

HOW TO SUBMIT YOUR ENERGY PERFORMANCE RATING



STEP 1: After inputting your facility data and utility consumption information, select the **Facility Summary** screen as seen below:

Portfolio Manager – Building View
https://www.energystar.gov/istar/pmpam/index.cfm?fuseaction=bldg.view_bldg_info

PORTFOLIO MANAGER
 ACCOUNT INFORMATION CONTACTS FAQ FREQUENTLY ASKED QUESTIONS CONTACT US HELP LOGOUT

Home > My Portfolio > Sample Facility

Facility Summary: Sample Facility
[How do I use this page?](#)

Building ID: 2383525
 Level of Access: Building Data Administrator

Electric Distribution Utility: Dominion - Virginia Electric & Power Co
 Regional Power Grid: [SERC Virginia/Carolina](#)
[Select my Power Generation Plant](#) to calculate my electric emissions rate
 Electric Emissions Rate (kgCO₂e/MBtu): 151.7 ([what is this?](#))

[Generate a Statement of Energy Performance](#) for uses other than applying for the ENERGY STAR.

General Information	
Address: , Arlington, VA 22201	
Year Built:	
Property Type: (not set)	
Baseline Rating: N/A	Current Rating: 56
View Period Ending Dates	
Water Period Ending Dates Current: N/A Baseline: N/A	Energy Period Ending Dates Current: April 2010 Baseline: N/A
Eligibility for the ENERGY STAR	
Not Eligible: Rating must be 75 or above	

Facility Performance | [Set Baseline Periods](#) | [Set Energy Performance Target](#)

Select View: Performance: Data Centers | [Create View](#) | [Edit View](#)

12 Months Ending	Current Rating (1-100)	Current Energy Period Ending Date	Current Data Center Source PUE	Current Source IT Energy (kBtu)	Current Total Source Energy Use (kBtu)	Current Source Energy Intensity (kBtu/Sq. Ft.)
April 2010	56	04/30/2010	N/A	N/A	2,047,112.0	136.5
Select Date		N/A				

Change
 REFRESH VIEW

Space Use | [Add Space](#)

Space Name	Space Type	Floor Area	% Floor Area	Alerts
General Facility Administration Track Energy Performance Improvements Delete this Facility from Portfolio Manager				

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STEP 2: Scroll down, until you see the “Sharing Data” menu on the right side of the screen, and click the “Add user to share this Facility” option:

The screenshot shows the 'Portfolio Manager - Building View' interface. On the right side, under the 'Sharing Data' section, the 'Add user to share this Facility' link is circled in orange. The interface includes several data tables:

Space Name	Space Type	Floor Area (Sq. Ft.)	% Floor Area	Alerts	
Sample Space Name	Office	15,000	100		Delete Space
Total		15,000	100		

Meter Name	Energy Type	Space(s)	Last Meter Entry (End Date)	Alerts	
Sample Meter	Electricity - Grid Purchase (kWh (thousand Watt-hours))	Entire Facility	04/30/2010		Delete Meter

Meter Name	Units	Use	Last Meter Entry (End Date)	Alerts	
No Meter Defined					

STEP 3: On the next screen, use the scroll bar at the bottom of the box and select the “Northwest Energy Efficiency Alliance – REGION10E2C” master account from the list. Click “Continue.”

The screenshot shows the 'Share Your Facilities with a User or Master Account' screen. A dropdown menu is open, listing various master accounts. An orange arrow points to the 'Northwest Energy Efficiency Alliance - REGION10E2C' option, which is highlighted. The interface includes a search bar for the Portfolio Manager user account and a 'Select a Portfolio Manager Master Account' dropdown.

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STEP 4: Select the following settings among the options:

Portfolio Manager - Access Rights

https://www.energystar.gov/istar/pmpam/index.cfm?fuseaction=share.add_bldg_access_right_form&username=REGION10E2C&firstna

PORTFOLIO MANAGER

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Home > My Portfolio > Sample Facility > Access Rights

Access Rights: Carolyn Burleigh

Please identify the set of rights to be assigned to Carolyn Burleigh by selecting one of the following Access Roles:

Access Role	Access Rights
<input type="radio"/> Facility/Profile Editor	(1) Edit all Data for this Facility; (2) Generate a Statement of Energy Performance; (3) Submit an ENERGY STAR Building Application; (4) Create/Edit a Building Profile
<input type="radio"/> Facility Editor	1) Edit all Data for this Facility; (2) Generate a Statement of Energy Performance; (3) Submit an ENERGY STAR Building Application; May NOT create/edit a Building Profile
<input type="radio"/> Profile Editor	1) Create/Edit a Building Profile; May NOT edit any other data for this facility, generate a Statement of Energy Performance or submit an ENERGY STAR Building Application
<input checked="" type="radio"/> Read Only	Read Access only; May NOT edit any data for this facility, generate a Statement of Energy Performance, submit an ENERGY STAR Building Application or create/edit a Building Profile

Optional Rights

Can this user set a baseline for this facility? Yes No
(Note: There is only one baseline date per facility.)

Can Carolyn Burleigh provide access to this facility's data with other users? Yes No
(Note: A user cannot delegate any access role greater than their own. See table above. All users who are given this right will be able to assign this right to other users.)

Can Carolyn Burleigh delete this facility from your account? Yes No
(Note: This right is reserved only for Facility/Profile Editors or Facility Editors.)

Specify the group from this User's account in which to place the shared facilities. [Learn more](#) about sharing into groups.

Main Portfolio

Select a Building Profile Account for this user (available for Profile Editor Access Roles only):

Facility Owner/Service and Product Provider Accounts

Facility Owner (Primary Profile Account)

[Empty field]

CANCEL SAVE

- **Access rights** – Set to “Read Only.” This prevents me from making any changes to your data.
- **Baseline** – Set to “Yes.” This allows me to align our initial and final benchmarking scores with the contest timelines.
- **Provide access** – Set to “Yes.” This allows me to share the data with ASHE National – who wishes to track progress in improving energy efficiency among its members.
- **Delete facility** – Leave at default setting of “No.”
- **Skip the last two options, and click “Save.”** The process is now complete, and you will receive an e-mail confirming when I have access to your building data.

Your information will be confidential and will only be used to track total regional energy savings. As always, if you have any concerns or questions, please contact me at 503-381-1095 or ASHEregion10-e2c@nwalliance.org.

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