

## Welcome to MyData

MyData is a tool to track and report energy usage for whole buildings. You can use it to simply track and review your data in an Excel spreadsheet or to report your data through the EPA's ENERGY STAR® Portfolio Manager®.

To get started, let's determine what type of user you are.

### **Will you be using the ENERGY STAR Portfolio Manager to report your data?**

- If no, you'll be considered a basic MyData user and you can move to the next step to get set up.
- If yes, we'll need to narrow down your user type a little further.

### **Are you required to report your building usage data to the City of Seattle?**

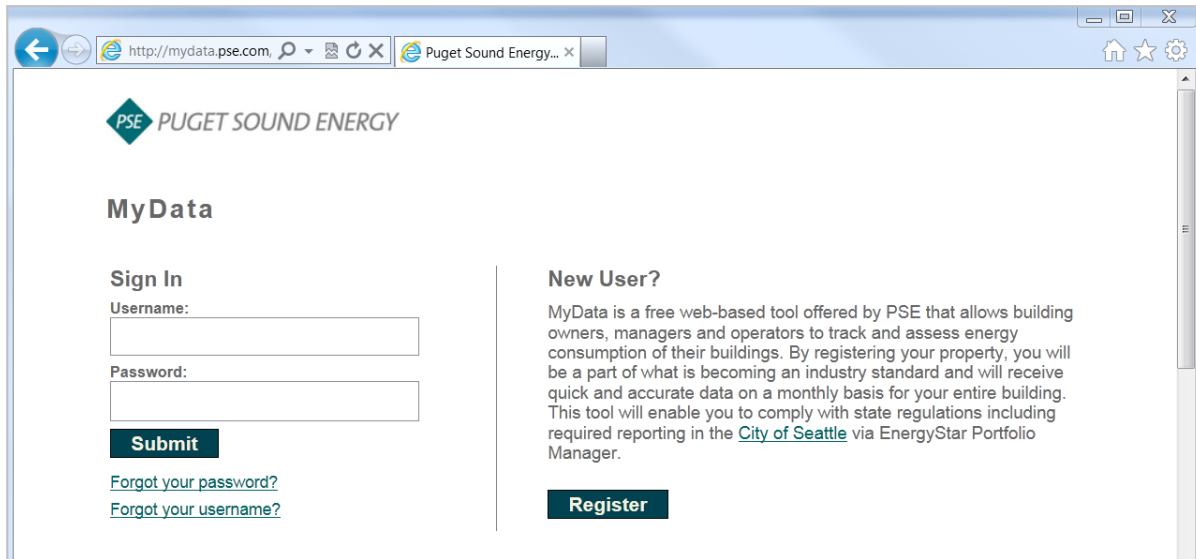
If yes, you'll be considered a City of Seattle user. If you don't have a Portfolio Manager account, you'll need to set that up before setting up your MyData account, skip to page 10 to get started. However, if you already have a Portfolio Manager account then you just need to set up your MyData account and connect the two, skip to page 12 for those instructions.

### **If you're not in Seattle then we'll consider you an ENERGY STAR user.**

If you don't have a Portfolio Manager account, you'll need to set that up before setting up your MyData account, skip to page 11 to get started. However, if you already have a Portfolio Manager account then you just need to set up your MyData account and connect the two, skip to page 12 for those instructions.

## Basic MyData Users

Go directly to [mydata.pse.com](http://mydata.pse.com) to register and set up your buildings.



**MyData**

**Sign In**

Username:

Password:

**Submit**

[Forgot your password?](#)

[Forgot your username?](#)

**New User?**

MyData is a free web-based tool offered by PSE that allows building owners, managers and operators to track and assess energy consumption of their buildings. By registering your property, you will be a part of what is becoming an industry standard and will receive quick and accurate data on a monthly basis for your entire building. This tool will enable you to comply with state regulations including required reporting in the [City of Seattle](#) via EnergyStar Portfolio Manager.

**Register**

Select 'no' when asked if you'll be reporting to ENERGY STAR. Then fill out the account information and select register.

### Registration

\* Denotes a required field

Will you be reporting any usage data to Energy Star's Portfolio Manager? \*

• Yes • No

**First Name:\*** **Last Name:\***

First Name

Last Name

**Job Title:\***

Job Title

**Organization:\***

Organization

**Address 1:\***

Address 1

**Address 2:**

Address 2 (optional)

**City:\***

City

**State/Province:\***

Washington

**Postal Code:\***

Postal Code

**Country:\***

United States

**Email Address:\***

Email Address

**Confirm Email Address:\***

Confirm Email Address

**Phone Number:\***

Phone Number

**Username:\***

Username

**Password:\***

Password

**Confirm Password:\***

Confirm Password

**Security Question:\***

Please select a secur

**Security Answer:\***

Security answer

• I have read and agree to the [Terms of Use](#).

**NOTE:** As the account holder, please be aware that it is your responsibility to transfer ownership of your account to a colleague in the event that your job position changes or you leave the company.

After you complete your MyData registration, open the email sent by MyData and click the link which will take you to the initial MyData screen. Click 'next' to begin providing your building information.

You will be prompted to provide a name for your building and select the building type that matches best. Then click the 'Submit' button.

**Add New Building**  
Please provide the name and type of the building you want to register.  
Both fields are required.

Building Name: \*

Office

Primary Type: \*

Financial Office ▼

Submit

Cancel

Next you will either provide meter numbers or addresses for your building.

Small Building

Delete

Financial Office

Please select either meter numbers or addresses: ☒ Meter number(s) ☐ Address(es)

Back

Continue

If you get this far and realize that you are missing information, simply click 'Save' and return later. The 'Clear' button will delete all data in active fields. Once you have the correct information entered click 'Submit' and PSE will create the building summary by matching the building addresses and meter numbers.

MyData

Building Information

Step 2 of 3 - Building Information

[Add new building](#)

Big Building

Delete

Data Center

Please select either meter numbers or addresses: \* ☒ Meter number(s) ☐ Address(es)

U100034561

Delete

3655587990

Add another meter

Submit

Save

Clear

Small Building

Delete

Financial Office

Please select either meter numbers or addresses: \* ☐ Meter number(s) ☐ Address(es)

Back

Continue

On this page you will provide detailed building information. You can see your Building Status below.

**Meter numbers:**  
Can be found either on the [utility bill](#) or on the [meter](#) itself. Supply all the meter numbers for the units/suites/apartments you would like data for. Please remember that an individual unit can have multiple meters attached to it (electricity and natural gas).

**Addresses:**  
Provide the address that best defines the building in order to capture all tenant spaces. For example, provide either the individual addresses of each unit in the building, the primary address of the building itself, or a single building address with apartment number ranges (e.g. 1235 Main Street, 100-150).

For accuracy and better response time, please provide the address as it is listed on the PSE bill, if available.

After you have submitted your building information, it will be validated and then you will receive an email within 3 to 5 business days. Then you will login to MyData and navigate to Step 3 of 3. There you will review your building summary and select your reporting preferences.

Building Status	
Big Building	In Progress
Small Building	In Progress

An email will be sent to you from [mydata@pse.com](mailto:mydata@pse.com) to invite you back to review the building information and select report preferences. When you return to MyData you will confirm the building summary information provided by PSE and tell us how you would prefer to receive your data by selecting your report preferences. Click 'Show Details' to begin this process.

MyData

Building Summary

Step 2 of 2 - Building Summary


My Bank

[Show Details]

This building has been created and is ready for your review. Please choose your report preferences and complete your request.

Back

While we're processing your building request, be sure to check out other energy savings tools offered by PSE. Our online energy audit provides building owners with a free overview of your property's energy use and useful ways to cut back on wasted money.



Brighten your space with savings on efficient lighting

Choose your report preferences and confirm the address(es) and meter number(s). For buildings with fewer than 5 tenants a release form is needed unless we already have them on file. If a release form is needed, see below for further instructions.

My Bank

[Hide Details]

This building has been created and is ready for your review. Please choose your report preferences and complete your request.

Status: Release Forms Required

Please choose how you prefer to receive data: \*

☐ Individual Meters
☒ Whole Building

Reporting Options: \*

☒ Monthly
☐ One Time Only
☒ Post to EnergyStar

☒ Confirm the addresses and meter numbers below accurately represent your building.

You may fill in the Tenant/Unit Name before clicking Submit to complete your request.

Tenant/Unit Name:

123 MAIN ST, FEDERAL WAY 98003

Delete Address

H075098432

We require a release form for this tenant.

Download blank release form
Upload completed release form

Tenant/Unit Name:

123 MAIN ST, FEDERAL WAY 98003

Delete Address

0001098432

We require a release form for this tenant.

Download blank release form
Upload completed release form

Submit

Back

While we're processing your building request, be sure to check out other energy savings tools offered by PSE. Our online energy audit provides building owners with a free overview of your property's energy use and useful ways to cut back on wasted money.

Brighten your space with savings on efficient lighting

Reduce operating costs with a dedicated Resource Conservation Manager

Custom grants to save your business money

\*\* The 'Post to ENERGY STAR' checkbox does not appear for non-ENERGY STAR users.


## Reporting Preferences

- If you select monthly reporting, then MyData will provide up to 24 months of usage data and will update your building usage data each month.
- If you select one time reporting, then you will receive a report with up to 24 months of usage data for the building.

If a release form is required, please download the form from MyData and ask your tenant to fill-out and sign the document. Then scan the document and return to MyData to upload the form as shown on the following page.

## Release Form Requirements

- If you select individual data for your building, and you are the only tenant and the current PSE customer for that address, then a release form is not required.
- If you select individual data for your building, and you are not the tenant, then a release form is required.
- If you select whole building data and you have more than 5 tenants, then no release forms are required because the data is aggregated.
- If you select whole building data and you have less than 5 tenants, then release forms are required to prevent dis-aggregation.

 <b>PUGET SOUND ENERGY</b>			
<b>PSE CUSTOMER DATA RELEASE FORM ENERGY STAR® PORTFOLIO MANAGER</b>			
I, _____		_____ of	
NAME (as it appears on PSE bill)		TITLE (if applicable)	
_____		_____ ("Customer") having the following service address	
BUSINESS NAME OF RECORD (if applicable)			
_____		_____ ("Address")	
SERVICE ADDRESS		CITY, STATE ZIP	
<p>understand that state or local law requires (i) the owner, operator, or agent ("Owner") of the building that Customer occupies at the Address to disclose benchmarking data and ratings provided by the United States Environmental Protection Agency ("EPA") ENERGY STAR Portfolio Manager to current tenants or to prospective building buyers, lessees, or lenders. Puget Sound Energy, Inc. ("PSE") is required to provide energy consumption data for accounts specified by Owner to the ENERGY STAR Portfolio Manager. For more information regarding the EPA's ENERGY STAR Portfolio Manager and the national energy performance benchmarking program, go to <a href="http://www.energystar.gov/index.cfm?c=evaluate_performance.bus_portfoliomanager">www.energystar.gov/index.cfm?c=evaluate_performance.bus_portfoliomanager</a>.</p>			
<b><u>Authorization of Disclosure to ENERGY STAR Portfolio Manager Application</u></b>			
Customer authorizes the following:			
(i) the disclosure by PSE, upon the request of Owner, to EPA of energy usage associated with the Customer at the Address in order to benchmark energy consumption in Owner's building(s); and			
(ii) PSE to electronically transfer Customer energy usage information at the Address to the ENERGY STAR Portfolio Manager.			
This authorization commences on the date of execution of this release and terminates the earlier of the date that Customer vacates the Address or at such time as Customer rescinds this authorization by submitting a written notice of rescission to Owner and PSE.			
<b><u>Customer Release</u></b>			
Customer declares that he/she is authorized to execute this release. Customer further certifies that Owner has authority to act on Customer's behalf to request, from time to time, the disclosure by PSE to EPA of energy usage associated with Customer at the Address in order to benchmark Owner's building(s). Customer releases, holds harmless, and indemnifies PSE from any liability, claims, demands, causes of action, damages, or expenses resulting from: (i) any release of information or data to the EPA for the national energy performance benchmarking program pursuant to this authorization and release; (ii) the unauthorized use of this information or data by the EPA; and (iii) from any actions taken by the EPA with respect to such information or data.			
_____ SIGNATURE		_____ TELEPHONE	
Executed this _____ day of _____, at _____		_____	
DATE		MONTH	
		YEAR	
		CITY, STATE ZIP	
REQUIRED LAST 5 DIGITS OF PSE ACCOUNT NO. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		BUILDING PROPERTY ID AS IT APPEARS IN PORTFOLIO MANAGER <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Please include the name and contact information of agent authorized to access information related to energy usage for this building.			
NAME (of authorized agent)	TITLE	TELEPHONE	EMAIL

To upload your release form click 'Upload completed release form'. Click 'Choose File' to locate the form on your computer, then click 'Upload' to attach it to the MyData form.

The screenshot displays the 'My Bank' web interface. At the top, a header bar contains 'My Bank' and a '[Hide Details]' button. Below the header, a message states: 'This building has been created and is ready for your review. Please choose your report preferences and complete your request.' The status is 'Release Forms Required'. The main content area includes sections for 'Please choose how you prefer to receive data:' (with radio buttons for 'Individual Meters' and 'Whole Building'), 'Reporting Options:' (with radio buttons for 'Monthly' and 'One Time Only', and a checked checkbox for 'Post to Energy Star'), and a confirmation checkbox: '\* [X] Confirm the addresses and meter numbers below accurately represent your building'. Below this, there are two tenant/unit name input fields, each followed by a 'Delete Address' link and a meter number (H075098432 and 0001098432). A 'Submit' button is at the bottom. A modal dialog box titled 'Upload Release Form' is open in the center, with the text 'The file must be in Adobe PDF format.' and a 'Choose File' button. Below the dialog, a message states 'We require a release form for this tenant.' with two links: 'download blank release form' and 'Upload completed release form', the latter of which is circled in red. On the right side of the interface, there are three promotional cards: 'Brighten your space with savings on efficient lighting', 'Reduce operating costs with a dedicated Resource Conservation Manager', and 'Custom grants to save your business money'.

The screen will be updated to 'Release form uploaded for this tenant'

My Bank

[Hide Details]

This building has been created and is ready for your review. Please choose your report preferences and complete your request.

Status: Release Forms Required

Please choose how you prefer to receive data: \*

☐ Individual Meters ☒ Whole Building

Reporting Options: \*

☒ Monthly ☐ One Time Only

☒ Post to EnergyStar

\* ☒ Confirm the addresses and meter numbers below accurately represent your building.

You may fill in the Tenant/Unit Name before clicking Submit to complete your request.

Tenant/Unit Name:

Federal Way Branch

123 MAIN ST, FEDERAL WAY 98003

Delete Address

H075098432

Release form uploaded for this tenant

[View uploaded forms](#)

Tenant/Unit Name:

Federal Way Branch

123 MAIN ST, FEDERAL WAY 98003

Delete Address

0001098432

Release form uploaded for this tenant

[View uploaded forms](#)

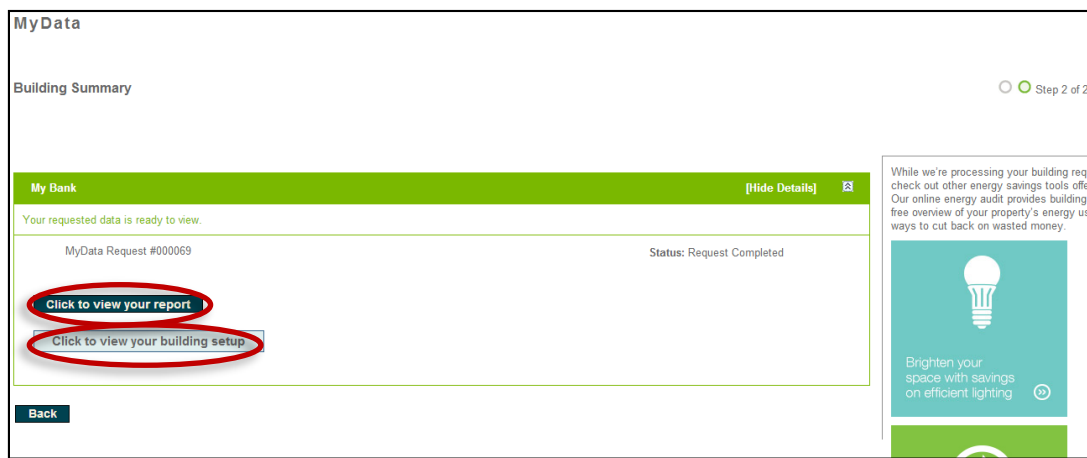
Submit

Back

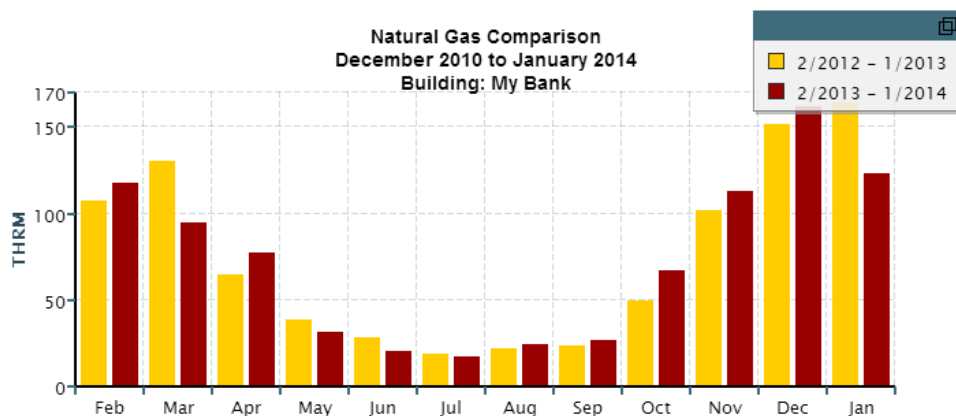
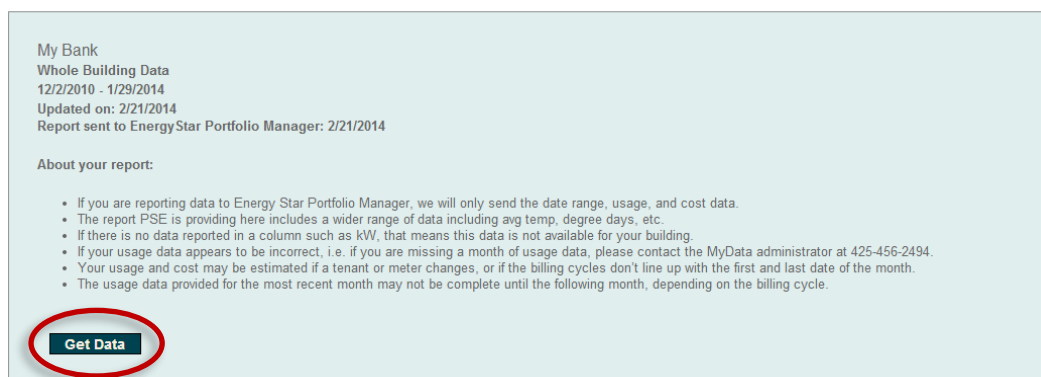
Once your report preferences have been selected, you have confirmed that the address and meter information for your building is accurate, and you have submitted release forms (if needed), then we will complete your request for energy usage data. Please allow up to three days to receive your energy usage report. We will notify you by email from [mydata@pse.com](mailto:mydata@pse.com) when your energy usage report is ready.



When you return to MyData, you can download your energy usage report by navigating to the Building Summary screen (if it isn't the screen displayed once you are signed in). The status of your building will show as 'Your requested data is ready to view.' Click 'Show Details' for the building. Choose 'Click to view your report' and you will be taken to the next screen where you will download your report. You may also choose 'Click to view your building setup' if you wish to review the building summary information.



Bar graphs showing the last two years of energy usage will display when whole building usage data has been requested. If individual data was selected, then bar graphs will not display. Click 'Get Data' to download and view Excel files containing your energy usage report.




The graph shows a comparison of the last two years of energy usage.

## City of Seattle Users – New

If you have questions or need help with City of Seattle's compliance you can contact their help desk here, [energybenchmarking@seattle.gov](mailto:energybenchmarking@seattle.gov) or (206) 727-8484 (M-F, 8-5).

If you are reporting your usage data to ENERGY STAR Portfolio Manager and don't have an account already, you will need to go to the [ENERGY STAR website](#) to create a Portfolio Manager account first. Please follow the instructions for setting up your Portfolio Manager account and sharing data with PSE in the [City of Seattle's How to Guide](#).

Once you've gone through those steps return to MyData and continue following the directions for Users with an ENERGY STAR Portfolio Manager account on page 12.

 **PUGET SOUND ENERGY**

### MyData

#### Registration

\* Denotes a required field

Will you be reporting any usage data to EnergyStar's Portfolio Manager? \*

☒ Yes ☐ No

Do you have an EnergyStar Portfolio Manager account? \*

☐ Yes ☒ No

Please proceed to the [EnergyStar website](#) to create an account. You will need this account for posting usage data to the EnergyStar site. It will also allow MyData to automatically integrate your building data.


To make this process easier, please refer to [this registration guide](#).

When you are done, please return here to complete your MyData registration.

Important note: if you register in MyData before completing the instructions for your Portfolio Manager account, this will cause a failure to link your MyData account with your Portfolio Manager account.

## ENERGY STAR Users – New

If you are reporting your usage data to Portfolio Manager and don't have a Portfolio Manager account yet, you will need to go to the [ENERGY STAR website](#) to create a Portfolio Manager account. Please follow the instructions for setting up your Portfolio Manager account and sharing data with PSE on the [Portfolio Manager User's Guide](#), then return to MyData and continue with the directions under Users with an ENERGY STAR Portfolio Manager account on page 12.

 **PUGET SOUND ENERGY**

### MyData

#### Registration

\* Denotes a required field

Will you be reporting any usage data to EnergyStar's Portfolio Manager? \*

☒ Yes ☐ No

Do you have an EnergyStar Portfolio Manager account? \*

☐ Yes ☒ No

Please proceed to the [EnergyStar website](#) to create an account. You will need this account for posting usage data to the EnergyStar site. It will also allow MyData to automatically integrate your building data.

To make this process easier, please refer to [this registration guide](#).

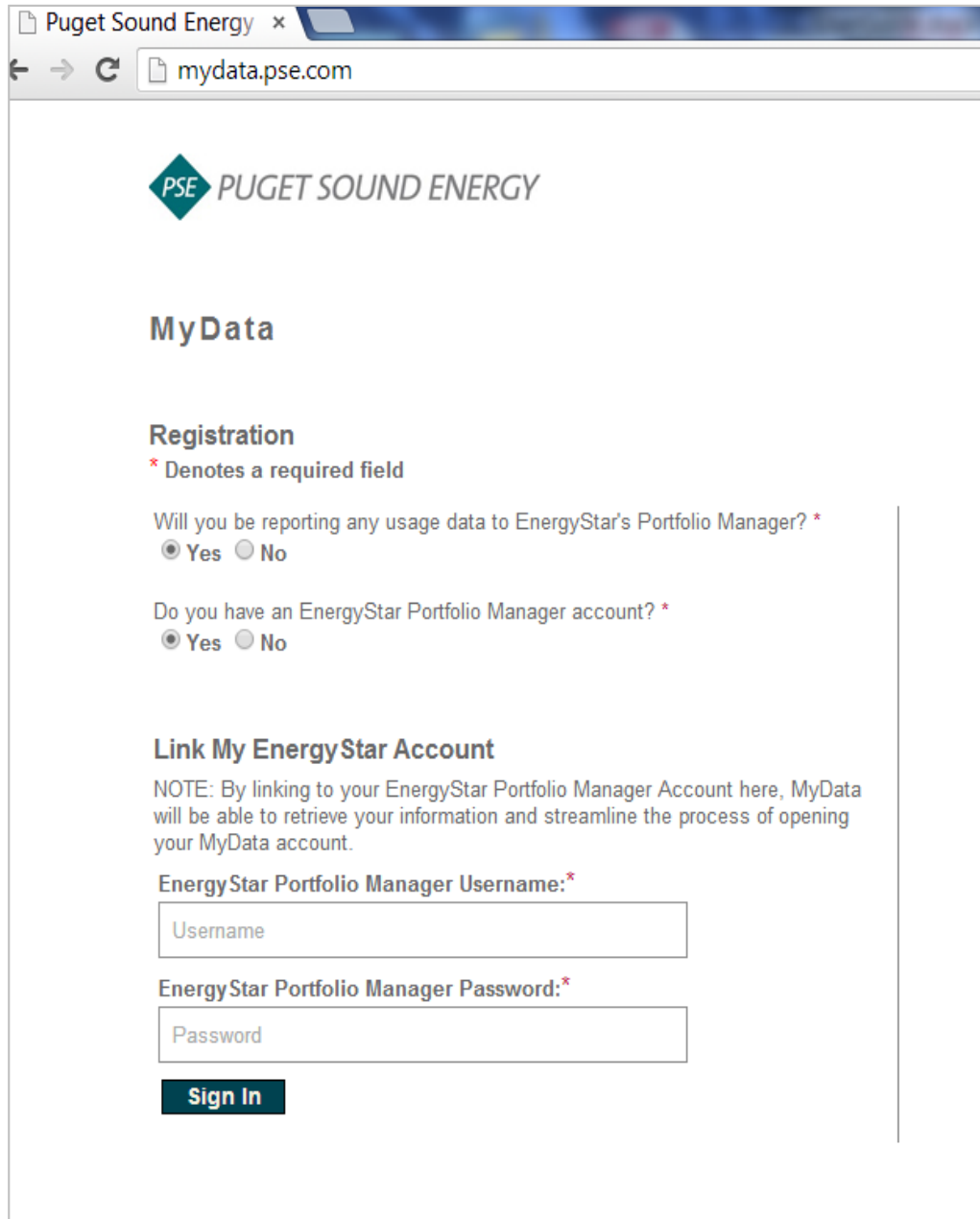
When you are done, please return here to complete your MyData registration.

Important note: if you register in MyData before completing the instructions for your Portfolio Manager account, this will cause a failure to link your MyData account with your Portfolio Manager account.

## City of Seattle and ENERGY STAR Users with existing Portfolio Manager accounts

If you wish to report your usage data to EPA's ENERGY STAR Portfolio Manager, you must first set up your Portfolio Manager account to [share data with PSE's MyData](#).

Then come back to MyData and register using your Portfolio Manager account username and password. Your information will automatically populate the MyData registration form. You will only need to enter and confirm your password, choose a security question, and enter your answer. Review and accept the Terms of Use and click 'Register'.



The screenshot shows a web browser window with the address bar displaying "mydata.pse.com". The page header features the Puget Sound Energy (PSE) logo and the text "PUGET SOUND ENERGY". Below the header, the section "MyData" is displayed. Under the "Registration" heading, a note states "\* Denotes a required field". There are two questions with radio button options: "Will you be reporting any usage data to EnergyStar's Portfolio Manager? \*" with "Yes" selected, and "Do you have an EnergyStar Portfolio Manager account? \*" with "Yes" selected. The "Link My EnergyStar Account" section includes a note about linking accounts and two input fields: "EnergyStar Portfolio Manager Username: \*" and "EnergyStar Portfolio Manager Password: \*". A "Sign In" button is located at the bottom of the form.

Puget Sound Energy x

mydata.pse.com

**PSE PUGET SOUND ENERGY**

### MyData

#### Registration

\* Denotes a required field

Will you be reporting any usage data to EnergyStar's Portfolio Manager? \*

☒ Yes ☐ No

Do you have an EnergyStar Portfolio Manager account? \*

☒ Yes ☐ No

#### Link My EnergyStar Account

NOTE: By linking to your EnergyStar Portfolio Manager Account here, MyData will be able to retrieve your information and streamline the process of opening your MyData account.

EnergyStar Portfolio Manager Username:\*

Username

EnergyStar Portfolio Manager Password:\*

Password

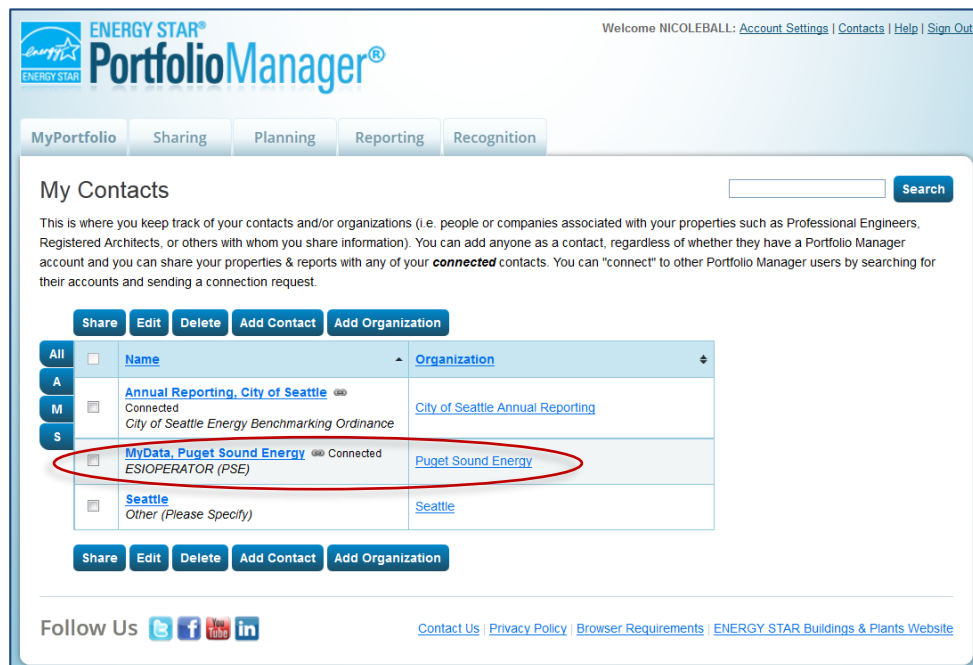
**Sign In**

Important note: if you register in MyData before completing the instructions for your Portfolio Manager account, this will cause a failure to link your MyData account with your Portfolio Manager account.

If you need to connect Portfolio Manager with MyData, login into Portfolio Manager at [energystar.gov](http://energystar.gov).

Check if Puget Sound Energy MyData is already a contact, by clicking on Contacts in the upper right corner of the MyPortfolio page.

On the My Contacts page, check if MyData, Puget Sound Energy is listed as Connected.

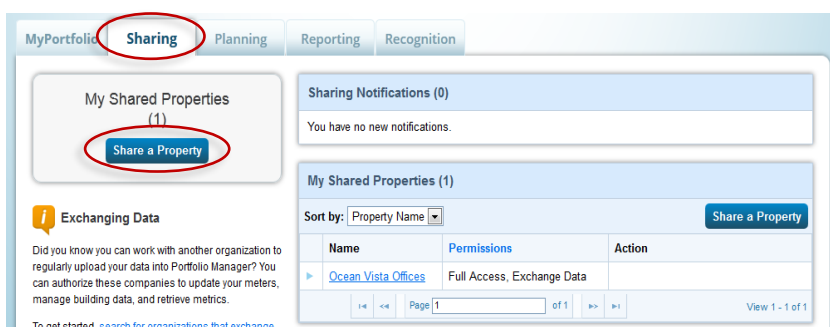


If MyData, Puget Sound Energy is connected, move on to sharing properties.

**If not** click Add Contact. Enter ESIOperator as the Username & click Search.

From the list, locate Puget Sound Energy MyData. Click Connect. Accept Terms of Use & click Send Connection Request. PSE should accept the connection in about an hour or less.

Next you'll share the Property with PSE.



Go to the Sharing Tab and click on Share a Property.

Select the property(ies) to share with MyData.  
(If you need PSE data for more than one property, you may choose 'Multiple Properties' in this step.)

Click Continue.

### Select Properties to Share

We'll get into the details of the level of access later. For now, which properties do you want to share?

One Property

Ocean Vista Offices

### Select People (Accounts) to Share With

Which people (accounts) do you want to share these properties with? The access for each can be different and you'll be able to specify that on the next page.

Select contacts from my contacts book:

Annual Reporting, City of Seattle

Balinger, Nicole

**MyData, Puget Sound Energy**

To select multiple contacts, hold down your Control (CTRL) key and click on each selection. Only your [connected contacts](#) appear in this list.

Continue

Cancel

On the next screen, select the button for Exchange Data, which will pop-up the Access Permissions window.

3

### Select Permissions for Each Contact

The access levels you select do not have to be the same for each property or each person.

Sort by: 

Property Name

Name (ID)	None	Read Only Access	Full Access	Custom Access	Exchange Data
<div><div></div><div>Ocean Vista Offices (3046669)</div></div>					
<div><div></div><div>MyData, Puget Sound Energy</div></div>	<input type="radio"/>				<input type="radio"/>

Share Property(ies)

Cancel

Now you'll set up Access Permissions.

**IMPORTANT:** Update the access permissions from the default of 'None' to the following:

Property Information – Full Access

All Meter Information – Leave as None

If old PSE meters are listed, each one should be marked as None. Leave any meters numbers as is.

Goals, Improvements – Leave as None

Recognition – Leave as None

Item	None	Read Only Access	Full Access	* Meter Number <sup>1</sup>
Property Information	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
▼ All Meter Information				
New Electric Meter	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text" value="000123456"/>
PSE_1234567-GAS	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text" value="000234567"/>
Goals, Improvements, & Checklists	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Recognition	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	


<sup>1</sup> Meter Number: Example: 0123456789; The 9 or 10 character meter number for which you would like to receive consumption/usage data. This may be alphanumeric, and it may contain leading zeroes.; Between 9 and 10 Characters [More Information](#)

**Apply Selections & Authorize Connection** [Cancel](#)

Scroll down and click 'Apply Selections & Authorize Connection' at the bottom of the window.

If you selected multiple properties to share, select Exchange Data button again for each property. Then select the access permissions and authorize connection for each property.

This will open the Sharing window again. Click on the Share Property(ies) button to complete the editing/sharing process.

 **Select Permissions for Each Contact**  
The access levels you select do not have to be the same for each property or each person.  
Sort by:

Name (ID)	None	Read Only Access	Full Access	Custom Access	Exchange Data
▼ Ocean Vista Offices (3046669)					
MyData_Puget Sound Energy	<input type="radio"/>				<input checked="" type="radio"/> <a href="#">Edit</a>

**Share Property(ies)** [Cancel](#)

Your sharing request should be accepted by PSE in approximately 1 hour. When completed, the MyData permissions will be listed as having Exchange Data permissions in Portfolio Manager.

MyPortfolio **Sharing** Planning Reporting Recognition

**My Shared Properties (2)**

[Share a Property](#)

**Exchanging Data**

Did you know you can work with another organization to regularly upload your data into Portfolio Manager? You can authorize these companies to update your meters, manage building data, and retrieve metrics.

To get started, [search for organizations that exchange data](#). Then connect with them and share your properties.

[Learn more about exchanging data.](#)

**Sharing Notifications (10)**

- [New Electric Meter](#) - Share accepted by [Puget Sound Energy MyData](#) [Clear](#)
- [Ocean Vista Offices](#) - Share accepted by [Puget Sound Energy MyData](#) [Clear](#)
- [Natural Gas](#) - Share accepted by [Puget Sound Energy MyData](#) [Clear](#)

**My Shared Properties (2)**

Sort by:  [Share a Property](#)

Name	Permissions	Action
<a href="#">Ocean Vista Offices</a>	Exchange Data	
<a href="#">Annual Reporting, City of Seattle</a>	Exchange Data	<input data-bbox="764 552 948 573" type="text" value="I want to..."/>
<a href="#">MyData, Puget Sound Energy</a>	Exchange Data	<input data-bbox="764 588 948 609" type="text" value="I want to..."/>
<a href="#">Yoga School</a>	Exchange Data	

Page 1 of 1 View 1 - 2 of 2

Do not move on with set up until PSE is listed as having Exchange Data permissions in Portfolio Manager.

If your account information is not automatically populated, please return to Portfolio Manager and make sure that you have successfully shared your property. You should see 'Exchange Data' under the Permissions column in Portfolio Manager for your 'Shared Properties' as shown below.


**My Shared Properties (1)**

Sort by:  [Share a Property](#)

Name	Permissions	Action
<a href="#">EPA Only</a>	Exchange Data	

Page 1 of 1 View 1 - 1 of 1

Now you're ready to return to MyData and complete your registration. Open the email sent to you via MyData and click the link to take you to the initial sign in screen.



**PUGET SOUND ENERGY**

**MyData**

Thank you for activating your account with us.

Please click Next to begin entering building information.

[Next](#)

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User Support 425-456-2494 | [Contact Us](#)  
[Terms of Use](#) | [Privacy Policy](#)

Once you've got your MyData account set up and connected to Portfolio Manager you will need to import your building data.



ENERGY STAR users who have shared buildings with PSE in Portfolio Manager will see this screen. Select the buildings to be imported into MyData by using the check boxes on the left. Click on 'Import'. When the import is successfully completed click 'Continue'.

## MyData

### Import Your EnergyStar Portfolio Manager Properties

Please select your EnergyStar properties to import into MyData. Any associated meters will also be imported.

	EnergyStar PM Property ID	EnergyStar PM Property Name	Primary Function	Address
<input type="checkbox"/>	3952468	EPA Only	MixedUseProperty	355 110th AVE

If you are reporting to Portfolio Manager, then your data will also be sent to your Portfolio Manager account automatically and will be updated on a monthly basis. Your data will show up in your Portfolio Manager account in a new virtual meter 'PSE MyData Usage'.

Now that your information is shared you will need to continue with the MyData set up to select the buildings you are reporting and choose the report preferences.

Go to page 4 to finish the process.