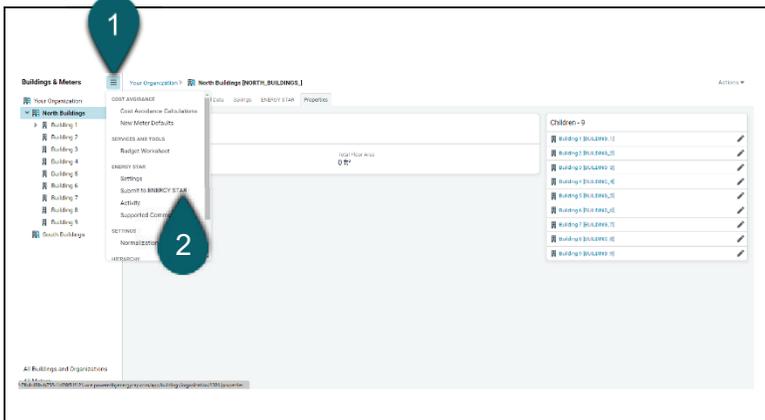


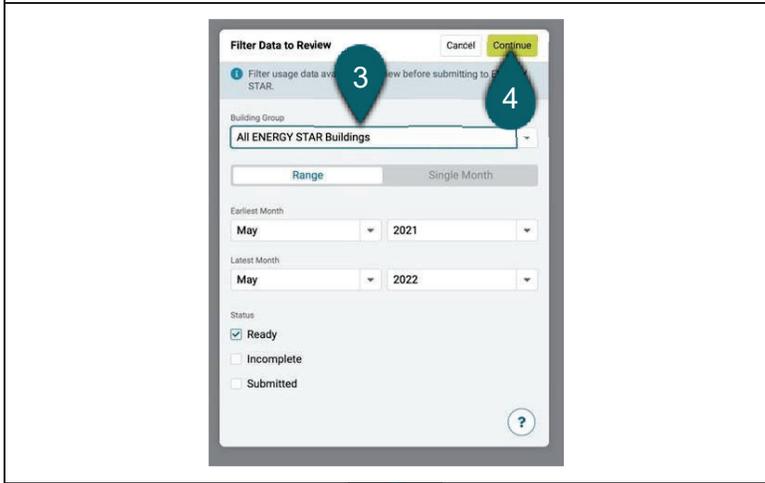
# EnergyCAP: Submit to ENERGY STAR® Portfolio Manager®

<p><b>Purpose</b></p>	<p>By the end of this job aid, you will be able to submit billing data to ENERGY STAR® Portfolio Manager®.</p>
<p><b>Audience</b></p>	<p>EnergyCAP customers and PSE users.</p>



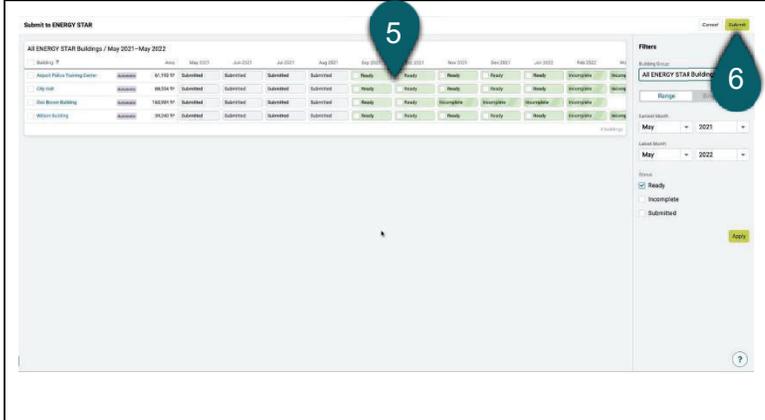
**1** Click on the button next to Buildings & Meters.

**2** Select **Submit to ENERGY STAR** from the dropdown menu.



**3** Input the Building Group, Month or Month Range and Status.

**4** Click **Continue**.



**5** Select all of the months marked Ready that you would like to submit to ENERGY STAR® Portfolio Manager®.

**6** Click **Submit**.