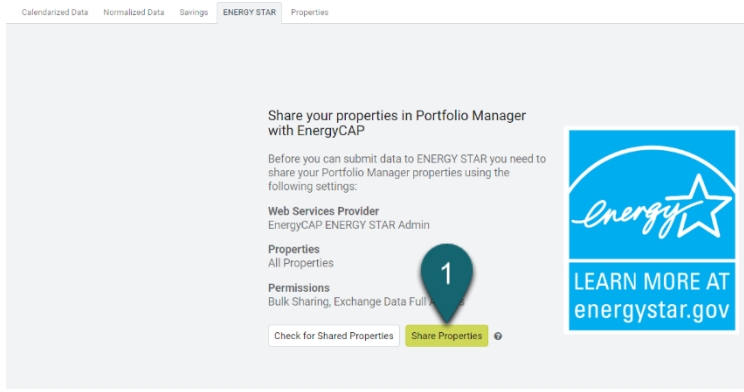
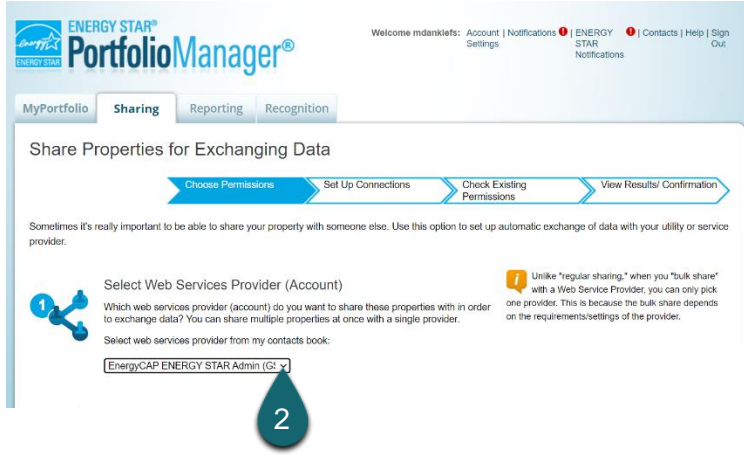
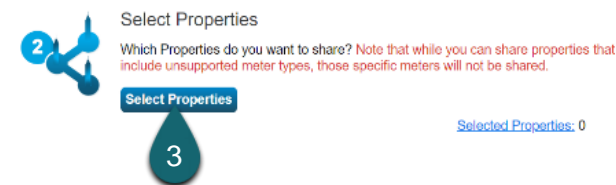
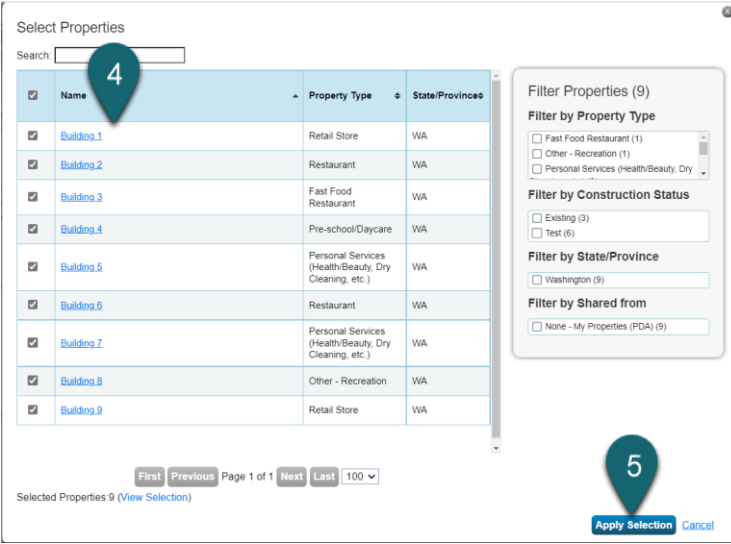
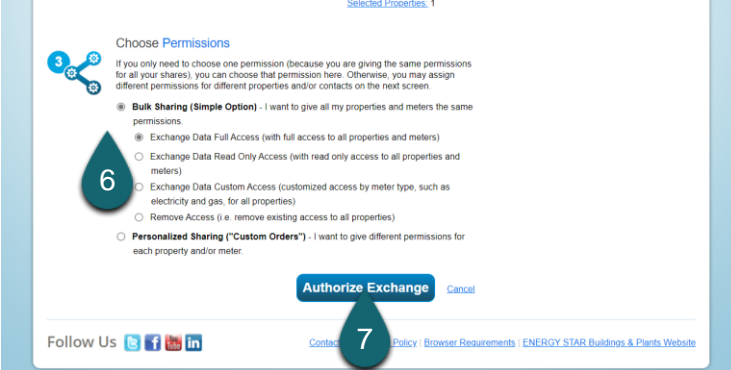


EnergyCAP: Link a building to ENERGY STAR® Portfolio Manager®

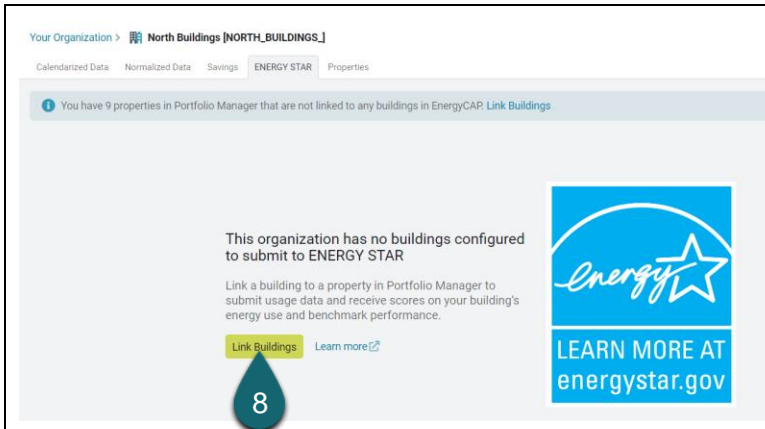
<p>Purpose</p>	<p>By the end of this job aid you will be able to link a building in EnergyCAP to a building in ENERGY STAR® Portfolio Manager®.</p>
<p>Audience</p>	<p>EnergyCAP customers and PSE users.</p>

 <p>The screenshot shows the 'ENERGY STAR' Properties page in EnergyCAP. It features a 'Share Properties' button highlighted with a yellow callout bubble containing the number '1'. The page text includes: 'Share your properties in Portfolio Manager with EnergyCAP', 'Before you can submit data to ENERGY STAR you need to share your Portfolio Manager properties using the following settings:', 'Web Services Provider: EnergyCAP ENERGY STAR Admin', 'Properties: All Properties', and 'Permissions: Bulk Sharing, Exchange Data Full'. There is also a 'Check for Shared Properties' button and a 'Share Properties' button with a small icon.</p>	<p>1</p> <p>Click the Share Properties button.</p>
 <p>The screenshot shows the 'ENERGY STAR Portfolio Manager' 'Share Properties for Exchanging Data' page. A progress bar at the top indicates the current step: 'Choose Permissions' (highlighted in blue), 'Set Up Connections', 'Check Existing Permissions', and 'View Results/ Confirmation'. Below the progress bar, there is a section titled 'Select Web Services Provider (Account)' with a callout bubble containing the number '2' pointing to a dropdown menu that has 'EnergyCAP ENERGY STAR Admin (G)' selected. A note states: 'Unlike "regular sharing," when you "bulk share" with a Web Service Provider, you can only pick one provider. This is because the bulk share depends on the requirements/settings of the provider.'</p>	<p>2</p> <p>On the Share Properties for Exchanging Data page, select EnergyCAP ENERGY STAR Admin from the Web Services Provider drop-down menu.</p>

EnergyCAP: Link a building to ENERGY STAR® Portfolio Manager®, continued

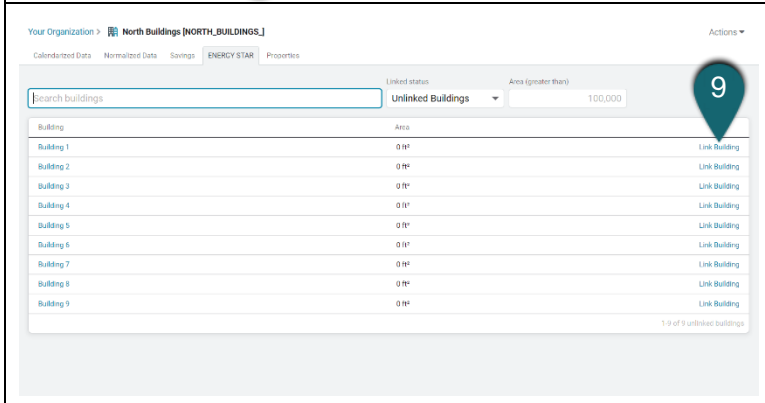
 <p>Select Properties</p> <p>Which Properties do you want to share? Note that while you can share properties that include unsupported meter types, those specific meters will not be shared.</p> <p>Select Properties</p> <p>Selected Properties: 0</p>	<p>3</p> <p>Click Select Properties.</p>																																								
 <p>Select Properties</p> <p>Search <input type="text"/></p> <table border="1"> <thead> <tr> <th><input checked="" type="checkbox"/></th> <th>Name</th> <th>Property Type</th> <th>State/Province</th> </tr> </thead> <tbody> <tr><td><input checked="" type="checkbox"/></td><td>Building_1</td><td>Retail Store</td><td>WA</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Building_2</td><td>Restaurant</td><td>WA</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Building_3</td><td>Fast Food Restaurant</td><td>WA</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Building_4</td><td>Pre-school/Daycare</td><td>WA</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Building_5</td><td>Personal Services (Health/Beauty, Dry Cleaning, etc.)</td><td>WA</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Building_6</td><td>Restaurant</td><td>WA</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Building_7</td><td>Personal Services (Health/Beauty, Dry Cleaning, etc.)</td><td>WA</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Building_8</td><td>Other - Recreation</td><td>WA</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Building_9</td><td>Retail Store</td><td>WA</td></tr> </tbody> </table> <p>Filter Properties (9)</p> <p>Filter by Property Type</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fast Food Restaurant (1) <input type="checkbox"/> Other - Recreation (1) <input type="checkbox"/> Personal Services (Health/Beauty, Dry Cleaning, etc.) <p>Filter by Construction Status</p> <ul style="list-style-type: none"> <input type="checkbox"/> Existing (3) <input type="checkbox"/> Test (6) <p>Filter by State/Province</p> <ul style="list-style-type: none"> <input type="checkbox"/> Washington (9) <p>Filter by Shared from</p> <ul style="list-style-type: none"> <input type="checkbox"/> None - My Properties (PDA) (9) <p>First Previous Page 1 of 1 Next Last 100</p> <p>Selected Properties 9 (View Selection)</p> <p>Apply Selection Cancel</p>	<input checked="" type="checkbox"/>	Name	Property Type	State/Province	<input checked="" type="checkbox"/>	Building_1	Retail Store	WA	<input checked="" type="checkbox"/>	Building_2	Restaurant	WA	<input checked="" type="checkbox"/>	Building_3	Fast Food Restaurant	WA	<input checked="" type="checkbox"/>	Building_4	Pre-school/Daycare	WA	<input checked="" type="checkbox"/>	Building_5	Personal Services (Health/Beauty, Dry Cleaning, etc.)	WA	<input checked="" type="checkbox"/>	Building_6	Restaurant	WA	<input checked="" type="checkbox"/>	Building_7	Personal Services (Health/Beauty, Dry Cleaning, etc.)	WA	<input checked="" type="checkbox"/>	Building_8	Other - Recreation	WA	<input checked="" type="checkbox"/>	Building_9	Retail Store	WA	<p>4</p> <p>Select all properties.</p> <p>5</p> <p>Click Apply Selection.</p>
<input checked="" type="checkbox"/>	Name	Property Type	State/Province																																						
<input checked="" type="checkbox"/>	Building_1	Retail Store	WA																																						
<input checked="" type="checkbox"/>	Building_2	Restaurant	WA																																						
<input checked="" type="checkbox"/>	Building_3	Fast Food Restaurant	WA																																						
<input checked="" type="checkbox"/>	Building_4	Pre-school/Daycare	WA																																						
<input checked="" type="checkbox"/>	Building_5	Personal Services (Health/Beauty, Dry Cleaning, etc.)	WA																																						
<input checked="" type="checkbox"/>	Building_6	Restaurant	WA																																						
<input checked="" type="checkbox"/>	Building_7	Personal Services (Health/Beauty, Dry Cleaning, etc.)	WA																																						
<input checked="" type="checkbox"/>	Building_8	Other - Recreation	WA																																						
<input checked="" type="checkbox"/>	Building_9	Retail Store	WA																																						
 <p>Selected Properties: 1</p> <p>Choose Permissions</p> <p>If you only need to choose one permission (because you are giving the same permissions for all your shares), you can choose that permission here. Otherwise, you may assign different permissions for different properties and/or contacts on the next screen.</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Bulk Sharing (Simple Option) - I want to give all my properties and meters the same permissions. <ul style="list-style-type: none"> <input checked="" type="radio"/> Exchange Data Full Access (with full access to all properties and meters) <input type="radio"/> Exchange Data Read Only Access (with read only access to all properties and meters) <input type="radio"/> Exchange Data Custom Access (customized access by meter type, such as electricity and gas, for all properties) <input type="radio"/> Remove Access (i.e. remove existing access to all properties) <input type="radio"/> Personalized Sharing ("Custom Orders") - I want to give different permissions for each property and/or meter. <p>Authorize Exchange Cancel</p> <p>Follow Us f t i l i</p> <p>Contact Policy Browser Requirements ENERGY STAR Buildings & Plants Website</p>	<p>6</p> <p>Select Bulk Sharing, Exchange Data Full Access.</p> <p>7</p> <p>Click Authorize Exchange.</p>																																								

EnergyCAP: Link a building to ENERGY STAR® Portfolio Manager®, continued



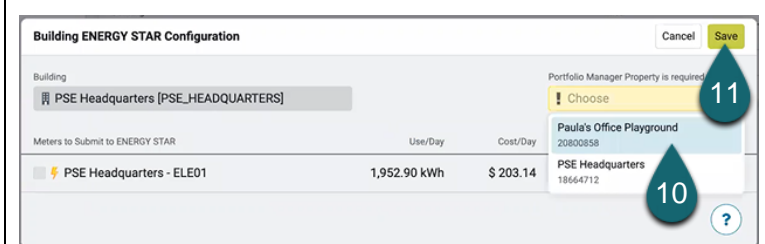
8

Now return to the EnergyCAP browser. Click the **Link buildings** button.



9

Locate the building you are linking in the list and click **Link Building**.



10

Select the property in the Portfolio Manager drop down list on the right.

11

Click **Save**.

###