

## My ENERGY STAR Account Reference Guide

# Residential New Construction Partners

This guide provides instructions to ENERGY STAR<sup>®</sup> 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](http://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 |
|------------------------------|-------------|-------------------|--------|
| Home Builders and Developers | Residential | Partner           | Active |
| Indoor airPLUS Builder       | Residential | Partner           | Active |

- My Mailing Preferences
- Logo Downloads
- Certified Homes & Apartments Reports

- Home Builder/Developer Partnership Terms & Conditions
- ENERGY STAR Home Page
- ENERGY STAR Web Linking Policy
- Awards Application Submission Tutorial
- Partner List/Directory
- ENERGY STAR Residential New Construction Partners
- Residential New Construction Partners MESA Reference Guide
- Logo Use Quick Reference Guide for Residential New Construction Partners
- EPA Policies for Responding to Misuse of the ENERGY STAR Brand

### 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 more than one ENERGY STAR program.

### CONTACTS

The Manage Contact Information section of MESA 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 must have at least one active primary contact associated with it. You can associate the same contact with more than one program. 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.

### 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.

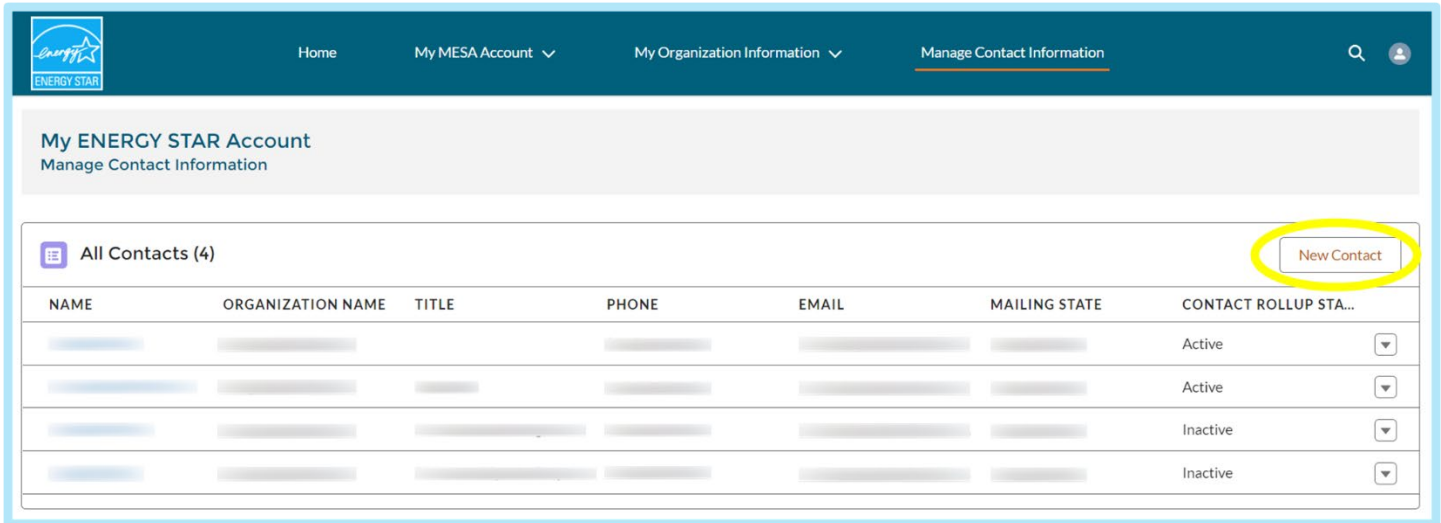
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### ADD A NEW CONTACT

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"** page. If the contact should not have access to MESA, uncheck the **"Give contact access to My ENERGY STAR?"** checkbox. Select the program this contact should be added to using the dropdown.

The screenshot shows the 'Create Contact' form. The form is titled 'My ENERGY STAR Account Create Contact'. It has two main sections: 'Contact Information' and 'Contact Role in Program'. The 'Contact Information' section includes fields for Name (Salutation, First Name, Last Name, Email, Title), Phone (Phone, Phone Ext, Phone Type), and Mailing Address (Mailing Country Code, Mailing Street, Mailing City, Mailing State/Province Code, Mailing Zip/Postal Code). The 'Contact Role in Program' section includes a checkbox for 'Give contact access to My ENERGY STAR?' and a dropdown menu for 'Select the program this contact should be added to:'. The checkbox and the dropdown menu are circled in yellow. At the bottom right, there are 'Cancel' and 'Save Contact' buttons.

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Step 3: Additional fields will automatically populate based on the program selected. Fill out the “**Role in ENERGY STAR Program**”, “**Role in Company**”, and “**Contact Status in Program**”. To select multiple roles or deselect a role, press **Ctrl** and **left-click** simultaneously. Press “Save.”

▼ **Contact Role in Program**

In order to make sure this contact receives relevant information from ENERGY STAR, you must associate them with the appropriate program. If you need to associate them with more than one program, you can do so after saving this form. For more help, refer to [https://www.energystar.gov/partner\\_resources/resa](https://www.energystar.gov/partner_resources/resa).

\* Select the program this contact should be added to:

Home Builders and Developers

\* Role in ENERGY STAR Program

Other  
Primary  
Signatory

Role in Company

Administrative  
Architect  
Communications/Marketing/PR  
Energy/Sustainability Management

\* Contact Status in Program

Please Select...

▼ **Specialties**

Architect Specialty

ASHRAE 90.1 2007  
ASHRAE 90.1 2010  
ASHRAE 90.1 2013  
CA HERS

Executive/Owner Specialty

CEO  
CFO  
Chief Sustainability Officer

PBS

ABS

Directory Opt In

Number of Certified Projects

Cancel Save Contact

Note: Contacts must have a contact role to receive ENERGY STAR communications.



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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. Update the "Role in ENERGY STAR Program" and "Role in Company". Press "Save."

To add a new program to a contact, select "New" at the top of the "Role in Programs" list. Select program and enter contact role details. Press "Save."

*Note:* To deselect any options in the "Create Contract 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 "Program Contacts" 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."

#### Tips for Home Builders & Developers

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.

Builders and developers can view their current commitment in MESA in their "Partnership Activities" under **My ENERGY STAR Tools & Resources**. Partners can update their commitment by selecting "My Organization Information" in the top menu, and then "Manage My Organization." From the "All Organizations" list, select your organization name. On the page for your organization, select "Edit" under the Home Details caret. Check the 100% Commitment box for the current year. Press "Save."

#### Tips for Energy Rating Companies

In order to report ENERGY STAR certified homes and apartments, 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 under **My ENERGY STAR Tools & Resources** to ensure that your builder partners are eligible to have ENERGY STAR certified home(s) and apartments 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 and apartments.

#### Tips for Contacts Associated with Multiple Organizations

Access to My ENERGY STAR Tools and Resources is dependent on a contacts 'direct' organization association. Update your 'Direct' organization association by selecting "My Organization Information" in the top menu, and then "Manage My Organization." From the "All Organizations" list, select "the organization of interest and select "Make Direct Organization" using the drop down at the end of the organization row.

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

For more help, please contact

[energystarhomes@energystar.gov](mailto:energystarhomes@energystar.gov)