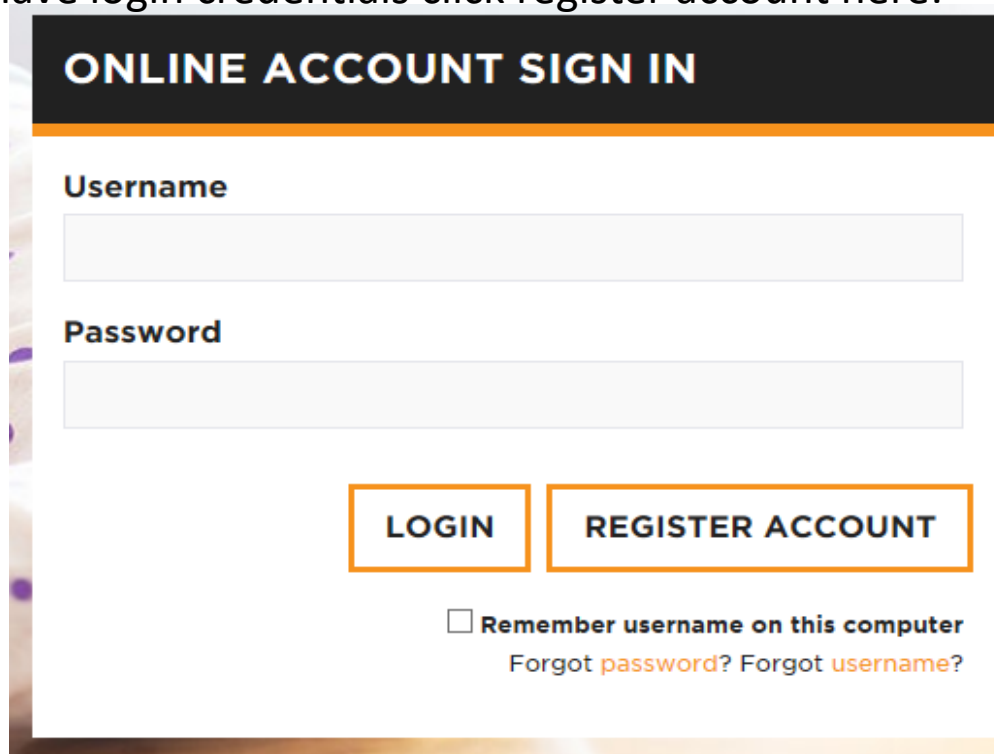




CREATE MYACCOUNT

STEP 1: REGISTER ACCOUNT

If you do not have login credentials click register account here:



ONLINE ACCOUNT SIGN IN

Username

Password

LOGIN **REGISTER ACCOUNT**

Remember username on this computer
Forgot [password?](#) Forgot [username?](#)

Hints and Tricks:

- You will need your **account number** and **supplier agreement number** in order to register your account. Both can be found on your bill (next page)
- Setup should take less than 5 minutes

FINDING MY ACCOUNT AND METER # SUPPLIER AGREEMENT ID



Customer Name and Service Address:

John Smith
1600 Pennsylvania Ave
Pittsburgh, PA
Bill ID: 123456789

Account Number: 1234-567-000

Rate: GM-Medium Commercial < 25
Rider Code: 003

Date Prepared: 01/25/18

Page 4 of 4

Shopping Information Box

When shopping for electricity with an Electric Generation Supplier, please provide the following:

Supplier Agreement ID: 1234-567-000

Rate Schedule: GM-Medium Commercial < 25

If you are already shopping, it is important to understand the terms of your contract and expiration date.

- The **Account Number** can be found in the upper right hand corner on page 4 of your bill.
- The **Supplier Agreement #** can be found on page 4 of your bill.

STEP 2: PROVIDE INFORMATION

Enter the required information and click NEXT:

The screenshot shows a three-step progress bar at the top: Step 1 (Account Info) is active and highlighted in orange, Step 2 (Select Person) is greyed out, and Step 3 (User Information) is also greyed out. Below the progress bar, the 'ACCOUNT INFO' section contains three input fields: 'Account Number' with a dashed line separator, 'Last 4 Digits of Primary User's SSN', and 'Meter Number'. An 'Or' label is positioned between the SSN and Meter Number fields. A 'NEXT' button is located at the bottom left of the form.



The screenshot shows the 'SELECT PERSON' step. The progress bar at the top now has Step 1 greyed out, Step 2 (Select Person) active and highlighted in orange, and Step 3 greyed out. A black banner with the text 'PLEASE FIND YOURSELF IN THE LIST BELOW:' is displayed. Below this, a table lists a user named 'John Smith'. A 'NEXT' button is located to the right of the name. At the bottom, a note reads: '* If you are not on the list please contact our [Customer Service Desk](#) to have yourself added.'

STEP 2: TROUBLESHOOTING

NOTE: If there is already a web account associated with a person the page will display like this:

The screenshot shows a three-step process: 1. Account Info, 2. Select Person, and 3. User Information. Step 2 is active. Below the steps is a 'SELECT PERSON' section with a black banner that says 'PLEASE FIND YOURSELF IN THE LIST BELOW:'. A table lists a user named 'John Smith' with a 'LOGIN' button. A message below the table states: '*This person has already registered. Please login to access your account.' A footer note says: '* If you are not on the list please contact our [Customer Service Desk](#) to have yourself added.'

1 Account Info

2 Select Person

3 User Information

SELECT PERSON

PLEASE FIND YOURSELF IN THE LIST BELOW:

Name
John Smith

[LOGIN](#)

***This person has already registered. Please login to access your account.**

* If you are not on the list please contact our [Customer Service Desk](#) to have yourself added.

STEP 2: TROUBLESHOOTING

1 Account Info 2 Select Person 3 User Information

USER INFORMATION

John Smith

Your username must be of the following:

- Be between 4 and 16 characters
- Alphanumeric (letters and numbers)
- Username must be unique

Username

Passwords must meet all of the following criteria:

- Between 8 and 16 characters
- Lower case
- Upper case
- Numbers
- Special characters

Password

Confirm Password

Email

Confirm Email

Please accept our [Terms and Conditions](#).

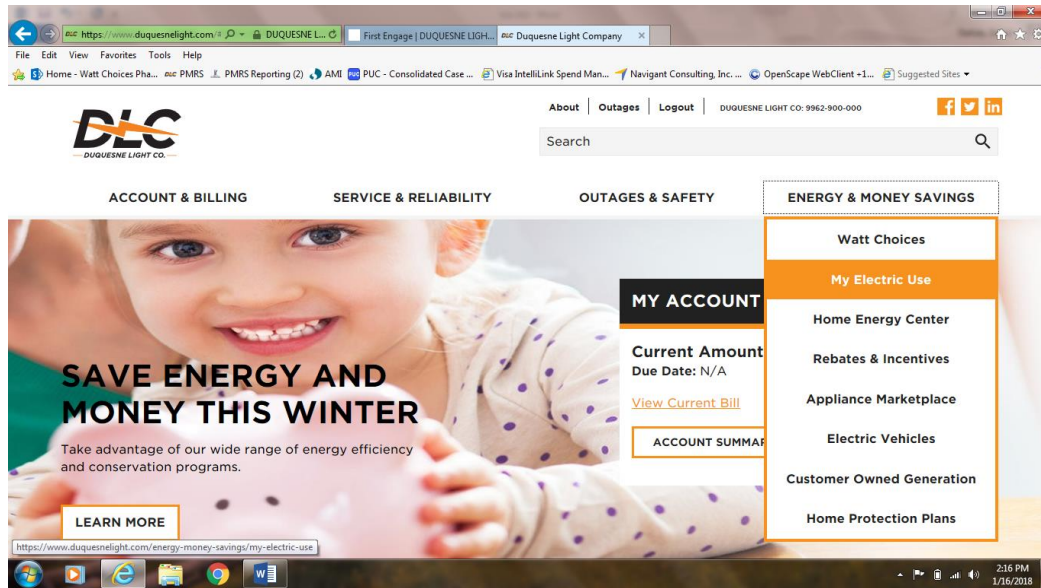
NOTE: DLC has specific username and password requirements.



NAVIGATING “MY ELECTRIC USE”

STEP #1: ACCESS “MY ELECTRIC USE”

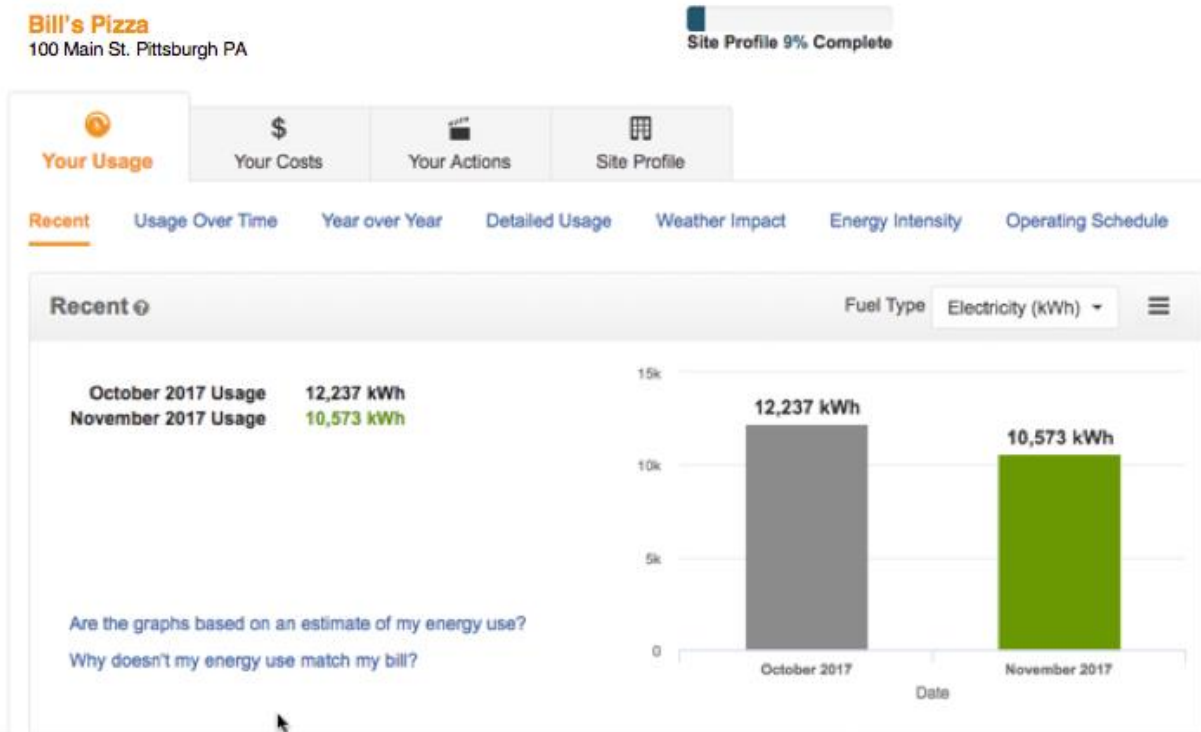
Select Energy & Money Savings in the Top Navigation Bar and then navigate to “My Electric Use”



Hints and Tricks:

- You can also use MyAccount to view rebates and incentives

STEP #2: REVIEW YOUR USAGE AND KEY DETAILS



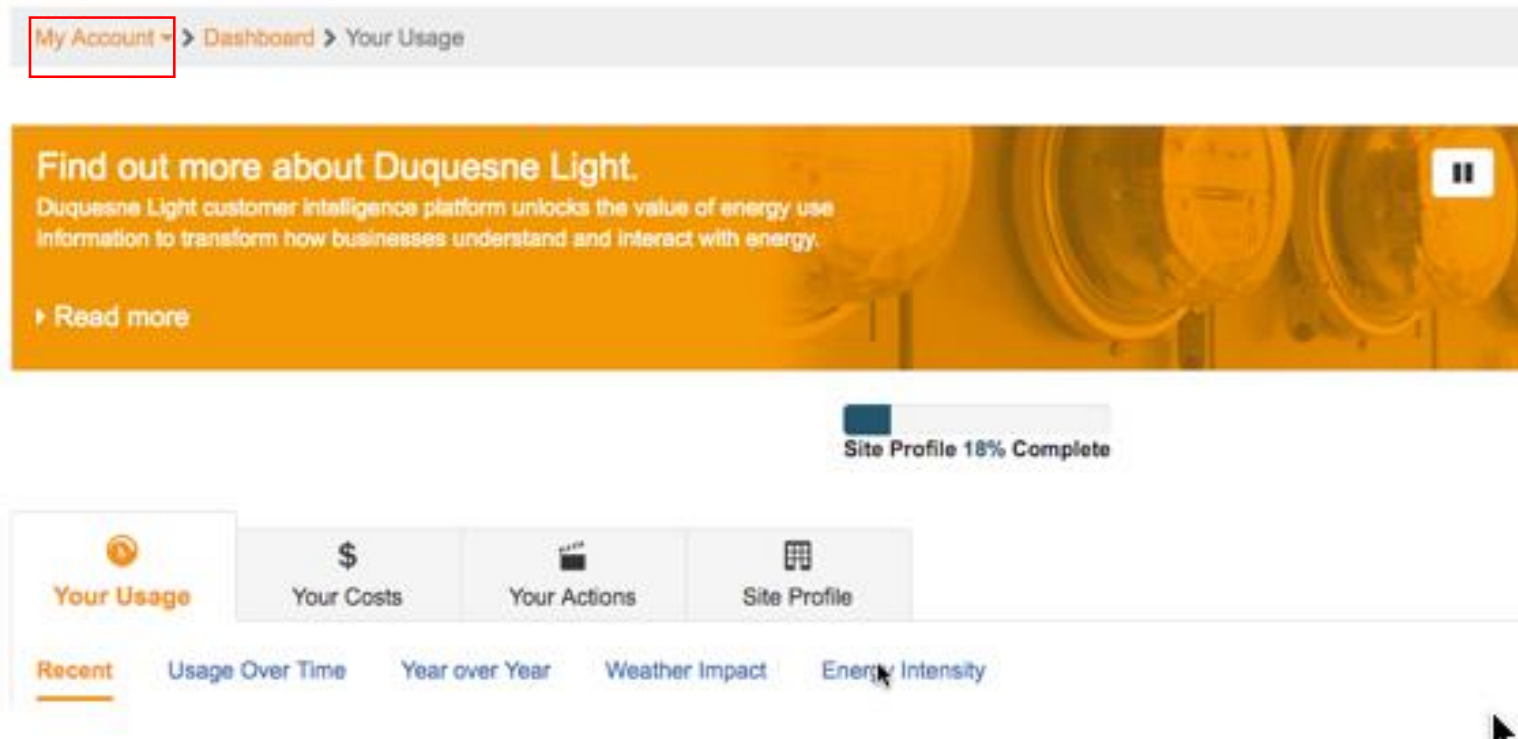
Hints and Tricks:

- Business customers can view their usage, cost, and other facility specific insights
- Customers can download their interval usage data and account information



BUILD YOUR “WHOLE” BUILDING

EPA PORTFOLIO MANAGER ACCOUNT SETUP



- Navigate to “My Account” and then select “ENERGY STAR Facilities”

ACCESS PORTFOLIO MANAGER

ENERGY STAR Facilities ▾

ENERGY STAR®
PortfolioManager®

1 Create an ENERGY STAR Account

If you do not already have an ENERGY STAR account go to www.energystar.com to get started. Once you have created an account go to your Portfolio Manager® link within the ENERGY STAR site.

2 Create A Building Within Portfolio Manager®

You've heard it before: you can't manage what you don't measure. That's why EPA created ENERGY STAR Portfolio Manager®, an online tool you can use to measure and track energy

3 Create A Data Connection Between Both Sites

In order to take advantage of all our features you should create a connection to your ENERGY STAR Portfolio Manager® Account. This way you can share data and your score between them.

Create an Account

If you have already got an ENERGY STAR account

If you already have a Portfolio Manager® Account you can get started on creating a new building. This building can be a single location or many locations which you can then submit data to ENERGY STAR in order to get a score. This tool is designed to help commercial property managers aggregate their usage data for the ENERGY STAR data transfer. Once a building is created you can then manage the connection and see a snap shot of the aggregated usage data.

Add New Facility



- Login to Portfolio Manager at: <https://portfoliomanager.energystar.gov/>
- Create an Account if you have not already done so
- Add a **Property** to share/receive data from the MyAccount

ADD NEW FACILITY

Name your ENERGY STAR Building

* Add Building Name:

Create An ENERGY STAR Facility ✕

Empire State Building [Edit](#) (0 Selected)

<input type="checkbox"/>	Name ▲	Address ▼
Please enter valid site name or address to perform search. For exact results, use quotes on your search (i.e. "101 Old-Main", "101 N Old-Main") and do not include street suffix (Road, Rd, Street, St)		

Showing 0 to 0 of 0 entries

- Name your ENERGY STAR building (recommended that this match what you call the building in the EPA's ENERGY STAR site)
- Add individual tenant meters using search field (see next slide)

ADD TENANT METERS

Create An ENERGY STAR Facility ✕

Empire State Building [Edit](#) (6 Selected)

main

<input type="checkbox"/>	Name	Address
<input type="checkbox"/>	265 MAIN ST CONDO H.A.	265 MAIN ST BSMT, PITTSBURGH, PA 15201
<input checked="" type="checkbox"/>	317 SOUTH MAIN PARTNERS LP	317 MAIN ST UNIT 2, PITTSBURGH, PA 15220
<input checked="" type="checkbox"/>	317 SOUTH MAIN PARTNERS LP	317 MAIN ST UNIT 1, PITTSBURGH, PA 15220
<input checked="" type="checkbox"/>	317 SOUTH MAIN PARTNERS LP	317 S MAIN ST, PITTSBURGH, PA 15220
<input checked="" type="checkbox"/>	319 W MAIN LLC	319 W MAIN ST FLR 2, CARNEGIE, PA 15106

Showing 1 to 10 of 843 entries

Prev 1 2 3 4 5 ... 85 Next

<< Back Add Selected



Create An ENERGY STAR Facility ✕

Empire State Building [Edit](#) (6 Selected)

[+ Add More](#) [Remove All](#)

Name	Address	
317 SOUTH MAIN PARTNERS LP	317 MAIN ST UNIT 2, PITTSBURGH, PA 15220	Remove
317 SOUTH MAIN PARTNERS LP	317 MAIN ST UNIT 1, PITTSBURGH, PA 15220	Remove
317 SOUTH MAIN PARTNERS LP	317 S MAIN ST, PITTSBURGH, PA 15220	Remove
319 W MAIN LLC	319 W MAIN ST FLR 2, CARNEGIE, PA 15106	Remove
401 S GROUP LLC	401 S MAIN ST, PITTSBURGH, PA 15245	Remove

Showing 1 to 6 of 6 entries

<< Back Create Facility

- Meters can be searched by address or customer name
- Use quotation marks “” to search for specific fields and to limit the search
- Unlimited number of tenants can be added
- Searching by multiple addresses is allowed for one virtual building

AUTHENTICATE FACILITY

Empire State Building

[Edit/Add Facilities](#) | [Authenticate Facilities](#)

ENERGY STAR Facilities

Address	Name	Meter Points	Authentication
317 S MAIN ST, PITTSBURGH, PA 15220	317 SOUTH MAIN PARTNERS LP	3	Unauthenticated
317 MAIN ST UNIT 1, PITTSBURGH, PA 15220	317 SOUTH MAIN PARTNERS LP	1	Unauthenticated
317 MAIN ST UNIT 2, PITTSBURGH, PA 15220	317 SOUTH MAIN PARTNERS LP	1	Unauthenticated
319 W MAIN ST FLR 2, CARNEGIE, PA 15106	319 W MAIN LLC	1	Unauthenticated
401 S MAIN ST, PITTSBURGH, PA 15215	401 S GROUP LLC	1	Unauthenticated
424 N CRAIG ST MAIN, PITTSBURGH, PA 15213	424 GOLD WAY PARTNERS LLC	1	Unauthenticated

Display records per page
Showing 1 to 6 of 6 entries

Setting Up a Connection to ENERGY STAR

In order to set up a connection with ENERGY STAR you must authenticate the unique addresses in your building.

Service Agreement Number

317,
PITTSBURGH, PA 15220

317 MAIN STREET,
PITTSBURGH, PA 15220

317 S MAIN ST,
PITTSBURGH, PA 15220

[Download Authorization Form](#)

Have all of the tenants authorized data transfers to the EPA for benchmarking? Yes No

- Buildings with 3 or less tenants will be prompted to verify that all tenants have authorized data transfer
- Buildings with 4 or more tenants do not have to verify authorization
- One service agreement number must be provided to authenticate the user

AUTHENTICATION CODE

Setting Up a Connection to ENERGY STAR



Success!

Please Note: Once authenticated and we connect to your Portfolio Manager Account a transfer of all available data will occur. This transfer will happen on a ongoing monthly basis unless you choose to pause this transfer.

Already have a Portfolio Manager® Account?

If you already have an ENERGY STAR Portfolio Manager account, then you can:

Step 1: [Log into Energy Star Portfolio Manager.](#)

Step 2: Click on the "Contacts" link in the upper right hand corner of your screen.

Step 3: Add "Duquesne Light Company" as a Contact.

Step 4: When prompted, use this confirmation code to verify your identity.

Step 5: Follow the steps provided in [this EPA guide](#) to complete the process.

Connection Code

7eAwRvoy

Close

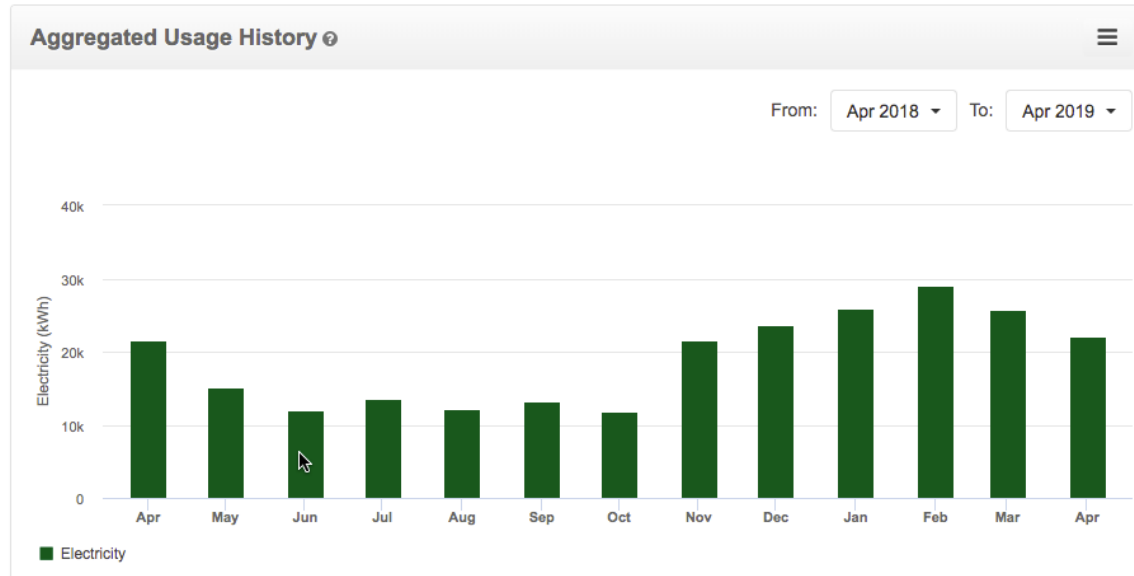
- The Connection Code displayed upon successful authentication is critical to linking your account to EPA's ENERGY STAR portfolio manager
- Information is provided here for connecting to "Duquesne Light Company"

AGGREGATED MONTHLY USAGE

Empire State Building

[Edit/Add Facilities](#) | [Update Connection](#)

⚠ Setup connection to ENERGY STAR: You may have not verified connection code with ENERGY STAR Portfolio Manager follow the steps in [Update Connection](#) or try refreshing the page. [Refresh](#)



- Aggregated monthly usage should be viewable and exportable for the combined tenant usage in the virtual building
- Links are provided at the top of the page for updating the connection with ENERGY STAR portfolio manager



SUBMIT DATA TO ENERGY STAR PORTFOLIO MANAGER

ACCESS PORTFOLIO MANAGER

ENERGY STAR Facilities ▾

ENERGY STAR®
PortfolioManager®

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Create an Account

3 Create A Data Connection Between Both Sites

In order to take advantage of all our features you should create a connection to your ENERGY STAR Portfolio Manager® Account. This way you can share data and your score between them.

If you have already got an ENERGY STAR account

If you already have a Portfolio Manager® Account you can get started on creating a new building. This building can be a single location or many locations which you can then submit data to ENERGY STAR in order to get a score. This tool is designed to help commercial property managers aggregate their usage data for the ENERGY STAR data transfer. Once a building is created you can then manage the connection and see a snap shot of the aggregated usage data.

Add New Facility



- Login to Portfolio Manager at: <https://portfoliomanager.energystar.gov/>
- Create an Account if you have not already done so
- Add a **Property** to share/receive data from the MyAccount

CREATE A METER

Summary Details **Energy** Water Waste & Materials Goals Design

Meter Summary Meters - Used to Compute Metrics (1) [Add A Meter](#)

Get Started Setting Up Meters for Headquarters

There are four ways to enter meter data. First, you can enter manually, starting below. Second, you can set up your meters below, then upload a specially formatted spreadsheet with just your bill data. Third, for advanced users, you can use our upload tool that allows you to set up all of your meters and enter bill data. And finally, you can hire an organization that exchanges data to update your energy data automatically.



Sources of Your Property's Energy

What kind of **energy** do you want to track? Please select all that apply.

- Electric
 - purchased from the grid
How Many Meters?
 - generated onsite with my own solar panels
 - generated onsite with my own wind turbines
- Natural Gas
- Propane
- Fuel Oil (No. 2)
- Diesel
- District Steam
- District Hot Water
- District Chilled Water

Tracking Energy

To track your energy, create an energy meter for each source of energy from a utility, a neighboring building, or an onsite solar or wind panel. If you purchase a raw fuel (e.g. gas) and produce your own fuel (e.g., electricity or chilled water), you only need a meter for the fuel you purchased (e.g. gas), and not for the fuel you produce.

Two Meters Needed for Onsite Solar/Wind

If you've got onsite Solar (or Wind), you still need to enter an Electric Grid Meter. [Learn More.](#)

CREATE A METER

About Your Meters for Headquarters

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 for Headquarters (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"/>	Electric Grid Meter	Electric - Grid				<input checked="" type="checkbox"/>		<input type="checkbox"/>

 [Delete Selected Entries](#)

 [Add Another Entry](#)

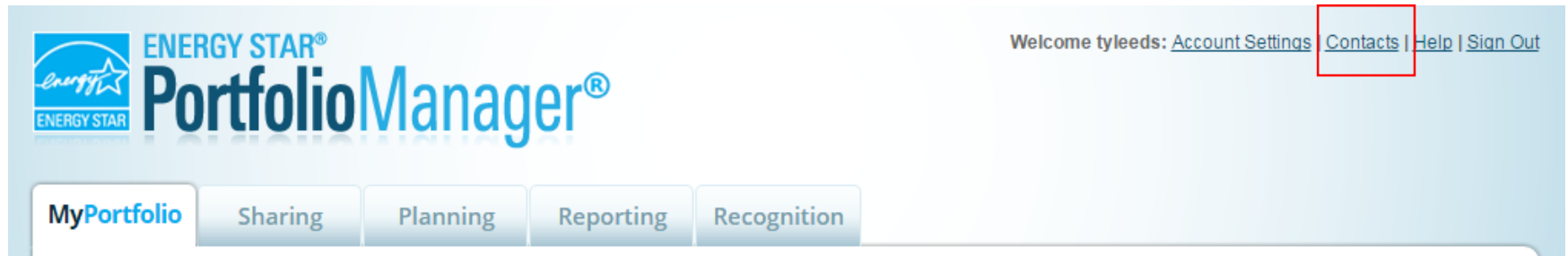
Back

Create Meters

[Cancel](#)

- Make sure to populate **Date Meter became Active** and **Units**
- Select “Create Meters”

INITIATE CONNECTION




- Select “Contacts” in the upper right
- Add “DLC” or “Duquesne Light” in the “Search for new Contacts” Button

My Contacts

This is where you keep track of your contacts and/or organizations (i.e. people or companies associated with your properties such as Professional Engineers, Registered Architects, or others with whom you share information). You can add anyone as a contact, regardless of whether they have a Portfolio Manager account and you can share your properties & reports with any of your **connected** contacts. You can "connect" to other Portfolio Manager users by searching for their accounts and sending a connection request.

Share Edit Delete Add Contact Add Organization

INITIATE CONNECTION

 Duquesne Light Company
ESPM with Duquesne

Connect

- Select “Connect” for “Duquesne Light Company”
- Connection takes ~2 minutes to be approved

Send a Connection Request to [Duquesne Light Company](#) to Begin Exchanging Data

[Duquesne Light Company](#) 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 [Duquesne Light Company](#). Once your connection request has been accepted, you can share individual properties and/or meters with them to get started exchanging data.

Terms of Use: None Provided

Agreement: I agree to my provider's ([Duquesne Light Company](#)) Terms of Use.

Send Connection Request

[Cancel](#)

- Agree to the Terms of Use
- Select “Send Connection Request”

COMPLETE CONNECTION



Welcome tyleeds: [Account Settings](#) | [Notifications](#) ¹ | [Contacts](#) | [Help](#) | [Sign Out](#)

- In the Notifications section of “My Portfolio” there will be a message indicating that the request is sent.
- After ~2 minutes, a refreshed screen will indicate that the user is now connected to “Duquesne Light Company”

Incoming Requests (0) Outgoing Requests (1) **Notices (1)**

Type	Notification	Date	<input type="checkbox"/>
✓	You are connected to Duquesne Light Company.	5/7/2019	<input type="checkbox"/>

Page 1 of 1 100 View 1 - 1 of 1

SELECT PROPERTIES FOR SHARING

- Select Property(ies) to be shared in step 1
- Select Duquesne Light Company for the Select People
- Selected "Personalized Sharing and Exchange Data" in Step 3



Select Properties

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

One Property | Headquarters



Select People (Accounts)

Which people (accounts) do you want to share these properties with (or modify their current access to)? 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:

Duquesne Light Company (DLCWebservices)

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



Choose Permissions

If you only need to choose one permission (because you are doing a single share or you want to give the same permissions for all of your shares), select "Bulk Sharing." If you need to assign different permissions or share with Data Exchange providers, select the 2nd option.

Bulk Sharing ("One-Size-Fits-All") - I only need to choose one permission (either because I am doing a single share OR I want to choose the same permission for all of my share requests).

Personalized Sharing & Exchange Data ("Custom Orders") - I need to give different permissions for different share requests, and/or I need to give [Exchange Data](#) permission.

Continue

[Cancel](#)



Sharing with Accounts

In order to share properties with others (either individuals or organizations), you need to be "connected" with them. To make a connection, go to the "Add Contact" or "Add Organization" page and search for them within Portfolio Manager (they need to have a Portfolio Manager account). Once you find them, send a "Connection" request. After they accept your connection request, they will show up on the list to the left.



Exchanging Data

To get started, first [connect with an organization that exchanges data](#). Once you are connected, their name will appear on the selection list on the left. **Note: you can now share in bulk for [exchanging data](#).**



Who gets to Share Forward?

Full Access - Automatically includes "Share Forward" rights

Read Only - Automatically does NOT include "Share Forward" rights

Custom - You decide, along with the individual permissions for property, meter, goals and recognition permissions.

Exchange Data - You decide, along with the individual permissions for property, meter, goals and recognition permissions.

SELECT PERMISSIONS

Share Your Property(ies)

To finish up, tell us what type of access the people you have selected should have for each of the properties that you have selected. The option to exchange data is only available for authorized accounts.



Select Permissions for Each Contact

The access levels you select do not have to be the same for each property or each person.

Sort by: ↕

Name (ID)	No Access	Read Only Access	Full Access	Custom Access	Exchange Data
▼ Headquarters (4609745)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Duquesne Light Company	<input type="radio"/>				<input type="radio"/>

Share Property(ies)

[Cancel](#)

- Select "Exchange Data"

NEW Who gets to Share Forward?

Full Access - Automatically includes "Share Forward" rights

Read Only - Automatically does NOT include "Share Forward" rights

Custom - You decide, along with the individual permissions for property, meter, goals and recognition permissions.

Exchange Data - You decide, along with the individual permissions for property, meter, goals and recognition permissions.



FINALIZE SHARING

Select Access Permissions to [Headquarters](#) for [Duquesne Light Company](#).

The following information is required by [Duquesne Light Company](#) in order to provide service to your property(ies). If you have any questions about how to complete this information, please contact them directly.

Property Confirmation Code: Example: ABC11234
Property confirmation code.; 1 - 10 Characters

Select the permission level below that you would like to grant [Duquesne Light Company](#) 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			
▼ Energy Meters			
Electric Grid Meter	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Electric Grid Meter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Goals, Improvements, & Checklists	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Additional Options:

Item	Yes	No
* Share Forward Allow Duquesne Light Company to share this property with others and give them any permissions that he/she has, including the right to share with more people.	<input type="radio"/>	<input type="radio"/>

[Apply Selections & Authorize Exchange](#) [Cancel](#)

- Enter the **Confirmation Code** from the MyAccount and select “Full access”. No other information needs to be selected.
- Share Forward is not required in order to enable the data exchange.

REVIEW CONSUMPTION DATA

MyPortfolio

Sharing

Planning

Reporting

Recognition

Headquarters

420 Bedford St, Lexington, MA 02420 | [Map It](#)

Portfolio Manager Property ID: 4609745

Year Built: 1982

[Edit](#)



Not eligible to apply for
ENERGY STAR
Certification

**Weather-Normalized
Source EUI (kBtu/ft²)**

Why not
score?

Current EUI: N/A

Baseline EUI: N/A

Summary

Details

! Meters

Goals

Design

Energy & Water Consumption

[Manage/Enter My Bills](#)

**! Meters for Performance
Metrics**

[Select Meters](#)

Energy Meters (1)

[View as a Diagram](#)

[Add Another Meter](#)

Name	Energy Type	Most Recent Bill Date	Action
Electric Grid Meter	Electric - Grid	10/20/2015	I want to...

MANAGE CONSUMPTION DATA

Manage Bills (Meter Entries) for [Headquarters](#)

You may select one of your meters to get started. Or, if you are coming here from your meter list, a meter may already be selected.

Electric Grid Meter ▾

Display Year(s): 2015 ✕

	Start Date	End Date	Usage kWh (thousand Watt-hours)	Cost (\$)	Estimation	Green Power	Last Updated
<input type="checkbox"/>	12/18/2014	1/21/2015	86	6.78	<input type="checkbox"/>	<input type="checkbox"/>	10/30/2015 Tim Fu
<input type="checkbox"/>	1/21/2015	2/19/2015	67	5.29	<input type="checkbox"/>	<input type="checkbox"/>	10/30/2015 Tim Fu
<input type="checkbox"/>	2/19/2015	3/19/2015	60	4.74	<input type="checkbox"/>	<input type="checkbox"/>	10/30/2015 Tim Fu
<input type="checkbox"/>	3/19/2015	4/20/2015	64	5.05	<input type="checkbox"/>	<input type="checkbox"/>	10/30/2015 Tim Fu
<input type="checkbox"/>	4/20/2015	5/19/2015	56	4.42	<input type="checkbox"/>	<input type="checkbox"/>	10/30/2015 Tim Fu
<input type="checkbox"/>	5/19/2015	6/19/2015	77	6.07	<input type="checkbox"/>	<input type="checkbox"/>	10/30/2015 Tim Fu
<input type="checkbox"/>	6/19/2015	7/21/2015	78	6.64	<input type="checkbox"/>	<input type="checkbox"/>	10/30/2015 Tim Fu
<input type="checkbox"/>	7/21/2015	8/20/2015	75	5.85	<input type="checkbox"/>	<input type="checkbox"/>	10/30/2015 Tim Fu
<input type="checkbox"/>	8/20/2015	9/21/2015	86	6.71	<input type="checkbox"/>	<input type="checkbox"/>	10/30/2015 Tim Fu
<input type="checkbox"/>	9/21/2015	10/20/2015	93	7.25	<input type="checkbox"/>	<input type="checkbox"/>	10/30/2015 Tim Fu

[✕ Delete Selected Entries](#)

[+ Add Another Entry](#)



[Download to Green Button XML](#)



[Download to Excel](#)



OPTIONAL: CUSTOMERS WITH
EXISTING METER
CONSUMPTION DATA

Manage Bills (Meter Entries) for [Headquarters](#)

Meter Selection:

Basic Meter Information

Name:	<input type="text" value="Electric Grid Meter"/>	Delete Meter
Meter ID:	39104333	
Type:	Electric - Grid Need to change?	
Units:	<input type="text" value="MWh (million Watt-hours)"/>	
Date Meter became Active:	<input type="text" value="01/16/2017"/>	<input type="checkbox"/> Still In Use
Date Meter became Inactive:	<input type="text" value="10/16/2017"/>	

[Save Changes](#)

Monthly Entries

Follow Us

[Contact Us](#) | [Privacy Policy](#) | [Browser Requirements](#) | [ENERGY STAR Buildings & Plants Website](#)

- The existing meter in ENERGY STAR Portfolio Manager can be marked as “inactive”
- Typically, this would be marked inactive on the last bill date

Meter Summary

2 Energy Meters Total

2 - Not Used in Metrics

[Add A Meter](#)

Current Energy Date
Not Available

[Enter Your Bills](#)

Manage Bills (Meter Entries) for [Headquarters](#)

Meter Selection:


Basic Meter Information


Name: [Delete Meter](#)

Meter ID: 38903713

Type: Electric - Grid [Need to change?](#)

Units: ▾

Date Meter became Active: 
 Still In Use

Date Meter became Inactive: 

[Save Changes](#)

- Create a new meter, and list the Active date to be equal to the inactive date in the old meter
- Link the new meter to MyAccount following the instructions above
- Only data collected since the Active data will be automatically populated



FAQS AND APPENDIX

DATA DICTIONARY

DLC:

- **Account number** – The account number represents the master billing number for your accounts. See slide 3.
- **Meter number** – For purposes of creating a MyAccount with DLC (slide 2), the meter number found on page 1 of your electric bill.
- **MyAccount** – MyAccount is an online account with DLC that allows and end user to view their bills, energy consumption, and other account specific information.
- **Supplier Agreement Number** – This supplier agreement identifies a specific meter. An account number can have multiple supplier agreements associated with it.

ENERGY STAR Portfolio Manager:

- **Account number** – For purposes of ENERGY STAR portfolio manager, the “Account Number” field should match 1:1 with the DLC Supplier Agreement Number defined above.
- **Contact** – A contact in ENERGY STAR Portfolio Manager is a third-party user to which an end-user can connect. Contacts can be used to enable the sharing of energy consumption data.
- **Data Exchange** – Once a user connects with a Contact, and shares a Property and a Meter with that Contact, the user can initiate a Data Exchange automatically with MyAccount.
- **Meter** – A meter represents a unique measurement point for energy consumption.
- **Property** – A property represents a unique facility for which a user can report energy consumption. A property may consist of multiple meters (typically at least 1 each of water, electric, and thermal consumption).
- **Share** – Once a user connects with a contact, they must Share both the Property and the Meter with a Contact in order to complete the Data Exchange process.
- **User Confirmation Code** – In order to connect to a Contact, the user is prompted for a User Confirmation Code. This is found in MyAccount.