Benchmarking Guide

How to Benchmark and Submit Your Data

1. Create a Portfolio Manager Account
   Go to https://portfoliomanager.energystar.gov/pm/signup.

2. Add Your Property
   In your Portfolio Manager account, click the “Add a Property” button under the MyPortfolio tab. Enter basic information about the building, like the property type, occupancy, and Gross Floor Area (GFA). Continue inputting the “Use Details,” which are specific to the building’s property type. Click “Add Property,” and you’ll be taken to your MyPortfolio dashboard.

3. Set Up Meters and Add Xcel Energy Data
   In the “MyPortfolio” tab, select your property, click on the “Energy” tab, and click the “Add a Meter” button. From here, there are two options:

   OR

   - Manually enter the data from your bills. Click “Add a Meter,” and select the meter type. Enter the units and the date the meter became active (use the date you will start entering data from). Enter energy use metrics for each month, from at least May 31, 2017 to August 31, 2018.

4. Enter Data from District Energy
   Any hot or chilled water from District Energy will need to be entered manually on separate meters. The units for hot water are kBTUs, and the units for chilled water are ton hours. See the 2nd page of your District Energy bill for these meter readings.

5. Check Your Work
   Double check that all property details and meter readings have been inputted correctly. Use Portfolio Manager’s data verification tool by clicking the “Check for Possible Errors” button under your property’s “Summary” tab.

Additional Resources
- Portfolio Manager Training: energystar.gov/buildings/training
- Energize Saint Paul Helpline: call 651-266-6656 or email molly.smith@ci.stpaul.mn.us
- Benchmarking Info: stpaul.gov/benchmarking
Reporting Your Benchmarking Data

Follow this link* to access the data request

*https://portfoliomanager.energystar.gov/pm/reports/dataRequest/accept/59ef06d5-32a0-4dfc-874b-bac5dddfbb74

Send Your Response

- Sign into your Portfolio Manager account (if not already)
- Preview and verify your response - all of your building's energy use types should have data entered
- NOTE: Not all building types will receive an ENERGY STAR score
- Reenter your Portfolio Manager username and password on the submission form
- Click through the verification prompts until your response is sent

Receive Confirmation

Once your data is submitted, you will receive a confirmation email. You will be contacted within five business days if there are any issues with your submission. If you need assistance, call 651-266-6656 or email benchmarking@ci.stpaul.mn.us.

DONE! Keep an eye out for an invitation to our recognition ceremony.