

EnergyCAP: Add an Aggregate Meter and Complete a Data Release

Purpose	By the end of this job aid, you will be able to add an aggregate meter and complete a data release in EnergyCAP.
Audience	EnergyCAP customers and PSE users.

			Add an Aggregate M	eter
7 meter(s) require a data release. You may be able to aggregate	these meters per commodity instead of requesting individual	eleases.	Click Add Aggregate M	otor
Organization > North Buildings > 📕 Building 1 [BUILDING_1]		Actions -	Click Add Aggregate M	eter.
endarized Data Normalized Data Savings ENERGY STAR Pro			•	
Meters - 7	Add Aggregate Meter Add Meters	Building 1 Edit 8UILDING,1 2716 143RD ST SE, MII Creek, Bothell, WA 98012, United		
Vieter	Serial Number Data Release 🚱	States Q		
ELED2 NHidden	P159381483 Request Actions +	Primary Use Not: Configured		
FLE03 📉 Hidden	P150795438 Request Actions -	Constructed Not Configured		
ELE04 Hidden	X144445310 Request Actions -	Place Type Building		
🖇 ELEOS 📉 Hildden	P150795437 Request Actions • 1281110 Request Actions •	Weather Station		
NAT02 📉 vidden	1361501 Request Actions 🕶	Floor Area		
.com more about meters 🗹		0 ft ^a Edit		
Custom Fields - 0 of 2	1			
Groups - 0				
dd Aggregate Meter		Cancel	2 Select the Commodity from dropdown menu.	om the
ommodity	Meter name	4		
🗲 Electric	Building 1-ELE A	Aggregate		
Available Meters	Meters 2 Selected Meters Clear Selection			
ELEO1	F ELEO1	×	2 Select the meters from the select the meters from the select the meters from the select the sel	
3 ELEO2		×	Meters list that you woul	d like to
			aggregate.	
🗹 두 ELEO3	🗧 ELE03	×	agg. ogato.	
✓ ⁴ / ₇ ELE04	🗲 ELEO4	×		
✓ <i>F</i> ELE05	🗧 ELEO5	×		
	1-5 of 5 meters	5 meters	Click Save.	
			-	
Your Organization > North Buildings >	Building 1 [BUILDING_1]		5 Result: The electric mete	ers have been
Calendarized Data Normalized Data Saving	gs ENERGY STAR Properties		aggregated. You will be	able to identif
			an aggregate meter by t	
Add Meters				ne sigina
5 3		Add Weters	symbol.	
5 3			5	
5 3 Ma	Serial N	umber 🛛 Data Release 🚱	5	
5 3 Ma > # Building 1-ELE Aggregate (SINCE 08/20		umber Data Release 🚱 Not required Actions 👻		
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ENERGY STAR Settings	Cancel Save	10	Select the Earliest submission month and year for which you would like
We found your connection request. Set your and click Save to complete your ENERGY ST	earliest submission m 11 AR configuration.		EnergyCAP to submit data.
Portfolio Manager username mdanklefs			Click Save .
10		11	
Earliest submission month January 2022	-		
	ttings ?		
			Complete a Data Release via Email
Instruction Imagine of data information Imaginet information Imagine of data infor	Actions + Paular Strip Mall Edit Tri Charlt Mall, Same Action + Same Act	1	Click the Request button under the Data Release column for the meter o your choice.
-0	d RP Edd		
ata Release Request		2	Click the Send Request by Email button.
you have the account holder email addre neter at 22228 38TH AVE SE, BOTHELL, V		2	
Data Release Request f you have the account holder email addre neter at 22228 38TH AVE SE, BOTHELL, V lata release request by email. f you do not have an email address, downl complete it manually.	VA 98021 you can send a	2	



EnergyCAP: Add an Aggregate Meter and Complete a Data Release, continued

Send Data Release Request	Cancel Send	3	Input the Recipient's email address.
Replyto youremail@yourdomain.con Emails are sent from EnergycaP (non Recipients recipient@theirdomain.com	ENERGYCAP.		Add any personalization to the
Bubject Puget Sound Energy Data Release Request Message Paragraph ▼ B I 型 Ø 4 ≡ I≡ I≡ Hello,	EMAIL SECURITY INFORMATION Intended for: recipient@theirdomain.com Sent from: Your Name (youremail@yourdomain.com) For your Pugent Sound Energy account serving AVENUE NORTHEAST, BOTHELL, WA SP021	4	message that you would like.
Please view and complete the data release form for your Puget Sound Energy account for AVENUE NORTHEAST , BOTHELL , WA 98021 by clicking the button below.	See below for more information about this email. If you have concerns about the authenticity of this message, please visit pse.com/contactpse for options on how to contact us. Hello,	5	Click Send.
P + 8 POWERD BY TINY 2 ≠	Please view and complete the data release form for your Pluget Sound Energy account for AVENUE NORTHEAST, BOTHELL, WA 98021 by clicking the button below. Use a copy of your latest bill to complete the form		
Use your bill to complete the form. 6 Account number (1) The account number must start with a 2. If the account number starts with a 3, look for an account number that starts with a 2 on another page of your bill. First full name as it appears on bill (2) First full name as it appears on bill (3) Cervice address as it appears on bill (3) Currice address as and have read and understand the following: Authorization of Disclosure to ENERGY STA 7	ENV PUGET HARLOTTE PUGET 23	6	When the customer clicks to complete the release form, the PSE Customer Data Release Form will appear. The customer will then need to input the account number, their name, and service address exactly as it appears on their bill, as well as confirm authorization to execute the release and understand the terms in the Authorization of Disclosure to ENERGY STAR Portfolio Manager Application.
Portfolio Manager Application 🖉		7	Click Submit.
our Organization > North Buildings > 📳 Building 1 [BUILDING_1] Calendarized Data Normalized Data Savings ENERGY STAR Properties		8	Result: The status of the Data Release for that meter should now be Active.
Meters - 3	Add Meters Serial Number Data Release @ Not required Actions •		
S ^{CE} Building 1-ELE Aggregate (SINCE 08/2022) AITO1 NATO2 NH0dem	Active Actions T 1381501 6 Actions T		
FBuilding 1-ELE Aggregate (SINCE 08/2022) NAT01			



EnergyCAP: Add an Aggregate Meter and Complete a Data Release, continued, continued

		Complete a Data Release Manually
Your Organization > North Buildings > E Building 1 (BUILDING.1) Calendarized Data Normalized Data Savings: ENERGY STAR Meters - 3 Add Meters Add Meters Meter Serial Number Data Release © > % Building 1-ELE Appresate (SINCE 08/2022) Not required Actions = > % Noto1 Active Actions = > Nato1 Active Actions = > Nato2 Note Required Actions = > Custom Fields - 0 of 2 Image: Actions = > Groups - 0 Image: Actions = Image: Actions =	1	Click the Request button under the Data Release column for the meter of your choice.
Complete Data Release Manually To complete a manual data release you must have a scanned copy of a filled out and signed data release form from the account holder. Cancel Download Form Continue	2	Click the Download Form button.
<image/> <section-header><section-header><section-header><form></form></section-header></section-header></section-header>	3	The building owner will send a copy of the form to the tenant who will complete the form and return it to the building owner. Note: When requesting the tenant to fill out this form, you may want to request a copy of the tenant's bill to ensure the process can be completed without any issues.



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Data Release Request If you have the account holder email address(es) for the natural gas meter at 22228 38TH AVE SE, BOTHELL, WA 98021 you can send a data release request by email. If you do not have an email address, download the release form and complete it manually. 4 Cancel Complete Manually Send Request by Email	4	Click the Complete Manually button.
Complete Data Release Manually To complete a manual data release you must have a scanned copy of a filled out and signed data release form from the account ho Cancel Download Form Continue	5	Click the Continue button.
ENERGYCAP. PSE Customer Data Release Form Use the scanned copy of a d to be form to complete the form. Release form Release form	6	The building owner will then attach the release form, input the account number, full name and service address exactly as it appears on the bill.
*.pdf, .jpg, .png, .heic Browse Account number (1) * The account number must that with a 2.if the account number states with a 3 look for an account number that starts with a 2 on another page of your bill. First full name as it appears on bill (2)	7	Check the confirmation checkbox.
Service address as it appears on bill (3)	8	Click Submit.



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Sur Organization > North Buildings > 📳 Building 1 [BUILDING_1]			9	Result: The status of the Data Release for that meter should now be Active.
Meters - 3		Add Meters		
Meter Serial Numi	Data Release 🔞			
Suilding 1-ELE Aggregate (SINCE 08/2022)	Not required	Actions 🛩		
🝐 NAT01	Active	Actions 🔻		
💧 NAT02	Active	Actions 💌		
Learn more about meters 🖉				
> Custom Fields - 0 of 2	9	/		
Groups - 0				