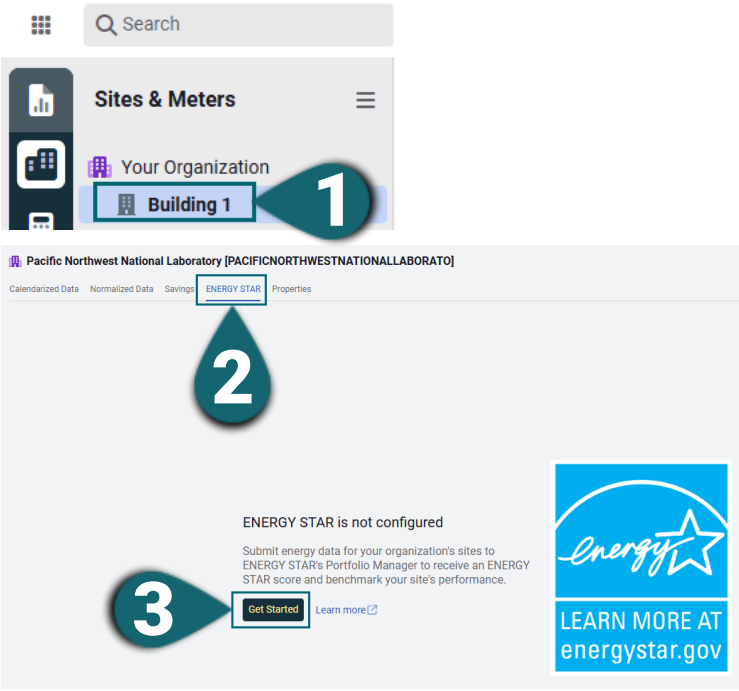
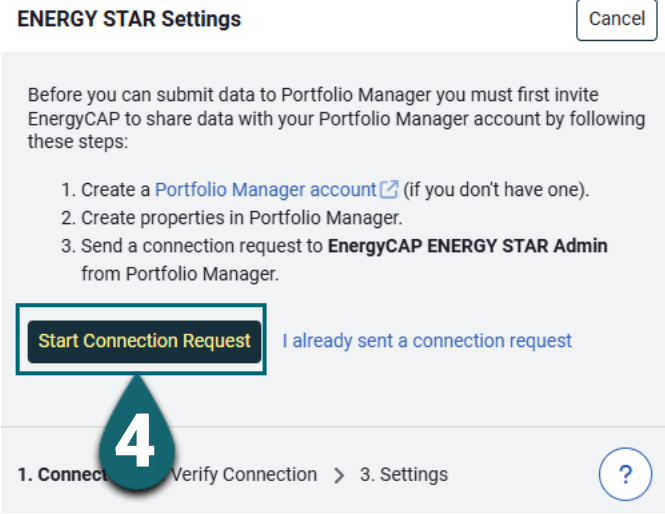
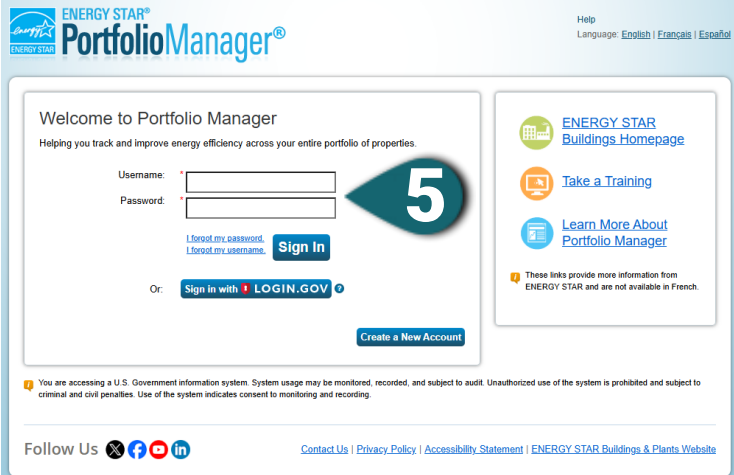
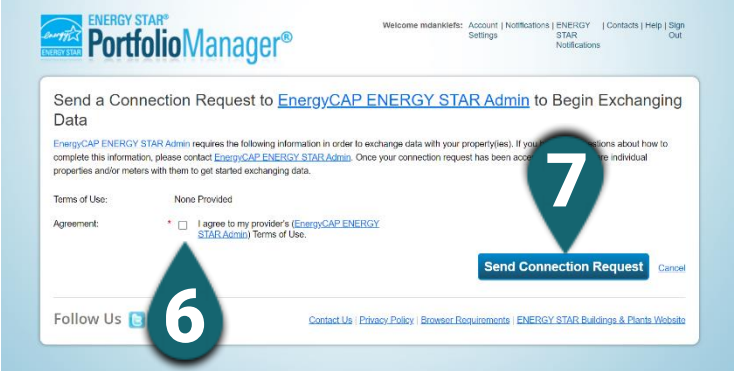
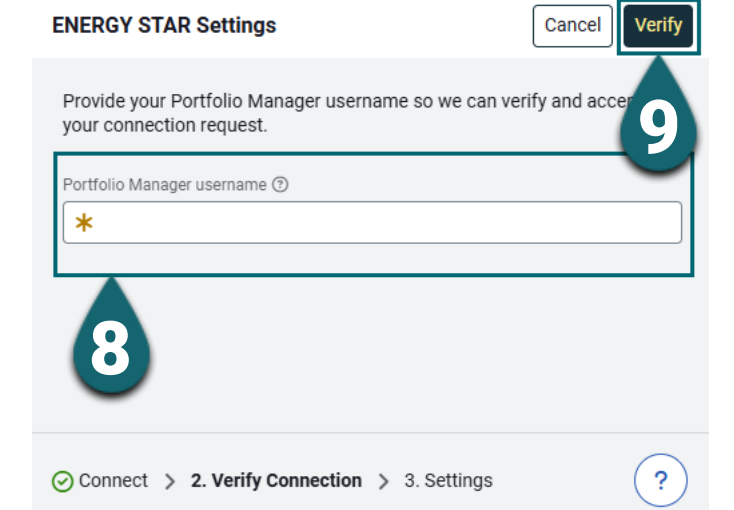
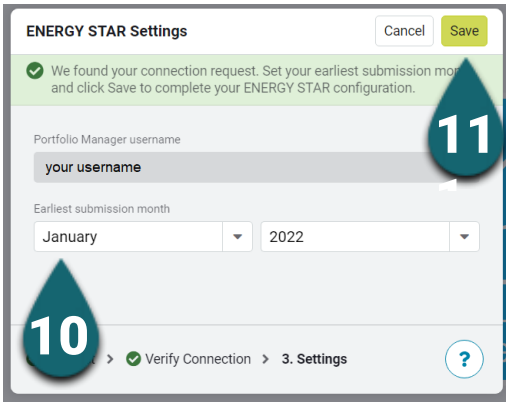
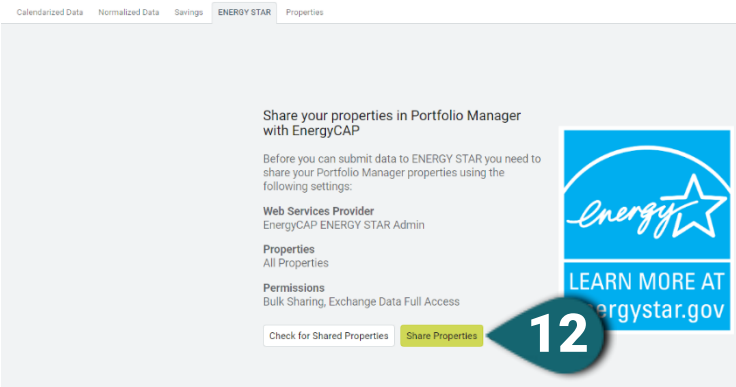



EnergyCAP: Link a site to ENERGY STAR® Portfolio Manager®

<p>Purpose</p>	<p>By the end of this job aid you will be able to link a site in EnergyCAP to a property in ENERGY STAR® Portfolio Manager®.</p>
<p>Before you begin</p>	<p>You will need an ENERGY STAR® Portfolio Manager® account.</p>

	<p>1 Select a site in EnergyCAP.</p> <p>2 Click the site's ENERGY STAR tab.</p> <p>3 Click the Get Started button.</p>
	<p>4 Click the Start Connection Request button.</p>

	<p>5</p> <p>A new browser window opens with Portfolio Manager Connection Request. Enter your username and password.</p>	
	<p>6</p> <p>Click the Agreement Terms of Use check box.</p> <p>7</p> <p>Click the Send Connection Request button.</p>	
	<p>8</p> <p>Now return to the EnergyCAP browser, enter your ENERGY STAR® Portfolio Manager® username.</p> <p>9</p> <p>Click Verify.</p>	

	<p>10</p>	<p>Select the Earliest submission month and year for which you would like EnergyCAP to submit data.</p>
	<p>11</p>	<p>Click Save.</p>
	<p>12</p>	<p>In the ENERGY STAR tab, click the Share Properties button.</p>
<p>13</p>	<p>13</p>	<p>On the Share Properties for Exchanging Data page, select EnergyCAP ENERGY STAR Admin from the Web Services Provider drop-down menu.</p>
<p>14</p>	<p>14</p>	<p>Select all your properties.</p>
<p>15</p>	<p>15</p>	<p>Click Bulk Sharing options and then Exchange Data Full Access.</p>
<p>16</p>	<p>16</p>	<p>Click Authorize Exchange</p>

17 This organization has no sites configured to submit to ENERGY STAR

Link a site to a property in Portfolio Manager to submit usage data and receive scores on your sites' energy use and benchmark performance.

[Link Sites](#) [Learn more](#)

LEARN MORE AT energystar.gov

17

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

18

Site	Area	Link Building
Building 1	20,000 ft ²	Link Building
Building 2	50,000 ft ²	Link Building
...	...	Link Building
...	...	Link Building
...	...	Link Building
...	...	Link Building
...	...	Link Building

1-7 of 7 unlinked sites

18

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

19 Portfolio Manager property

20 Individual meters

Meters	Use/Day	Cost/Day	Portfolio Manager meter
<input checked="" type="checkbox"/> [Icon]	0.23 THERM	\$ 0.72	* Choose
<input type="checkbox"/> [Icon]	10.27 kWh	\$ 1.69	Create in Portfolio Manager
<input type="checkbox"/> [Icon]	1,566.42 kWh	\$ 256.50	
<input type="checkbox"/> [Icon]	789.81 kWh	\$ 114.82	
<input type="checkbox"/> [Icon]	29.79 THER...	\$ 42.69	

21 Create in Portfolio Manager

22 Save

19

Select Portfolio Manager property

20

Select Meter(s)

21

From the dropdown menu, select (existing) Portfolio Manager meter that you want the data to upload to

Or Create a new meter in Portfolio Manager.

Note: If you'd like EnergyCAP to create a new meter in Portfolio Manager, select "Create in Portfolio Manager."

22

Click Save