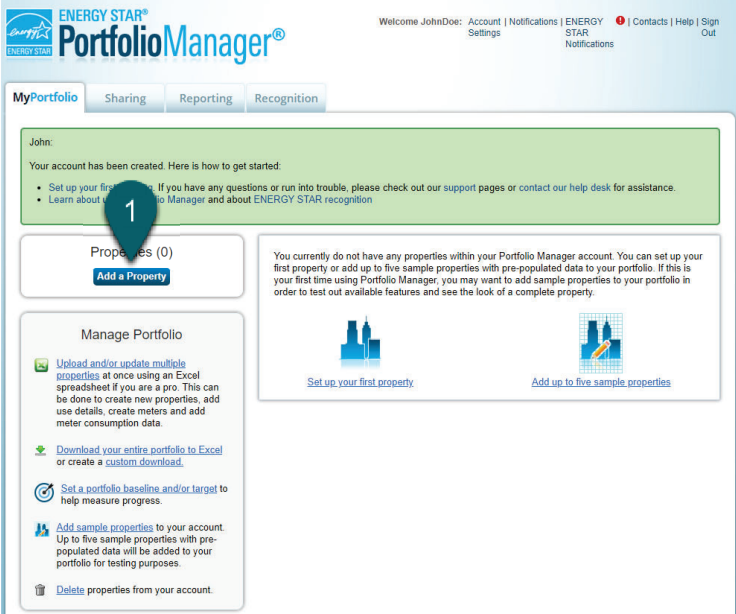
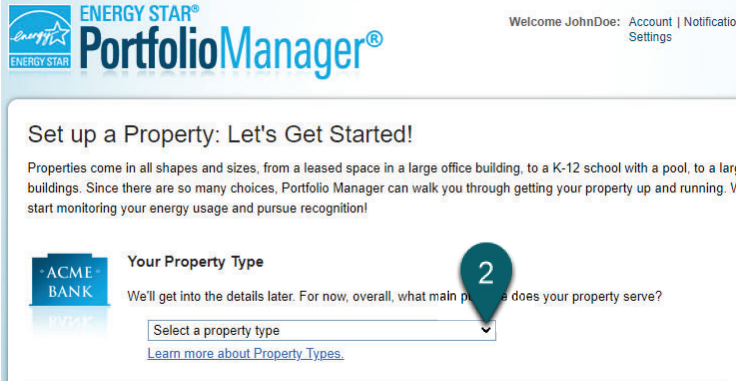
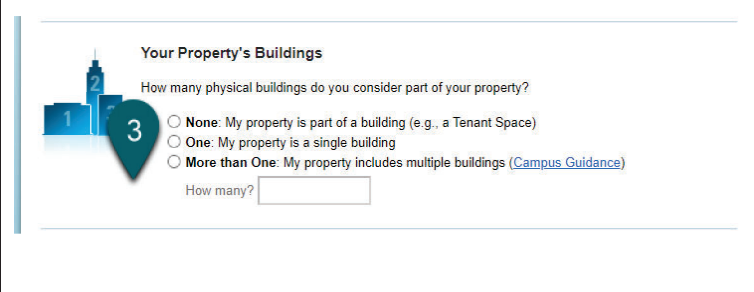


# EnergyCAP: Adding a Property and Address

<p><b>Purpose</b></p>	<p>By the end of this job aid you will be able to create a property and add an address to your account in Energy Star® Portfolio Manager®.</p>
<p><b>Audience</b></p>	<p>EnergyCAP customers and PSE users.</p>

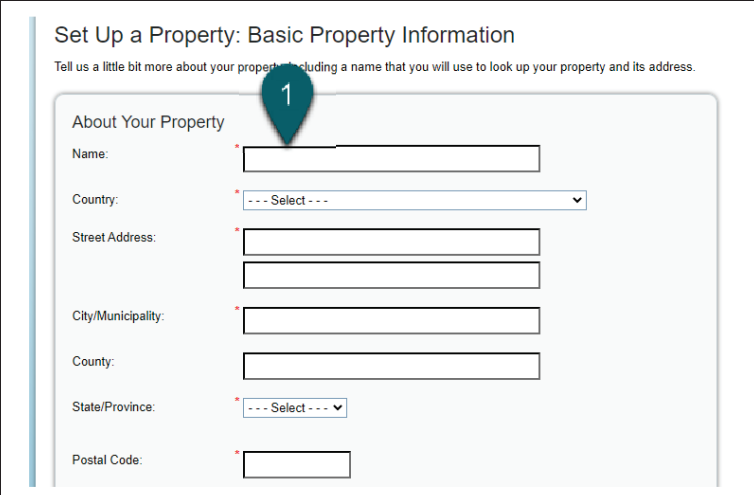
	<p><b>1</b></p> <p><b>Creating a Property File</b></p> <p>In Energy Star® Portfolio Manager®, click <b>Add a Property</b> on the My Portfolio tab.</p> <p>Note: In Energy STAR® Portfolio Manager®, a Building is referred to as a Property.</p>
	<p><b>2</b></p> <p>Select your property type from the dropdown menu.</p>

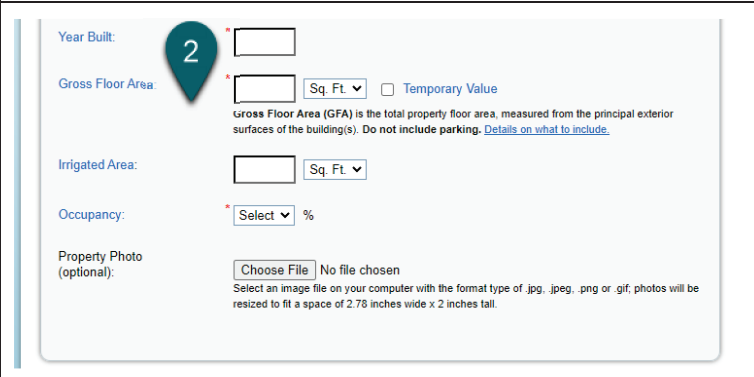
# EnergyCAP: Adding a Property and Address, continued

 <p><b>Your Property's Buildings</b> How many physical buildings do you consider part of your property?</p> <p><input type="radio"/> None: My property is part of a building (e.g., a Tenant Space)  <input type="radio"/> One: My property is a single building  <input type="radio"/> More than One: My property includes multiple buildings (<a href="#">Campus Guidance</a>)</p> <p>How many? <input type="text"/></p>	<p><b>3</b></p>	<p>Enter the number of buildings on the property.</p>
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 <p><b>Your Property's Construction Status</b> Is your property already built or are you entering this property as a construction project that has not yet been completed?</p> <p><input checked="" type="radio"/> <b>Existing:</b> My property is built, occupied and/or being used. I will be using Portfolio Manager to track energy/water consumption and, perhaps, pursue recognition.  <input type="radio"/> <b>Design Project:</b> 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.  <input type="radio"/> <b>Test Property:</b> This is not a real property. I am entering it to test features and other purposes such as training.</p> <p><b>Get Started!</b> <a href="#">Cancel</a></p>	<p><b>4</b></p> <p><b>5</b></p>	<p>Enter the property's construction status.</p> <p>Click <b>Get Started!</b></p>
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## Add Basic Property Information

 <p><b>Set Up a Property: Basic Property Information</b> Tell us a little bit more about your property, including a name that you will use to look up your property and its address.</p> <p><b>About Your Property</b></p> <p>Name: <input type="text"/></p> <p>Country: <input type="text" value="-- Select --"/></p> <p>Street Address: <input type="text"/> <input type="text"/></p> <p>City/Municipality: <input type="text"/></p> <p>County: <input type="text"/></p> <p>State/Province: <input type="text" value="-- Select --"/></p> <p>Postal Code: <input type="text"/></p>	<p><b>1</b></p>	<p>Enter the property's name and address.</p>
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 <p>Year Built: <input type="text"/></p> <p>Gross Floor Area: <input type="text"/> Sq. Ft. <input type="checkbox"/> Temporary Value  <small>Gross Floor Area (GFA) is the total property floor area, measured from the principal exterior surfaces of the building(s). Do not include parking. <a href="#">Details on what to include.</a></small></p> <p>Irrigated Area: <input type="text"/> Sq. Ft.</p> <p>Occupancy: <input type="text" value="Select"/> %</p> <p>Property Photo (optional): <input type="button" value="Choose File"/> No file chosen  <small>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 2.78 inches wide x 2 inches tall.</small></p>	<p><b>2</b></p>	<p>Enter the property's year build, gross floor area, irrigated area, and occupancy percentage.</p>
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## EnergyCAP: Adding a Property and Address, continued

<p>The screenshot shows a web form titled "Standard IDs". It contains a text box for "Standard ID(s):" with a dropdown arrow and an "ID:" field. A blue callout bubble with the number "3" points to the dropdown. Below this is a section "any of these apply?" with a checkbox labeled "My property's energy consumption includes parking areas". A blue callout bubble with the number "4" points to the checkbox. At the bottom right of the form is a blue "Continue" button and a grey "Cancel" link. A blue callout bubble with the number "5" points to the "Continue" button. A "Back" button is visible at the bottom left of the form area.</p>	<p><b>3</b> Enter Standard IDs information associated with the building if applicable.</p> <p>Note: To learn more information about Standard IDs, click on the FAQ link.</p> <p><b>4</b> Select the check box if the property's energy consumption includes parking areas.</p> <p><b>5</b> Click <b>Continue</b>.</p>
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