

EnergyCAP: Configure Building

Purpose	By the end of this job aid you will be able to link an account and building in EnergyCAP to an account and building in ENERGY STAR® Portfolio Manager®.
Audience	You will need to <ul style="list-style-type: none"> Shared your ENERGY STAR® Portfolio Manager® properties with EnergyCAP Site and meters added to EnergyCAP

	<p>1 Select a Site</p> <p>2 Click on the ENERGY STAR tab</p> <p>3 Click Configure Building</p>
	<p>4 Select Portfolio Manager property</p> <p>5 Select Meter(s)</p> <p>6 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.</p> <p>Note: If you'd like EnergyCAP to create a new meter in Portfolio Manager, select "Create in Portfolio Manager."</p> <p>7 Click Save</p>