



Elevate **Buildings**

BENCHMARKING GUIDE



Table of Contents

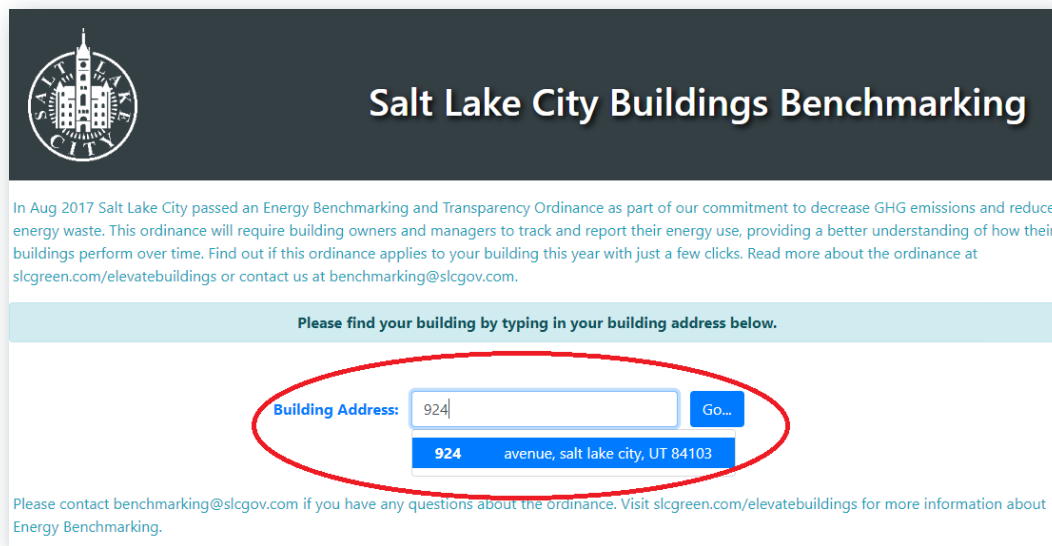
- 1 | Salt Lake City Standard ID & Contact Information..... 3
- 2 | Setting up Your Portfolio Manager Account..... 5
- 3 | Adding a Property to Your Portfolio Manager Account..... 6
- 4 | Adding Energy Meters to Your Property..... 8
- 5 | Entering your Energy Data..... 11
- 6 | Report your Data: Responding to Salt Lake City’s Data Request..... 15
- 7 | Respond to Salt Lake City’s Data Request..... 16

1 Your Unique Salt Lake City Standard ID and Contact Information

- Commercial buildings covered under Salt Lake City's Energy Benchmarking & Transparency Ordinance are assigned a **unique seven-digit Salt Lake City Standard ID**.

This ID can be found by visiting www.slcbenchmarking.com and typing in your property address as it is written in your compliance notification, and then selecting it in the drop-down tab.

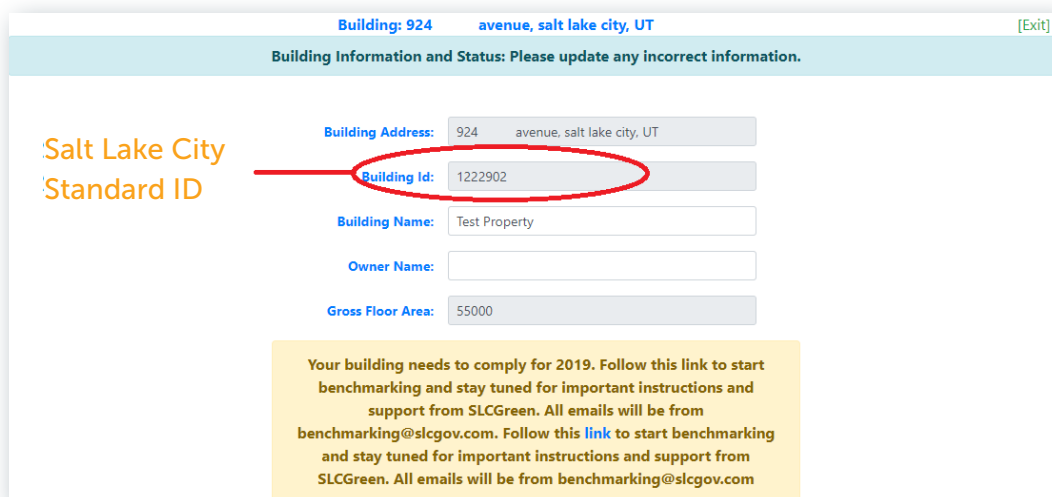
*Note: Can't find your building? Contact benchmarking@slcgov.com or call 801-535-6477.



The screenshot shows the "Salt Lake City Buildings Benchmarking" website. At the top is the Salt Lake City logo. Below it, a heading reads "Salt Lake City Buildings Benchmarking". A paragraph of text explains the ordinance. A light blue banner says "Please find your building by typing in your building address below." Below this is a search form. The "Building Address:" label is followed by a text input field containing "924" and a "Go..." button. A red circle highlights the input field and the button. Below the input field, a blue dropdown menu is open, showing the selected address: "924 avenue, salt lake city, UT 84103". At the bottom, a small note provides contact information.

- When you have selected your property, you will see your **Salt Lake City Standard ID** in the **"Building ID"** field.

*Note: It is important to add your Salt Lake City **Standard ID** into the **"Standard ID's"** section of your building's Portfolio Manager profile, as this is how your energy data will be uploaded to Salt Lake City records.



The screenshot shows the "Building Information and Status" form on the Salt Lake City Buildings Benchmarking website. The form is titled "Building: 924 avenue, salt lake city, UT" with an "[Exit]" link. Below the title is a light blue banner that says "Building Information and Status: Please update any incorrect information." The form contains several fields: "Building Address:" with the value "924 avenue, salt lake city, UT", "Building Id:" with the value "1222902" (highlighted by a red circle), "Building Name:" with the value "Test Property", "Owner Name:" (empty), and "Gross Floor Area:" with the value "55000". To the left of the "Building Id:" field, the text "Salt Lake City Standard ID" is displayed. At the bottom, a yellow box contains a message: "Your building needs to comply for 2019. Follow this link to start benchmarking and stay tuned for important instructions and support from SLCGreen. All emails will be from benchmarking@slcgov.com. Follow this link to start benchmarking and stay tuned for important instructions and support from SLCGreen. All emails will be from benchmarking@slcgov.com".

- As you scroll below, you will also find three fields in which to **update contact information** regarding your property: Owner Contact, Property Manager Contact, and Benchmarker Contact. To update the contact information, you must enter all fields and then click **"Update Contact."** By filling in this information, the Salt Lake City Sustainability Department will be able to send you email notifications regarding upcoming compliance dates and ordinance updates.

Want to get email notifications? Fill out the form below and receive updates on notifications, workshops and resources from SLC Sustainability Department. Contact information will only be used for ordinance-related communication and will not be shared with any other party.

Building Contact Info: Please update any missing or incorrect information.

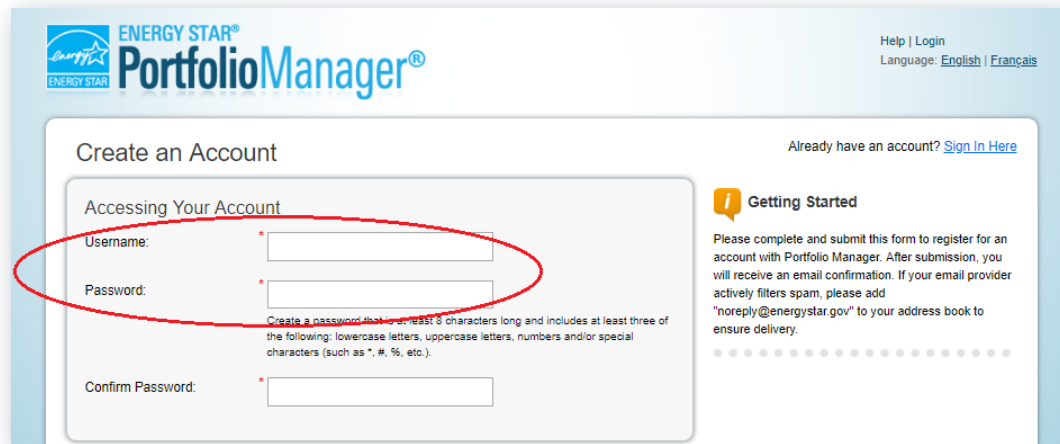
<u>Owner Contact</u>	<u>Property Manager Contact</u>	<u>Benchmarker Contact</u>
Company: <input type="text" value="Test Property Inc"/>	Company: <input type="text" value="Company required"/>	Company: <input type="text" value="Company required"/>
Name: <input type="text"/>	Name: <input type="text" value="Name required"/>	Name: <input type="text" value="Name required"/>
Address: <input type="text" value="924 avenue"/>	Address: <input type="text" value="Address required"/>	Address: <input type="text" value="Address required"/>
City-State-Zip: <input type="text" value="Salt Lake City-UT-"/>	City-State-Zip: <input type="text" value="City-State-Zip required"/>	City-State-Zip: <input type="text" value="City-State-Zip required"/>
Phone: <input type="text"/>	Phone: <input type="text" value="Phone required"/>	Phone: <input type="text" value="Phone required"/>
Email: <input type="text"/>	Email: <input type="text" value="Email required"/>	Email: <input type="text" value="Email required"/>
Confirm Email: <input type="text" value="Confirm Email required"/>	Confirm Email: <input type="text" value="Confirm Email required"/>	Confirm Email: <input type="text" value="Confirm Email required"/>
<input type="button" value="Update Contact"/>	<input type="button" value="Update Contact"/>	<input type="button" value="Update Contact"/>

2 Setting up your Portfolio Manager Account

- If you're creating your Portfolio Manager account for the first time, visit <https://www.energystar.gov/buildings/facility-owners-and-managers/existing-buildings/use-portfolio-manager>.

In the middle right-side of the homepage, you will see the login window. Select the blue link that says **"Register Now"**.

Here you will create a Username and Password for your account, as well as providing information about yourself as a user and your organization.



ENERGY STAR® PortfolioManager®

Help | Login
Language: [English](#) | [Français](#)

Create an Account

Already have an account? [Sign In Here](#)

Accessing Your Account

Username: *

Password: *

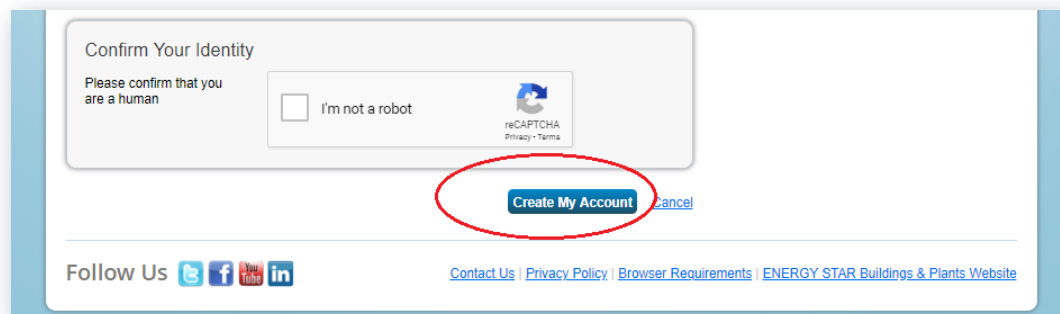
Create a password that is at least 8 characters long and includes at least three of the following: lowercase letters, uppercase letters, numbers and/or special characters (such as *, #, %, etc.).

Confirm Password: *

Getting Started

Please complete and submit this form to register for an account with Portfolio Manager. After submission, you will receive an email confirmation. If your email provider actively filters spam, please add "noreply@energystar.gov" to your address book to ensure delivery.

- When all of the required fields are updated, click the **"Create My Account"** button at the bottom of the screen.



Confirm Your Identity

Please confirm that you are a human

☐ I'm not a robot

reCAPTCHA
Privacy - Terms

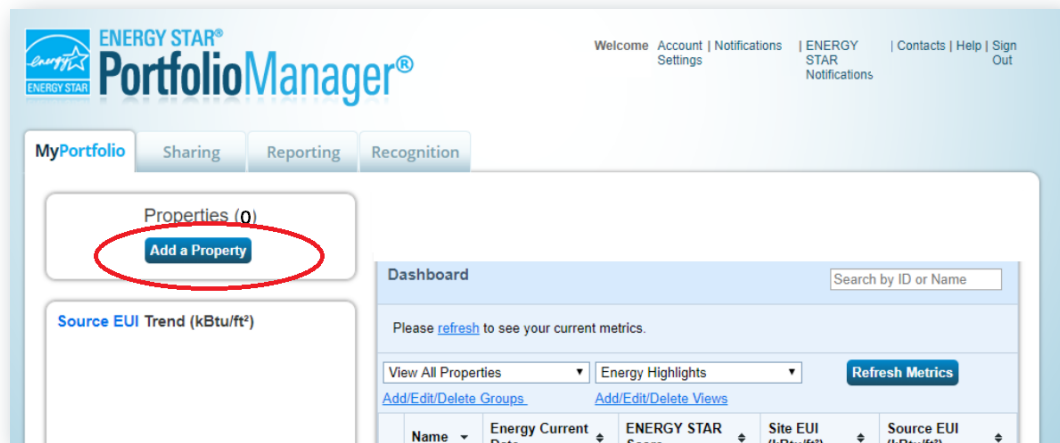
Create My Account [Cancel](#)

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3 Adding a Property to your Portfolio Manager Account

- Under the “**My Portfolio**” tab of your home screen, click “**Add a Property**”.



- From here, **select your property type** from the drop-down tab. *Note: Certain property types are not eligible for an ENERGY STAR score, and will instead receive an Energy Usage Intensity (EUI) metric.

Select the number of buildings representing this property. *Note: If your property is a campus of buildings that share one or more meters, see Portfolio Manager’s instructions on [profiling a campus here](#).

Select “**Existing**” under your property’s construction status, and then click “**Get Started**”.

Set up a Property: Let's Get Started!

Properties come in all shapes and sizes, from a leased space in a large office building, to a K-12 school with a pool, to a large medical complex with lots of buildings. Since there are so many choices, Portfolio Manager can walk you through getting your property up and running. When you're done, you'll be ready to start monitoring your energy usage and pursue recognition!

Your Property Type

We'll get into the details later. For now, overall, what main purpose does your property serve?

Select a property type

[Learn more about Property Types.](#)

Your Property's Buildings

How many physical buildings do you consider part of your property?

☐ None: My property is part of a building

☐ One: My property is a single building

☐ More than One: My property includes multiple buildings ([Campus Guidance](#))

How many?

Your Property's Construction Status

Is your property already built or are you entering this property as a construction project that has not yet been completed?

☒ **Existing:** My property is built, occupied and/or being used. I will be using Portfolio Manager to track energy/water consumption and, perhaps, pursue recognition.

☐ **Design Project:** My property is in the conceptual design phase (pre-construction); I will be using Portfolio Manager to evaluate the energy efficiency of the design project.

☐ **Test Property:** This is not a real property. I am entering it to test features, or for other purposes such as training.

Get Started! [Cancel](#)

Tip

To set up a property, you'll need information such as [gross floor area](#) and [operating hours](#).

Tip

Not sure what kind of property you are? Because we focus on whole building benchmarking, you want to select the property type that best reflects the activity in the majority of your building. Don't worry if you have other tenants with different business types, just select the main activity.

Test Properties

You may want to enter a property into Portfolio Manager that isn't actually a "real" property, either to familiarize yourself with features or maybe to train other people. By telling us this a "Test" property, we can give the option of including this property in your portfolio-level metrics, charts and table or not, depending what your needs are. This can be configured on your [Account Settings](#).

- From here, you will be able to enter necessary information about your property, such as year built, gross floor area, and occupancy—once completed, select **“Continue”**.

About Your Property

Name:

Country:

Street Address:

City/Municipality:

Irrigated Area: Sq. Ft.

Occupancy: %

Property Photo (optional): No file chosen
Select an image file on your computer with the format type of .jpg, .jpeg, .png or .gif; photos will be resized to fit a space of 2.75 inches wide x 2 inches tall.

Do any of these apply?

- ☐ My property's energy consumption includes parking areas
- ☐ My property has a Data Center that requires a constant power load of 75 kW or more
- ☐ My property has one or more retail stores (that are eligible for a Retail score)
- ☐ My property has one or more restaurants/cafeterias

Tip
The name you choose for your property does not have to be unique. But, it may make it easier for you to work with properties in your portfolio if you do not use the same (or similar) names.

Tip
The property photo that you upload here can be used on the [Registry of ENERGY STAR Qualified Buildings](#) if you submit the photo with your application for ENERGY STAR certification. Once a photo has been approved with an application, it cannot be changed until the next time that the property receives ENERGY STAR certification.

- On the next screen, you can enter more detailed information about your building, such as weekly operating hours, number of workers in the building, number of computers, and the percentage of the building space that can be cooled. This information is used to **calculate the ENERGY STAR score** of your building.

Office Use [Edit Name](#)

Office refers to buildings used for the conduct of commercial or governmental business activities. This includes administrative and professional offices.

Gross Floor Area (GFA) should include all space within the building(s) including offices, conference rooms and auditoriums, break rooms, kitchens, lobbies, fitness areas, basements, storage areas, stairways, and elevator shafts.

If you have restaurants, retail, or services (dry cleaners) within the Office, you should most likely include this square footage and energy in the Office Property Use. There are 4 exceptions to this rule when you should create a separate Property Use:

- If it is a [Property Use Type that can get an ENERGY STAR Score](#) (note: Retail can only get a score if it is greater than 5,000 square feet)
- If it accounts for more than 25% of the property's GFA
- If it is a vacant/unoccupied Office
- If the Hours of Operation differ by more than 10 hours from the main Property Use

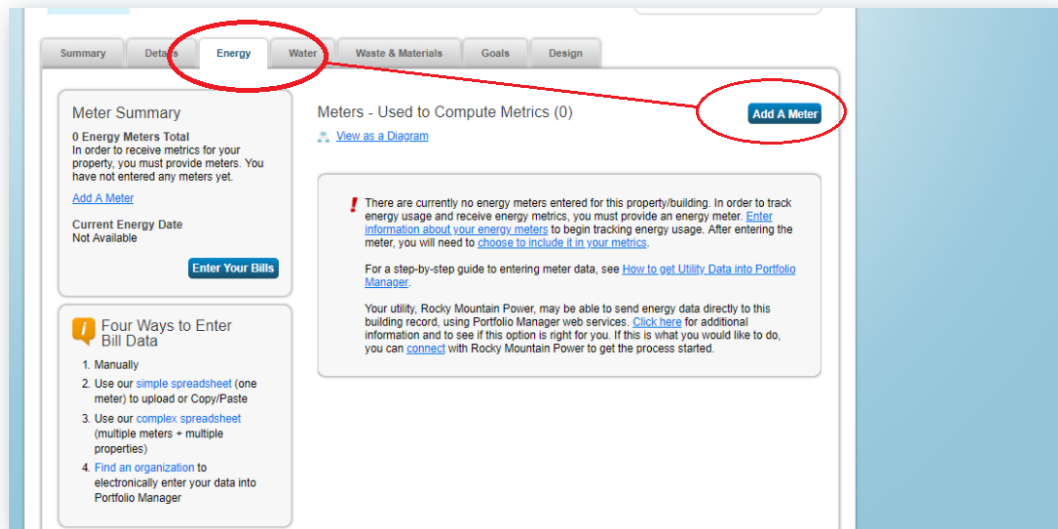
[More on this rule.](#)

Property Use Detail	Value	Current As Of	Temporary Value
★ Gross Floor Area	<input type="text" value="25,000"/> Sq. Ft. <input type="text"/>	<input type="text" value="1/1/1966"/> <input type="text"/>	<input type="checkbox"/>
★ Weekly Operating Hours	<input type="text"/> <input type="checkbox"/> Use a default	<input type="text" value="1/1/1966"/> <input type="text"/>	<input type="checkbox"/>
★ Number of Workers on Main Shift	<input type="text"/> <input type="checkbox"/> Use a default	<input type="text" value="1/1/1966"/> <input type="text"/>	<input type="checkbox"/>
★ Number of Computers	<input type="text"/> <input type="checkbox"/> Use a default	<input type="text" value="1/1/1966"/> <input type="text"/>	<input type="checkbox"/>
Percent That Can Be Heated	<input type="text"/> <input type="checkbox"/> Use a default	<input type="text" value="1/1/1966"/> <input type="text"/>	<input type="checkbox"/>
★ Percent That Can Be Cooled	<input type="text"/> <input type="checkbox"/> Use a default	<input type="text" value="1/1/1966"/> <input type="text"/>	<input type="checkbox"/>

★ This Use Detail is used to calculate the 1-100 ENERGY STAR Score.

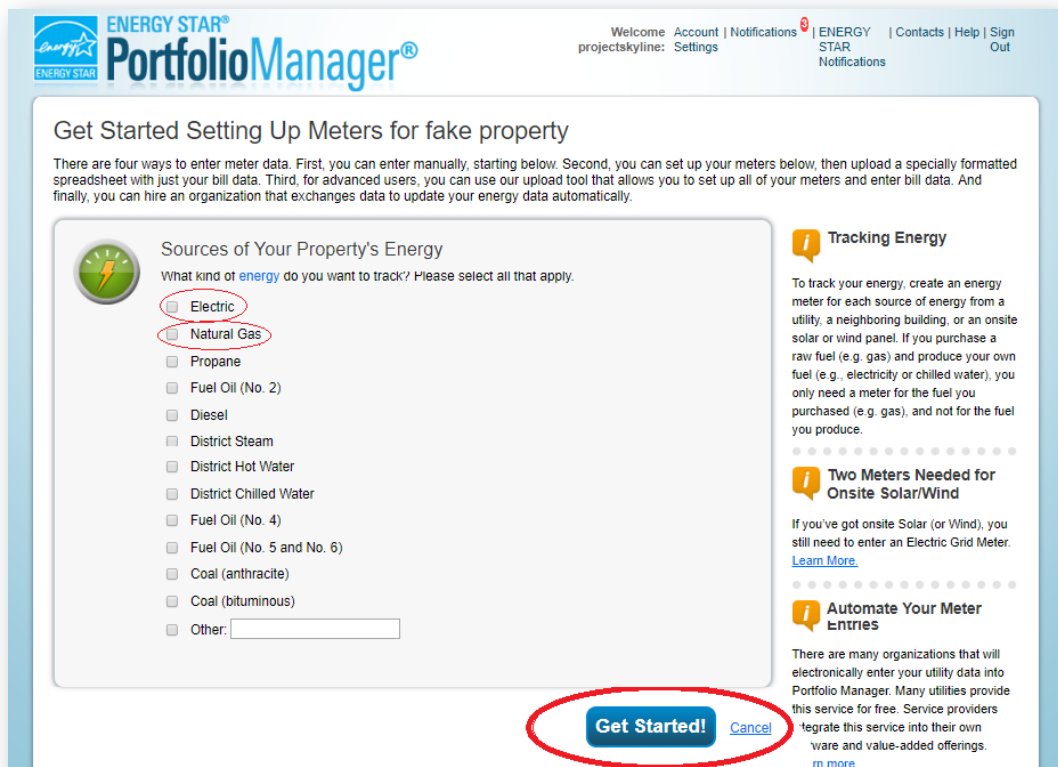
4 Adding Energy Meters to your Property

- In your property's profile, select the **"Energy"** tab and then click **"Add A Meter"**.



- For each meter you create, you will designate whether it is electric or natural gas.

Click **"Get Started!"**



- Next, go to the **"About Your Meters"** table, select the **Units** field to show a drop-down menu.

Select a name for your meter under the **"Meter Name"** column.

*Note: If you plan to use automated energy benchmarking services for your building's profile (more on page 13), name your meters according to the meter number associated with your utility account.

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Account | Notifications | ENERGY STAR Notifications | Contacts | Help | Sign Out

About Your Meters

Enter the information below about your new meters. The meter's **Units** and **Date Meter became Active** are required. You can also change the meter's name.

1 Energy Meter

<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"/>	Electric Grid Me	Electric - Grid				<input checked="" type="checkbox"/>		<input type="checkbox"/>

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

[Cancel](#)

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- For **Electricity** meters, choose **kWh** (kilowatt hours).

For **Natural Gas** meters: If you are using your Dominion Billing statement, you will select the unit **Mbtu** (which is the same as DTH found on your Dominion bill). If you are using Dominion's Automated Business Benchmarking services, you will select the unit **Therms**.

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About Your Meters

Enter the information below about your new meters. The meter's **Units** and **Date Meter became Active** are required. You can also change the meter's name.

1 Energy Meter

<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"/>	Electric Grid Me	Electric - Grid				<input checked="" type="checkbox"/>		<input type="checkbox"/>

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

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- Under the **"Date Meter Became Active"**, select a date in which you intend to enter your first bill.

Be sure that the **"In Use"** box has been checked for each active meter.

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Settings Notifications

About Your Meters

Enter the information below about your new meters. The meter's *Units* and *Date Meter became Active* are required. You can also change the meter's name.

1 Energy Meter

<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"/>	Electric Grid Met	Electric - Grid			<input type="text" value="26"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>

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[Add Another Entry](#)

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- Finally, click the **"Create Meters"** tab. Repeat this process for all active Electricity and Natural Gas meters in your building.

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Account | Notifications | ENERGY STAR | Contacts | Help | Sign Out
Settings Notifications

About Your Meters

Enter the information below about your new meters. The meter's *Units* and *Date Meter became Active* are required. You can also change the meter's name.

1 Energy Meter

<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"/>	Electric Grid Met	Electric - Grid				<input checked="" type="checkbox"/>		<input type="checkbox"/>

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5 Entering your Energy Data

- There are **three ways to enter energy data** into your building's profile on Portfolio Manager:
 - Manual Entry
 - Uploading a Spreadsheet
 - Subscribing to free Automated Energy Benchmarking services made available by both Rocky Mountain Power and Dominion Energy. *Automated services are recommended for buildings with several meters and buildings with tenants who manage their own utility account.

1. Manual Entry of Energy Data

Select the meter you wish to enter energy consumption data for and select **"Click to add an entry."**

Input the **"Start Date"** and **"End Date"** information for each monthly entry, as well as the energy usage for that particular month.

*Note: You do not need to include information for **"Total Cost"**, **"Demand"**, or **"Demand Cost"** as part of Salt Lake City's benchmarking reporting.

Enter 12 full months of energy consumption information for the year in which you are reporting. When you are finished, click the **"Save Bills"** button at the bottom right of the screen.

*Note: If an entry begins after January 1st or ends before December 31st, you will want to add an additional entry before or after those dates to ensure that a full year of data is represented for the year in which you are reporting.

The screenshot shows the ENERGY STAR Portfolio Manager interface. At the top, there's a navigation bar with links: Account Settings, Notifications, ENERGY STAR Notifications, Contacts, Help, and Sign Out. Below this, a green message box states: "Your meters have been created! If you have your energy consumption information for these meters, you can enter it below. Or, you can [continue with setting up your meters](#) and enter your energy bills later." The main section is titled "Your Meter Entries" and includes the text: "Now we need actual energy consumption information in order to start providing you with your metrics and, possibly, your score!" It shows "1 Energy Meter(s)" and a dropdown menu for "Electric Grid Meter". Below this is a table with columns: Start Date, End Date, Usage kWh (thousand Watt-hours), Total Cost (\$), Estimation, Green Power, Demand (kW), and Demand Cost (\$). The table has one row with input fields for each column. At the bottom, there are links: "Delete Selected Entries", "Add Another Entry", and "Learn how to copy/paste".

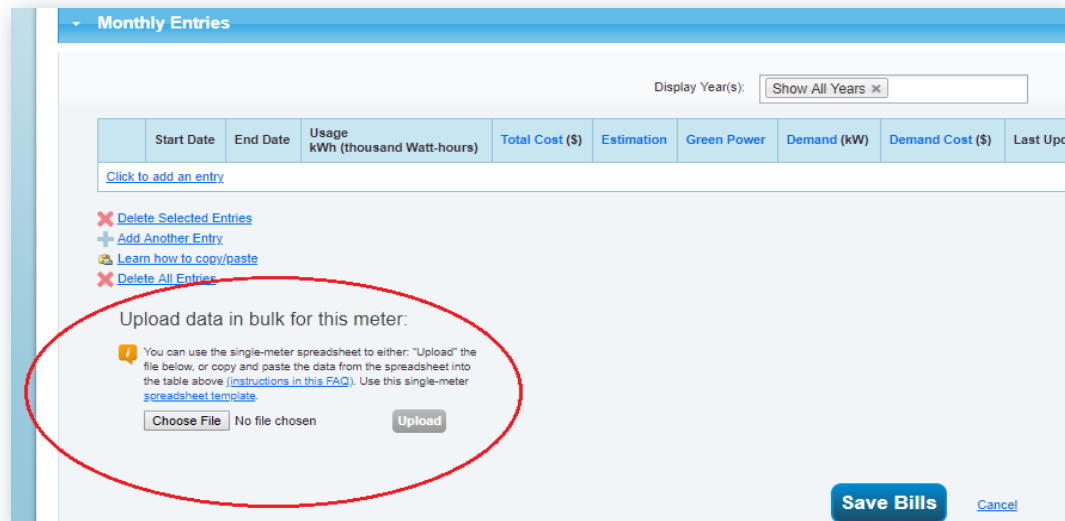
	Start Date	End Date	Usage kWh (thousand Watt-hours)	Total Cost (\$)	Estimation	Green Power	Demand (kW)	Demand Cost (\$)
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Delete Selected Entries](#)
[Add Another Entry](#)
[Learn how to copy/paste](#)

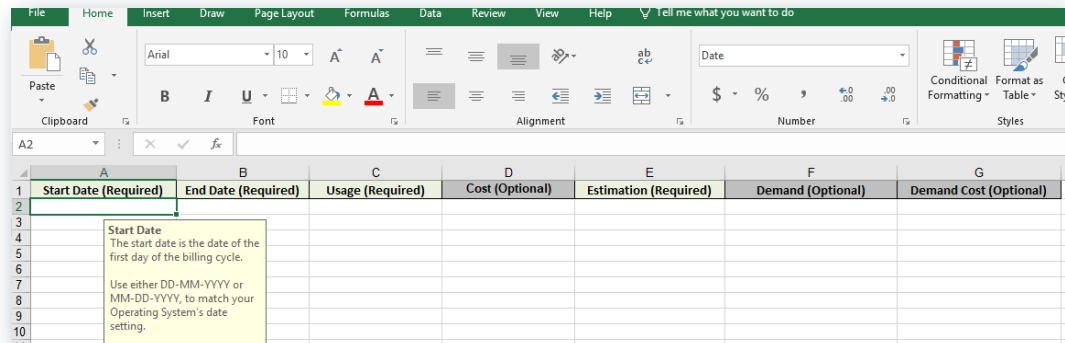
2. Uploading a Spreadsheet

If you choose, you may also organize your annual energy consumption data for your meters in a spreadsheet format that can be downloaded from Portfolio Manager.

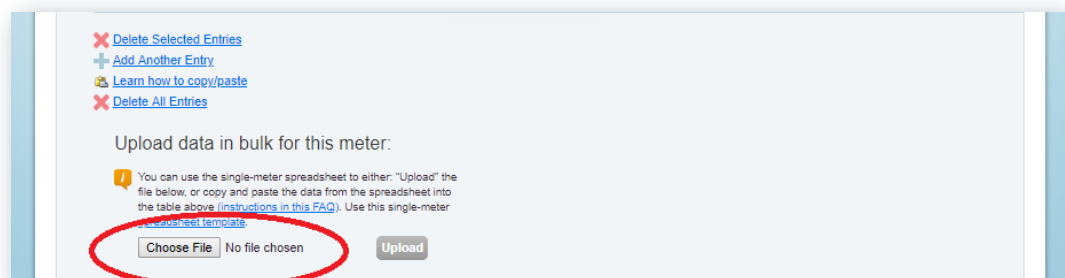
Under the **"Monthly Entries"** tab at the bottom of the screen, click on the highlighted blue link that reads **"Spreadsheet Template"**.



After you have downloaded the spreadsheet, enter the start dates, end dates, and energy usage for each monthly entry. *Note: You need to indicate if the entries are estimations (select **"yes"** or **"no"** in the drop down tab in Column E).



When the spreadsheet is complete with a **full year of energy data** for the year in which you are reporting, click on **"Choose File"**, select the spreadsheet file, and then select the **"Upload"** button).



3. Automated Energy Benchmarking Services

Both Rocky Mountain Power and Dominion Energy offer free automated energy benchmarking services for commercial customers. When set-up and activated, these services will populate your building's Portfolio Manager profile with energy consumption data on a monthly basis. Automated services are ideal for buildings with multiple meters or tenants that manage their own meter accounts in your building.

Rocky Mountain Power

To request your **electric energy use data** from Rocky Mountain Power, obtain the tenant data release form, or ask questions, visit: <https://www.rockymountainpower.net/savings-energy-choices/business/benchmarking.html>

Rocky Mountain Power's automated data exchange will require that you set up an account in **Resource Advisor** and then connect the account to your Portfolio Manager account. Once your request has been processed, you will receive instructions via email to complete the connection.

Once the process is complete, both the energy meter and the aggregated data will automatically populate in the **Energy** tab of your Portfolio Manager account and will be updated monthly on an ongoing basis.

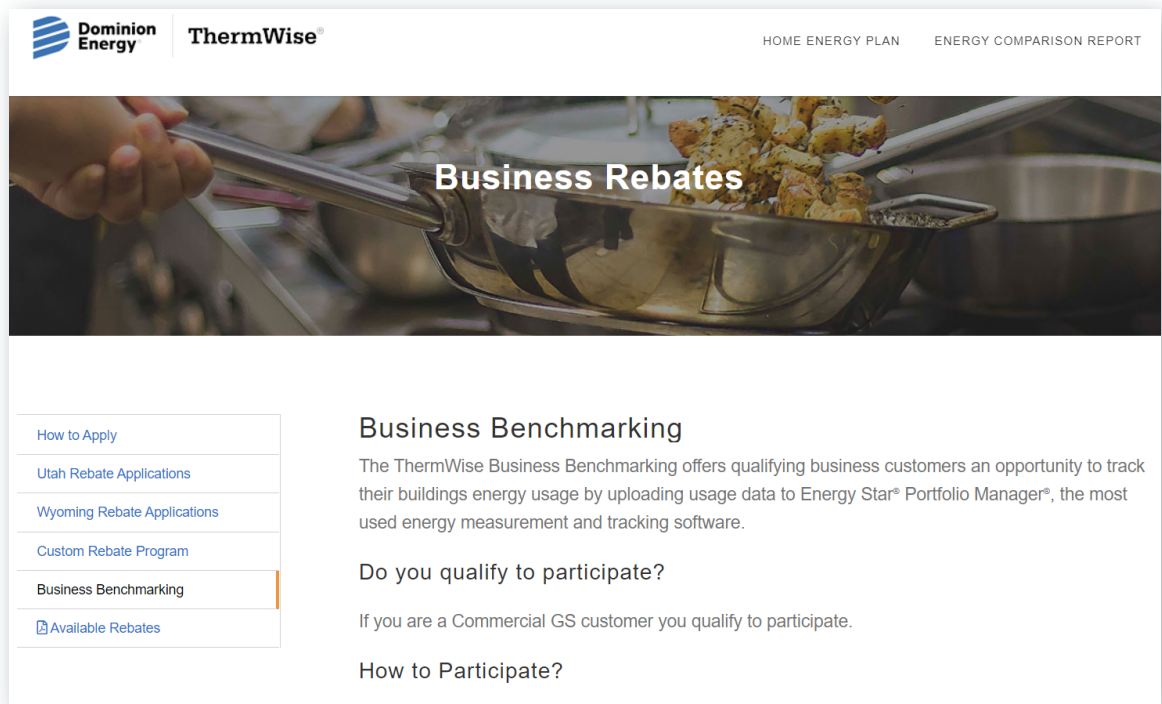
The screenshot shows the Rocky Mountain Power website's 'Savings & Energy Choices' page. The sidebar on the left lists various energy-saving options, including 'Home energy choices', 'Business energy choices', 'Utah efficiency', 'Wyoming efficiency', 'Idaho efficiency', 'Renewable energy', 'Electric vehicles', 'Customer generation', and 'Time of Day'. The main content area is titled 'Energy benchmarking' and explains how to use Resource Advisor to request whole-building, historic electrical usage data for energy benchmarking. Below this, a section titled 'Request electric usage data' lists five steps: 1. Prepare to complete the Electrical Usage Data Request Form, 2. Complete and submit the Electrical Usage Data Request Form, 3. Wait for your data request to be processed, 4. Connect Resource Advisor to Portfolio Manager, and 5. Obtain your Portfolio Manager Score. Each step is accompanied by a downward arrow icon.

Request electric usage data	
Step 1: Prepare to complete the Electrical Usage Data Request Form	▼
Step 2: Complete and submit the Electrical Usage Data Request Form	▼
Step 3: Wait for your data request to be processed	▼
Step 4: Connect Resource Advisor to Portfolio Manager	▼
STEP 5: Obtain your Portfolio Manager Score	▼

Dominion Energy

To request automated benchmarking services for your **natural gas meters**, visit Dominion Energy's Business Benchmarking page at: <https://www.thermwise.com/business-benchmarking/>

This service allows Dominion Energy's Commercial GS customers to enroll at within their [Web Self Service](#) online account and connect their Portfolio Manager account online.



The screenshot shows the ThermWise website interface. At the top, there are logos for Dominion Energy and ThermWise, along with navigation links for 'HOME ENERGY PLAN' and 'ENERGY COMPARISON REPORT'. A large banner image of a chef's hand holding a metal strainer over a pan of food is overlaid with the text 'Business Rebates'. Below the banner, on the left, is a vertical menu with links: 'How to Apply', 'Utah Rebate Applications', 'Wyoming Rebate Applications', 'Custom Rebate Program', 'Business Benchmarking' (which is highlighted with an orange bar), and 'Available Rebates'. To the right of the menu, the 'Business Benchmarking' section is displayed, featuring a title, a descriptive paragraph about the service, and two sub-sections: 'Do you qualify to participate?' and 'How to Participate?'.

Business Rebates

Business Benchmarking

The ThermWise Business Benchmarking offers qualifying business customers an opportunity to track their buildings energy usage by uploading usage data to Energy Star® Portfolio Manager®, the most used energy measurement and tracking software.

Do you qualify to participate?

If you are a Commercial GS customer you qualify to participate.

How to Participate?

6 Report your Data: Responding to Salt Lake City's Data Request

- At the beginning of each year, Salt Lake City posts a **Data Request** for the previous year's energy data (for example, in January 2019, a data request for 2018 energy data is posted on slcgreen.com/elevate).

When your building's profile is populated with a full year of energy data, you may respond to the annual data request at any time **between January through the to annual May 1st** reporting deadline.

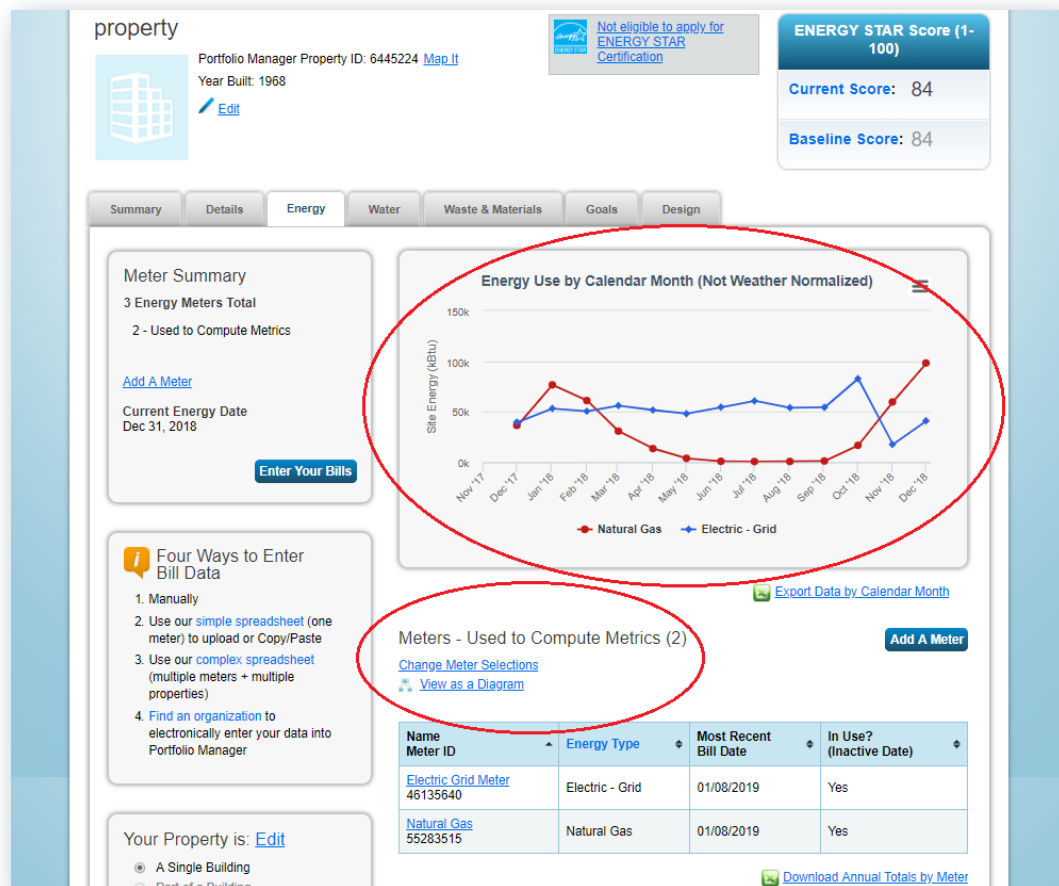
*Note: Any building not reported by the May 1st deadline will not be in compliance for the reporting year until a response to Salt Lake City's data request has been submitted.

Verify that your Energy Data is Complete

- Your building's profile should contain full energy consumption data for the year that you're reporting.

Click on the **"Energy"** tab in your building's profile and verify:

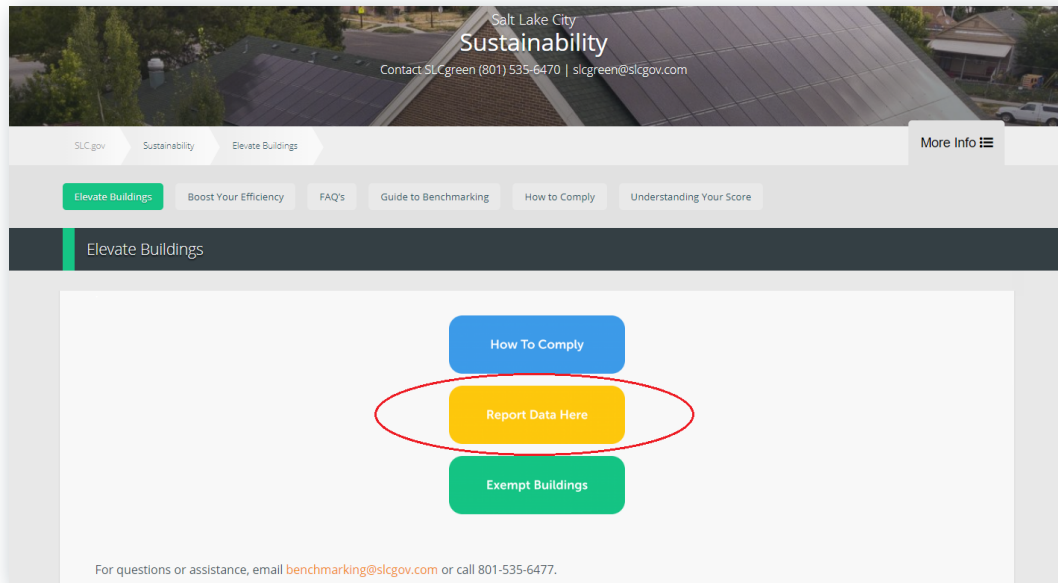
- All active energy meters in your building are included in your building's profile
- All active energy meters have been selected to be included in your energy metrics
- Energy meters have 12 full months of energy data



7 Respond to Salt Lake City's Data Request

- Visit www.slccgreen.com/elevate.

Click on the **"Report Data Here"** button.



- When you click on the **"Report Data Here"** button, you will be redirected to the Data Request response page hosted on the ENERGY STAR Portfolio Manager website.

Scroll to the bottom of the Data Request form and select the number of properties you will be reporting.

A corresponding dropdown tab will appear to the right where you can select the specific property/properties you will be responding for. Click **"Generate Response Preview."**

A screenshot of the ENERGY STAR Portfolio Manager 'Your Response' form. The form is titled 'Your Response' and has a section 'Select Information to Include:'. It contains two main sections: 'Timeframe' and 'Properties'. The 'Timeframe' section has a dropdown for 'Single Year', a date selector for 'Dec 31', and a year selector for '2018'. The 'Properties' section has a dropdown for 'One Property' and a dropdown for '- Select Property -'. Below the 'Properties' dropdown is a blue button labeled 'fake property' (circled in red). At the bottom of the form is a large blue button labeled 'Generate Response Preview' (circled in red) and a smaller 'Cancel' link. To the right of the form is a sidebar titled 'Previewing Reports' with a warning icon and text explaining the preview process. At the bottom of the page are social media links and a footer with links for 'Contact Us', 'Privacy Policy', 'Browser Requirements', and 'ENERGY STAR Buildings & Plants Website'.

- On the **"Templates & Reports"** table, you will see that a response preview has been generated. Click on the far-right column labeled **"Action"** and select **"Send Response"** from the drop-down menu.

MyPortfolio | Sharing | **Reporting** | Recognition

A preview for your response to the data request "Data Request:SLC Energy Benchmarking and Transparency 2019 Data Request" on behalf of Peter Nelson (Salt Lake City Corporation) is being generated.

You may view your response preview by selecting "Preview Response" or "Download Preview in Excel" from the action menu below. Large responses may take a long time to prepare. After you have viewed your response, you must select "Send Response" in order for your data to be released.

Please note that each property you included should have a full 12 months of information for each timeframe. Otherwise, the metrics may not be able to be calculated. When this happens, "N/A" will be displayed in your response.

Charts & Graphs

ENERGY STAR Performance Documents

- Statement of Energy Performance (SEP)
- Statement of Energy Design Intent (SEDI)
- Data Verification Checklist
- Progress & Goals Report
- ENERGY STAR Scorecard
- Water Scorecard

Weather Normalized Source EUI
How much total primary fuel would be required by my properties, under average weather conditions?

Templates & Reports (23) [Create a New Template](#)

Your new response preview(s) has been generated.

Name	Status	Action
Data Request:SLC Energy Benchmarking and Transparency 2019 Data Request (Request from Peter Nelson)	Response Preview Generated: 7/05/2019 6:26 PM	<div>I want to...</div> <div>I want to...</div> <div>Edit Properties and Timeframe</div> <div>Preview Response</div> <div>Download Preview in Excel</div> <div>Generate an Updated Response</div> <div>Send Response</div> <div>Delete Response</div>

- At the bottom of the Confirm Response page, **click the box on step 3** certifying your release of data to Salt Lake City Corporation, and **e-sign your response** by typing in your Portfolio Manager Username and Password in the corresponding boxes.

When this step is complete, you will see a green check mark verifying that your response has been signed. You may now click the **"Send Data"** button and your data report will be sent.

2 What format would you like your data in for the email attachment?

☒ Excel
☐ XML

3 E-Sign your Data Response, then "Send Data"

☒ I hereby certify that I am releasing data about my properties, or on behalf of someone else, to Peter Nelson with Salt Lake City Corporation.

Your username:

Your password:

Send Data [Cancel](#)



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