Colorado Springs Utilities
It's how we're all connected

Reference Guide
for Energy Performance for Buildings Benchmarking Requests

Step-by-step instructions for Colorado Springs covered building owners to benchmark their building's energy usage using ENERGY STAR Portfolio Manager®

Portfolio Manager

Obtaining Electric and Gas Data from Colorado Springs Utilities

Appendices

Step 1. Create an Account in ENERGY STAR Portfolio Manager®

You'll need an ENERGY STAR Portfolio Manager account to comply with Building Energy Scoring annual reporting requirements. If you already have a Portfolio Manager account, skip to Step 2.

Here's how to create an account in ENERGY STAR Portfolio Manager:

1. Go to the ENERGY STAR Portfolio Manager website sign-up sheet at https://portfoliomanager.energystar.gov/pm/signup

2. Create a unique username and password in the box titled "Accessing Your Account." Write this information down so it is documented. **You cannot change your username** after your account is created. For organizations with multiple properties, create a "corporate" account which "owns" all of the properties.

3. Enter information about yourself in the box titled "About Yourself."

a. If creating this account on behalf of an Organization or Corporation, follow the sidebar instructions for recommendations.

b. For the option to select "**Reporting Units**," choose "**Conventional EPA Units (e.g., kBtu/ft^2)**"

4. Enter information about your organization in the box titled "About Your Organization."

5. In the box asking, "Do you want your Account Name (and username) to be searchable by other Portfolio Manager users?" **choose "Yes."**

6. In the box titled "Confirm Your Identity," click the box next to "I'm not a robot."

7. Click "Create My Account" at the bottom of the page.

Step 2. Create Properties in Portfolio Manager

After you create an account, you can add your building(s) to the account by following these next steps. If you already have a Portfolio Manager account with existing properties, go to Appendix A to add Building IDs to those properties. Once you've completed that step, come back to this step.

1. Log in to ENERGY STAR Portfolio Manager® at portfoliomanager.energystar.gov/pm/login

2. Click "Add a Property"

Properties (0)

Add a Property

3. Enter your property's applicable characteristics.

4. Click on "Get Started!" **Get Started!**

5. Enter Basic Property Information.

6. Enter your Building ID. Select and enter the ID "**Colorado Building ID.**"

7. To find your ID number for your building, visit https://buildingid.touchstoneiq.com/

Standard ID(s):

Colorado Building ID ▾   ID: [   ]

➕ Add Another

7. Click "Continue"   **Continue**

8. Enter values for the information required by Portfolio Manager on how your building is used.

    a. You can collect use details from your tenants using the Data Collection Worksheets.

    b. *If you do not know exact values during this step*, enter in your best guess and check the "Temporary Value" box. This is a virtual indicator reminding you to update this value later.

    c. **Do not** select 'Use a default'.

    d. **Do not** change 'Current as Of' dates.

9. Click on 'Add Property'.   **Add Property**

Property Use Detail	Value		Current As Of	Temporary Value
⭐ Weekly Operating Hours	40	☐ Use a default	1/1/1979 📅	☑

![Colorado Springs Utilities — It's how we're all connected]

Step 3. Submit Usage Data Request to Colorado Springs Utilities

To submit a benchmarking report, you will need aggregated, or "whole building" data. Submit a data request to get that information from Colorado Springs Utilities.

1. **If you already have a My Business Usage Account, then continue to Step 4 (Logging into My Business Usage). If you do not, please continue with the following steps.**

2. **Go to** https://csu.mymeter.co/WholeBuilding/RequestOwnerPermission.

3. **Search and select applicable addresses** using the search function on the form and select your applicable addresses. Addresses should be entered as they appear in the State's database. Example: 111 S Cascade.

4. **Name your Building, enter your name, address, email, and the name of your company of organization and a relation to the building. Also, please sign the attestation statement.** The email address you enter is where we will send all notices about your data request, including your confirmation email and data release instructions as needed.

5. **Click Next and Review the addresses selected.** Please confirm the total number of meters is consistent with the request.

6. **In the event your building/parcel has less than 5 tenants** with their own Utility accounts, a Consent for Release of Commercial Customer Consumption Data Form will be required for each of your tenants to fulfill this request. The form is located here: **LINK TO FORM** **Tenants may also provide verbal release by calling 719-448-4800.**

7. **After confirming you will receive a confirmation email.** Data will be aggregated within the My Business Usage Portal, but we may need to work with you to obtain consent for release of information.

8. **After receiving your confirmation email**, you will receive a "My Business Usage - Update Password" email. Use the link provided to create a new password for your My Business Usage account. If you are not a Colorado Springs Utilities customer, you will only be able to see aggregated data for the approved Whole Building Request.

9. **Is My Data Ready? Data Request Pending** Colorado Springs Utilities will email you when your Data Request is pending more information like if there's something else you need to do, like submit release forms.

Step 4. Logging into My Business Usage

1. **Once logged into My Business Usage,** go to the Property Tab, then select the ENERGY STAR sub-tab**.** Select "*Yes, I want to transfer data to an existing property in my ENERGY STAR account"* radio button.
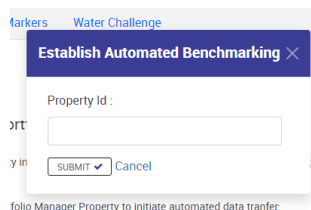
2. **Next, Select the "Request Connection" button.** Login to your ENERGY STAR account. Select the agreement checkbox, then click the "Send Connection Request" button within ENERGY STAR.

3. **Go back to the My Business Usage, ENERGY STAR tab.** Click the "Check for My Contact Request" button.
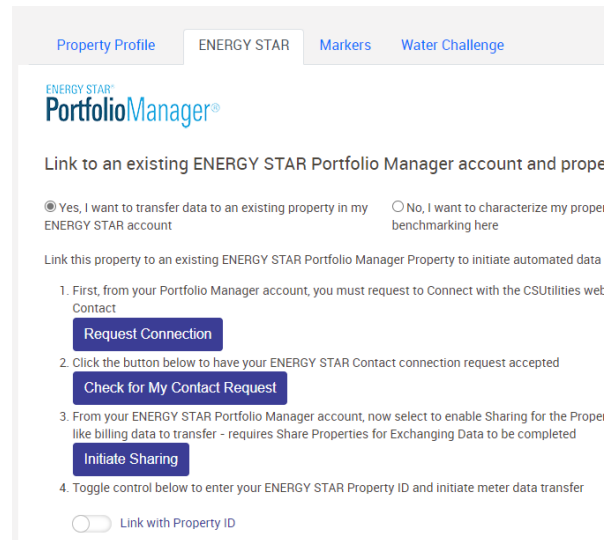
4. **Next, click the "Initiate Sharing" button in My Business Usage.** ENERGY STAR will repopulate. Select the following in ENERGY STAR:

   1. Select Web Services Provider, make sure Colorado Springs Utilities is selected.
   2. Select your property.
   3. Select Bulk Sharing, then "Exchange Data Full Access."
   4. Select Authorize Exchange. Follow any prompts given.

5. **Go back to the My Business Usage, ENERGY STAR tab.** Click the Link with Property ID toggle button. Type in your Property ID. (Found in ENERGY STAR Portfolio Manager)

6. **Congratulations!** You have linked your My Business Usage Account with your ENERGY STAR Portfolio Manager Account.

Appendix A: Add your Colorado Building ID to Portfolio Manager

Each building that's required to benchmark under the Building Performance Colorado Program has been assigned a unique ID, called the "**Colorado Building ID**." **You must add this ID to every Portfolio Manager building you've shared to make sure the usage that you've reported gets attributed to the correct building during compliance checks.**

To find your Colorado Building ID, review your initial compliance letter from the Colorado Energy Office, or find your building using the Touchstone Benchmarking Building ID Lookup Tool at: https://buildingid.touchstoneiq.com/.

1. Log in to ENERGY STAR Portfolio Manager. Visit portfoliomanager.energystar.gov/pm/login

2. Select your building from your MyPortfolio Dashboard.

3. Click on the "Details" tab.

4. Locate the "Unique Identifiers (IDs)" box on the left and click "Edit." After clicking "Edit," scroll to the bottom to find the box titled "Standard IDs."
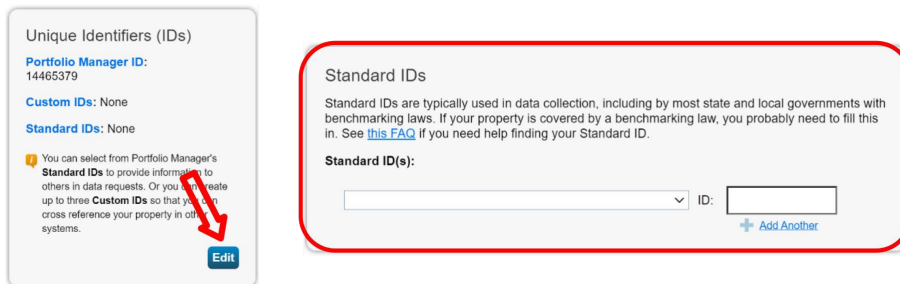
5. Click on the dropdown menu in this box and select "Colorado Building ID"

6. In the empty box next to "Colorado ID," enter your Colorado Building ID, which is the letters "C" followed by four integers that are unique to each building. **Click Save**.

Appendix B. Create virtual meters in ENERGY STAR Portfolio Manager®

1. **Login to your ENERGY STAR Portfolio Manager** account if you are not already logged in.

2. **Select your property** found in the dashboard. Click on the tab for the source of usage you're reporting. For electric and gas, click on the "Energy" tab.

| Summary | ! Details | ! Energy | Water | Waste & Materials | Goals | Design |
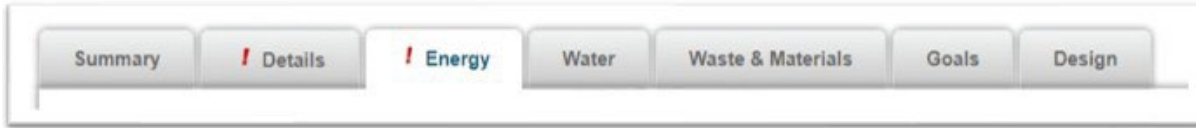
3. **Click on** "Add A Meter" [Add A Meter]

4. **Select the following variables** for each usage source.

For Electric Meters	For Natural Gas Meters:
1. Select "Electric" 2. Select "Purchased from grid"	1. Select "Natural Gas"

5. **For how many meters** always enter "1", then click "Get Started!"

6. **Enter the following fields for the meter**:
   a. <u>For Electric</u>: "Kilowatt Hours (kwh)", <u>For Gas</u>: "ccf (hundred cubic feet)"
   b. Date Meter became Active – **January 1 of the year being reported** (e.g. if the building is submitting the 2021 report, this date should be entered as 01/01/2021)

7. **Click on "Create Meters"**   [Create Meters]

8. **Congratulations!** You have now created your energy meters.

Appendix C: Run the Data Quality Checker

Once you have at least 12 full months of electric and gas for all of your meters for the calendar year you are trying to report, run the Data Quality Checker to check for any common errors in your report before submitting.
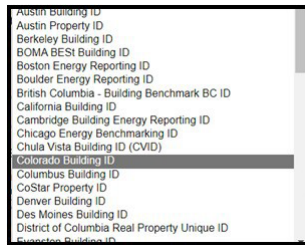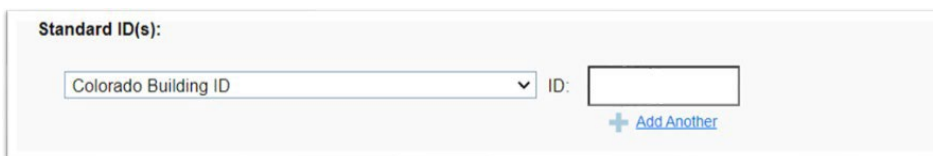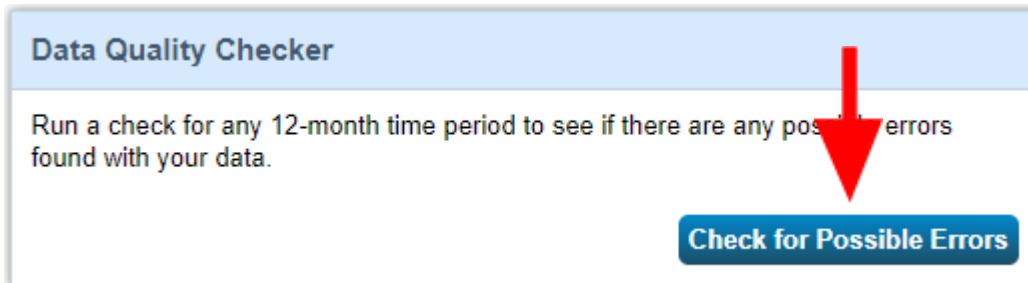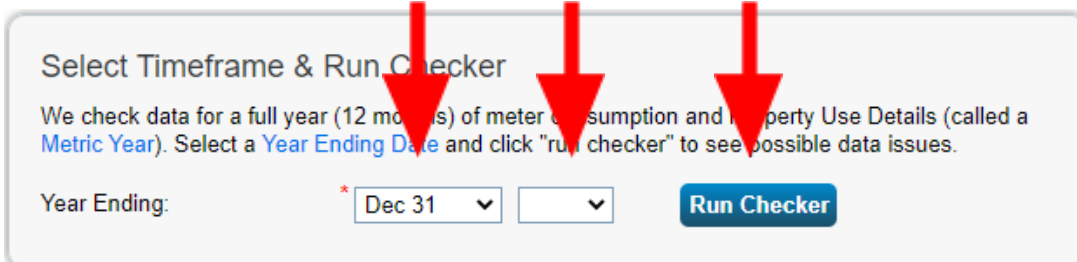
1. Log in to Portfolio Manager. Visit portfoliomanager.energystar.gov/pm/login

2 Select your building from the My Portfolio Dashboard.

3 On the property's "Summary" tab

| Summary | Details | Energy | Water | Waste & Materials | Goals | Design |

Scroll down to find the **Check for Possible Data Errors** section, select "Check for Possible Errors."

Data Quality Checker

Run a check for any 12-month time period to see if there are any possible errors found with your data.

Check for Possible Errors

4 Select "Dec 31" in the first drop down, then select the data year you are reporting for in the second drop down (e.g. if the building is submitting the 2021 report, the data reporting year should be set to 2020) then click "Run Checker"

Select Timeframe & Run Checker

We check data for a full year (12 months) of meter consumption and Property Use Details (called a Metric Year). Select a Year Ending Date and click "run checker" to see possible data issues.

Year Ending: * Dec 31 ⌄   ⌄   **Run Checker**

5 Review the list of alerts (if any) and Portfolio Manager's suggestions to address the issue(s).

   o Common alerts include temporary or estimated values or less than 12 full calendar months of energy bills.

You can ignore waste and materials meter alerts.

6 Following the links in the explanations, make corrections or updates to your property details to address as many alerts as possible.
   o *Submittals will be subject to a quality control review and will be rejected if data input errors are found. If errors are found, owners will have 30 days to correct the errors and resubmit the data to the State.*

7. Once you have made all applicable changes, re-run the checker to make sure that the alerts have been addressed.

Appendix D: Consent for Release Form

Consent for Release of Commercial Customer Consumption Information

Colorado Springs Utilities
It's how we're all connected

TO: Colorado Springs Utilities (Utilities)

I,_____, main customer or an authorized representative of
        (Print Name)

_____ in accordance with Utilities Rules Regulations V(H)
    (Commercial Customer Name)

(Release of Information), hereby authorize Colorado Springs Utilities to release consumption information regarding the Commercial Customer's Account or my Customer Account to:

Company: _____

Street Address: _____

City:_____ State/Zip: _____

Please release any consumption data with regard to:

_____ Gas   _____ Electric   _____ Water and/or Wastewater

for the Utilities Account number:_____.
           (Please attach a list for multiple accounts)

This consent is valid until terminated by the Utilities Customer.

I hereby release and discharge Utilities, its officers and employees, as well as the City of Colorado Springs, from all claims and liabilities, which Utilities might otherwise incur as a result of the release of information hereunder.

Customer's Signature:_____Date:_____

Tax Identification Number: _____

STATE:_____

COUNTY: _____

Before me on this date,_____, 20___, appeared_____,
Identified or known to me, who acknowledged this as his/her instrument.

SEAL:

_____
Notary Signature

Please fax to Colorado Springs Utilities at 719-668-4599 or mail to Colorado Springs Utilities, ATTN: Water Allocation Plan Office, 2855 Mesa Rd, Colorado Springs, CO 80904.