

# Cushman & Wakefield's EPA ENERGY STAR Portfolio Manager Workbook



C&W Procedures for Tracking Energy and Water



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### 3.1 C&W Assistance

Contact your regional representative on C&W's [Energy and Sustainability Task Force](#) if you have any questions on C&W's procedures for tracking energy and water consumption as outlined in this Workbook.

### 4. Portfolio Manager Accounts

#### 4.0 Create a Portfolio Manager Account

If you do not already have a Portfolio Manager account follow the steps outlined below:

- 1.) Go to <http://www.energystar.gov/benchmark>
- 2.) In the box on right side of the screen that says "Portfolio Manager Login," click the link labeled "New User? Register."
- 3.) Fill out the form, including all fields marked as "required."
- 4.) Do not check the box marked "Display my user and organization name to ALL Portfolio Manager users who wish to share facilities with my account." Ignore the section marked "(Optional) Master Account Feature."
- 5.) Click "Save Profile" at the bottom of the page.
- 6.) If your choices for username and password are accepted, then your account has been established and you will receive an e-mail confirmation. If the username and/or password is already in use, you will be asked to choose a different one before proceeding. **Please write down your login information and keep a copy on file! Share your PM account information with your Portfolio Manager.**
- 7.) Once your account is established, you can access Portfolio Manager by going to <http://www.energystar.gov/benchmark>, entering your username and password in the box, and clicking on the button marked "Login" in the "Portfolio Manager" box.

#### 4.1 Select a Facility Name

Name the property you are benchmarking with the following naming convention:

1. C&W (space) Client (space) Name (space) Address
2. For example: If your client is Met Life and the address is 643 Battery St. New York, NY, the Facility Name should be entered as follows: "C&W Met Life 643 Battery".

