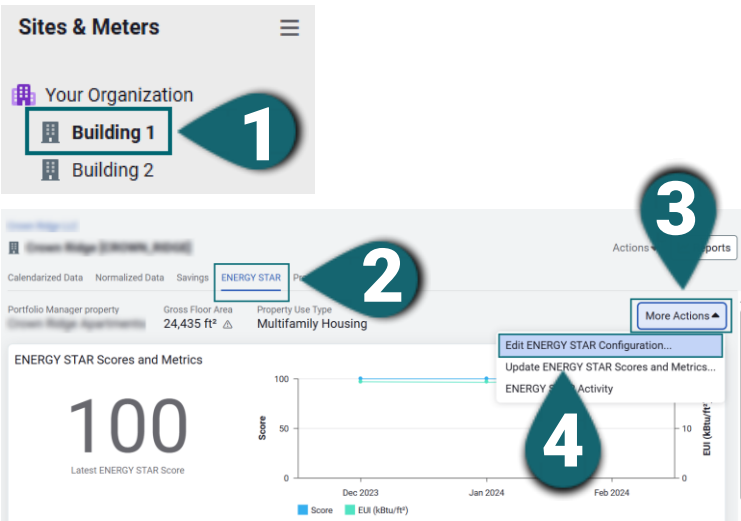



## EnergyCAP: Edit ENERGY STAR Configuration

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

	<p><b>1</b> Select a <b>Building</b></p> <p><b>2</b> Click on the <b>ENERGY STAR</b> tab</p> <p><b>3</b> Click on <b>More Actions</b></p> <p><b>4</b> And select <b>Edit ENERGY STAR Configuration...</b></p>
	<p><b>5</b> Select Portfolio Manager property</p> <p><b>6</b> Select Meter(s)</p> <p><b>7</b> From the dropdown menu, select (existing) Portfolio Manager meter that you want the data to upload to</p> <p>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><b>8</b> Click Save</p>