

# My ENERGY STAR Account Reference Guide

## Energy Efficiency Program Sponsors

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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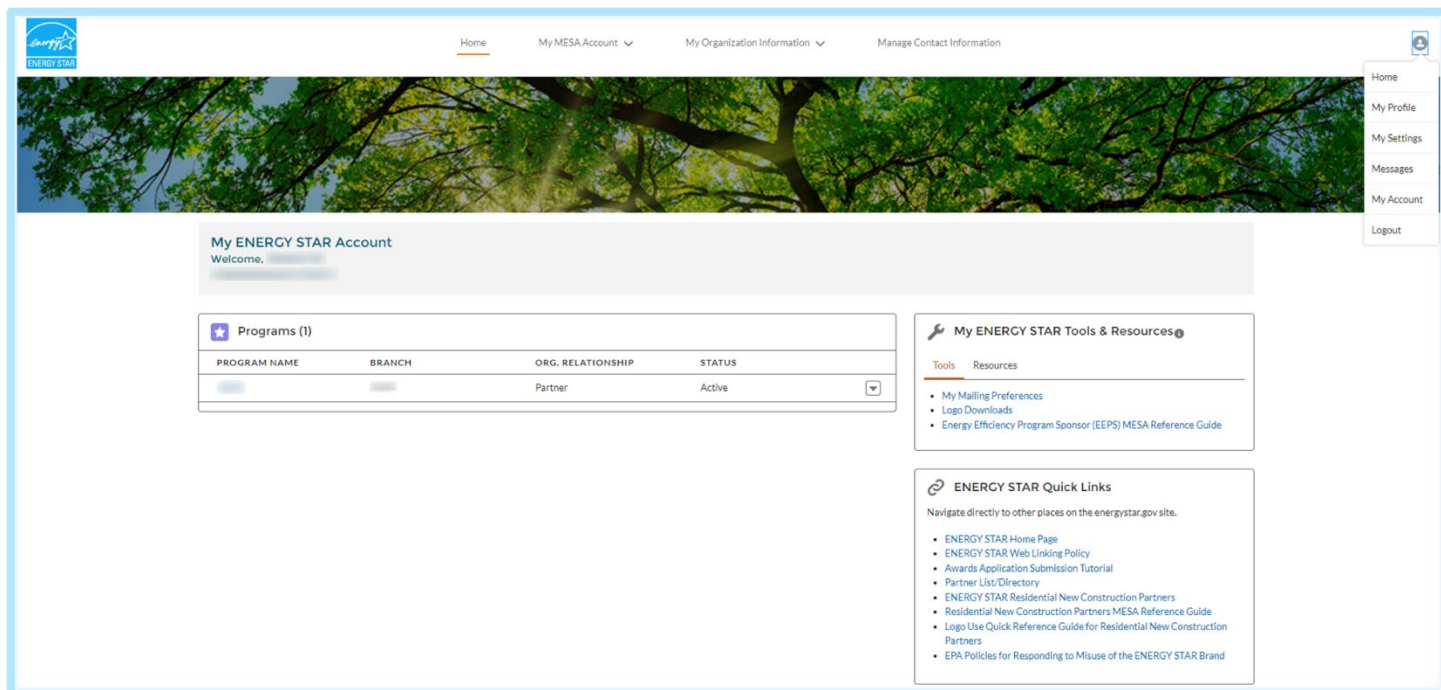
## Energy Efficiency Program Sponsors



### 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:



### 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 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 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.

# My ENERGY STAR Account Reference Guide

## Energy Efficiency Program Sponsors



### 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).

My ENERGY STAR Account  
Manage Contact Information

All Contacts (16) New Contact

NAME	ORGANIZATION NAME	TITLE	PHONE	EMAIL	MAILING STATE	CONTACT ROLLUP STA...
						Active <span>▼</span>
						Active <span>▼</span>
						Active <span>▼</span>

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.

My ENERGY STAR Account  
Create Contact

▼ Contact Information

Name  
Salutation:

First Name:

\* Last Name:

\* Email:

Title:

Phone:

Phone Ext:

Phone Type:

Give contact access to My ENERGY STAR?

Mailing Address  
Mailing Country Code:

Mailing Street:

Mailing City:

Mailing State/Province Code:

Mailing Zip/Postal Code:

▼ 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/mesa](https://www.energystar.gov/partner_resources/mesa).

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

Cancel Save Contact

# My ENERGY STAR Account Reference Guide

## Energy Efficiency Program Sponsors



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/ mesa](https://www.energystar.gov/partner_resources/ mesa).

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

EEPS

\* Role in ENERGY STAR Program

Other  
Primary  
Signatory

Role in Company

Administrative  
Communications/Marketing/PR  
Demand Side Management: Executive/Planning  
Energy Efficiency Program Management: Customer/Community

\* Contact Status in Program

Please Select...

Cancel Save Contact

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

# My ENERGY STAR Account Reference Guide

## Energy Efficiency Program Sponsors



### 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."

#### 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 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 information up-to-date on MESA.

#### New Way to Apply for the ENERGY STAR Awards

EEPS will 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.**

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

For more help, please contact

**eeaccountmanager@energystar.gov**