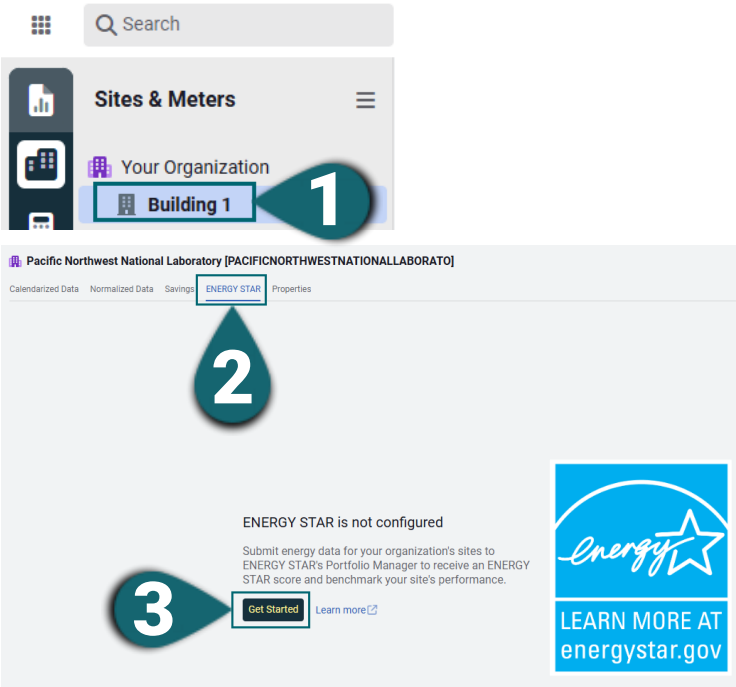
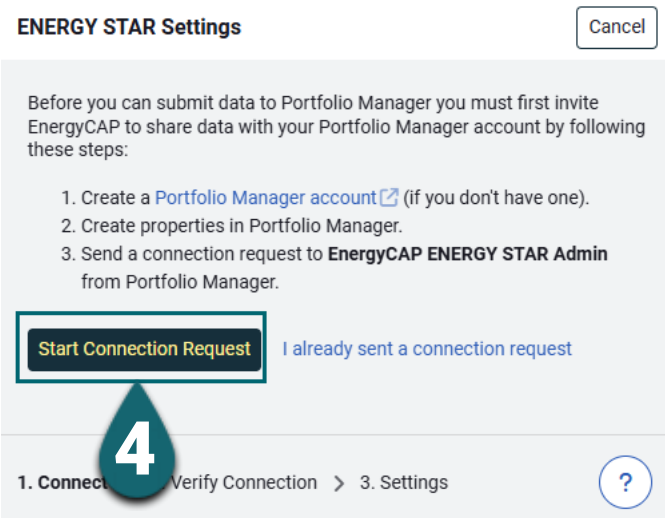
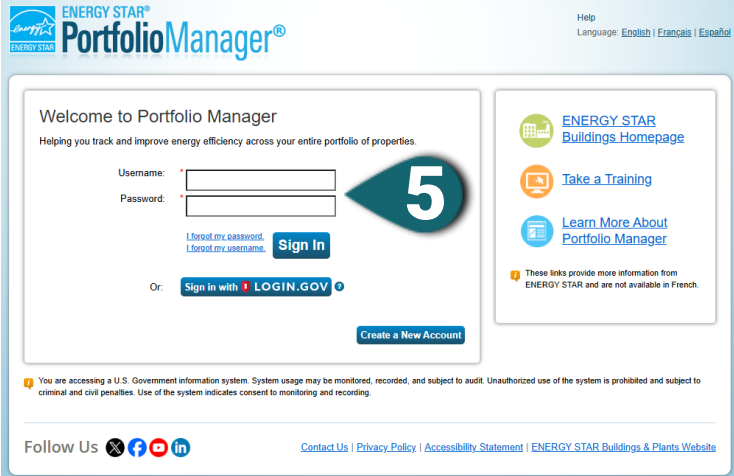
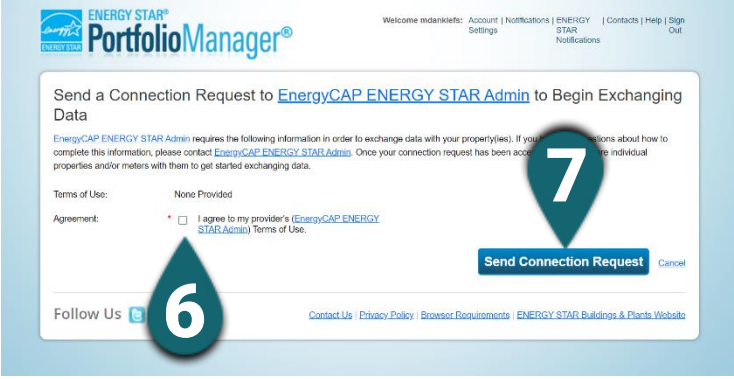
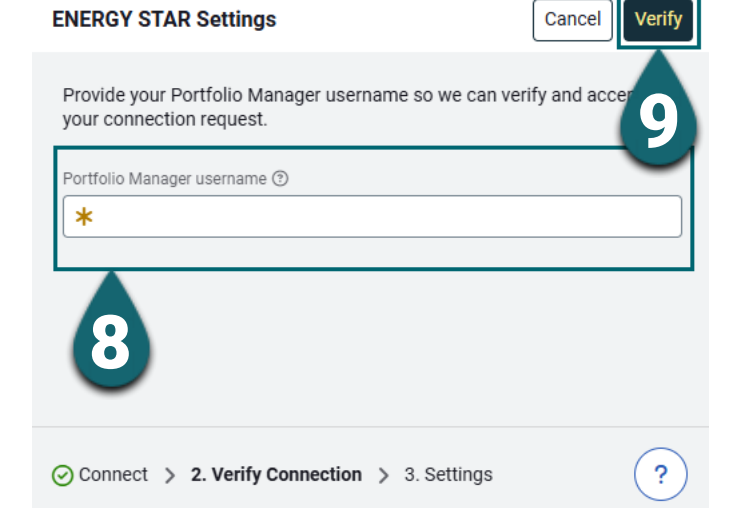
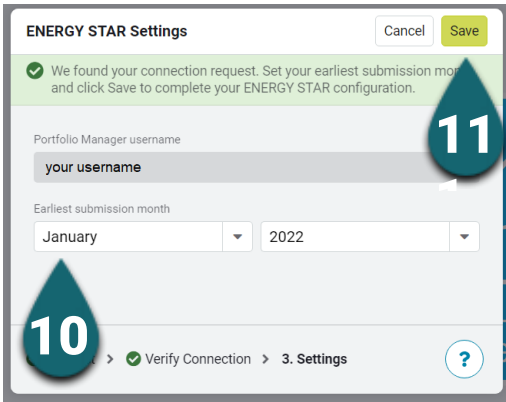
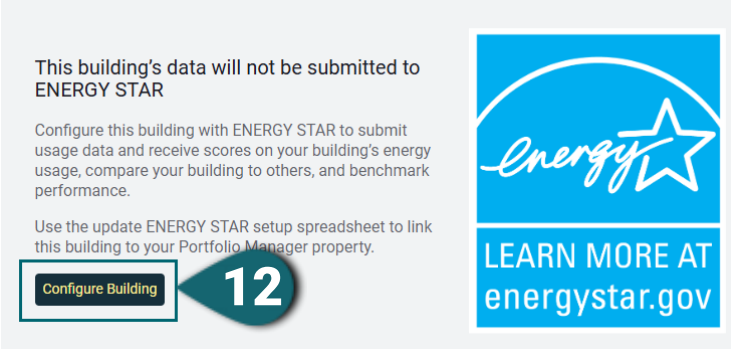
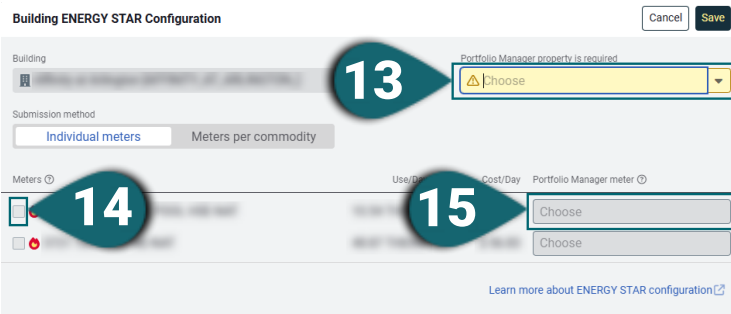


## EnergyCAP: Link a site to ENERGY STAR® Portfolio Manager®

<b>Purpose</b>	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®.
<b>Before you begin</b>	You will need an ENERGY STAR® Portfolio Manager® account.

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

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

	<p><b>10</b> Select the Earliest submission month and year for which you would like EnergyCAP to submit data.</p> <p><b>11</b> Click <b>Save</b>.</p>
	<p><b>12</b> Click <b>Configure Building</b>.</p>
	<p><b>13</b> From the dropdown menu, select the (existing) matching Portfolio Manager property.</p> <p><b>14</b> Select the portfolio Manager meter that you want the data to upload to Or create a new meter in Portfolio Manager.</p> <p><b>15</b> Click <b>Save</b>.</p>