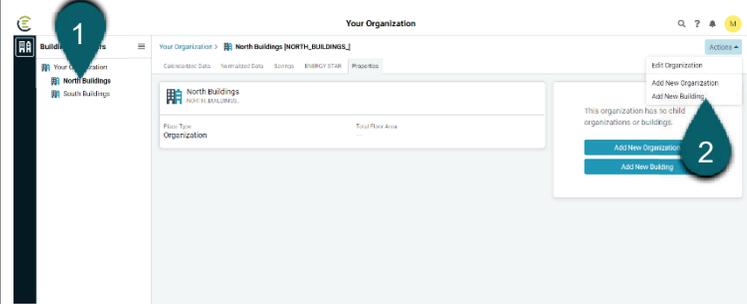


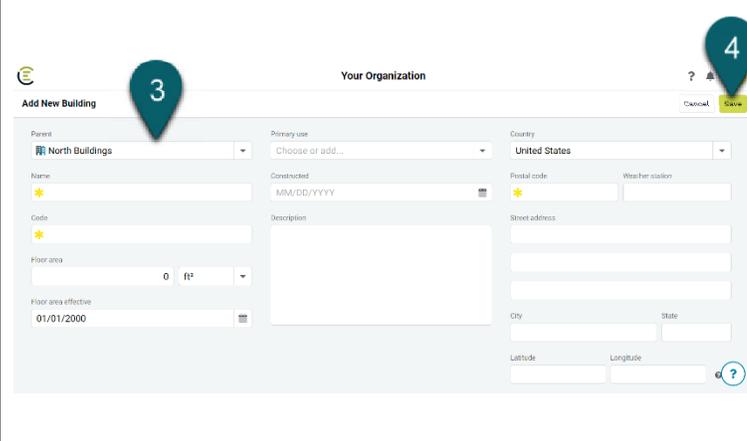
EnergyCAP: Add a Building

<p>Purpose</p>	<p>By the end of this job aid you will be able to add a building to an organization in EnergyCAP.</p>
<p>Audience</p>	<p>EnergyCAP customers and PSE users.</p>



1 In EnergyCAP, select or create the parent organization for the new building.

2 Click the Actions drop-down menu in the upper right-hand corner and select **Add New Building**.



3 Fill in the **Add New Building** form with building details.

4 Click **Save**.

Note: The next step is to assign this building as the parent of a new or existing meter.