

# Compliance Checklist

## Step One: Getting Started (2-10 min)

	Assign a primary contact person for benchmarking
	Determine how many of your buildings have to comply with the benchmarking ordinance
	Verify that this mailer have a unique Pittsburgh Benchmarking Building ID # for each of your buildings covered by the ordinance

## Step Two: Get Started with Portfolio Manager (5 min)

	Set up an account using EPA's ENERGY STAR Portfolio Manager if you do not have one
	If your building is already in the tool use the same, otherwise create a new property

## Step Three: Enter Your Utility Meter Data (15 min to 2 hr)

	Set up virtual meters in Portfolio Manager to be able to upload your usage information
	Login your utilities online accounts to collect your usage Data across all utilities (you might need to create the online accounts first, visit the utilities' websites for easy step by step tutorials)
	Request monthly usage summary from your tenants for the year 2017 if needed
	Enter or upload utility data into Portfolio Manager account

## Step Four: Add Additional Property Information (15 min)

	Enter City of Pittsburgh Building ID and add optional building narrative
	Verify Portfolio Manager information

## Step Five: Report Data to the City of Pittsburgh (15 min)

	Review building information for accuracy
	Access the data request form on the City of Pittsburgh Benchmarking website
	Complete and submit the data request form