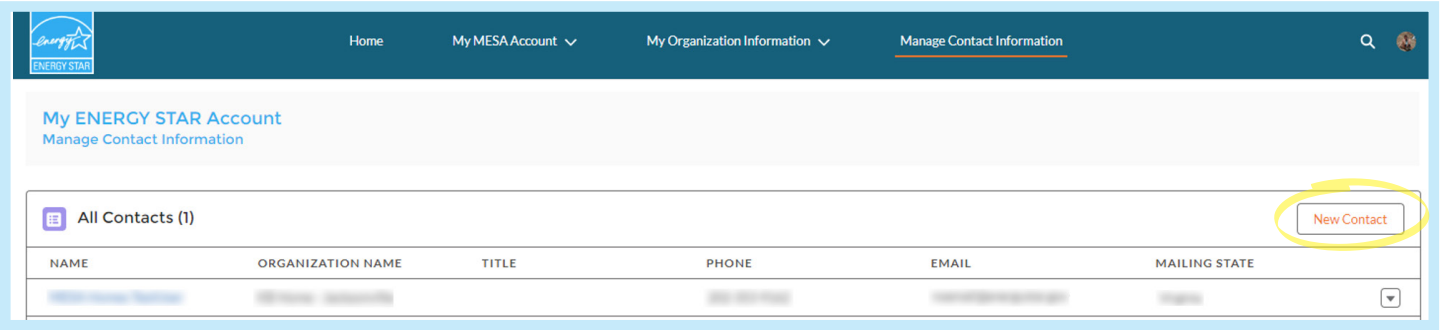
The ENERGY STAR Quick Links section provides links to relevant program participation information and other places on the energystar.gov site.

YOUR MESA USER PROFILE

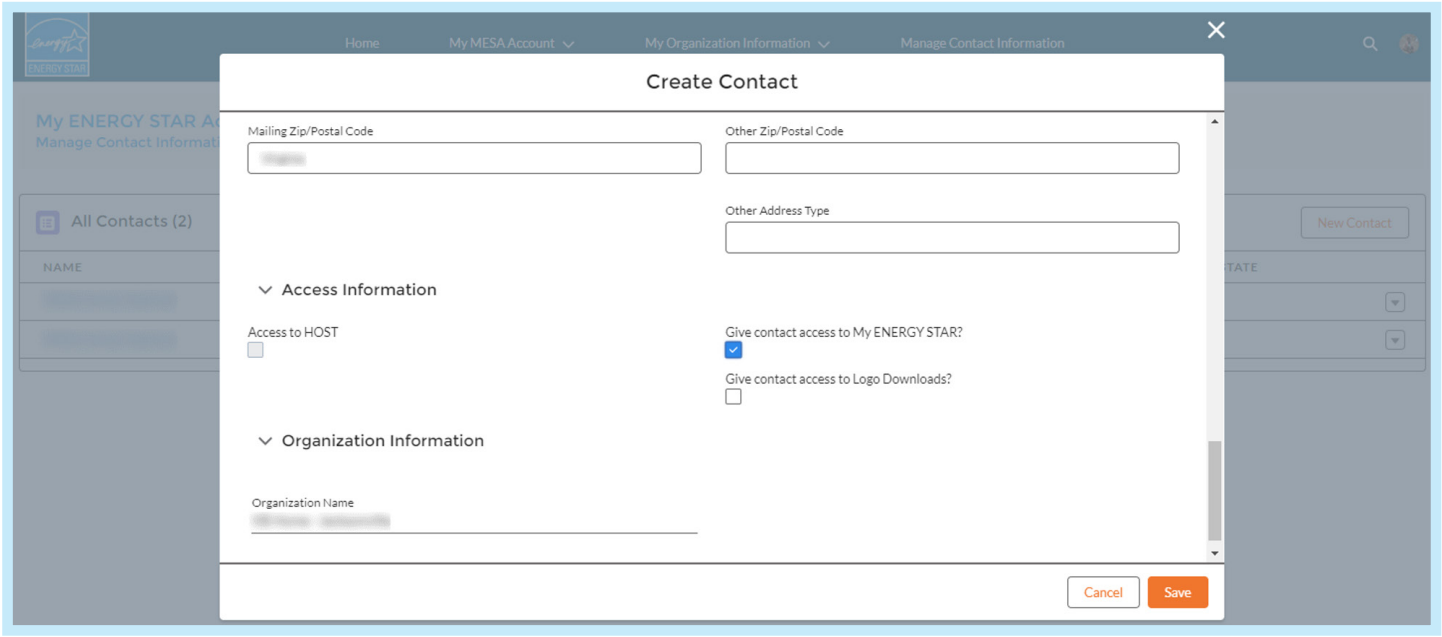
Access your MESA user profile information by selecting the user icon in the upper-right corner of the screen. Here you can edit your personal profile, contact information, and other account settings.

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).

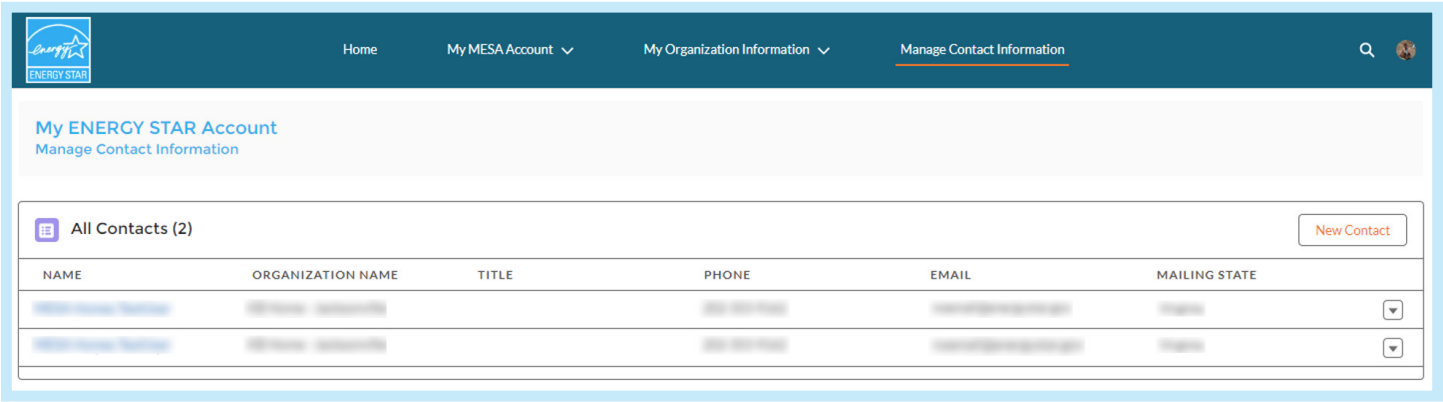


Step 2**:** Fill out the "**Create Contact**" form. If the contact should not have access to MESA, uncheck the "**Give contact access to My ENERGY STAR?**" checkbox. Press "**Save**."

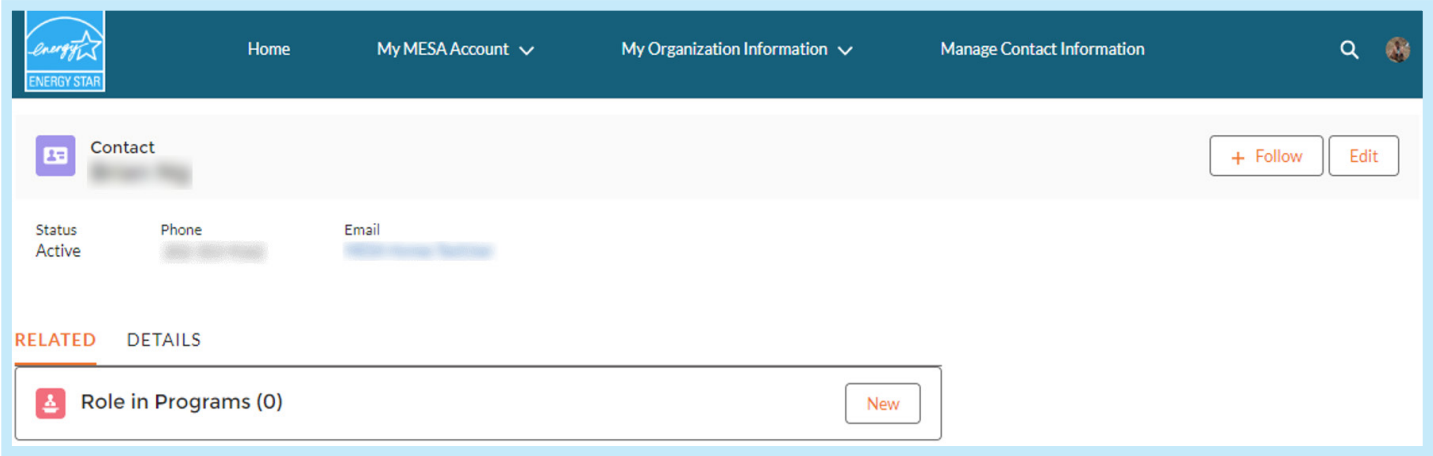


CREATE A CONTACT ROLE FOR THE NEW CONTACT

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.

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

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."

For more help, please contact
energystarhomes@energystar.gov

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 Homes Builders

EPA offers special recognition to builders and developers that commit to building 100% of your homes and apartments to be ENERGY STAR certified. This commitment is denoted with a special 100% icon, a priority listing on the ENERGY STAR Partner Locator, and access to special logos.

Coming Soon: Builders and developers will soon be able to make this commitment in MESA.

Contact **energystarhomes@energystar.gov** to make the commitment.

Tips for Energy Rating Companies

In order to report ENERGY STAR certified homes and projects, Partners must have a completed Partnership Agreement on file and have met all applicable training requirements for their partnership type.

Use the "Eligible ENERGY STAR Builders" list available under **My ENERGY STAR Tools & Resources** to ensure that your builder partners are eligible to have ENERGY STAR certified home(s) reported on their behalf, regardless of their current activity status.

Tips for Accredited Providers

Access the "Homes Online Submission Tool (HOST)" under **My ENERGY STAR Tools & Resources** to submit quarterly reports with information about your ENERGY STAR certified homes.