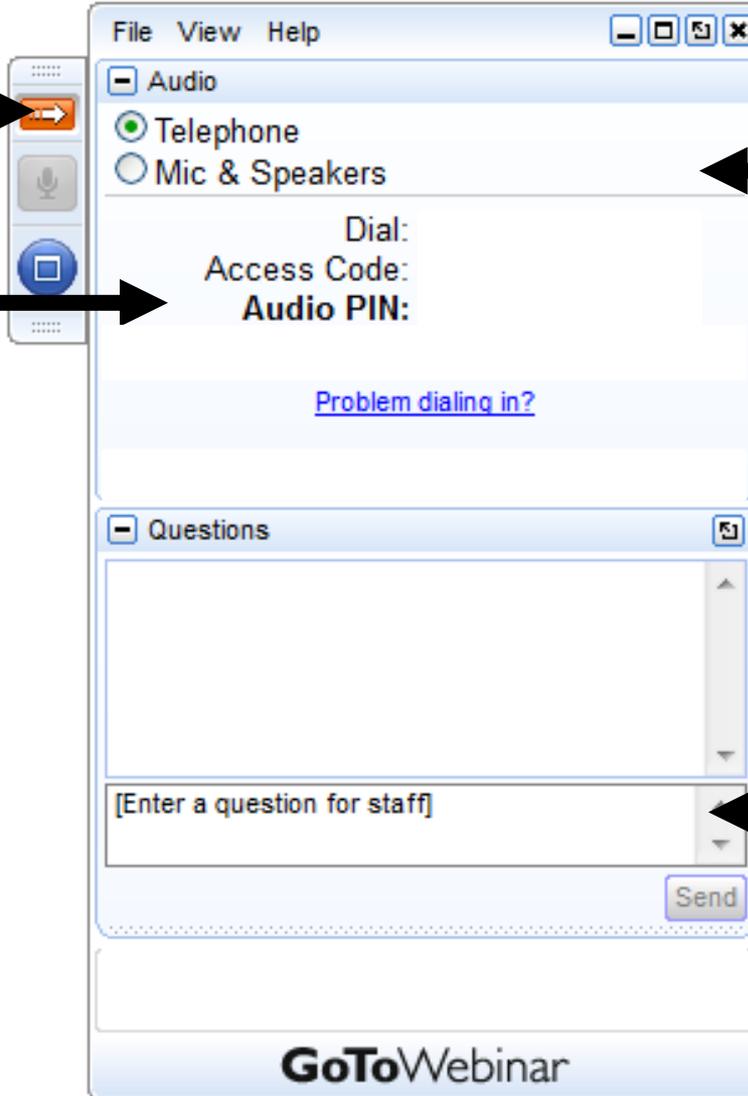


# Thanks for joining today's webinar!

We'll get started soon. Here's some information about your webinar toolbar.

Use this button to expand or minimize your toolbar at any time.



If you are using your telephone:

- Select “use telephone” button
- Dial in and enter your access code
- Enter your audio pin and press #

If you will listen in using the speakers on your computer:

- Select the “Use Mic & Speakers” radio button
- Unmute your desktop
- Click on [Audio Setup](#) if you're having any difficulty.

Everyone will be muted, but you can type in questions at any time and we'll answer them at the end of the presentation.



# Tips and Tricks for Reporting ENERGY STAR and Indoor airPLUS Homes

ICF on behalf of the U.S. EPA  
January 19, 2017

Learn more at [energystar.gov](http://energystar.gov) and [epa.gov/indoorairplus](http://epa.gov/indoorairplus)



# Agenda



- **Why is timely reporting important?**
- **How to report homes**
  - Reporting home reports from previous quarters
- **Updates to the reporting process**
  - Eligible builder list
- **Ordering labels**
- **Q&A**



# Why is timely reporting important?



“You can have data without information, but you cannot have information without data.”

– Daniel Keys Moran

# Why is timely reporting important?

- Home reports are used for:
  - Partner's status (Active/Inactive)
  - Partner Locator listings
  - Awards criteria



**New Homes Partner Locator**  
Select a state for additional information about local partners

**National Program Indicators**

- 1,420,492 ENERGY STAR certified homes built to date
- 0 ENERGY STAR certified homes built 2013 to date
- 100,932 ENERGY STAR certified homes built in 2012

Filter this list by the type of homes built:

Committed to 100% ENERGY STAR Homes Builders					
Name	Builder Type	Partner Since	Homes Certified in CA during Oct 2013 - Sep 2014*	Homes Certified in CA Total*	Homes Certified Grand Total*
<a href="#">KB Home - SC Inland Empire</a> 951-691-5300 Los Angeles-Long Beach-Anaheim; Riverside-San Bernardino-Ontario	Site-Built Homes, Developer	2002	513	10,322	12,090
<a href="#">KB Home - Bay Area</a> 916-576-5897 San Francisco-Oakland-Hayward; San Jose -Sunnyvale-Santa Clara; Santa Rosa	Site-Built Homes	2004	84	1,862	5,034
<a href="#">KB Home - Central California</a> 916-576-5800 ; Madera; Sacramento--Roseville--Arden-Arcade	Site-Built Homes	2014	84	420	420

Information about

SEARCH





# Quarterly Reporting Schedule



Quarter	Timeline	Reporting Period
Q1	January 1-March 31	April 1 - 30
Q2	April 1-June 30	July 1 - 31
Q3	July 1-September 30	October 1 - 31
Q4	October 1-December 31	January 1 - 31

# How to Report Homes

- Accessing Homes Online Submission Tool (HOST): [www.energystar.gov/host](http://www.energystar.gov/host)
  - Can also be accessed through your my ENERGY STAR Account: [www.energystar.gov/MESA](http://www.energystar.gov/MESA)

## My ENERGY STAR Account

Welcome, Elana Brewer!

You are invited to navigate directly to other ENERGY STAR tools and sites, change your password for your password-protected ENERGY STAR tools, or update contact information for you, your organization, and your colleagues.

### To-Do List:

#### New Homes Builder Training

Not required - for your reference.

[Review Training](#)

(Internet Explorer or Firefox are the preferred browsers for this training. Please turn off your browser pop-up blocker.)

### My ENERGY STAR Tools:

- [Logo Downloads](#)
- [Homes Online Submittal Tool](#) 
- [Label Printing Tool \(3/7/2012\) !\[\]\(8ac20398c2287d97d8335789f07d6827\_img.jpg\) \(424KB\)](#)
- [Eligible ENERGY STAR Builders](#)
- [Linking Opportunities](#)
- [Certified Homes Consumer Videos](#)
- [Certified Homes Co-brandable Consumer Brochure](#)
- [Certified Homes Co-brandable Banners](#)
- [ENERGY STAR Certified Homes Sales Training Kit \*\*New\*\*](#)
- [Certified Homes Co-brandable Yard Signs](#)

# How to Report Homes

- Accessing Homes Online Submission Tool (HOST): [www.energystar.gov/host](http://www.energystar.gov/host)

## Homes Online Submission Tool Login

User Name: \*

Password: \*

LOGIN

[I've forgotten my password.](#)

[I've forgotten my user name and password](#)

Need a username and password? ENERGY STAR provides its partners with usernames and passwords so that they may access secure tools to make the most out of their partnership. If you are not an ENERGY STAR partner, learn how you can [join](#) and work with ENERGY STAR to make a change for the better.

If you cannot obtain your user name and/or password or are having trouble signing in, please email the ENERGY STAR Hotline at [energystarhomes@energystar.gov](mailto:energystarhomes@energystar.gov) or call them at 1-888-STAR-YES for assistance.

Please note that only Accredited Providers and Qualified Manufactured Home Plants who are ENERGY STAR partners can access HOST.



# How to Report Homes



- HOST homepage:

RESIDENTIAL HOMES  
HOMES ONLINE SUBMISSION TOOL (HOST)
HOST Version 2.0

ENERGY STAR
Contact ENERGY STAR | Help | Logout

Home > Partner Resources > Homes Online Submission Tool > Welcome to HOST

## Welcome to the Homes Online Submission Tool (HOST)

**Welcome, Elana Brewer (RATERusa)**  
Beginning with Q1, 2013 reporting, Rating Providers will only be able to submit home reports for builders who have signed an ENERGY STAR Partnership Agreement and completed their online ENERGY STAR Orientation training. The ENERGY STAR Certified Homes program requires participating builders to be ENERGY STAR partners. Builders can obtain partnership status by submitting a Partnership Agreement and completing the online training.

Providers should direct any builders who do not meet these two requirements to:

- Submit an ENERGY STAR Partnership Agreement at <http://www.energystar.gov/homesPA>.
- Complete their online ENERGY STAR Orientation training at <http://www.energystar.gov/MESA>.

This online tool allows you electronically to submit homes certified as ENERGY STAR to EPA for review and approval.

You are about to submit homes certified as ENERGY STAR during the 4th quarter (Oct - Dec) of 2014. Please complete your submissions no later than January 31, 2015.

**What can I do?**  
If you need to submit certified homes after this date, or if you need to change information you've already submitted, you must contact [energystarhomes@energystar.gov](mailto:energystarhomes@energystar.gov) describing the information you want to submit. Someone will respond to your message promptly.

**Need help?**  
Click Help in the page banner at any time for detailed instructions. Please remember to use the application's buttons when navigating between screens; avoid using the browser's back button.

**Getting Started**

Select how you'd like your data to display initially. You can switch options at any time once you begin.

[View Individual Builder](#)

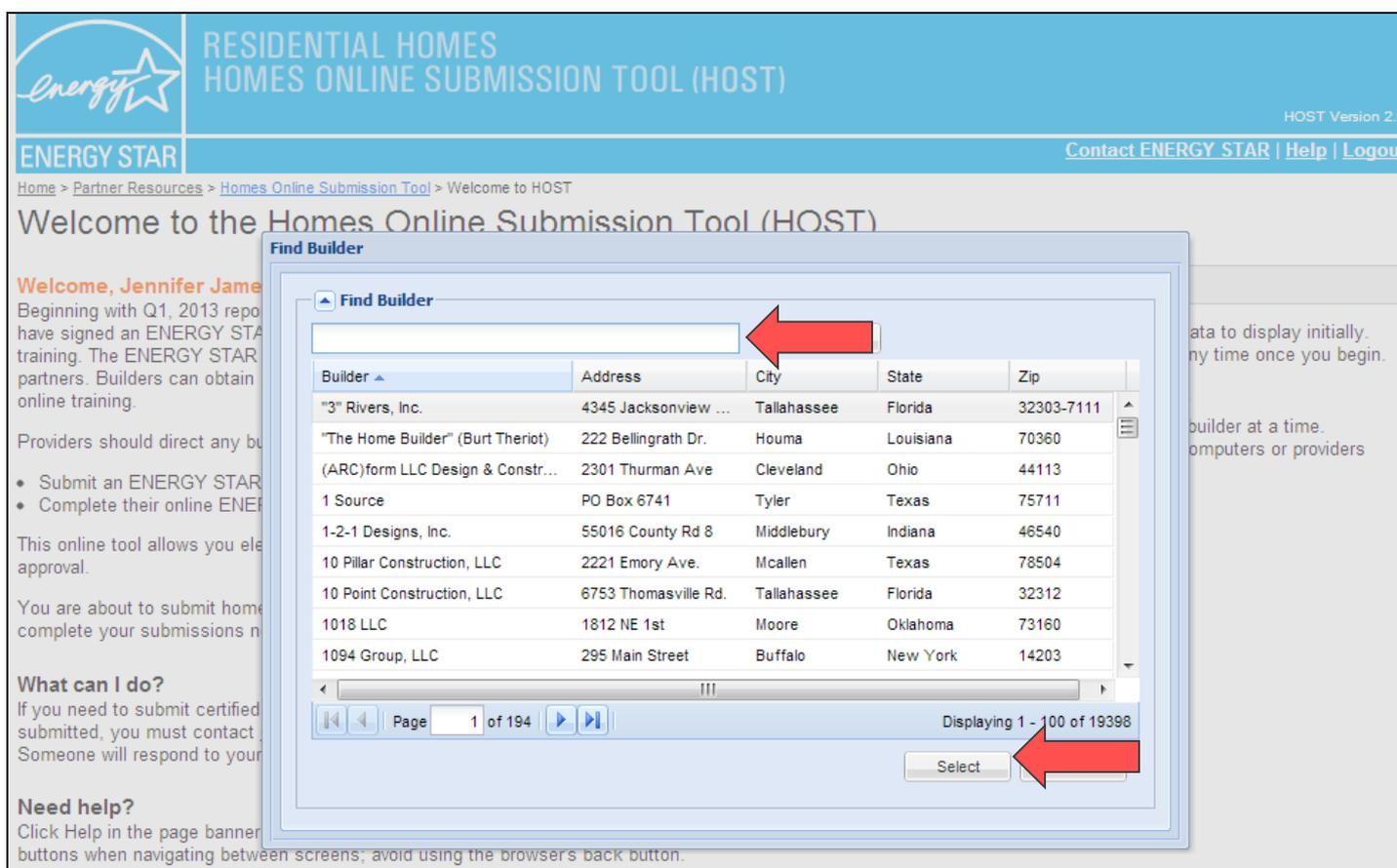
Allows you to focus on one builder at a time.  
(Recommended for slower computers or providers with large amounts of data)

[View All Builders](#)

See all builders at once.

# How to Report Homes

- HOST homepage:



RESIDENTIAL HOMES  
HOMES ONLINE SUBMISSION TOOL (HOST)

HOST Version 2.0

ENERGY STAR [Contact ENERGY STAR](#) | [Help](#) | [Logout](#)

[Home](#) > [Partner Resources](#) > [Homes Online Submission Tool](#) > Welcome to HOST

## Welcome to the Homes Online Submission Tool (HOST)

**Welcome, Jennifer James**  
Beginning with Q1, 2013 reports, you and your partner have signed an ENERGY STAR training. The ENERGY STAR partners. Builders can obtain online training.

Providers should direct any business to the ENERGY STAR website.

- Submit an ENERGY STAR report
- Complete their online ENERGY STAR training

This online tool allows you to enter data to display initially. You can update the data any time once you begin.

You are about to submit home data. You can only submit one builder at a time. You must have a computer or providers approval.

### What can I do?

If you need to submit certified data, you must contact your partner. Someone will respond to your request.

### Need help?

Click Help in the page banner. Do not use the browser's back button when navigating between screens; avoid using the browser's back button.

**Find Builder**

Builder	Address	City	State	Zip
"3" Rivers, Inc.	4345 Jacksonview ...	Tallahassee	Florida	32303-7111
"The Home Builder" (Burt Theriot)	222 Bellingrath Dr.	Houma	Louisiana	70360
(ARC)form LLC Design & Constr...	2301 Thurman Ave	Cleveland	Ohio	44113
1 Source	PO Box 6741	Tyler	Texas	75711
1-2-1 Designs, Inc.	55016 County Rd 8	Middlebury	Indiana	46540
10 Pillar Construction, LLC	2221 Emory Ave.	Mcallen	Texas	78504
10 Point Construction, LLC	6753 Thomasville Rd.	Tallahassee	Florida	32312
1018 LLC	1812 NE 1st	Moore	Oklahoma	73160
1094 Group, LLC	295 Main Street	Buffalo	New York	14203

Page 1 of 194

Displaying 1 - 100 of 19398

Select

# How to Report Homes

- Homes Quarterly Report Summary:



**RESIDENTIAL HOMES**  
 HOMES ONLINE SUBMISSION TOOL (HOST)

HOST Version 2.0



[Contact ENERGY STAR](#) | [Help](#) | [Logout](#)

[Home](#) > [Partner Resources](#) > [Welcome to HOST](#) > [Homes Submission Summary](#)

**Homes Quarterly Report Summary** Rating Provider: TEST  
 For 1st Quarter: 01/01/2013-03/31/2013 - Deadline for Submission: May 31, 2013

Current Quarter Report
Approved Reports Archive

Total # of Homes Labeled for TEST TEST BUILDER for 1st Quarter: 0
Add Builder
Submit Quarterly Report to EPA

Display Mode: [Individual Builder](#) | [All Builders](#)

State	City	Developer or Plant	Rater	Verification Method	Home Type	# of H... Labeled	# of IAP Homes	Status	Delete
<div style="display: flex; align-items: center;"> <input checked="" type="checkbox"/> <span style="margin-left: 5px;"><b>TEST TEST BUILDER</b> (0 Homes) <a href="#">Add new row for this builder</a></span> </div>						0	0	New	



# How to Report Homes

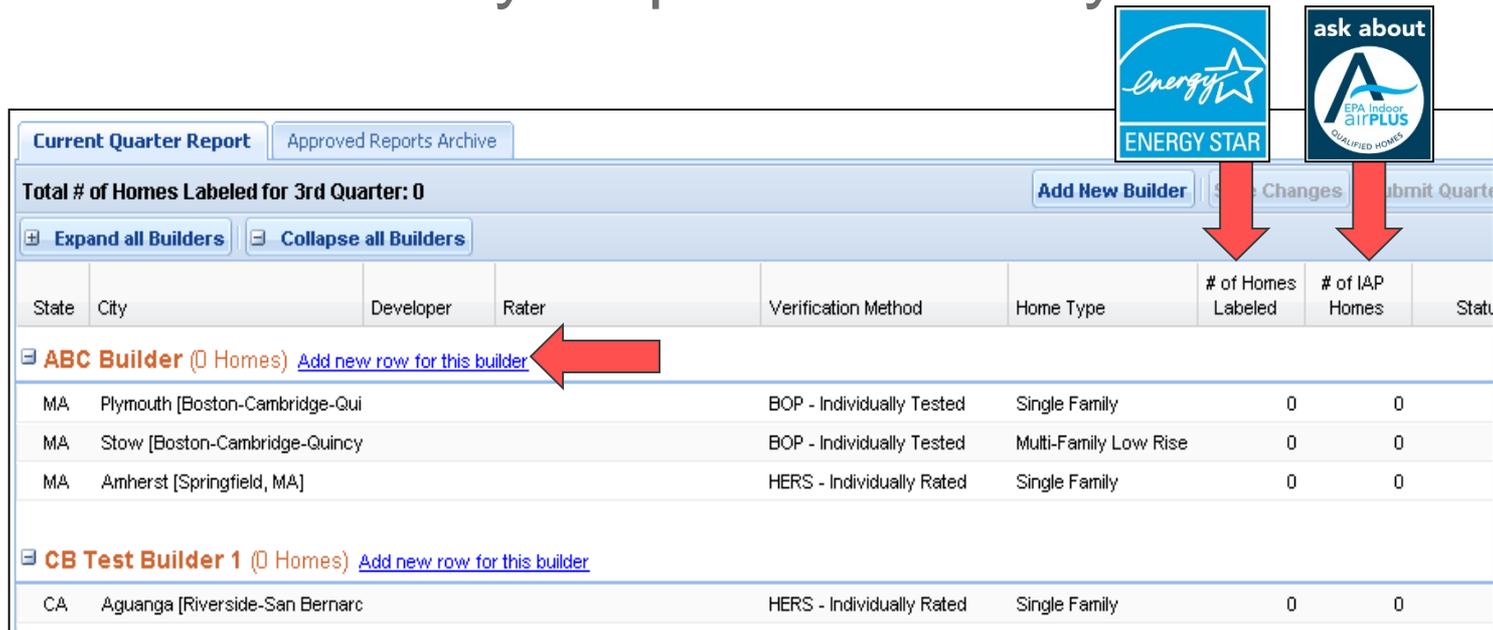


## Information in each home report:

- Builder name
  - State
  - City
  - Developer or Plant (optional)
  - Rater
  - Verification Method
  - Home Type
  - # of Homes Labeled
  - # of IAP Homes
- Ensure this matches the home's address

# How to Report Homes

- Homes Quarterly Report Summary:



Current Quarter Report | Approved Reports Archive

Total # of Homes Labeled for 3rd Quarter: 0

Add New Builder | Save Changes | Submit Quarterly Report

Expand all Builders | Collapse all Builders

State	City	Developer	Rater	Verification Method	Home Type	# of Homes Labeled	# of IAP Homes	Status
<b>ABC Builder (0 Homes)</b> <a href="#">Add new row for this builder</a>								
MA	Plymouth [Boston-Cambridge-Quincy]			BOP - Individually Tested	Single Family	0	0	
MA	Stow [Boston-Cambridge-Quincy]			BOP - Individually Tested	Multi-Family Low Rise	0	0	
MA	Amherst [Springfield, MA]			HERS - Individually Rated	Single Family	0	0	
<b>CB Test Builder 1 (0 Homes)</b> <a href="#">Add new row for this builder</a>								
CA	Aguanga [Riverside-San Bernardino]			HERS - Individually Rated	Single Family	0	0	

# How to Report Homes

- Remember to both:

Save Changes

Submit Quarterly Report to EPA

Reports Archive

**Count: 0**

Add New Builder
Save Changes
Submit Quarterly Report to EPA

**Builders**

Developer	Rater	Verification Method	Home Type	# of Homes Labeled	# of IAP Homes	Status	Delete
<a href="#">View for this builder</a>							
		BOP - Individually Tested	Single Family	0	0		
		BOP - Individually Tested	Multi-Family Low Rise	0	0		
		HERS - Individually Rated	Single Family	0	0		
<a href="#">Add new row for this builder</a>							
		HERS - Individually Rated	Single Family	0	0		

# How to Report Homes

## Tips:

### ❖ Try a different browser:



#### ❖ Mozilla Firefox

- Download at: [www.mozilla.org](http://www.mozilla.org)



#### ❖ Google Chrome

- Download at: [www.google.com/chrome](http://www.google.com/chrome)



#### ❖ Internet Explorer

- Download at: <http://windows.microsoft.com/en-us/internet-explorer/download-ie>

### ❖ If using Internet Explorer:

- Update privacy settings to allow cookies from HOST.
- Please see: <http://windows.microsoft.com/en-US/windows7/Change-Internet-Explorer-9-Privacy-settings>

### ❖ Remember to “Save” and “Submit”.



# How to Report Homes



If issues arise while reporting homes:

- First go through “Tips”.
- If the issue isn’t resolved email:
  - [energystarhomes@energystar.gov](mailto:energystarhomes@energystar.gov) OR
  - [Indoor\\_airPLUS@epa.gov](mailto:Indoor_airPLUS@epa.gov)



# Reporting home reports from previous quarters



When errors are made, Providers can:

- Email [energystarhomes@energystar.gov](mailto:energystarhomes@energystar.gov) to access HOST and add new reports for previous quarters, or request edits to existing reports.
- Email [Indoor\\_airPLUS@epa.gov](mailto:Indoor_airPLUS@epa.gov) to request edits to existing reports (i.e. – add Indoor airPLUS homes to existing reports).



# Reporting manufactured and modular homes



- Manufactured housing reports are submitted to SBRA (Systems Building Research Alliance).
  - Any questions about certification, reporting issues, or quality issues, should be directed to:
    - Gwynne Koch, SBRA. [gkoch@researchalliance.org](mailto:gkoch@researchalliance.org) or (212) 496-0900 ext. 120
    - For more information, please visit <http://www.research-alliance.org/>



# Updates



- Providers can view an “Eligible ENERGY STAR Builders” list
  - Available in MESA under the “HOST” link
- Providers should direct builders to:
  - Submit an ENERGY STAR Partnership Agreement at <http://www.energystar.gov/homesPA>.
  - Complete their online ENERGY STAR Orientation training at <http://www.energystar.gov/MESA>.



# Ordering labels



## 1. After submitting homes:



RESIDENTIAL HOMES  
HOMES ONLINE SUBMISSION TOOL (HOST)

HOST Version 2.0

**ENERGY STAR**

[Contact ENERGY STAR](#) | [Help](#) | [Logout](#)

[Home](#) > [Partner Resources](#) > [Welcome to HOST](#) > [Homes Submission Summary](#) > Confirmation of Quarterly Report Submission

### Confirmation of Quarterly Report Submission

Rating Provider: **9i\_Matt\_TEST**

Thank you for submitting # ENERGY STAR Labeled Homes to EPA for 2nd quarter (Apr - June) of 2012.

[Review / Print Submission](#)

If you have changes to these submitted homes you must contact [hotline@energystar.gov](mailto:hotline@energystar.gov) to request a change. You may submit additional homes until the quarterly submission period closes on July 31, 2010. After that date your quarterly report data will be view-only while EPA reviews your submission. If you have additional homes to submit after the submittal deadline, contact EPA at [hotline@energystar.gov](mailto:hotline@energystar.gov) for assistance.

**Order Labels Now**

Number of Labels Needed:

Number of Indoor AirPlus Labels Needed:

Label orders are typically fulfilled in 1-2 weeks. If you have any questions, please send us an email at [hotline@energystar.gov](mailto:hotline@energystar.gov).

Order Labels

Not Now



→



→



# Ordering labels



## 2. Outside the reporting period:

- ❖ To order ENERGY STAR labels, email [energystarhomes@energystar.gov](mailto:energystarhomes@energystar.gov)
- ❖ To order Indoor airPLUS labels, email [Indoor\\_airPLUS@epa.gov](mailto:Indoor_airPLUS@epa.gov)

*Include your name, address and number of labels needed*



# Best Practices



- ❖ Update your calendar with the quarterly reporting schedule.
- ❖ Ensure your MESA account has up-to-date contact information to receive reporting communications.
- ❖ Don't wait 'til the last minute to report!
- ❖ Ask Questions.



# Q&A



## Web:

- Main: [www.energystar.gov/newhomespartners](http://www.energystar.gov/newhomespartners)
- Technical: [www.energystar.gov/newhomesguidelines](http://www.energystar.gov/newhomesguidelines)
- Training: [www.energystar.gov/newhomestraining](http://www.energystar.gov/newhomestraining)
- HVAC: [www.energystar.gov/newhomesHVAC](http://www.energystar.gov/newhomesHVAC)
- Indoor airPLUS: <http://epa.gov/indoorairplus/>

## Email:

- [energystarhomes@energystar.gov](mailto:energystarhomes@energystar.gov)
- [Indoor airPLUS@epa.gov](mailto:Indoor_airPLUS@epa.gov)

## Social Media:



@energystarhomes



facebook.com/energystar

## Contacts:

### Molly Siebers

ICF  
Account Manager  
ENERGY STAR Certified Homes  
[Molly.Siebers@icf.com](mailto:Molly.Siebers@icf.com)