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ENERGY STAR®, a U.S. Environmental Protection Agency program, helps us all save money and protect our environment through energy efficient products and practices. For more information, visit [www.energystar.gov](http://www.energystar.gov).

Dear ENERGY STAR® Partner:

Thank you for the work you do to bring efficient products to the market with ENERGY STAR. The purpose of this email is to remind you that one of your obligations as an ENERGY STAR partner is to keep company and contact information current in the U.S. Environmental Protection Agency's (EPA's) records, and to update these records within 30 days of any change. Updating your company information will help ensure you receive important correspondence from EPA about your partnership, such as emails related to the annual **Unit Shipment Data collection effort, that will launch in January, as well as verification testing requirements**, and specification development activities.

You can review your partnership information and update your contact information by logging into the My ENERGY STAR Account (MESA) tool at [https://www.energystar.gov/partner\\_resources/mesa](https://www.energystar.gov/partner_resources/mesa).

**Instructions for Updating Contact Information in MESA:**

Visit [https://www.energystar.gov/partner\\_resources/mesa](https://www.energystar.gov/partner_resources/mesa) and login using your username and password. If you do not have access to your password, please follow the "Forgot password?" link below the Account Login.

**To edit an existing contact**, select "Manage Contact Information" from the top menu. Select the relevant contact name from the list to reach the contact page. Select "Edit," at the top right of the page, to change the contact information.

**To add a new contact**, select "Manage Contact Information" from the top menu. Click the "New Contact" button on the top right of the list. Fill in the "Create Contact" form. Select "Save."

**After creating a contact, you must create a contact role** in order to receive ENERGY STAR communications.

**To create a contact role**, select "Manage Contact Information" from the top menu. Select the new contact from the list of "All Contacts." In the "Role in Programs" list, select "New." Select the relevant program, then fill out the "Create Contact Role" form and select "Save."

You can find a reference guide with detailed instructions and screenshots [here](#).

**Unit Shipment Data Collection Effort**

As a reminder, EPA will distribute an email in **January** with details on the **2020 Unit Shipment Data collection effort**. Per your partnership commitments, **data on shipments to the U.S. for CY2020 will be due to EPA by March 1, 2021**. EPA is eager to ensure the correct contacts at your company receive correspondence regarding this and other partnership commitments and opportunities.

If you have any questions about the MESA tool, please contact [EnergyStarProducts@energystar.gov](mailto:EnergyStarProducts@energystar.gov).

Thank you for your continued support of the ENERGY STAR program.

For more information, visit: [www.energystar.gov](http://www.energystar.gov)

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