**ENERGY STAR® RESIDENTIAL NEW CONSTRUCTION PROGRAMS**
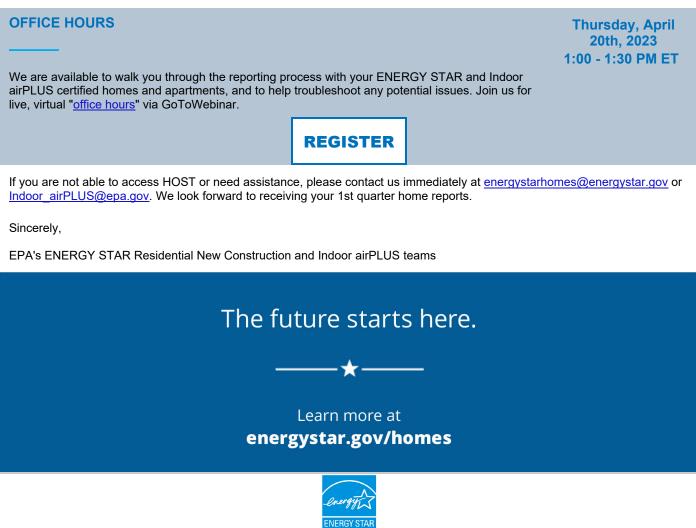
# DEAR RATING PROVIDER PARTNER,

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The reporting period to review and submit your 1st quarter 2023 ENERGY STAR certified homes and apartments is open from April 1 through April 30. Please log in to your My ENERGY STAR Account (MESA), click the link to EPA's "Homes Online Submission Tool (HOST)" found in the Tools tab, make any necessary edits to builder and/or rater organizations highlighted in red so they match an ENERGY STAR partner organization, and click "submit" to submit homes and apartments that were certified and registered during the 1st quarter (January - March) of 2023 **no later than 04/30/2023**.

# KEY NOTES FOR Q1 2023 REPORTING:

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- **Submit** - You must click "Submit" to submit "matched" home reports to EPA. This will change the Verified Status of the home report from "Pending" to "Verified" and will allow builders and raters to receive credit for their ENERGY STAR certified homes and apartments. You can click "Submit" as many times as needed during the reporting period as you resolve any unmatched builder and/or rater information. Any unmatched home reports will remain unmatched until all builder and/or rater organizations are fully matched to an organization in the ENERGY STAR partner directory.
- **Updating Registered Ratings** - During each quarterly reporting period HOST is populated using rating data directly from a source database. Changes made to ENERGY STAR ratings within the source database that occur during the HOST reporting period (Jan. - Apr.) will automatically be captured within HOST. But changes made in the source database after the HOST reporting period ends must be sent to EPA by Rating Providers and manually updated in HOST. This includes adding or removing the ENERGY STAR designation from a registered rating.
- **Filters** - Click the "Filter" button to customize your view of home reports based on Quarter End Date, Builder, Rater, Matching Status, Verified Status, IAP home reports, and State.
- **Group Match** - The "Group Match" button allows users to make the same update to multiple home reports/rows. Use the checkboxes to select the home reports/rows you want to edit and then click "Group Match". Note that IAP home reports/rows can only be group matched with other IAP home reports/rows.
- **Export** - The 'Export' button allows users to export summary home reports/rows to Excel based on their current filters or to export all data for the quarter.

- **Indoor airPLUS** - Indoor airPLUS home detail reports are available throughout the reporting period upon request. Providers should contact the Indoor airPLUS team at Indoor_airPLUS@epa.gov for an export of all Indoor airPLUS home detail reports to complete in-line with ENERGY STAR reporting.

## OFFICE HOURS

**Thursday, April 20th, 2023**
**1:00 - 1:30 PM ET**

We are available to walk you through the reporting process with your ENERGY STAR and Indoor airPLUS certified homes and apartments, and to help troubleshoot any potential issues. Join us for live, virtual "office hours" via GoToWebinar.

REGISTER

If you are not able to access HOST or need assistance, please contact us immediately at energystarhomes@energystar.gov or Indoor_airPLUS@epa.gov. We look forward to receiving your 1st quarter home reports.

Sincerely,

EPA's ENERGY STAR Residential New Construction and Indoor airPLUS teams

# The future starts here.

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Learn more at
**energystar.gov/homes**