



# BENCHMARKING & REPORTING

## HOW TO GUIDE

Step-by-step instructions to use the U.S. EPA's Portfolio Manager to comply with the City of Seattle's Energy Benchmarking and Reporting requirements.

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## What is Energy Benchmarking?

Benchmarking tracks the total electricity, natural gas, steam, or other utilities used in a building (often called energy or building performance). The U.S. EPA's ENERGY STAR Portfolio Manager is the standard for benchmarking. This How to Guide shows how to benchmark a building to determine the building's:

- **Energy Use Intensity (EUI)**, which indicates the building's energy use per square foot (kBtu/sq. ft.) per year. A lower score indicates a more efficient building.
- About 20 types of buildings will also receive a 1-100 **ENERGY STAR** rating. A higher score indicates a more efficient building.

## See How Your Building's Energy Use Stacks Up!

When you are finished benchmarking, compare your building's energy use intensity (Site EUI), which is its annual energy use per square foot with other similar types of buildings in Seattle at [www.seattle.gov/EnergyBenchmarking](http://www.seattle.gov/EnergyBenchmarking). The information is based on data analyzed from buildings 20,000 SF or greater that had 2012 energy use reported to the City, as required by the Seattle Energy Benchmarking and Reporting law.

- The **Site EUI** is located on the building's **Statement of Energy Performance**. See **Step 4** to create one.

## STEP 1 Get Started

- Confirm the accuracy of the information provided about the building on the notification and/or warning letter sent by the City of Seattle. This includes:
  1. building size
  2. building address
  3. year built
  4. building owner or property manager

To correct errors, please contact the Benchmarking Helpdesk at [energybenchmarking@seattle.gov](mailto:energybenchmarking@seattle.gov) or (206) 727-8484.

- Obtain the following details about the building's use:
  1. The primary use of the building. For example: multifamily, office, warehouse, etc.
  2. The gross floor area of the building, not including parking area.
  3. The floor area of parking that is metered with other building uses. For example: a garage with lights and ventilation energy use that is connected to the "house" meter, which may also serve common areas in the building.
  4. The floor area of any other uses of the building. For example: a multifamily building might have ground floor retail shop(s).
  5. For buildings eligible for an ENERGY STAR score, other details like operating hours, number of workers, etc. are required for benchmarking. Use the **Property Use Details Worksheet for ENERGY STAR Eligible Buildings** in the Appendix of this guide.

### Need help?

For free help, e-mail [energybenchmarking@seattle.gov](mailto:energybenchmarking@seattle.gov) or phone (206) 727-8484 (M-F, 8-5).

Visit the website to learn about in-person help and free workshops.

- **Already benchmarking?** If you currently benchmark your building using Portfolio Manager, simply skip to Step 4 to confirm buildings' **Energy Use Intensity** and then complete steps 5 and 6.

### Missing your letter?

Contact the Help Desk for a copy or to find your building's ID number.

### Prefer to use an outside service provider?

Visit [www.neec.net/benchmark](http://www.neec.net/benchmark) for a list of benchmarking vendors.

*Continue to Step 2 →*

## STEP 2 Set Up the Property in EPA Portfolio Manager

- ❑ **Create a new account** in Portfolio Manager at [www.energystar.gov/benchmark](http://www.energystar.gov/benchmark).
  1. On the right side of the page, click the green **Sign Up** button.
  2. **DO NOT** use ANY special characters in your username (letters and numbers only).
  3. **KEEP A RECORD** of the username and password — it is not possible to change usernames and very difficult to recover a lost password!
  4. We recommend using one Portfolio Manager account per building, so buildings can be easily transferred to a new employee, manager or owner.

### *What if I don't use a computer?*

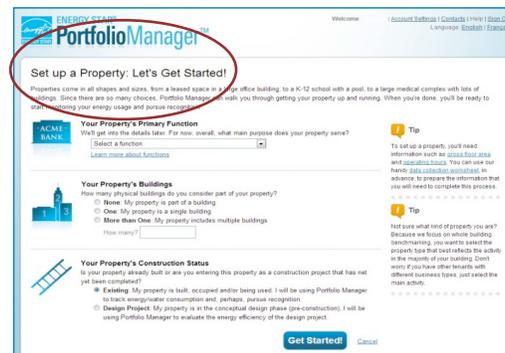
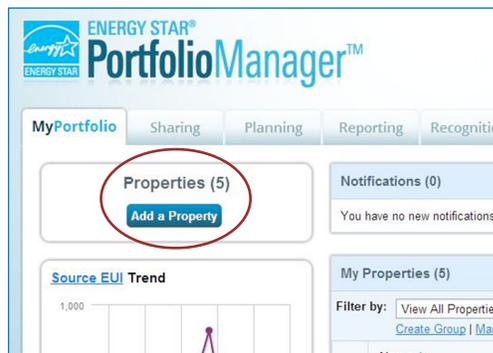
1. Call (206) 727-8484 and provide a mailing address.
2. Complete and return mailed forms and our staff will facilitate your computer process

- ❑ Answer the basic questions about you and your organization.
  1. For **Reporting Units**, choose “Conventional EPA Units (e.g., kBtu/ft<sup>2</sup>).”
  2. For “Will you be using the web services API to develop software to exchange data with Portfolio Manager?”, choose **No**.

- ❑ After creating an account, log in. You will be prompted to **set up a property**. Or you can choose **Add a Property**.

1. Select the primary function of the property.
2. Select the number of buildings. Most people will select, “One: My property is a single building.” If the property is a campus (see right), please read the **Campus Benchmarking Instructions** in the appendix.
3. For Your Property’s Construction Status, select Existing.
4. Click **Get Started!**

*A campus is a set of buildings on a shared energy meter or central heating plant (not including hospitals, senior care, or K-12 schools).*



*How does Portfolio Manager define a Property? Portfolio Manager calls buildings “properties” and in most cases one building = one property. In Portfolio Manager, “properties” mean a contiguous parcel, not all the properties that a person may own throughout a city.*

- ❑ **Enter Basic Property Information** including the building name, address, year built, occupancy and gross floor area (not including parking).
  1. If parking IS served by an energy meter connected to the building it serves, **SELECT** “My property’s energy consumption includes parking areas”.
  2. If parking IS NOT served by an energy meter connected to the building it serves (i.e. it is on a separate meter), **DO NOT** select “My property’s energy consumption includes parking areas”.
  3. If unsure, you may click continue and add parking as a space type later.



- ❑ Click **Continue**.
- ❑ On the next page, enter details about the primary building use, and additional property uses, based on the boxes checked on the prior page.
- ❑ The specific use details required will differ based on the property type selected. Refer to the **Property Use Details Worksheet for ENERGY STAR Eligible Buildings** in the Appendix of this guide.
  1. Hover the computer mouse over each property use characteristic for definitions.
  2. If you don’t have all the information, use Default/Temporary values. Please update this with real information later or your score will not be accurate.

| Characteristic                  | Value         | Current As Of | Temporary Value          |
|---------------------------------|---------------|---------------|--------------------------|
| Gross Floor Area                | 12000 Sq. Ft. | 1/01/1992     | <input type="checkbox"/> |
| Weekly Operations Hours         | default       | 01/01/1992    | <input type="checkbox"/> |
| Number of Workers on Main Shift | default       | 01/01/1992    | <input type="checkbox"/> |

**Tip** Space Uses should be summarized to reflect the total square footage of any given space type. All retail square footage should be added together, as well as office, restaurant, multifamily, etc.

- 3. The **Gross Floor Area (GFA)** that you entered when setting up your property will automatically populate into the GFA section.

**NOTE** If your property has multiple uses, you may want to adjust this number based on the actual GFA for the primary type of use. (Example: The building’s primary function is office and the total GFA of the whole building is 30,000 sf. It also has some retail stores totaling 10,000 sf.) When entering the attributes for the primary space type (office), change GFA to reflect JUST the office space: 20,000 sf. Next click “Add Another Type of Use” to enter the attributes and remaining square footage for the building’s retail space.

**Additional Uses?**

- ❑ Add more space uses to your property by selecting an option in the drop down menu **Add Another Type of Use**, and then click “Add”. This will open up a different list of attributes for that particular space type.

*Continue to Step 3 →*

## STEP 3 Obtain Energy Meter Usage Data

### Data Exchange

Seattle City Light (SCL), Puget Sound Energy (PSE), and Seattle Steam can upload whole building data to your Portfolio Manager account every month via Portfolio Manager data exchange (web services). NOTE: This service was formerly called Automated Benchmarking or ABS.

### Utility Contact Information

**Seattle City Light** - See page 7 for NEW instructions.

*Email* scl\_portfolio\_manager@seattle.gov

*Phone* (206) 684-7557

*Website* www.seattle.gov/light/accounts/energyusage

**Puget Sound Energy** - See page 11 for NEW instructions.

*Email* mydata@pse.com

*Phone* (425) 456-2494

*Website* http://mydata.pse.com

**Seattle Steam** - See page 17 for NEW instructions.

*Phone* (206) 623-6366 or (206) 658-2025

*Website* www.seattlesteam.com/energy-star-reporting.htm

### Manual Meter Entry

If only few energy meters serve your building, or you want to track energy use closely by tenant or meter AND have access to all the bills, another option is to enter the monthly energy use by month into your Portfolio Manager account. Manual meter entry can be used for some or all of your utility services. For example, data exchange could be used for City Light electric, but Seattle Steam could be manually entered.

**Manual Meter Entry** instructions are in the appendix.

## 3A SEATTLE CITY LIGHT DATA EXCHANGE



Phone: (206) 684-7557

Email: [scl\\_portfolio\\_manager@seattle.gov](mailto:scl_portfolio_manager@seattle.gov)

Website: [www.seattle.gov/light/accounts/energyusage](http://www.seattle.gov/light/accounts/energyusage)

### 1. Fill Out & Submit Consumption Request Form

- Visit [www.seattle.gov/light/accounts/energyusage](http://www.seattle.gov/light/accounts/energyusage) to complete and send the **Portfolio Manager Automated Benchmarking Consumption Request** form and agree to the **Terms and Conditions**.
- Your Request form will be processed within four business days. Look in your email for the **Automated Benchmarking Authorization** form from SCL.

### 2. Authorization and Connecting to SCL

**IMPORTANT:** These screenshots supplement the instructions provided on SCL's **Automated Benchmarking Authorization** form, which you must have to proceed.

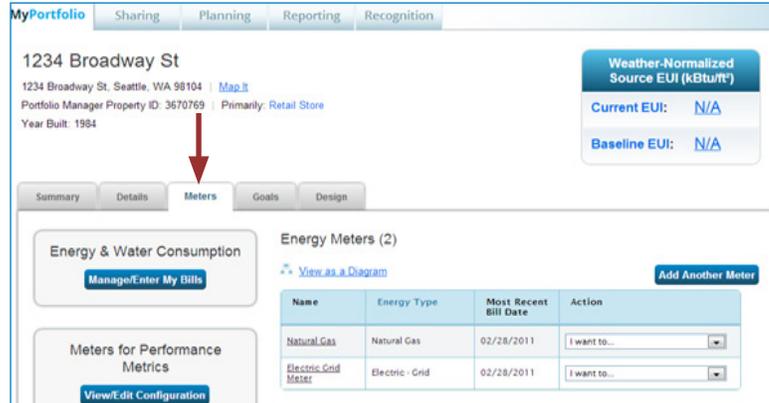
- Log in to Portfolio Manager with the **Authorized Portfolio Manager Username** listed on your **Seattle City Light Authorization form**.
- If you **have not previously added SCL** as a contact, you will need to add them:
  1. Click the **contacts** link in the upper right hand corner, then, leaving the search box empty, click the Search button.

| Your Search Criteria                   | Contact List  |
|--|---|
| Name: <input type="text" value="SCL"/> | <b>Anthony Sclafani</b><br>NOT AVAILABLE with NORESCO <a href="#">Connect</a>   |
| Username: <input type="text"/>         | <b>Anthony Sclafani</b><br>Manager of Project Development with Apollo Solutions Group <a href="#">Connect</a>         |
| Email Address: <input type="text"/>    | <b>L Bienhoff (SCL Test)</b><br>NOT AVAILABLE with SCL_Test <a href="#">Connect</a>                                   |
| <a href="#">Search</a>                 | <b>Monica Pedescleaux</b><br>Asset Management Specialist with General Services Administration <a href="#">Connect</a> |
|  | <b>SCL Portfolio_Manager</b><br>Seattle City Light with Seattle City Light <a href="#">Connect</a>                    |
|  | <b>SCL TESTCUST3</b><br>TEST APP DEV with SCL TESTCUST3 <a href="#">Connect</a>                                       |

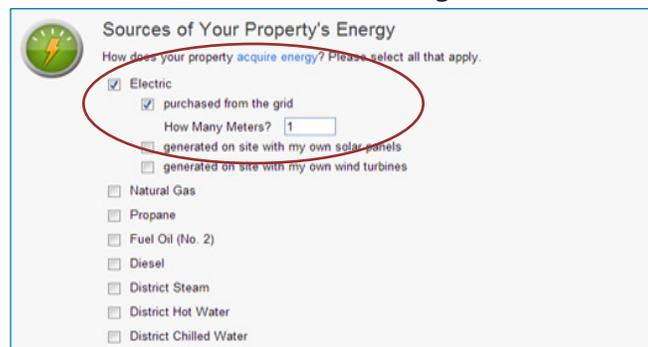
2. Under **Your Search Criteria**, enter **SCL** as Name. Enter or click Search.
3. From the list of contacts, locate **SCL Portfolio\_Manager**.
4. Click the **Connect** button to the right of the name.
5. When prompted, enter your **Portfolio Manager Username in all uppercase letters**, check the Terms of Use and then **Send Connection Request** button.
6. This connection request should be accepted in approximately 1 hour.  
**Please wait before proceeding.**

### 3. Connection Approval and Virtual Meter Setup

- In Portfolio Manager, on the **MyPortfolio** tab, under the **My Properties** section, click on the name of the building that has the meter you are setting up.
- Still on **MyPortfolio** tab, click the **Meters** tab, then click **Add Another Meter**.



- In the **Get Started Setting Up Meters** section, answer the questions:
  1. Under **Sources of Your Property's Energy** check **Electric** and **purchased from the grid**.
  2. For **How Many Meters?** Enter **1**.
  3. Scroll down below the Water Usage section and click **Get Started!**



- On the next page, in the **Meter Name** column, click on the words: **Electric Grid Meter**.
  1. Replace the words: **Electric Grid Meter** with the **Virtual Meter Name** that SCL provided on the authorization form.
  2. Under **Units**, select **kWh (thousand kilowatt hours)**.
  3. Under **Date Meter Became Active**, type in: **01/01/2009**. (Leave "Inactive" date blank and "Enter as Delivery" un-checked.)
  4. Click **Continue**.

*Tip: Copy the Virtual Meter name directly from the SCL authorization form and paste it to reduce typos.*

| 1 Energy Meter for 1234 Broadway St (click table to edit) |                    |                 |            |                |                          |                                     |                            |                          |
|---|--------------------|-----------------|------------|----------------|--------------------------|-------------------------------------|----------------------------|--------------------------|
| <input type="checkbox"/>                                  | Meter Name         | Type            | Other Type | Units          | Date Meter became Active | In Use?                             | Date Meter became Inactive | Enter as Delivery?       |
| <input type="checkbox"/>                                  | 1234_broadway_st_0 | Electric - Grid |            | kWh (thousand) | 09/25/2013               | <input checked="" type="checkbox"/> |                            | <input type="checkbox"/> |

[Delete Selected Entries](#)  
[Add Another Entry](#)

- On the next page, click the **Finish Meter Set Up** button.
- In the **Property Totals** section, under **Energy Meters**:
  1. Check all of the meters.
  2. Select: **These meter(s) account for the total energy consumption for this property.**
  3. At the bottom of the screen, click the **Apply Selections** button.

**Property Totals**

**Energy Meters**  
Check the boxes for the meters that should be included in the energy metrics:

| <input checked="" type="checkbox"/> | Meter Name              |
|-------------------------------------|-------------------------|
| <input checked="" type="checkbox"/> | Natural Gas             |
| <input checked="" type="checkbox"/> | 1234_broadway_st_090813 |

**Total of 2 energy meter(s).** Tell us what these meter(s) measure:

These meter(s) account for the total energy consumption for this property.

These meter(s) do not account for the total energy consumption for this property.

#### 4. Share Property with Seattle City Light

- Go to the **Sharing Tab** and click **Share (or Edit Access to) a Property**.
  1. Select **One Property** and then choose the building to connect to SCL.
  2. Select contact, **Portfolio\_Manager, SCL**.
  3. Under **Choose Permissions**, select the second option:  
 “I need to give different permissions for different share requests, and/or I need to give Exchange Data permissions.” Click **Continue**.

(perhaps automatically) or process applications for recognition. If this sounds like what you need and who you'd like to share with them.

**1** **Select Properties to Share**  
We'll get into the details of the level of access later. For now, which properties do you want to share?

One Property

CF Resource

**2** **Select People (Accounts) to Share With**  
Which people (accounts) do you want to share these properties with? The access level for each can be different and you'll be able to specify that on the next page.

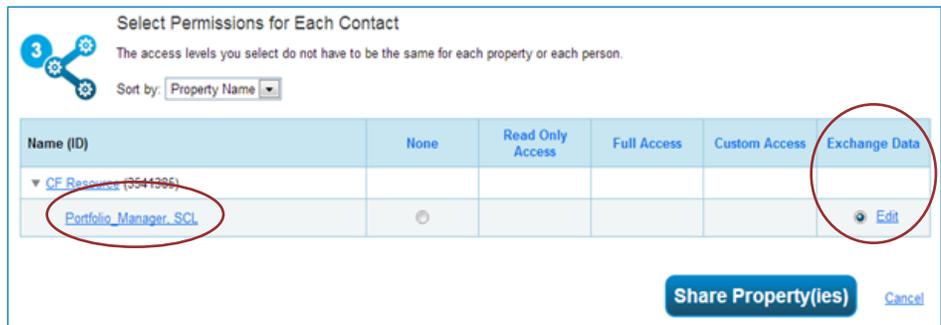
Select contacts from my contacts book:

Annual Reporting, City of Seattle  
Portfolio\_Manager, SCL

To select multiple contacts, hold down your Control (CTRL) key and click on each selection. Only **connected contacts** appear in this list.

**Continue**

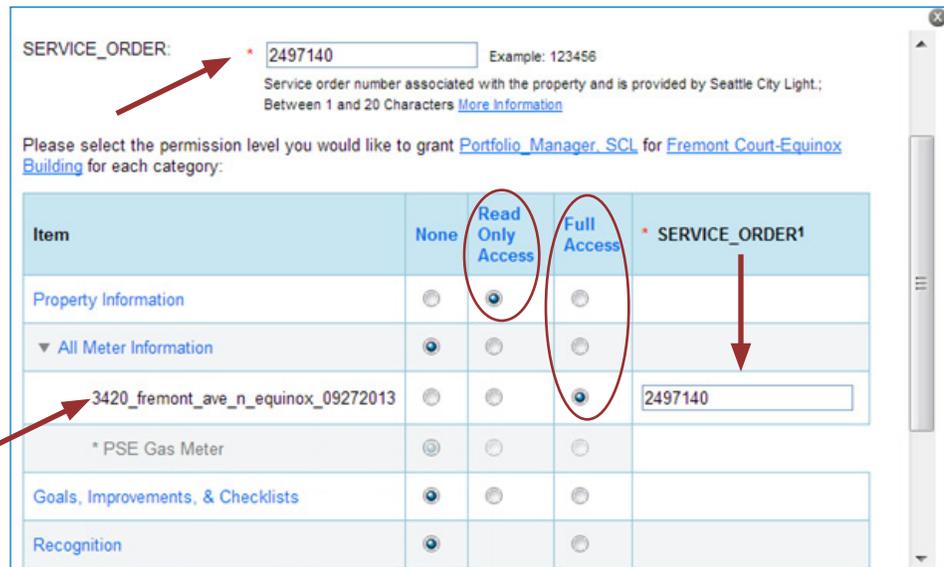
- On the next screen, select the **Exchange Data** button, which will pop-up the Access Permissions window.



1. In the pop-up window, enter the **Service Order number** found at the top of your **SCL Authorization Form**. You need to enter the Service Order number in **TWO** places as shown below.
2. IMPORTANT: Set the Access Permissions exactly as follows:
  - Property Information: **Read Only Access**
  - SCL Virtual Meter Name: **Full Access**
  - For any other meters listed: **None**
  - Goals, Improvements: **None**
  - Recognition: **None**

**TIP:** You must provide “full access” to the SCL Virtual Meter, so that SCL can upload your energy data to your account. Make sure that is the only meter for which you have granted SCL “full access.”

Example of SCL Virtual Meter Name



3. Scroll down. For **Share Forward**, select “No”.
4. Scroll down the window and click **Apply Selections & Authorize Connection**.

- This will open the Sharing window again. Click on the **Share Property(ies)** button to finish.
- You should see data in your Virtual Meter in about four hours. *Thereafter, SCL will update this meter monthly.*

### 3B PUGET SOUND ENERGY “MYDATA”



Phone: (425) 456-2494

Fax: (425) 462-3418

Email: mydata@pse.com

Website: <http://pse.com/accountsandservices/YourProperty/Pages/Automated-Benchmarking.aspx>

**PSE CUSTOMERS:** These instructions will show you how to enroll in PSE MyData to obtain your buildings natural gas usage history. MyData will also provide automated monthly uploads of gas usage thereafter once enrolled.

#### 1. Add PSE as a Contact

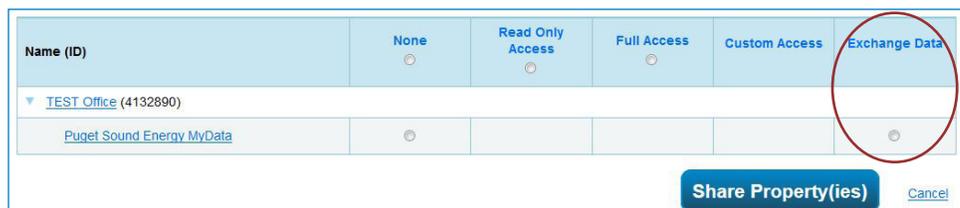
- If you **have not previously added PSE** as a contact, you will need to add them:
  1. Click the **Contacts** link in the upper right hand corner.
  2. Click on **Add Contact**.



3. Enter **ESIOOPERATOR** as the Username. Click **Search**.
4. From the list choose **Puget Sound Energy MyData**. Click the **Connect** button.
5. Review **Terms of Use**, 'check the box' and click **Send Connection Request**.
6. This connection request should be accepted in less than 1 hour.

#### 2. Share Your Building with PSE

- Go to the **Sharing Tab** and click on **Share (or Edit Access to a Property)**.
- Select the properties to share with **Puget Sound Energy MyData**.
- Under **Choose Permissions**, select the second option:  
“I need to give different permissions for different share requests, and/or I need to give Exchange Data permissions.” Click **Continue**.
- On the next screen, select the Exchange Data button, which will pop-up the Access Permissions window.



#### IMPORTANT:

*PSE requires release forms if you have four (4) or fewer tenants in your building that each receive PSE service. Each account holder must complete and sign the PSE Customer Data Release Form. We recommend downloading the form now, as it may take time to contact all tenants.*

- **IMPORTANT:** Select the Access Permissions as follows:
  1. Property Information: **Full Access** (PSE requires Full Access so that they can create a new meter in your account.)
  2. All Meter Information: Leave as **None**. (Choose None for access, even if old PSE meters are listed. Leave any meters numbers as is.)
  3. Goals, Improvements: Leave as **None**
  4. Recognition: Leave as **None**

**CAUTION!** Any non-PSE meters, such as City Light electric must be listed as None for access.

Please select the permission level you would like to grant [MyData, Puget Sound Energy](#) for [Building](#) for each category. If "None" is selected for all items, [MyData, Puget Sound Energy](#) will not receive any access to this property.

| Item                              | None                             | Read Only Access      | Full Access                      |
|-----------------------------------|----------------------------------|-----------------------|----------------------------------|
| Property Information              | <input type="radio"/>            | <input type="radio"/> | <input checked="" type="radio"/> |
| All Meter Information             | <input type="radio"/>            | <input type="radio"/> | <input type="radio"/>            |
| Goals, Improvements, & Checklists | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/>            |
| Recognition                       | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/>            |

**Apply Selections & Authorize Connection**

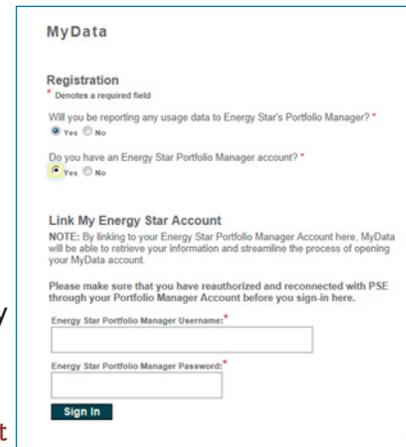
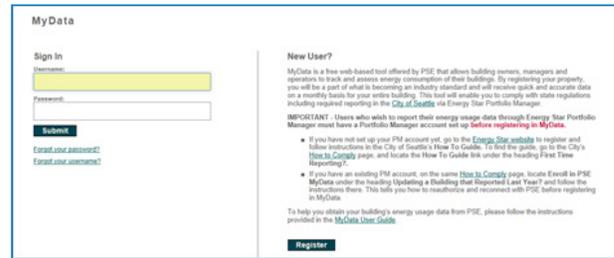
- Scroll down. For **Share Forward**, select "No".
- Click **Apply Selections & Authorize Connection**.
- This will open the **Sharing** window again. Click on the **Share Property(ies)** button to complete the sharing process.

**IMPORTANT:** Your sharing request should be accepted by PSE in approximately **1 hour**. Do not start the next step until MyData, Puget Sound Energy is listed as having Exchange Data permissions in Portfolio Manager, as shown below.

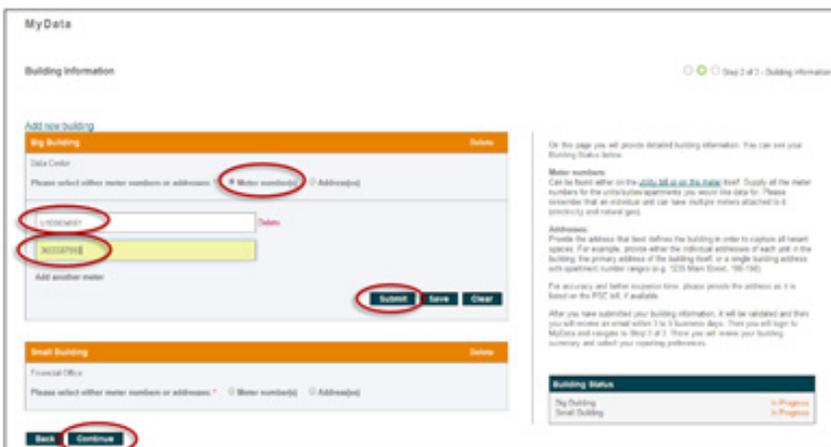
The screenshot shows the 'MyPortfolio' interface with the 'Sharing' tab selected. On the left, there is a 'My Shared Properties (2)' section with a 'Share a Property' button. Below it is an 'Exchanging Data' section with a question mark icon and text explaining data exchange. On the right, the 'Sharing Notifications (10)' section lists three notifications: 'New Electric Meter', 'Ocean Vista Offices', and 'Natural Gas', all marked as 'Share accepted by Puget Sound Energy MyData'. Below the notifications is another 'My Shared Properties (2)' section with a table of properties. The table has columns for Name, Permissions, and Action. The property 'MyData, Puget Sound Energy' is highlighted with a red circle, showing 'Exchange Data' permissions and an 'Action' dropdown menu.

### 3. Create a New Account in PSE's MyData

- ❑ Go to [mydata.pse.com](https://mydata.pse.com)
- ❑ Read the new user information and click the **Register** button.
- ❑ Answer **Yes** to both questions:
  1. Will you be reporting any usage data to EnergyStar's Portfolio Manager?
  2. Do you have an EnergyStar Portfolio Manager account?
- ❑ Sign in with your **existing Portfolio Manager Username and Password**.
  1. If you connected to PSE and shared properties and waited for PSE to accept the shares, your account contact information should automatically populate on the Registration page. PSE will email you using this information, so make corrections.
  2. If it does not populate, stop and contact PSE at [425-456-2494](tel:425-456-2494) or email [mydata@pse.com](mailto:mydata@pse.com).



- ❑ After completing MyData registration, **check your email** for a message from MyData to activate your account. Click the link in the email to go back to MyData.
- ❑ Now in **MyData**, click the Next button.
  1. The properties shared from Portfolio Manager should all be listed on the Building Information page.
  2. If your properties are not listed, stop and contact PSE at [425-456-2494](tel:425-456-2494) or email [mydata@pse.com](mailto:mydata@pse.com). Do not click "Add a New Building."



- ❑ On the **Building Information** page, click **Show Details** (in the orange bar) to see the details of each building.
  1. Select Meter numbers and enter any meter numbers that are not listed.
  2. Alternatively, you may select Address(es) and enter the addresses or range of addresses for the building.
  3. If you need to go get information, you can click Save and come back later to finish.

- When done entering the information, click **Submit**.
  1. **MyData should email you** in up to 3-4 days to invite you back to review the building information and select report preferences.
- After you are emailed that the building is ready, go back to **MyData** and click on **Show Details** (in the orange bar) to see the details of each building.
  1. In the blue box, select **Whole Building, Monthly** and **Post to EnergyStar**. (These will likely be the default selections).
  2. Confirm addresses and meter numbers. **If anything is incorrect or missing, contact PSE.**
- If asked for, download & complete any required **release forms** and upload them. *PSE requires release forms for buildings with fewer than 5 tenants. For questions about this requirement, please contact PSE.*

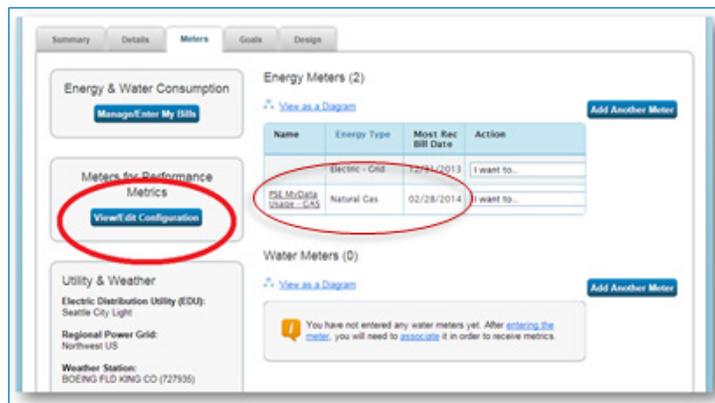
The screenshot shows the 'My Data' interface for building configuration. At the top, it says 'This building has been created and is ready for your review. Please choose your report preferences and complete your request.' The status is 'Release Forms Required'. The 'Please choose how you prefer to receive data:' section has 'Individual Meters' and 'Whole Building' (selected). The 'Reporting Options:' section has 'Monthly' (selected), 'One Time Only', and 'Post to Energy Star' (selected). A red circle highlights a confirmation message: 'Confirm the addresses and meter numbers below accurately represent your building.' Below this are two tenant entries. Each entry includes a 'Tenant/Unit Name' field (filled with 'Tenant A' and 'Tenant B'), an address field (filled with '123 MAIN ST, FEDERAL WAY 98003'), and a meter number field (filled with 'H075098432' and '0061098432'). For each tenant, there are two links circled in red: 'Download blank release form' and 'Upload completed release form'. A 'Submit' button is at the bottom.

- When complete, click **Submit**. PSE will prepare your usage report and email you when it is complete. Please allow up to three days.
- If you do not get an email, contact PSE's User Support at 425-456-2494 or email [mydata@pse.com](mailto:mydata@pse.com).

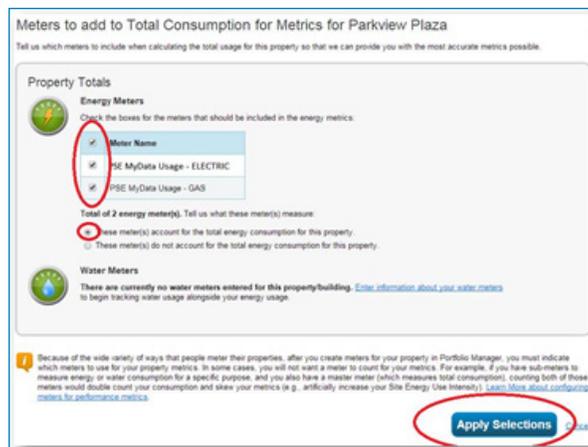
#### 4. Configure New PSE Meter in Portfolio Manager

After MyData is set up, PSE should add a new gas meter to your Portfolio Manager account called **MyData Usage - GAS** meter. This step shows how to log into your Portfolio Manager account to make sure the new PSE MyData Usage - GAS meter is listed and configure it to obtain the building's required EUI.

- Log back into Portfolio Manager and click on the property to open.
- On the **Meters** tab, look for a meter named **PSE MyData Usage - GAS**.
- Check that the **Most Recent Bill Date** lists a date within the last two months.



- On that same page, open **View/Edit Configuration**.
  1. Under **Energy Meters**, add a check mark to include **PSE MyData Usage-GAS** in the energy metrics. **IMPORTANT:** A check should also be next to the electric and any other energy meters *currently serving* the building. If there are other previously entered PSE meters that are now included in the new PSE MyData Meter, uncheck them. You may also consider deleting these "old" PSE meters.
  2. Select "These meter(s) account for the total energy consumption of this property."
  3. Click **Apply Selections**.



- ❑ Go back to the **Meters** tab.
- ❑ In the row for the **PSE MyData Usage-GAS** meter, under the Action column, choose, **“I want to...Edit Basic Meter Information.”**
- ❑ On the **Basic Meter Information** page, change the **Units** for the gas meter listed to **“Therms”** if not already listed as Therms.
- ❑ Set the **Date Meter Became Active** to the date of the first bill, or earlier.
- ❑ Click **Save Changes**. *As long as the date the meter became active is earlier than the first bill date, bypass the pop-up message by clicking **Continue**.*
- ❑ When finished, continue to Step 4.

**Basic Meter Information**

Name: PSE MyData Usage-GAS

Type: Natural Gas

Units: **therms**

If you change the units, Portfolio Manager will not convert the quantity on any bills you have already entered to the new units. Any edits to units assumes that all quantities entered (past, present and future) are in the units selected. This can/will affect metric calculations that use this meter.

Date Meter became Active: 01/01/2000  Still In Use

Date Meter became Inactive:

**Save Changes** [Cancel](#)



Sustainably Reliable

### 3C SEATTLE STEAM DATA EXCHANGE

*Phone* (206) 623-6366 or (206) 658-2025

*Website* [www.seattlesteam.com/energy-star-reporting.htm](http://www.seattlesteam.com/energy-star-reporting.htm)

**STEAM CUSTOMERS:** The instructions below are a summary of those available for download from your Seattle Steam Account. Please follow Steam's complete instructions and use these for general guidance only.

- Complete the **Seattle Steam Authorization Agreement** in your **online Seattle Steam UtilityStudio account** at [www.seattlesteam.com](http://www.seattlesteam.com).
- Create your **steam meters** listed on a current Seattle Steam bill.
- Establish a connection with Seattle Steam Company in your Portfolio Manager account by **adding Seattle Steam Company as a "contact"**. Steam will receive your request and complete the connection.
- Request **Data Exchange** services from Seattle Steam Company in your Portfolio Manager account by **"sharing" your property** and granting **"Exchange Data"** access to Seattle Steam. Set access **permissions for each steam meter to "Full Access"**.
- Steam will complete your setup and report the most-recent 2 years of usage data for each steam meter to your Portfolio Manager account. Monthly reporting will automatically continue; data updates will be completed by the 15th of each month after the billing cycle.

*Continue to Step 4 →*

## STEP 4 Print a Statement of Energy Performance and Confirm Energy Use Intensity (EUI)

An EUI ending December 31 for the required year must be available to report to the City. The EUI indicates the energy use per square foot per year (kBtu/sq. ft.) and can be used to compare the building's energy use to other similar building types. The easiest way to learn the EUI is to generate a **Statement of Energy Performance**.

- Confirm** that energy meters set up in Step 3 have entries for all 12 months of the required year ending in December. (If entering bills manually, enter the last bill that includes all of December. You may need to add a January bill.) Also confirm that the property's Gross Floor Area was entered in Step 2.
- Go to the **Reporting** tab and choose **Statement of Energy Performance**.



- On the next page, check **Statement of Energy Performance**.
- Select the property name.
- Select **Timeframe: Single Year** ending **Dec** of the required year.
- Select contacts (optional).
- Click **Generate & Download Report(s)** and a PDF of the report should appear. (If your web browser has pop-up blockers, disable them if the report does not appear.)
- Confirm that the **Statement of Energy Performance** lists a **Site EUI** for **Year Ending: December 31, [required year]**. (See next page for an example.)
- Save** and print a copy for your records.

**NOTE** If the building *does not* have 12 months of utility data ending in that December, Portfolio Manager will generate an error message like this:



*If you get an error, and are sure that all the energy meters have a full year of data ending December 31st, contact the Help Desk for assistance.*

# How to Read the Statement of Energy Performance

The **Statement of Energy Performance** is a quick reference for sharing your building's energy use as indicated by the **Site EUI**—required by Seattle law of building owners if requested by current and future tenants, buyers or lenders. Although not required by Seattle, the document is also used to show ENERGY STAR-certified buildings when verified by a professional engineer.

**ENERGY STAR® Statement of Energy Performance**

LEARN MORE AT [energystar.gov](http://energystar.gov)

**84**  
ENERGY STAR® Score<sup>1</sup>

**Ocean Vista Offices**  
Primary Property Function: Office  
Gross Floor Area (ft<sup>2</sup>): 50,000  
Built: 1999

For Year Ending: December 31, 2012  
Date Generated: July 23, 2013

*Make sure the date is December 31 for the required reporting year.*

*Some types of buildings are eligible for this 1-100 score that compares the building's energy efficiency to similar buildings nationwide. A higher score indicates a more efficient building. A 75 or higher may be eligible to apply for ENERGY STAR certification.*

**Primary Contact**  
Nicole Ballinger  
123 1st Ave.  
Seattle, WA 98124  
000-000-0000  
[nicole.ballinger@seattle.gov](mailto:nicole.ballinger@seattle.gov)

**Energy Consumption and Energy Use Intensity (EUI)**

| Site EUI                   | Annual Energy by Fuel                   | National Median Comparison                               |
|----------------------------|---|--|
| 42.5 kBtu/ft <sup>2</sup>  | Electric - Grid (kBtu) 2,125,676 (100%) | National Median Site EUI (kBtu/ft <sup>2</sup> ) 69.1    |
| Source EUI                 |   | National Median Source EUI (kBtu/ft <sup>2</sup> ) 216.9 |
| 133.5 kBtu/ft <sup>2</sup> |   | % Diff from National Median Source EUI -38%              |
|                            |   | <b>Annual Emissions</b>                                  |
|                            |   | Emissions (MtCO <sub>2</sub> e/year) 233                 |

*Buildings benchmarked correctly should have a Site EUI, which shows the building's energy use per square foot per year. A lower score indicates a more efficient building.*

Continue to Step 5 →

## STEP 5 Add the City of Seattle as a Contact

- ❑ Click on the **Contacts** link in the upper right hand corner of the screen.
- ❑ Click **Add a Contact** to search for users that you can connect with.
- ❑ In the **Username** field, type in "SEATTLE.GOV" and click search.
- ❑ From the **Search Results** page, select **City of Seattle Annual Reporting** and click connect.

Welcome NICOLEBALL: Account Settings | **Contacts** | Help | Sign Out

ENERGY STAR PortfolioManager

MyPortfolio | Sharing | Planning | Reporting | Recognition

### Search Results

The results of your search are listed below. Clicking "Connect" will send a request to the person asking them to confirm your request to add them as your contact. If they accept, you will see them listed as a connected contact in your address book. If they do not accept, or have not accepted yet, you will see them as an unconnected contact in your address book. Connecting with contacts will make it easier to share property information within Portfolio Manager.

**Your Search Criteria**

Name:

Username:

Email Address:

|                          |   |  |
|--------------------------|---|--|
| <input type="checkbox"/> | City of Seattle Annual Reporting  | <input type="button" value="Connect"/> |
| <input type="checkbox"/> | City of Seattle Energy Benchmarking Ordinance with City of Seattle Annual Reporting | <input type="button" value="Connect"/> |

Page 1 of 1 | 1 - 2 of 2

- ❑ Fill in your Contact Name, Contact Email Address and Contact Phone Number.
- ❑ Agree to the Terms of Use and select **Send Connection Request**.
- ❑ **IMPORTANT** The City of Seattle processes new contact requests **hourly**. You will be sent a confirmation email when the City of Seattle accepts your request.

Welcome NICOLEBALL: Account Settings | Contacts | Help | Sign Out

ENERGY STAR PortfolioManager

### Send a Connection Request to [City of Seattle Annual Reporting](#) to Begin Exchanging Data

[City of Seattle Annual Reporting](#) requires the following information in order to exchange data with your property(ies). If you have any questions about how to complete this information, please [contact City of Seattle Annual Reporting](#). Once your connection request has been accepted, you can share individual properties and/or meters with them to get started exchanging data.

Contact Name: \*  Example: John Smith  
First and last name of the contact associated with this account. - Characters

Contact Email Address: \*  Example: jsmith@youremail.com  
Please provide an email, so that we may contact you with questions or program updates. - Characters

Contact Phone: \*  Example: (206) 727-8484  
Please provide a phone number (including area code), so that we may contact you with questions. - Characters

**Terms of Use:** I understand, on behalf of Customer, that the EPA requires information about Customer's facility (which Customer will provide directly to the EPA). Customer's monthly utility billing data, and other data as may be required by EPA's ENERGY STAR Portfolio Manager application in order to calculate Customer's benchmarking data and rating. This information will help Customer track the energy usage and efficiency of its facilities. I authorize, on behalf of Customer, the annual reporting of Customer's energy consumption data, building square footage, and other characteristics as may be required to fulfill the requirements of Section 22.920 of the Seattle Municipal Code and Director's Rule DR 6-2011. I also authorize, on behalf of Customer, the City of Seattle to electronically transfer such data from the EPA's ENERGY STAR Portfolio Manager application. This data transfer is at the request and on behalf of Customer and as such, Customer agrees to release and hold harmless the City of Seattle from any liability, claims, demands, causes of action, damages or expenses resulting from any release of information or data from the EPA's ENERGY STAR Portfolio Manager application pursuant to this authorization. I understand that the City of Seattle will not publicly post information about the energy performance of individual buildings. Any questions the City receives related to a building's energy performance will be referred to the building owner. In addition, to respect concerns for the disclosure of energy consumption information related to any single individual or business process, all energy data reported to the City of Seattle will be aggregated across an entire building or sub-building - it will not include individual meter readings, or any information related to the operational characteristics of a building, such as hours of use. However, under Washington State Law (reference RCW Chapter 42.56, the Public Records Act) all records received or created by the City of Seattle are considered public records. Public records include annual energy consumption reports as required under Seattle Municipal Code SMC-22.920. The Public Records Act (PRA) requires that public records must be promptly disclosed by the City upon request unless the PRA or other statute specifically exempts records from disclosure. While it is not a legal obligation, the City may exercise its discretion to provide notification of a public records request to the subject of the records, and allow a reasonable amount of time for the subject of the records to pursue a court injunction preventing release.

Agreement:  I agree to my provider's ([City of Seattle Annual Reporting](#)) Terms of Use.

Once your request is accepted, continue to Step 5 →

## STEP 6 Share Building with the City of Seattle

- ❑ After you are connected to City of Seattle Annual Reporting, **share your property** and associated meters with the City of Seattle.
- ❑ Go to the **Sharing Tab** and click **Share (or Edit Access to) a Property**.
- ❑ Select the properties to share with **Annual Reporting, City of Seattle**.
- ❑ Under **Choose Permissions**, select the second option:  
 “I need to give different permissions for different share requests, and/or I need to give Exchange Data permissions.” Click **Continue**.

MyPortfolio | Sharing | Planning | Reporting | Recognition

### Share Your Property(ies)

Sometimes it's really important to be able to share your property with someone else. Maybe they need to see information (perhaps automatically) or process applications for recognition. If this sounds like what you'd like to share and who you'd like to share with them.

**1** Select Properties to Share

We'll get into the details of the level of access later. For now, which properties do you want to share?

Multiple Properties  [Selected Properties: 2](#)

**2** Select People (Accounts) to Share With

Which people (accounts) do you want to share these properties with? The access for each can be different and you'll be able to specify that on the next page.

Select contacts from my contacts book:

Annual Reporting, City of Seattle  
steenson, john

To select multiple contacts, hold down your Control (CTRL) key and click on each selection. Only your connected contacts appear in this list.

[Cancel](#)

| Name (ID)                            | None                  | Read Only Access | Full Access | Custom Access | Exchange Data                    |
|--------------------------------------|-----------------------|------------------|-------------|---------------|----------------------------------|
| ▼ ID49690: TEST BUILDING 2 (3620234) |                       |                  |             |               |                                  |
| Annual Reporting, City of Seattle    | <input type="radio"/> |                  |             |               | <input checked="" type="radio"/> |
| ▼ ID49691: TEST BUILDING 3 (3620235) |                       |                  |             |               |                                  |
| Annual Reporting, City of Seattle    | <input type="radio"/> |                  |             |               | <input checked="" type="radio"/> |

- ❑ On the next screen, choose **Exchange Data** for each property.

- ❑ On the Access Permissions page, enter the **City of Seattle Building ID** (this number is 1-5 digits and is not the Portfolio Manager Building ID). Find the number of the notification or warning letter. Contact the help desk if missing.
- ❑ **IMPORTANT: Select the Access Permissions as follows:**  
 Property Information: **Read Only**  
 All Meter Information: **Read Only**  
 Goals, Improvements: **Read Only**  
 Recognition: **Leave as None**

Select Data Exchange Access Permissions to [ID49690: TEST BUILDING 2](#) for [Annual Reporting, City of Seattle](#).

[Annual Reporting, City of Seattle](#) requires the following information in order to provide services to your property(ies). If you have any questions about how to complete this information, please contact [Annual Reporting, City of Seattle](#).

City of Seattle Energy Benchmarking Building ID:  Example: 1147

Building identifier provided by the City of Seattle Energy Benchmarking program (NOT your Portfolio Manager Building ID). If you do not know your City of Seattle Building ID, contact (206) 727-8484 or click on "More Information" below.; Between 1 and 5 Characters [More Information](#)

Please select the permission level you would like to grant [Annual Reporting, City of Seattle](#) for [ID49690: TEST BUILDING 2](#) for each category:

| Item                    | None                  | Read Only Access                 | Full Access           |
|-------------------------|-----------------------|----------------------------------|-----------------------|
| Property Information    | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| ▼ All Meter Information | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Electric Grid Meter     | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |

(You may need to scroll down to view all the information.)

- ❑ Scroll down. For **Share Forward**, select "No".

**NOTE** If you have more than one building do the above steps for each building.

| Name (ID)                            | None                  | Read Only Access | Full Access | Custom Access | Exchange Data                         |
|--------------------------------------|-----------------------|------------------|-------------|---------------|---------------------------------------|
| ▼ ID49690: TEST BUILDING 2 (3620234) |                       |                  |             |               |                                       |
| Annual Reporting, City of Seattle    | <input type="radio"/> |                  |             |               | <input checked="" type="radio"/> Edit |
| ▼ ID49691: TEST BUILDING 3 (3620235) |                       |                  |             |               |                                       |
| Annual Reporting, City of Seattle    | <input type="radio"/> |                  |             |               | <input checked="" type="radio"/> Edit |

- ❑ Click **Apply Selections & Authorize Connection**.
- ❑ When complete (for all buildings you are sharing), click **Share Property(ies)** again.
- ❑ **Tomorrow**, look for a confirmation email from the City for each building shared.

**NOTE** If you do not get an email tomorrow, please check your "spam" or "junk" folder for it. If missing, contact the Help Desk.

**IMPORTANT** *It is the responsibility of the building owner on record to confirm annual compliance with the City of Seattle Energy Benchmarking & Reporting ordinance.*

# Appendix A

## Property Use Details Worksheet for ENERGY STAR Eligible Buildings

The property types on this worksheet are eligible to receive a 1 - 100 **ENERGY STAR** score, which is used to compare the property to similar properties nationwide and locally. If your building type is listed below and can receive a rating, the use details for it below are required for Seattle's law and when applying for ENERGY STAR certification.

### Please Note:

- Some buildings have multiple uses (e.g. office, data center, and parking). Complete the fields below for each major use in the building.
- Portfolio Manager "default values" will result in an approximate 1-100 score. Accurate data must be filled in later to accurately measure the building's energy performance.
- If your building type is not listed below, it will receive an **Energy Use Intensity (EUI)** score, which is a measure of the energy use per square foot. These buildings are only required to list gross floor area.

**Tip:** For buildings with multiple tenants with the same use (i.e. several offices), enter the uses separately *only* when the total weekly operating hours among tenants differs by more than 10 hours.

### Bank Branch

- \_\_\_\_\_ Gross Floor Area
- \_\_\_\_\_ Weekly Operating Hours
- \_\_\_\_\_ Number of Computers
- \_\_\_\_\_ Number of Workers on Main Shift
- \_\_\_\_\_ Percent That Can Be Heated
- \_\_\_\_\_ Percent That Can Be Cooled

### Data Center

- \_\_\_\_\_ Gross Floor Area
- \_\_\_\_\_ IT Energy Configuration
- \_\_\_\_\_ UPS System Redundancy
- \_\_\_\_\_ Cooling Equipment Redundancy

### Financial Office

- \_\_\_\_\_ Gross Floor Area
- \_\_\_\_\_ Weekly Operating Hours
- \_\_\_\_\_ Number of Computers
- \_\_\_\_\_ Number of Workers on Main Shift
- \_\_\_\_\_ Percent That Can Be Heated
- \_\_\_\_\_ Percent That Can Be Cooled

### Hotel

- \_\_\_\_\_ Gross Floor Area
- \_\_\_\_\_ Hours Per Day Guests On-Site
- \_\_\_\_\_ Number of Workers on Main Shift
- \_\_\_\_\_ Number of Rooms
- \_\_\_\_\_ Number of Guest Meals Served Per Year
- \_\_\_\_\_ Cooking Facilities
- \_\_\_\_\_ Number of Computers
- \_\_\_\_\_ Number of Commercial Refrigeration/Freezer Units
- \_\_\_\_\_ Percent That Can Be Heated
- \_\_\_\_\_ Percent That Can Be Cooled
- \_\_\_\_\_ Type of Laundry Facility
- \_\_\_\_\_ Amount of Laundry Processed On-Site Annually
- \_\_\_\_\_ Full Service Spa Floor Area

### Courthouse

- \_\_\_\_\_ Gross Floor Area
- \_\_\_\_\_ Weekly Operating Hours
- \_\_\_\_\_ Number of Computers
- \_\_\_\_\_ Number of Workers on Main Shift
- \_\_\_\_\_ Percent That Can Be Heated
- \_\_\_\_\_ Percent That Can Be Cooled

### Distribution Center

- \_\_\_\_\_ Gross Floor Area
- \_\_\_\_\_ Weekly Operating Hours
- \_\_\_\_\_ Number of Workers on Main Shift
- \_\_\_\_\_ Number of Walk-in Refrigeration/Freezer Units
- \_\_\_\_\_ Percent That Can Be Heated
- \_\_\_\_\_ Percent That Can Be Cooled

### Hospital (General Medical & Surgical)

- \_\_\_\_\_ Gross Floor Area
- \_\_\_\_\_ Laboratory
- \_\_\_\_\_ Number of Full Time Equivalent (FTE) Workers
- \_\_\_\_\_ Maximum Number of Floors
- \_\_\_\_\_ Number of Staffed Beds
- \_\_\_\_\_ Number of MRI Machines
- \_\_\_\_\_ On-Site Laundry Facility
- \_\_\_\_\_ Tertiary Care
- \_\_\_\_\_ Owned By

### K-12 School

- \_\_\_\_\_ Gross Floor Area
- \_\_\_\_\_ Gymnasium Floor Area
- \_\_\_\_\_ High School
- \_\_\_\_\_ Number of Workers on Main Shift
- \_\_\_\_\_ Student Seating Capacity
- \_\_\_\_\_ Months in Use
- \_\_\_\_\_ Weekend Operation
- \_\_\_\_\_ Cooking Facilities
- \_\_\_\_\_ Number of Walk-in Refrigeration/Freezer Units
- \_\_\_\_\_ Percent That Can Be Heated
- \_\_\_\_\_ Percent That Can Be Cooled
- \_\_\_\_\_ School District Name

## Medical Office

\_\_\_\_\_ Gross Floor Area  
\_\_\_\_\_ Surgery Center Floor Area  
\_\_\_\_\_ Weekly Operating Hours  
\_\_\_\_\_ Number of Workers on Main Shift  
\_\_\_\_\_ Number of Surgical Operating Beds  
\_\_\_\_\_ Number of MRI Machines  
\_\_\_\_\_ Percent That Can Be Heated  
\_\_\_\_\_ Percent That Can Be Cooled

## Multifamily

\_\_\_\_\_ Gross Floor Area  
\_\_\_\_\_ Total Number of Residential Living Units (RLUs)  
\_\_\_\_\_ Number of RLUs in a Low-rise Setting (1-4 stories)  
\_\_\_\_\_ Number of RLUs in a Mid-rise Setting (5-9 stories)  
\_\_\_\_\_ Number of RLUs in a High-rise Setting (10 + stories)  
\_\_\_\_\_ Number of Bedrooms  
\_\_\_\_\_ Resident Population Type (None, Student, Military, Senior/Independent, Special, Other)  
\_\_\_\_\_ Government Subsidized Housing (Y or N)  
\_\_\_\_\_ Number of Laundry Hookups in All Units  
\_\_\_\_\_ Number of Laundry Hookups in Common Area(s)  
\_\_\_\_\_ Percent That Can Be Heated  
\_\_\_\_\_ Percent That Can Be Cooled

## Office

\_\_\_\_\_ Gross Floor Area  
\_\_\_\_\_ Weekly Operating Hours  
\_\_\_\_\_ Number of Computers  
\_\_\_\_\_ Number of Workers on Main Shift  
\_\_\_\_\_ Percent That Can Be Heated  
\_\_\_\_\_ Percent That Can Be Cooled

## Senior Care Community

\_\_\_\_\_ Gross Floor Area  
\_\_\_\_\_ Maximum Resident Capacity  
\_\_\_\_\_ Average Number of Residents  
\_\_\_\_\_ Number of Residential Living Units  
\_\_\_\_\_ Number of Workers on Main Shift  
\_\_\_\_\_ Number of Computers  
\_\_\_\_\_ Percent That Can Be Heated  
\_\_\_\_\_ Percent That Can Be Cooled

## Supermarket/Grocery Store

\_\_\_\_\_ Gross Floor Area  
\_\_\_\_\_ Weekly Operating Hours  
\_\_\_\_\_ Number of Workers on Main Shift  
\_\_\_\_\_ Number of Computers  
\_\_\_\_\_ Number of Cash Registers  
\_\_\_\_\_ Cooking Facilities  
\_\_\_\_\_ No. of Open or Closed Refrigeration/Freezer Units  
\_\_\_\_\_ Number of Walk-in Refrigeration/Freezer Units  
\_\_\_\_\_ Percent That Can Be Heated  
\_\_\_\_\_ Percent That Can Be Cooled

## Non-Refrigerated Warehouse

\_\_\_\_\_ Gross Floor Area  
\_\_\_\_\_ Weekly Operating Hours  
\_\_\_\_\_ Number of Workers on Main Shift  
\_\_\_\_\_ Number of Walk-in Refrigeration/Freezer Units  
\_\_\_\_\_ Percent That Can Be Heated  
\_\_\_\_\_ Percent That Can Be Cooled

## Refrigerated Warehouse

\_\_\_\_\_ Gross Floor Area  
\_\_\_\_\_ Weekly Operating Hours  
\_\_\_\_\_ Number of Workers on Main Shift

## Residence Hall/Dormitory

\_\_\_\_\_ Gross Floor Area  
\_\_\_\_\_ Computer Lab (Y/N)  
\_\_\_\_\_ Dining Hall (Y/N)  
\_\_\_\_\_ Number of Rooms  
\_\_\_\_\_ Percent That Can Be Heated  
\_\_\_\_\_ Percent That Can Be Cooled

## Retail Store

\_\_\_\_\_ Gross Floor Area  
\_\_\_\_\_ Single Store  
\_\_\_\_\_ Exterior Entrance to the Public  
\_\_\_\_\_ Weekly Operating Hours  
\_\_\_\_\_ Number of Workers on Main Shift  
\_\_\_\_\_ Number of Computers  
\_\_\_\_\_ Number of Cash Registers  
\_\_\_\_\_ No. of Open or Closed Refrigeration/Freezer Units  
\_\_\_\_\_ Number of Walk-in Refrigeration/Freezer Units  
\_\_\_\_\_ Percent That Can Be Heated  
\_\_\_\_\_ Percent That Can Be Cooled

## Worship Facility

\_\_\_\_\_ Gross Floor Area  
\_\_\_\_\_ Weekly Operating Hours  
\_\_\_\_\_ Number of Weekdays Open  
\_\_\_\_\_ Seating Capacity  
\_\_\_\_\_ Number of Computers  
\_\_\_\_\_ Cooking Facilities  
\_\_\_\_\_ Number of Commercial Refrigeration/Freezer Units

## Wholesale Club/Supercenter

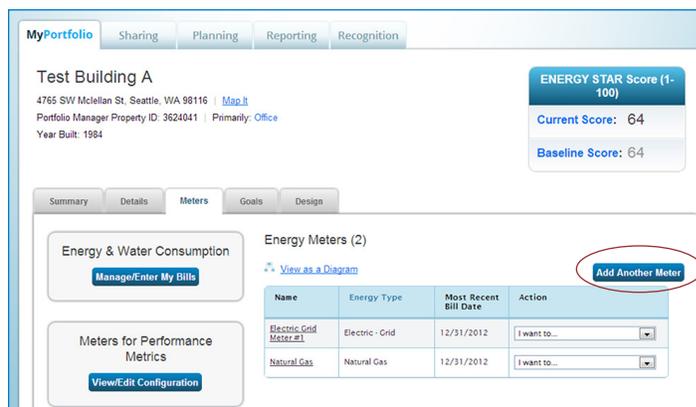
\_\_\_\_\_ Gross Floor Area  
\_\_\_\_\_ Exterior Entrance to the Public  
\_\_\_\_\_ Weekly Operating Hours  
\_\_\_\_\_ Number of Workers on Main Shift  
\_\_\_\_\_ Number of Computers  
\_\_\_\_\_ Number of Cash Registers  
\_\_\_\_\_ No. of Open or Closed Refrigeration/Freezer Units  
\_\_\_\_\_ Number of Walk-in Refrigeration/Freezer Units  
\_\_\_\_\_ Percent That Can Be Heated  
\_\_\_\_\_ Percent That Can Be Cooled

## Appendix B

# Entering Utility Data Manually into Portfolio Manager

If you only have a couple meters serving your building that you pay and don't mind hand entering the data, this option may work. We don't recommend it for multifamily or commercial with many tenants, as you would need get permission from all tenants to collect their bills.

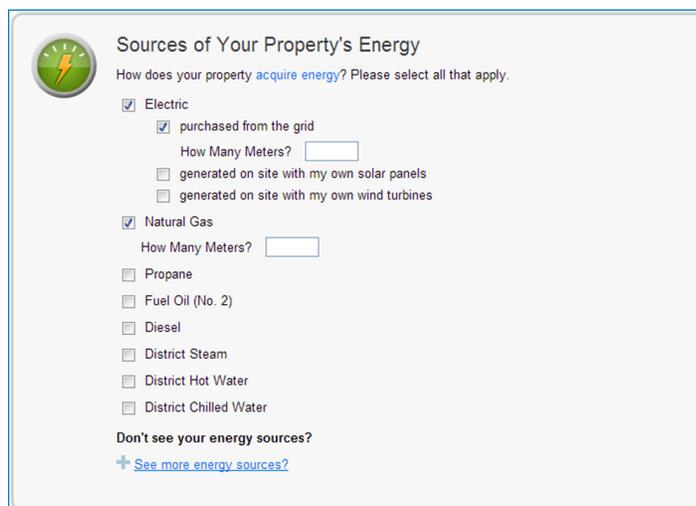
- Log in to your **Portfolio Manager** account and click on your property.



The screenshot shows the 'MyPortfolio' interface for 'Test Building A'. The 'Meters' tab is selected, displaying 'Energy Meters (2)'. A table lists two meters: 'Electric\_Grid\_Meter#1' and 'Natural\_Gas'. An 'Add Another Meter' button is circled in red. Other visible elements include 'Energy & Water Consumption' and 'Meters for Performance Metrics' sections.

### 1. Add Energy Meters

- In your Property Profile page, click on the **Meters** tab and select **Add Another Meter**.



The screenshot shows the 'Sources of Your Property's Energy' form. It asks 'How does your property acquire energy? Please select all that apply.' The form includes checkboxes for 'Electric' (with a sub-option 'purchased from the grid' and a 'How Many Meters?' input field), 'Natural Gas' (with a 'How Many Meters?' input field), and other energy sources like Propane, Fuel Oil, Diesel, District Steam, District Hot Water, and District Chilled Water. A link '+ See more energy sources?' is also present.

- Select the **types of fuel** in your facility. For each type, enter the number of meters for that type. Click **Get Started**.

- On the **About Your Meters** section, click in the table to enter meter details.

- Select the **correct unit** for the fuel type:
  - Seattle City Light Electric = KWH
  - Puget Sound Energy Natural Gas = Therms
  - Seattle Steam = kLbs
- Enter the Date Meter Became Active.** This is the date that the first bill was issued for the meter. (Note: if you are unsure of the first bill date, use your best guess).
- Select **In Use** if the meter is currently in use.
  - Leave the **Date Meter Became Inactive** empty since meter is currently in use.
  - Only select **Enter as Delivery** if the energy source is delivered to you, such as fuel oil or propane from a truck, as opposed to metered usage.
- If you need to add another **meter**, select **Add Another Entry**.
- When done entering meters, click **Continue**.

## 2. Enter Energy Usage

- On the next page, click in the table to **enter the bill dates and usage** for each month (cost is optional). Click **Add Another Entry** to add more months.
- Once you have entered at least 12 consecutive months of data for the year required, click **Finish Meter Set Up**.
- On the next page, select the meter(s) to be included in the energy metrics.
- Then select “These meter(s) account for the total energy consumption for this property” and click **Apply Selections**.
- You will be taken back to the **Property Profile** page.
- Continue with Steps 4-6** to finish benchmarking and report to the City of Seattle.

## Appendix C

### Resources

#### **City of Seattle Energy Benchmarking Help Desk**

EnergyBenchmarking@seattle.gov  
(206) 727-8484

#### **ENERGY STAR Portfolio Manager Login**

[www.energystar.gov/benchmark](http://www.energystar.gov/benchmark)  
*If account is locked, call ENERGY STAR at 888-782-7937 to reset password.*

#### **Seattle Office of Sustainability and Environment (OSE)**

**Energy Benchmarking website**  
[www.seattle.gov/EnergyBenchmarking](http://www.seattle.gov/EnergyBenchmarking)

#### **Utility Contact Information**

##### **Seattle City Light**

*Email* [scl\\_portfolio\\_manager@seattle.gov](mailto:scl_portfolio_manager@seattle.gov)  
*Phone* (206) 684-7557  
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##### **Puget Sound Energy**

*Email* [mydata@pse.com](mailto:mydata@pse.com)  
*Phone* (425) 456-2494  
*Website* <http://pse.com/accountsandservices/YourProperty/Pages/Automated-Benchmarking.aspx>

##### **Seattle Steam**

*Phone* (206) 623-6366 or (206) 658-2025  
*Website* [www.seattlesteam.com/energy-star-reporting.htm](http://www.seattlesteam.com/energy-star-reporting.htm)