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Submit Your Application

You are now ready to submit your application to EPA!

1. Enter the tracking number from the signed application in the appropriate space within the online application in Portfolio Manager and check the necessary boxes. **NOTE:** The tracking number is located on the bottom right-hand corner of every page of the application.
2. Attach a scanned PDF of the signed application
3. Validate your credentials by entering your Portfolio Manager username and password, and then click **E-Sign Application**.
4. Complete your application by clicking **Submit to EPA**.

Once your application has been submitted...

- ✓ View your application’s status on the **Recognition** tab by clicking the gray arrow next to your property’s name.
 - If EPA has any questions or issues, the primary contact specified during the application process will receive the questions by email.
 - If you have any questions, visit: www.energystar.gov/BuildingsHelp.
- ✓ Get ready to promote your accomplishments! Spread the word with ready-to-use [communication materials!](#)
- ✓ Start preparing for next year! A property that has earned the ENERGY STAR becomes eligible to reapply one year after the period ending date for the previous application.

Audits

On a regular, ongoing basis, EPA will randomly select applications to undergo audits. EPA may ask for any of the following information:

- ✓ Copies of all the utility bills and invoices for fuel purchases within the period of performance.
- ✓ Documentation and/or explanation of how the building attributes were verified.
- ✓ Explanation of how the LP assessed the indoor environmental quality.
- ✓ [Completed and signed Measurement Form, which can be found as an appendix in the LP Guide.](#)

Learn More!

To learn more about Portfolio Manager, visit <https://www.energystar.gov/benchmark>.

To reference the ENERGY STAR Guide for Licensed Professionals, visit <https://www.energystar.gov/buildings/tools-and-resources/energy-star-guide-licensed-professionals>.

To get answers to your questions, visit www.energystar.gov/BuildingsHelp.