How to Benchmark Your Building

Instructions for Using ENERGY STAR® Portfolio Manager® and Southern California Gas Company's Web Services

Southern California Gas Company

A Sempra Energy utility®

This document is a quick-start guide for entering your property into Portfolio Manager® and enrolling in Southern California Gas Company's (SoCalGas®) Web Services. For additional help, we suggest you refer to resources on the SoCalGas Benchmarking webpage, the Portfolio Manager Overview, and Portfolio Manager Online Help website.

OVERVIEW

ENERGY STAR® Portfolio Manager®, an online service created by the Environmental Protection Agency (EPA), allows you to track the energy consumption of your facilities and compare them to similar buildings nationwide. Web Services makes it easier to use this tool by uploading meter data automatically to your Portfolio Manager account.

As of January 1, 2014, non-residential Property Owners are required to benchmark their building's energy performance using Portfolio Manager and disclose results at the point of a whole building real estate transaction, including sale, lease, or refinance. As a result, SoCalGas Customers may be asked to release their energy data to their Property Owners or Landlords to complete the benchmarking process in Portfolio Manager.

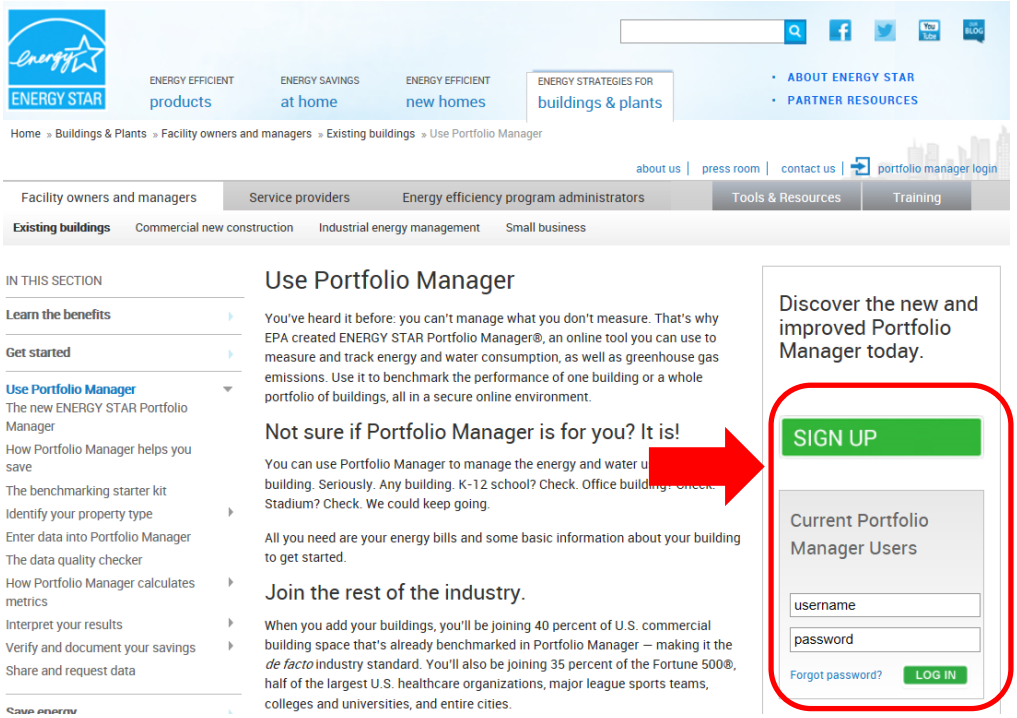
This guide will walk you through the process of benchmarking your building: how to register for a Portfolio Manager account, create a profile for your property, and enroll in Web Services. The troubleshooting section can help you identify and correct problems you may encounter with Web Services. You will also find detailed answers for many frequently asked questions at the end of the document.

Before getting started, you may want to collect information about your building using the Data Collection Worksheet available on EPA's ENERGY STAR Portfolio Manager Benchmarking Web site.

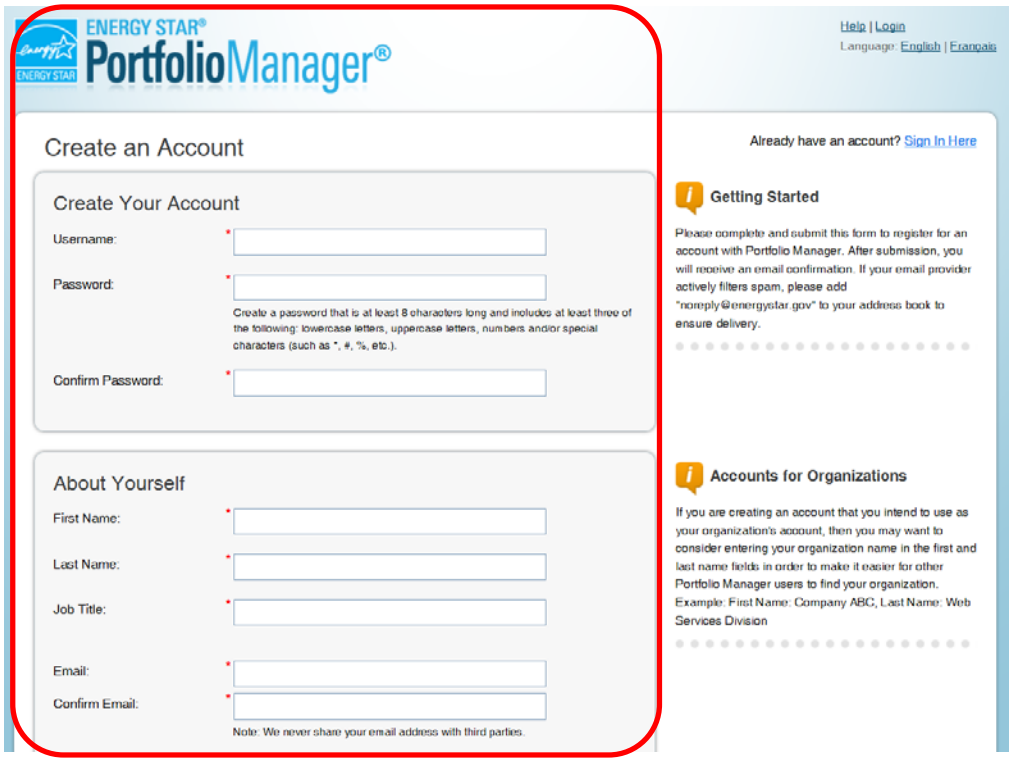
TABLE OF CONTENTS

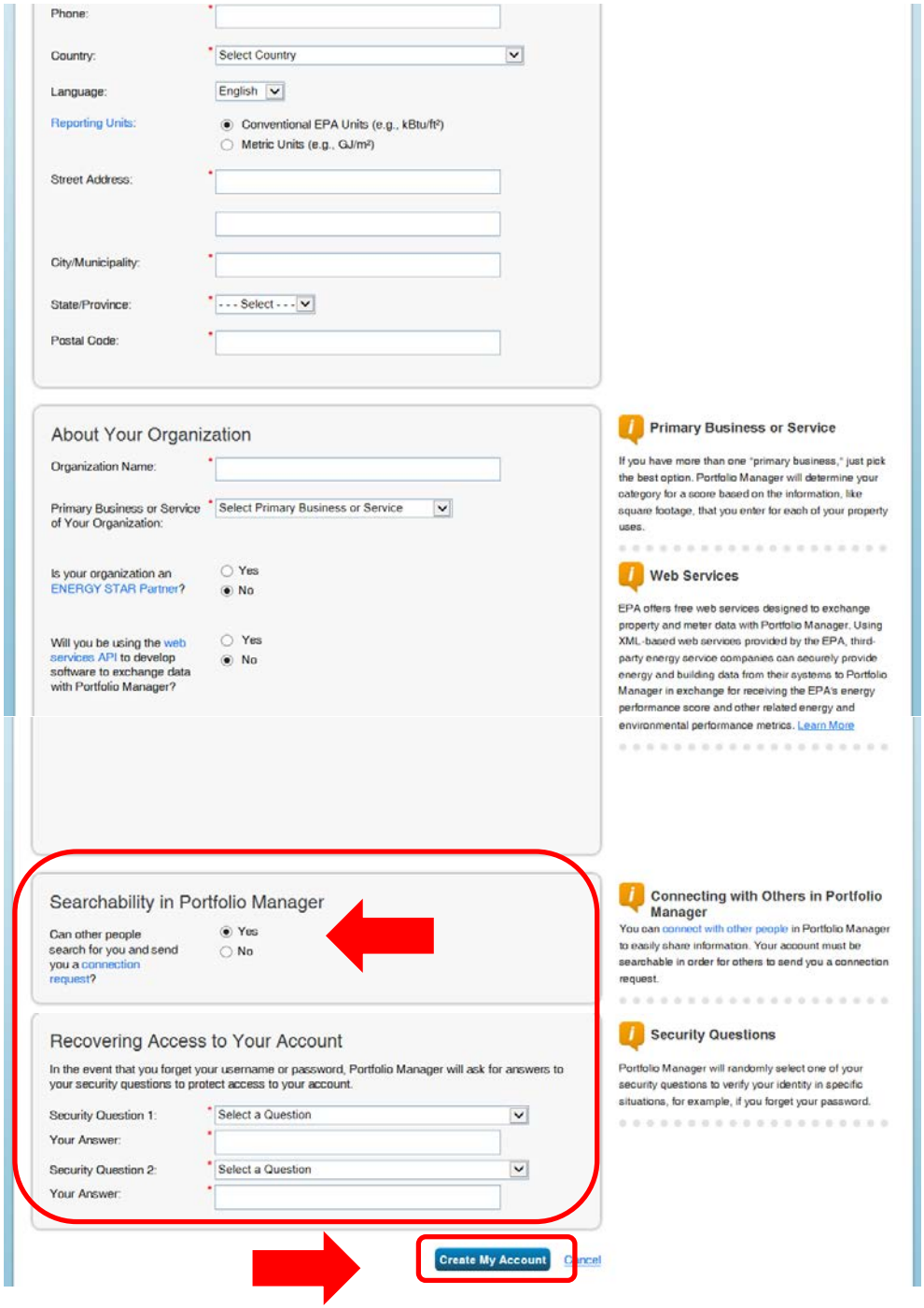
SECTION 1 | How to Register a Portfolio Manager Account

1.1 Go to the ENERGY STAR® Portfolio Manager® Login page (www.energystar.gov/portfoliomanager) and click **Sign Up**. If you already have a User Name and Password, enter it below.



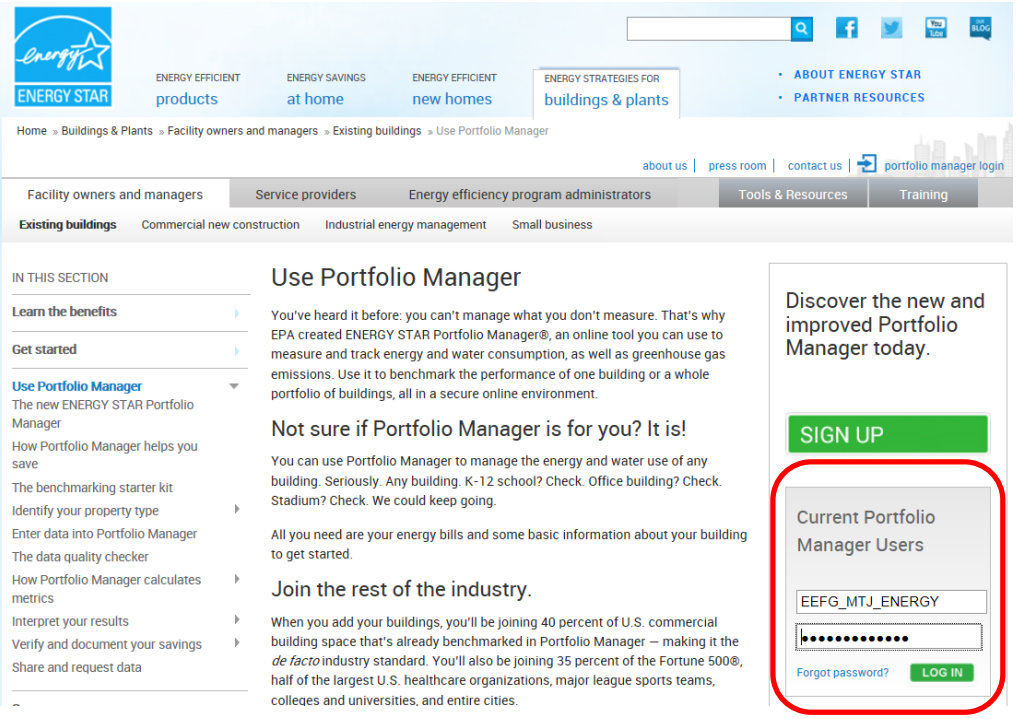
1.2 Fill out the required information (fields marked with a red asterisk) and click **Create My Account,** which appears at the bottom of the screen, after the security questions used to recover your account.





Note: Portfolio Manager's default is to enable others to search for your account to facilitate connecting with others. You won't want to change this **Searchability in Portfolio Manager** default setting if you intend to enroll in SoCalGas' web service.

1.3 On the Portfolio Manager log in page (www.energystar.gov/portfoliomanager), enter your User Name and Password and click **Log In**. You will be brought to the **My Portfolio** tab. The **My Portfolio** tab displays a summary of the properties in your portfolio.


ENERGY STAR
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ENERGY SAVINGS at home
ENERGY EFFICIENT new homes
ENERGY STRATEGIES FOR buildings & plants
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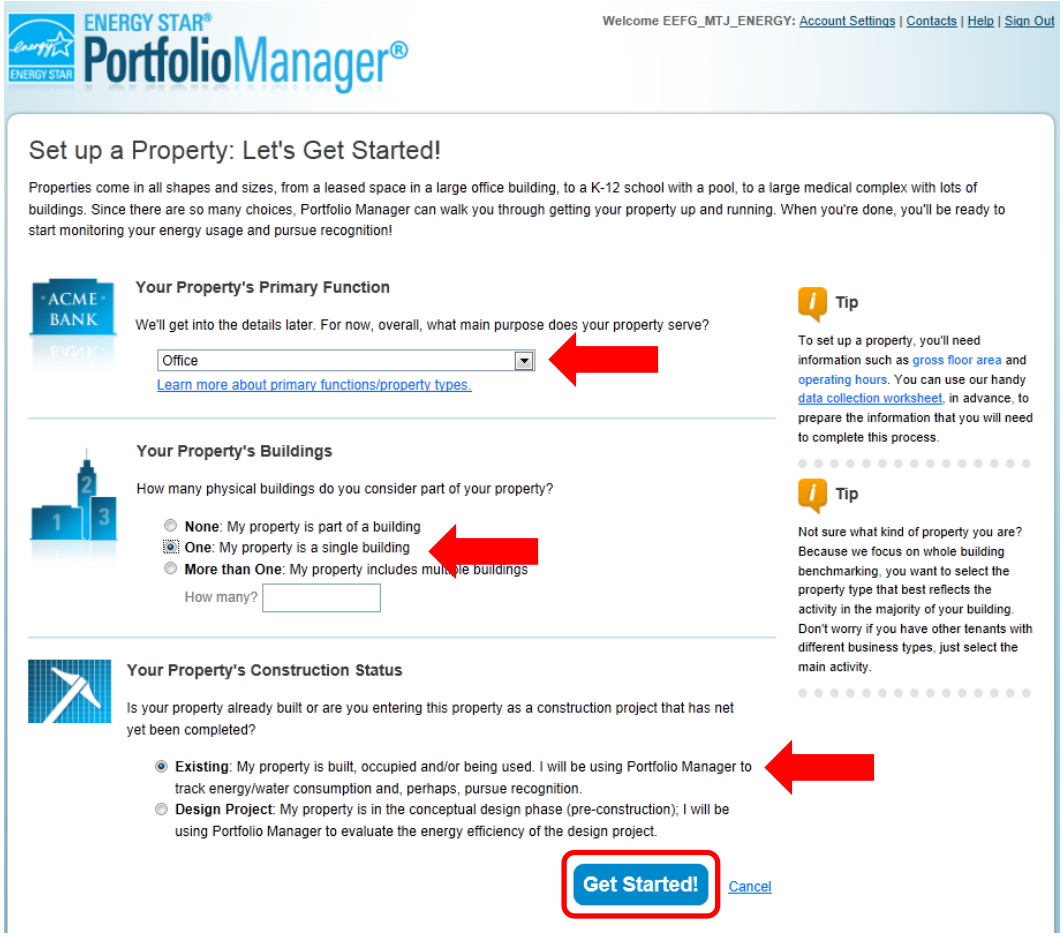
PARTNER RESOURCES
Home » Buildings & Plants » Facility owners and managers » Existing buildings » Use Portfolio Manager
about us | press room | contact us | portfolio manager login
Facility owners and managers
Service providers
Energy efficiency program administrators
Tools & Resources
Training
Existing buildings
Commercial new construction
Industrial energy management
Small business
IN THIS SECTION
Learn the benefits
Get started
Use Portfolio Manager
The new ENERGY STAR Portfolio Manager
How Portfolio Manager helps you save
The benchmarking starter kit
Identify your property type
Enter data into Portfolio Manager
The data quality checker
How Portfolio Manager calculates metrics
Interpret your results
Verify and document your savings
Share and request data
Use Portfolio Manager
You've heard it before: you can't manage what you don't measure. That's why EPA created ENERGY STAR Portfolio Manager®, an online tool you can use to measure and track energy and water consumption, as well as greenhouse gas emissions. Use it to benchmark the performance of one building or a whole portfolio of buildings, all in a secure online environment.
Not sure if Portfolio Manager is for you? It is!
You can use Portfolio Manager to manage the energy and water use of any building. Seriously. Any building. K-12 school? Check. Office building? Check. Stadium? Check. We could keep going.
All you need are your energy bills and some basic information about your building to get started.
Join the rest of the industry.
When you add your buildings, you'll be joining 40 percent of U.S. commercial building space that's already benchmarked in Portfolio Manager — making it the de facto industry standard. You'll also be joining 35 percent of the Fortune 500®, half of the largest U.S. healthcare organizations, major league sports teams, colleges and universities, and entire cities.
Discover the new and improved Portfolio Manager today.
SIGN UP
Current Portfolio Manager Users
EEFG_MTJ_ENERGY
Forgot password?
LOG IN

SECTION 2 | How to Create a Property Profile

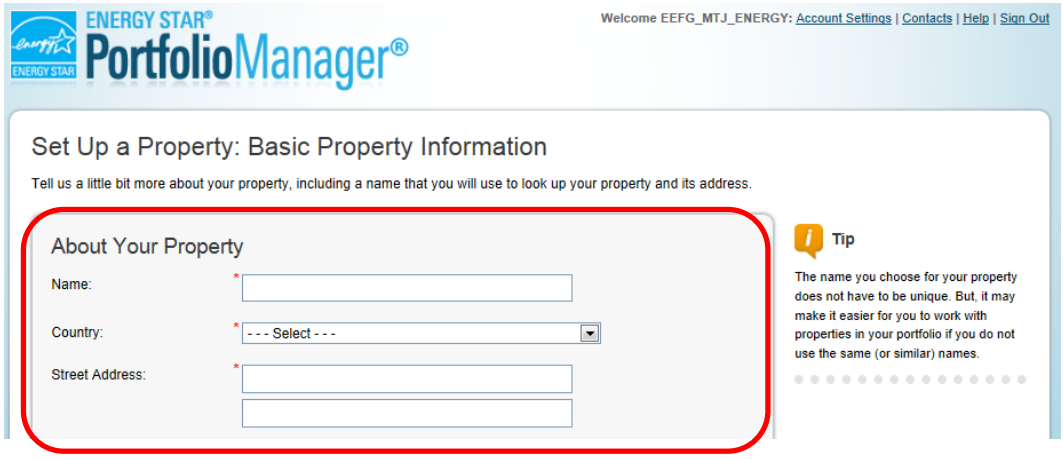
To benchmark your facility in Portfolio Manager, you will need to create a profile that has basic information about the property, how it is used, and the energy meters serving it.

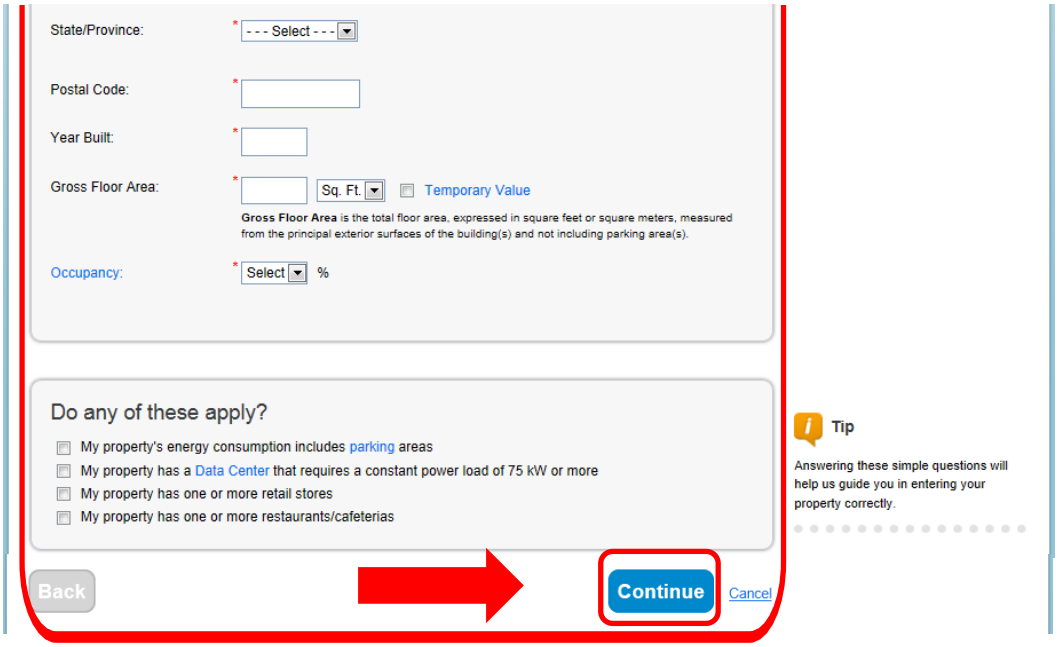
2.1 Add a property by clicking **Add a Property** on the **My Portfolio** tab. You can also upload multiple properties by clicking the hyperlink at the bottom of the screen.

2.2 Enter your property's primary function, number of buildings, and construction status. Then click **Get Started!**



2.3 Enter the property's name, address, and other general information and click **Continue**.
TIP: Make sure the city name is accurate and spelled correctly – mistakes may cause an error in connecting with SoCalGas' Web Services.

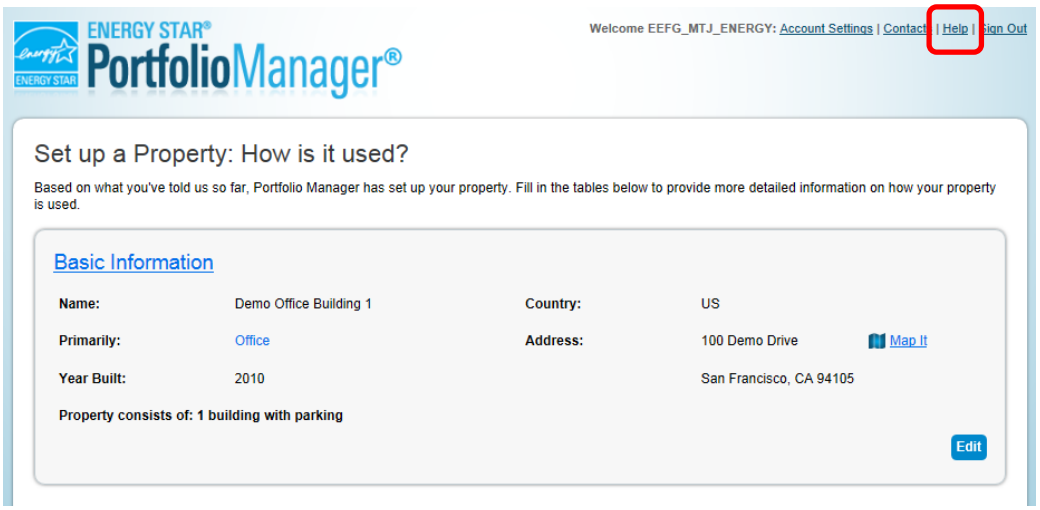


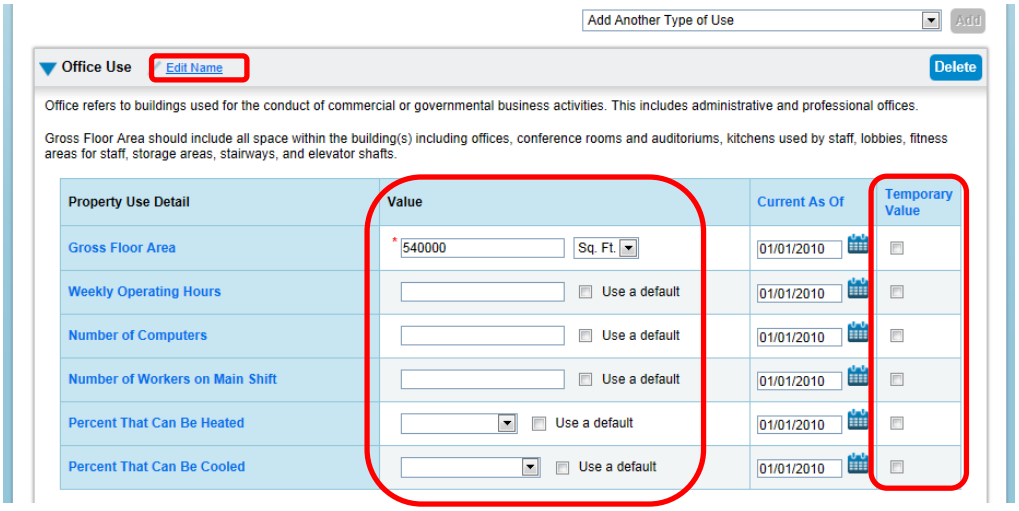


2.4 Enter the specific information on how your building is used. The fields required will depend on the selection made in Section 2.2 for the building's **Primary Function**.

For example, if you indicated your building's **Primary Function** is **Office**, you would be asked to supply the Gross Floor Area, Weekly Operating Hours, Number of Computers, Number of Workers on Main Shift, Percent that can be Heated, and Percent that can be Cooled. If you indicated that your building had a Data Center or Parking, additional fields pertaining to these uses would also be required. Some space attributes, like "Gross Floor Area," are always required. Others may give you the option to "Use Default Value" (which inserts the national average for that attribute) or "Temporary Value" (which is your estimated value for that attribute) until you can collect and enter actual data for your facility. You can also rename the primary property use by clicking **Edit Name** next to **Office Use,** at the top of the next page in this example.

TIP: To get detailed descriptions of each space and its space attributes, click the **Help** link at the top right corner of the screen, select **Search the Knowledge Base,** then **Property Types** on the left-hand side menu. This will give you the definitions of each space type and attribute, default values, and answers to Frequently Asked Questions.

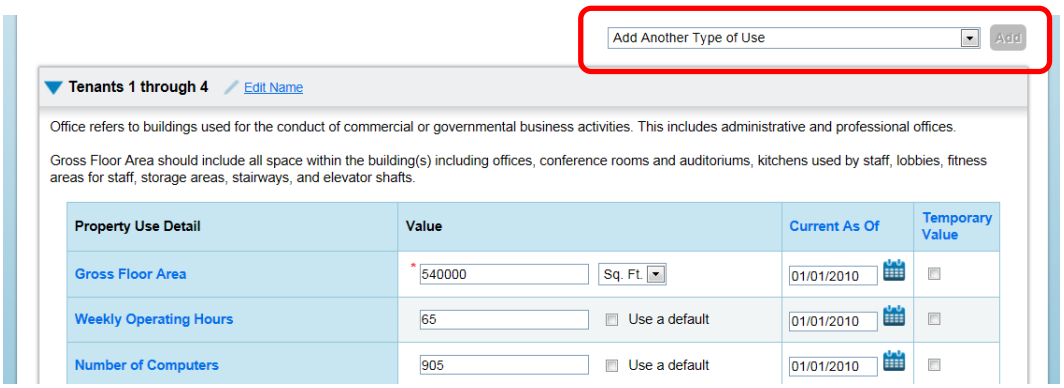




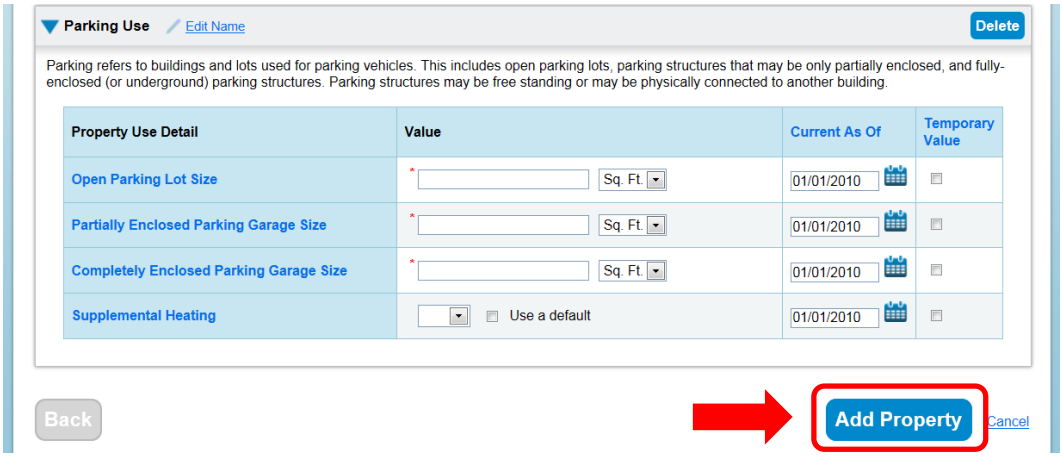
Adding Another Type of Use

Portfolio Manager uses the term “Type of Use” to characterize the various spaces within a building. Your building may have one or more property use types. For example, an office building might have occupied office space, a computer data center, and parking. Each of these should be entered as a separate “Type of Use” and will require different information. If more than 10% of a building’s gross floor area is vacant, the vacant square footage should be described as a distinct space type. Links to more information on how these space types are defined can be found in the Portfolio Manager Online Help section.

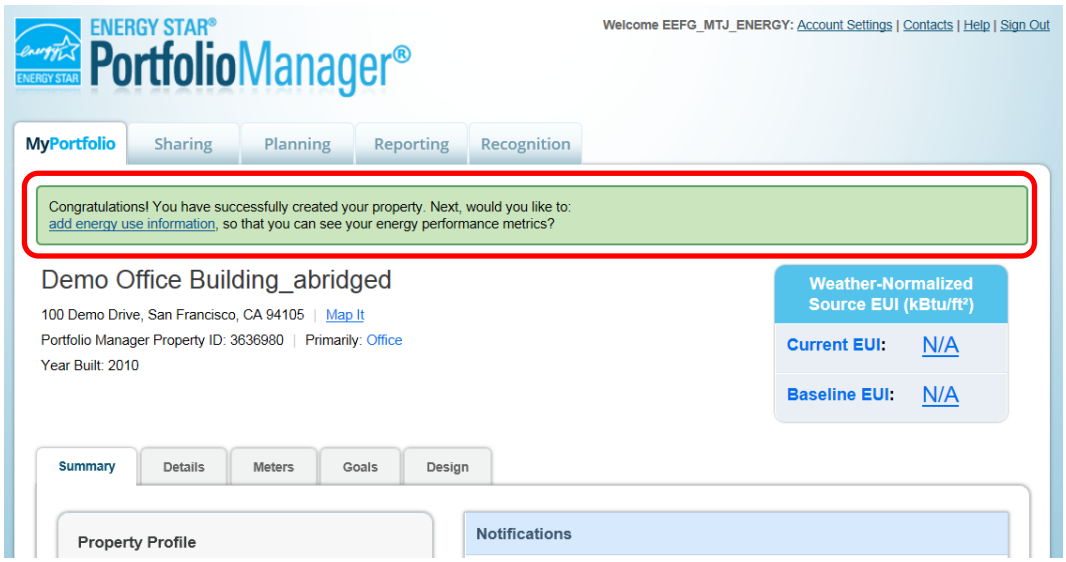
2.5 To add another space to your facility, click **Add Another Type of Use** and select the type of space you would like to add. Complete the required fields just as you did in Section 2.4.



2.6 Continue with the procedure described in Section 2.5 until your building's gross floor area is completely entered. Make sure the sum of all spaces is equal to the total gross floor area of the facility. To finalize your entries, click **Add Property**.



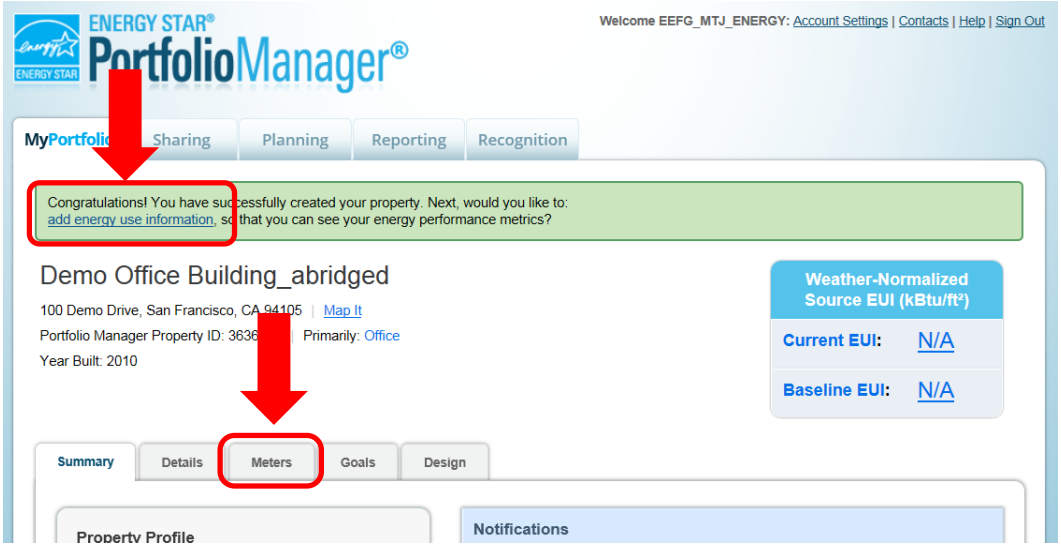
2.7 After saving your entries, you will see a green bar at the top of the Summary tab, confirming you have successfully created your property. The next section will provide the steps to set up your building's energy meters.



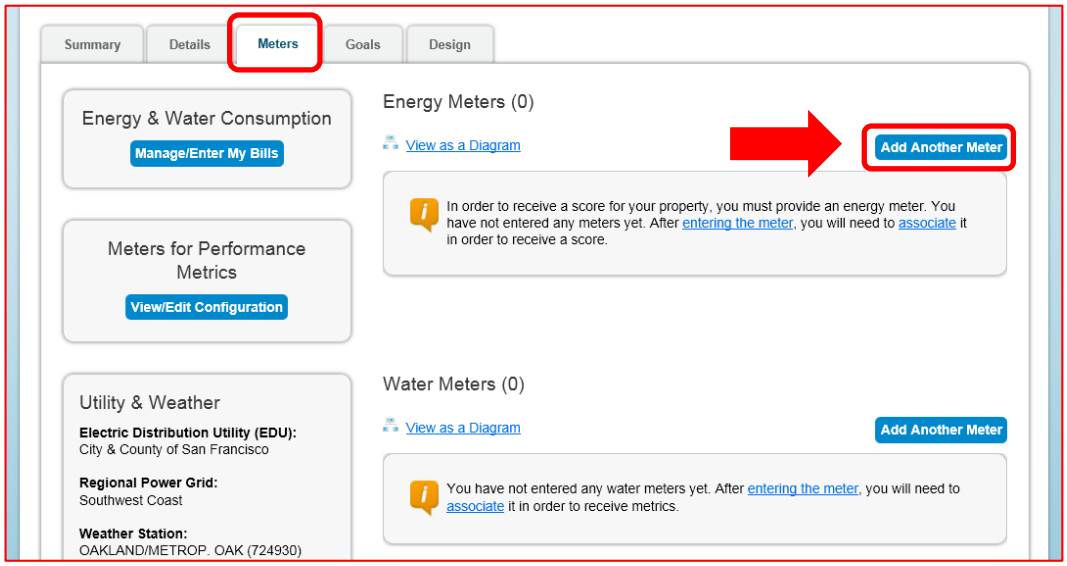
Setting up Energy Meters

You will need to add an Energy Meter to your property profile for each meter serving the building. For SoCalGas meters that you are signing up for Web Services, add one meter per Account Number/Location ID number. Refer to section 3.11 for help with locating the Meter Number, Account Number, or Location ID on your SoCalGas bill.

2.8 To add a meter, you can either click the "**add energy use information**" link in the green bar, or click on the **Meters** tab. Either choice will take you to the meters tab.

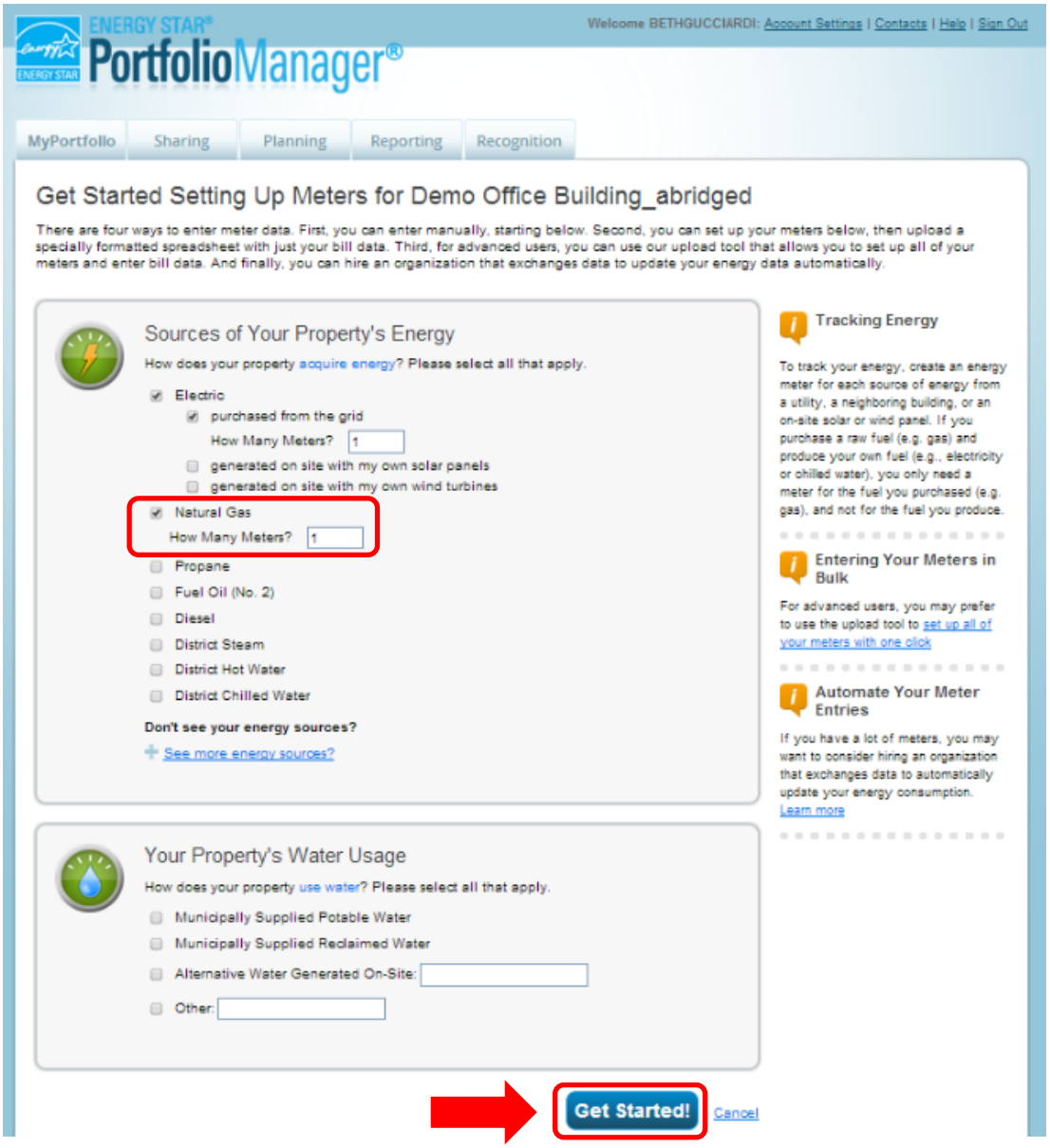


2.9 Once you are on the meters tab, click **Add Another Meter**.

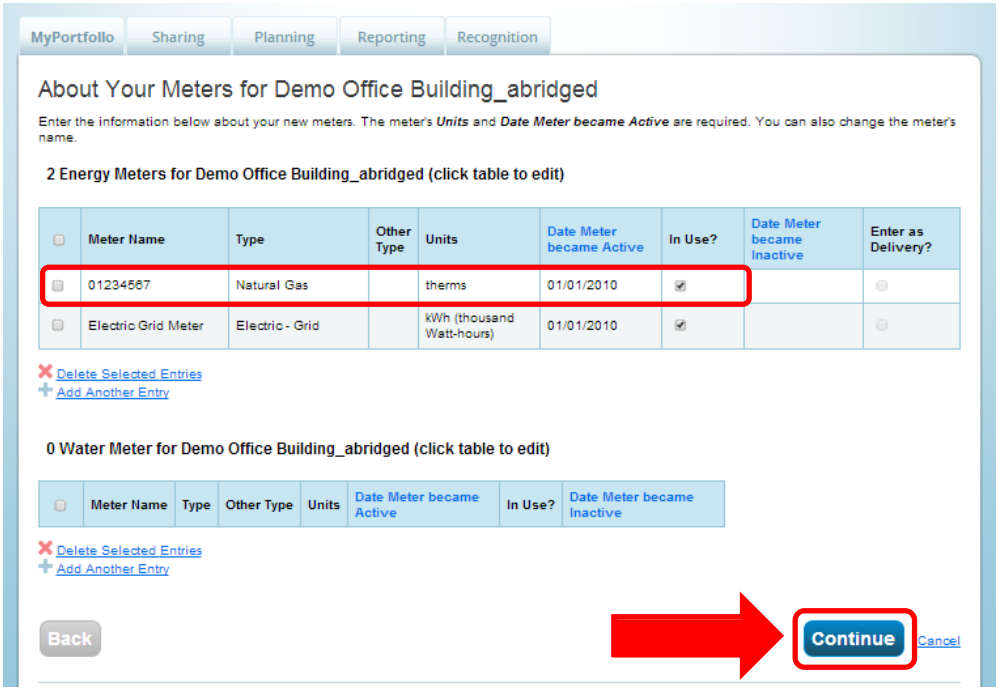


2.10 Indicate the sources of your property's energy. As you select different fuels, additional fields will appear. Indicate how many gas meters you have under your SoCalGas account. After you have filled out the required information about the meter(s), click **Get Started**.

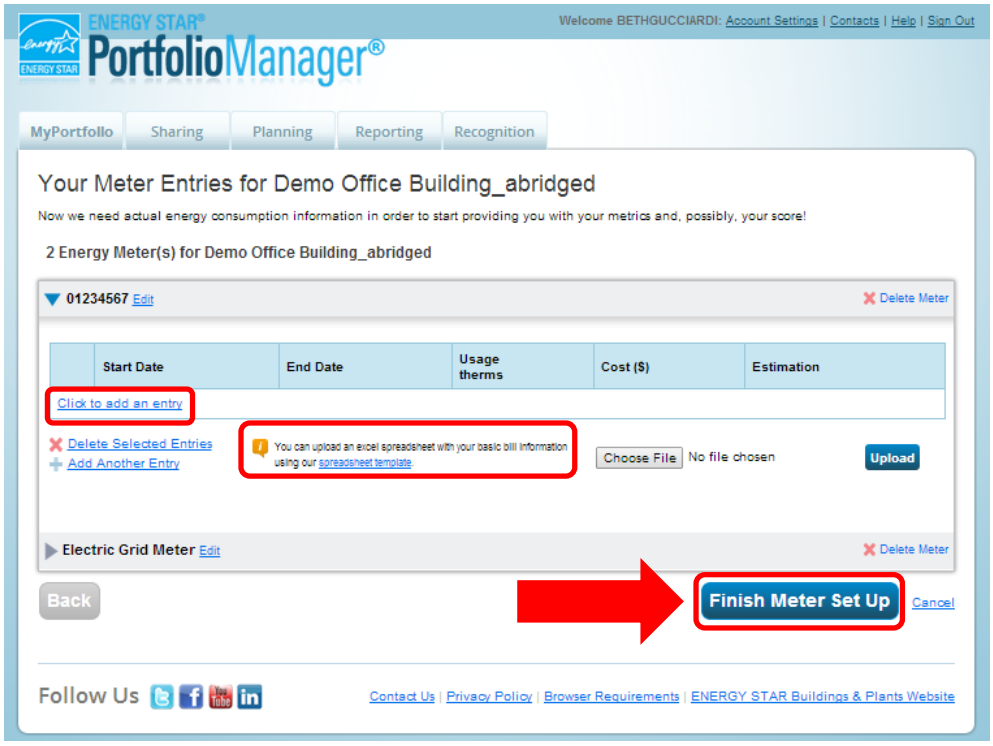
Note: You may also track your property's water usage, but it is not required to benchmark your property, and site water consumption will not factor into your benchmark score.



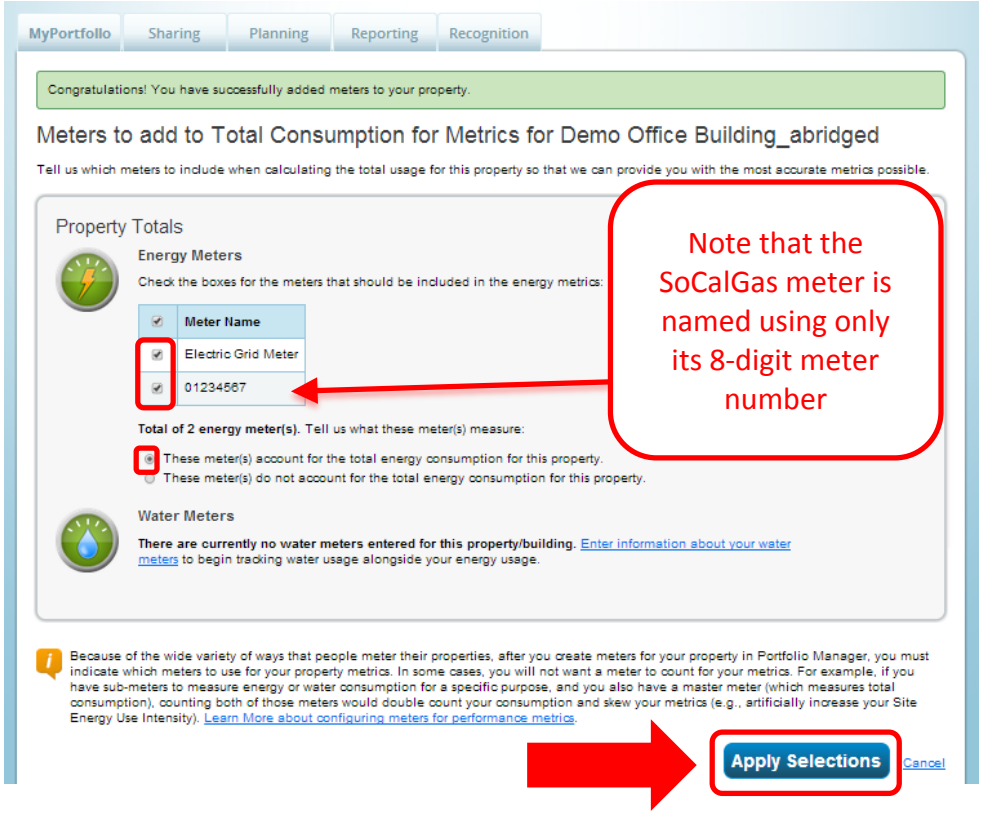
2.11 Indicate the **Units** for each fuel type by **double-clicking** in the appropriate field and selecting the correct units in the drop-down menu that appears. Then, enter the date the meter was first billed for each meter, which is normally the date the building was built. For SoCalGas meters you plan to connect via Web Services, it will be important to rename your meters as follows: name each meter using only the full 8 digit meter number, with no additional text either before or after the meter number. Then click **Continue.**
Note: For SoCalGas meters, the units selected for gas use should be therms.



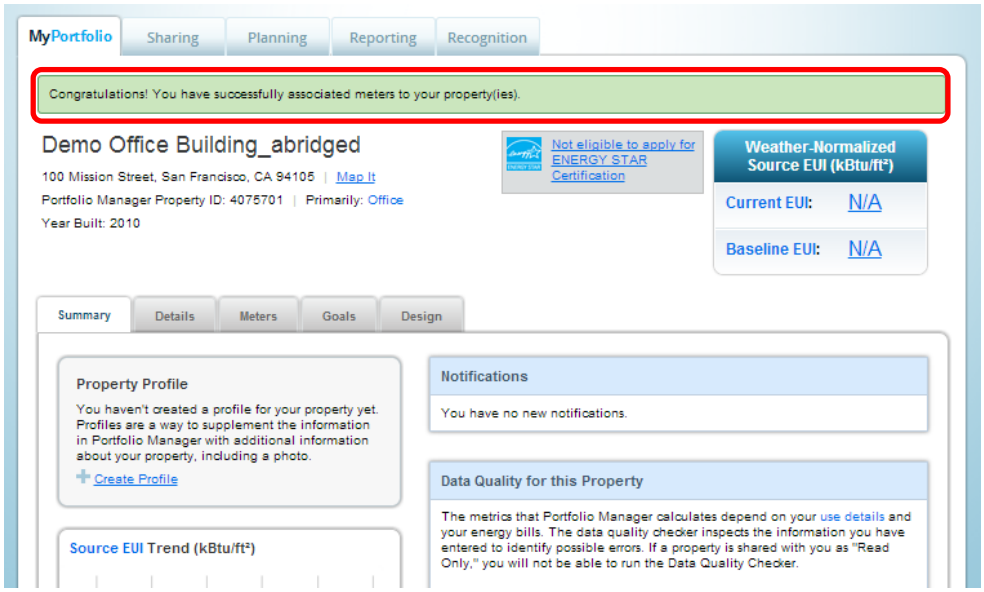
2.12 To add monthly meter entries <u>manually</u>, select **Click to add an entry**. You will then need to enter the billing **Start Date**, **End Date**, and **Usage** for each month. Adding cost data is optional. Instead of adding data manually, you can upload an Excel spreadsheet to add multiple meter entries at once using the link at the bottom of the screen. However, if you intend to use SoCalGas' Web Services to upload your meter's historical data and usage automatically going forward, simply click **Finish Meter Set Up**.



2.13 Indicate which meters should be used to calculate your building's energy metrics and whether or not the selected meters account for the building's entire energy consumption. Note: This important step is also often referred to as "configuring your meters". After you have made your selections, click **Apply Selections**.



2.14 The Summary tab will show a green banner at the top, confirming you have successfully associated your meters with your property.

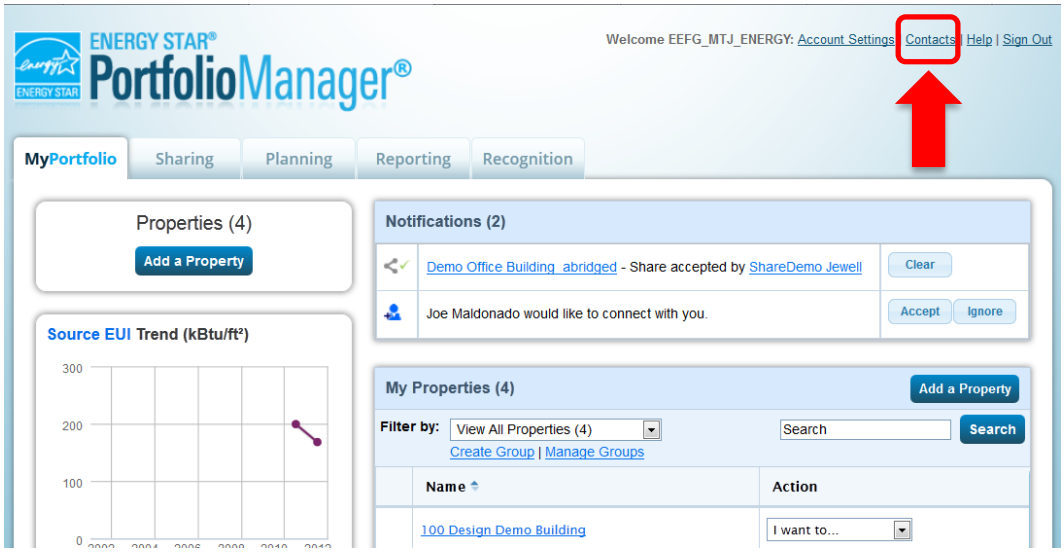


SECTION 3 | How to Enroll in SoCalGas' Web Services

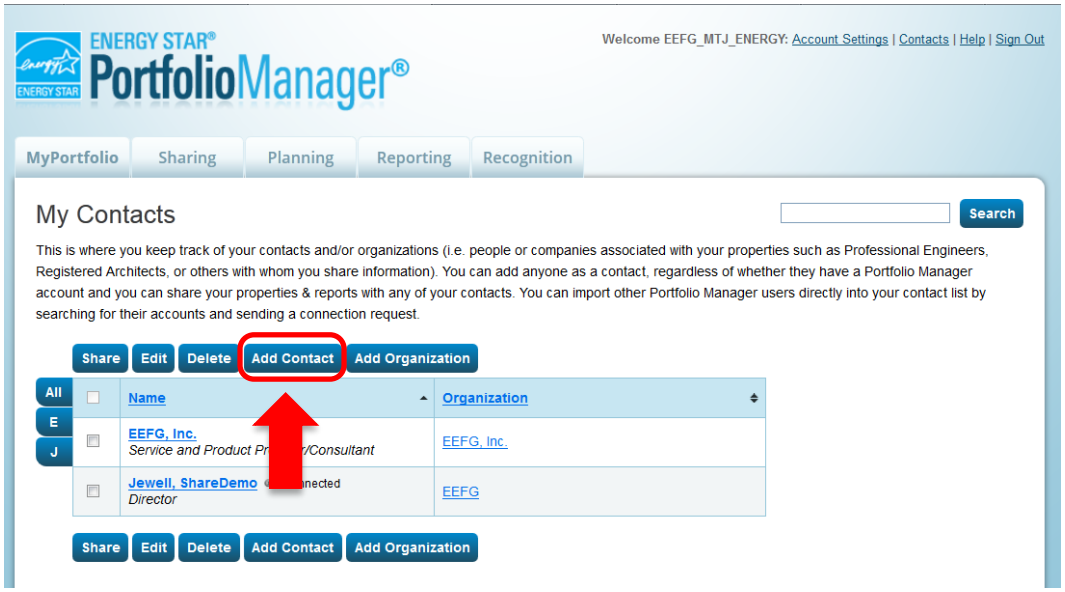
Before enrolling in SoCalGas' Web Services, make sure that:

- All of the meters accounting for the building's total energy consumption have been added to the property profile.
- You have collected the numbers you need for each meter. You will need your 8 digit meter number, your 10 digit billing account number (drop last digit), and the Total Cost amount (including cents) from your latest bill.
- All of your gas meters have been named using only their full 8 digit meter number, with no additional text either before or after the meter number. If this is not done, go back and rename your meters prior to sharing them with SoCalGas.
- The city name is spelled correctly in the address for each property.
- Any manually entered meter data has been downloaded into Excel and saved if historical meter data from SoCalGas is desired. (Web Services will write over existing data, and will remove all data relating to cost.)

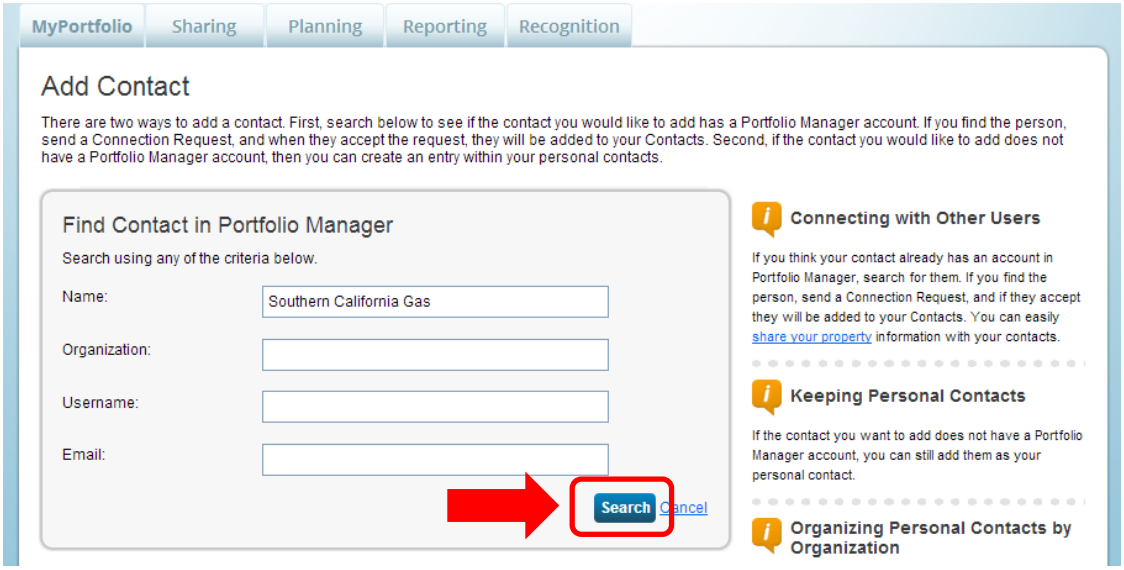
3.1 To set up Web Services, the first step is to connect with SoCalGas as a contact. Click on the **Contacts** link at the top right hand corner of the page.



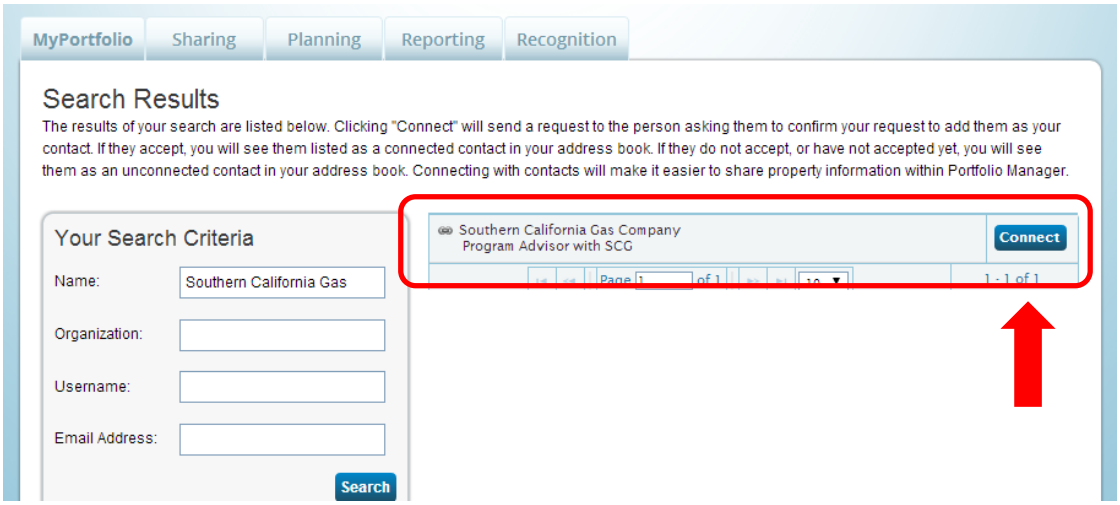
3.2 This takes you to your **My Contacts** list. Click **Add Contact.**



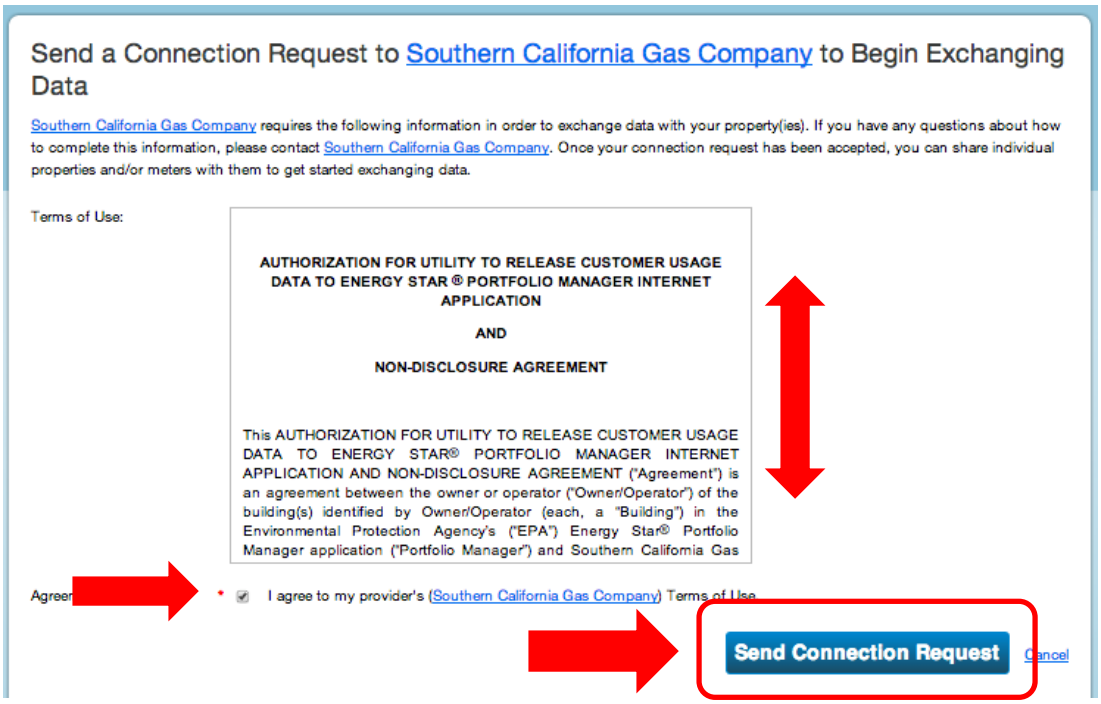
3.3a Search for SoCalGas by entering **"Southern California Gas"** as the **Name**. Click **Search.**



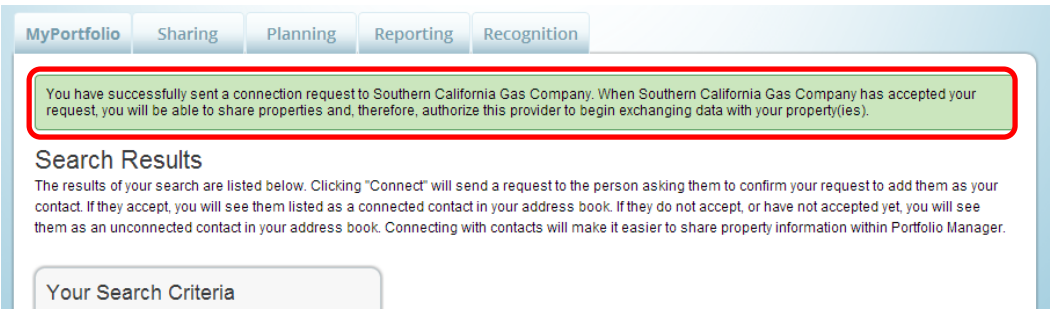
3.3b After the page refreshes, "**Southern California Gas Company, Program Advisor with SCG"** will appear on the right-hand side of the page. Click "**Connect**".



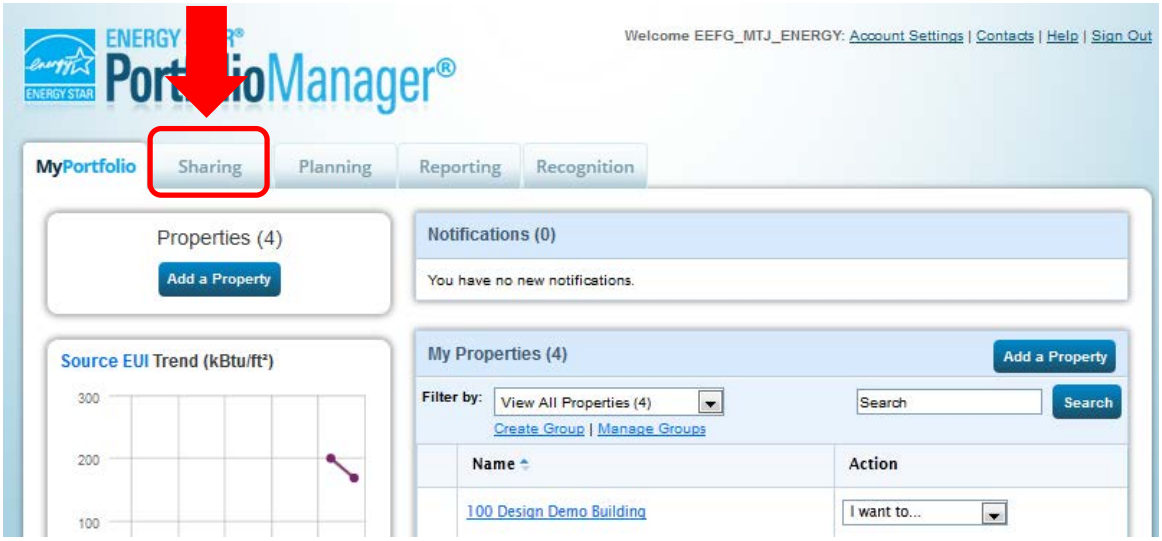
3.4 Next, carefully read all of SoCalGas' Terms of Use. Scroll down, read everything carefully, and agree to Southern California Gas' Terms of Use. Finally, click **Send Connection Request**



3.5 The top of the next page will show a green bar, confirming your connection request was sent to SoCalGas. **Note**: You are <u>not</u> yet connected to SoCalGas until they <u>accept</u> your request. You will receive a notification in Portfolio Manager when SoCalGas accepts your request. This process takes 24 to 48 hours.

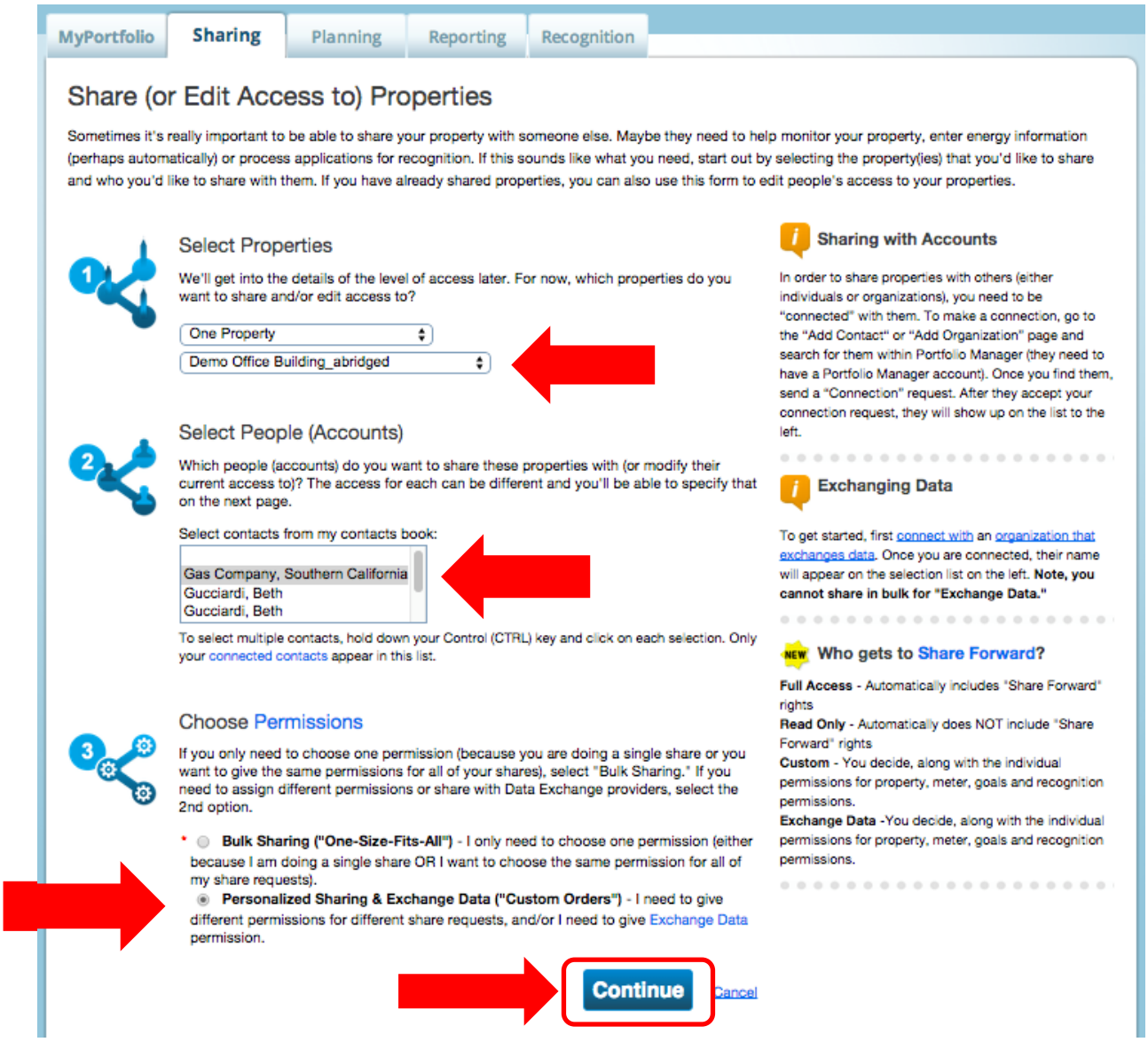


3.6 After you have received notification that SoCalGas has accepted your connection request, the next step is to share your property(ies) with SoCalGas through your Portfolio Manager account. Go to the **Sharing** tab.

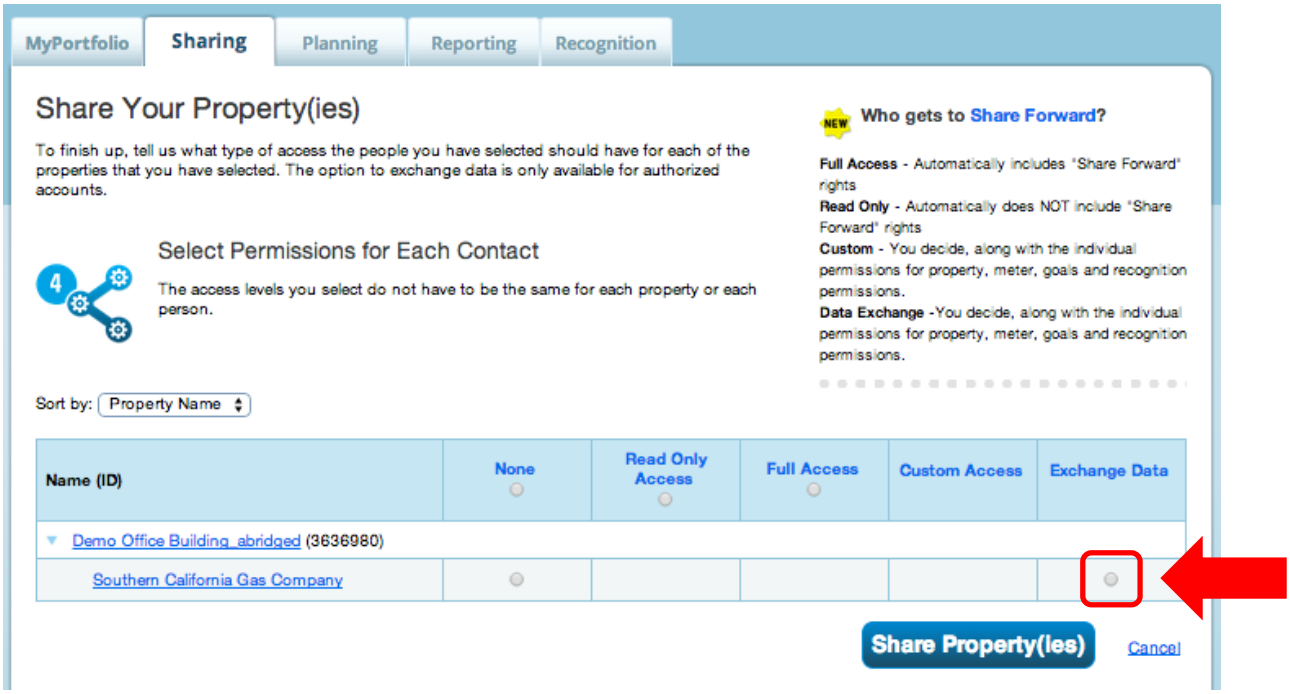


3.7 Click **Share (or Edit Access to) a property** as shown on this screen**.**

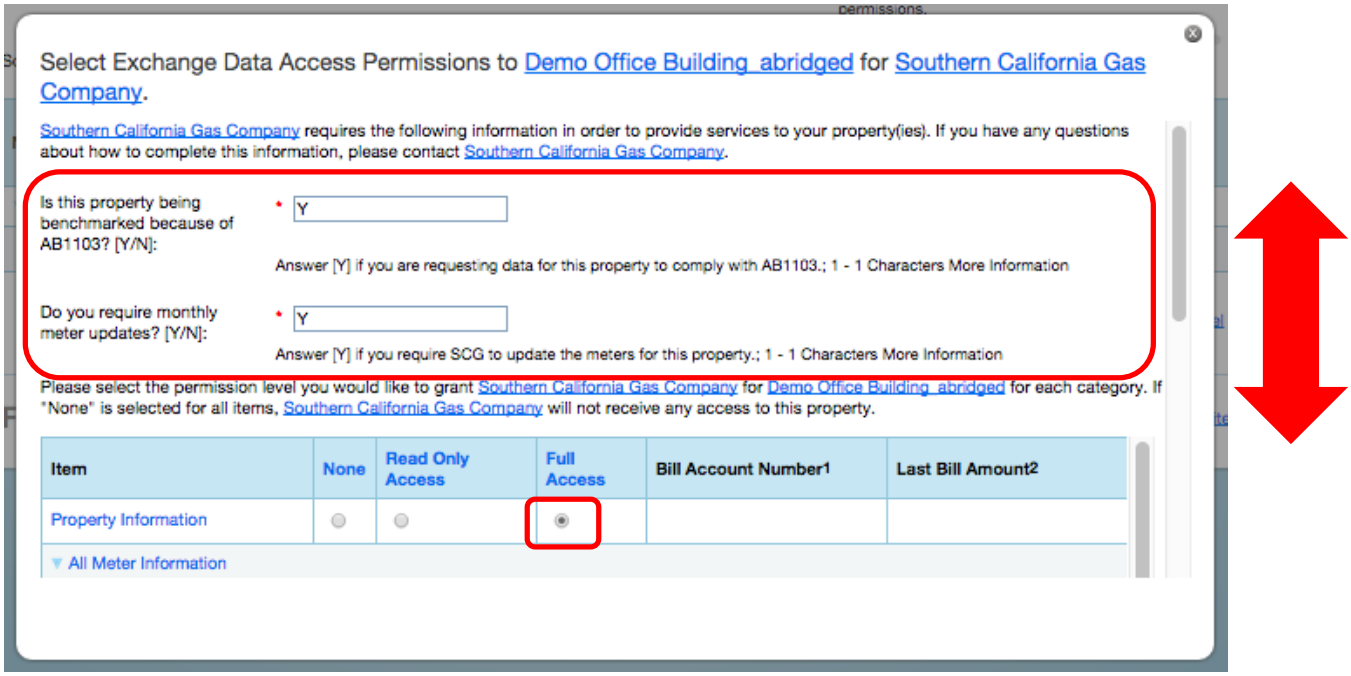
3.8 Next, make your choices under **Select Properties** to Share. Use the drop-down windows to choose the number of building(s) you would like to share with SoCalGas, and then indicate which specific buildings. Next, under **Select People (Accounts)** to Share With, highlight SoCalGas as the **Account** with which you would like to share. Lastly, under **Permissions**, select the setting for Exchange Data. Click **Continue.**



3.9a On the next screen, select the **Exchange Data** radio button as the permission level to grant SoCalGas. When you do, a pop up box opens, as seen in the next screen shot.

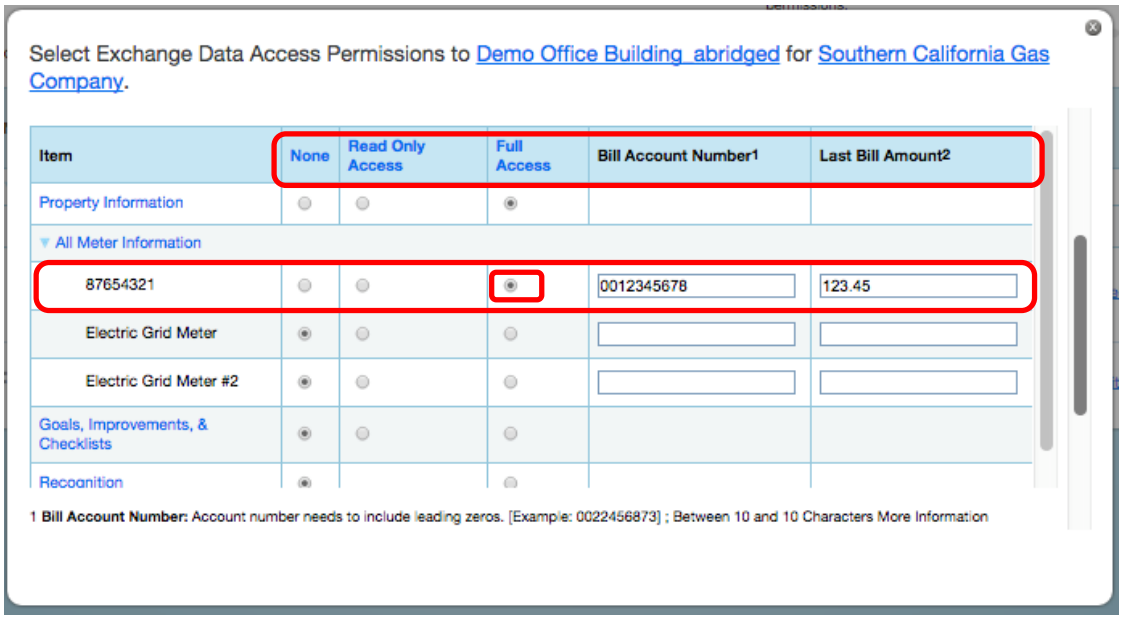


3.9b Enter either capital Y or capital N depending on your reason for requesting the data exchange, and whether you need monthly bills or not going forward. For Property Information select FULL Access. Note: This window is longer than it appears here. To see all fields you must scroll down.

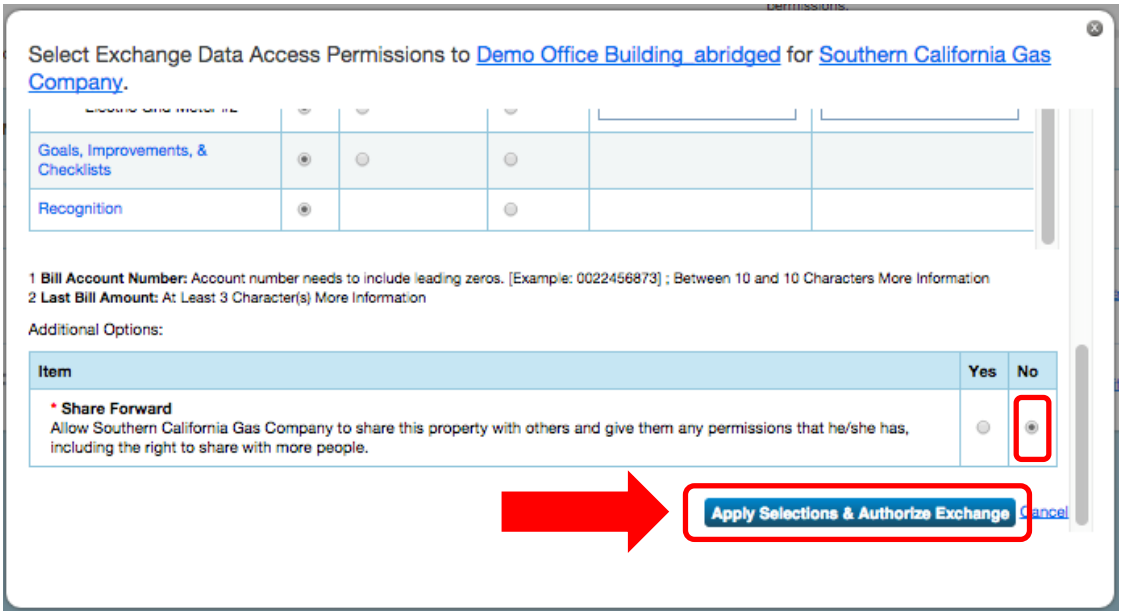


3.9c Scrolling down, fill in the required fields. You will need the Bill Account Number (must be only ten digits, so drop the last digit), and the Last Bill Amount (include dollars and cents) for each meter. Select full access for each gas meter you would like to connect with SoCalGas. Note: The gas meter is named here as required, using only its 8 digit meter # as the meter name.
(If you can't get the last bill amount from your tenants, see Issue #4 in Troubleshooting, on p. 30.)

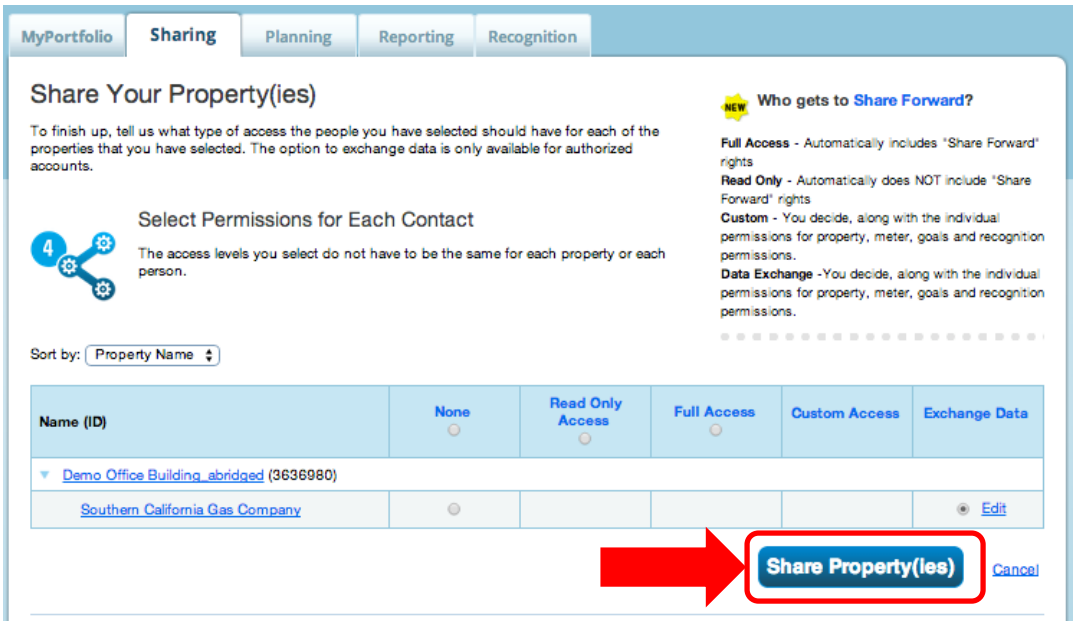
Choose NONE for Goals, Improvements, & Checklists, as well as NONE for Recognition.
Leave all non-SoCalGas meters (like electric or water) set to NONE for level of access.



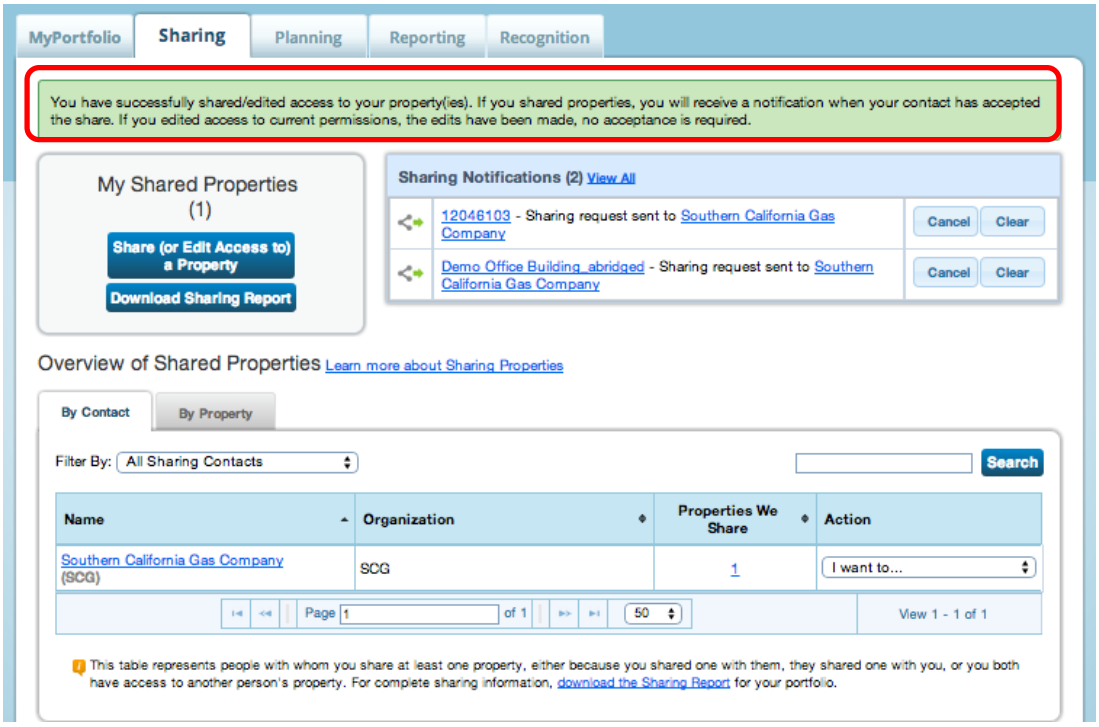
3.9d Set the **Share Forward** permission level to NO, then in the bottom right hand corner, click on blue box reading "**Apply Selections & Authorize Exchange**. The pop up window will now close.



3.9e Finally, it is very important that you select "**Share Properties"** to complete the process. Until you click "Share Property(ies)", the selections you entered in the pop up window will not be submitted to SoCalGas.



3.10 A green banner will appear at the top of the **Sharing** tab confirming the request submission. Your request should be processed within 1-2 business days. Each shared meter will receive either 14 months of historical data only, or 14 months of meter history plus monthly updates going forward, depending on your selections of Y or N in Section 3.9b.



3.11 Sharing Connection Results:

Past Meter Energy Data

For meters that have been successfully shared, SoCalGas will populate 14 months of energy data for that meter, but NOT in the following case:

- The meter or account number has existed less than 14 months (e.g., a meter in a new building, or a new tenant name on file as the customer of record).

Existing Meter Energy and Cost Data

- SoCalGas' Web Services will overwrite existing meter entries for dates during the previous 14 months. Any data older than this will be left untouched. Please note: SoCalGas does not provide cost values, so if you have cost data entered for dates during the previous 14 months you wish to preserve, download your meter data into a spreadsheet (by downloading your entire Portfolio) prior to setting up Web Services. You may then add your cost information back into Portfolio Manager. Future monthly updates will not erase past cost data.

Monthly Updates

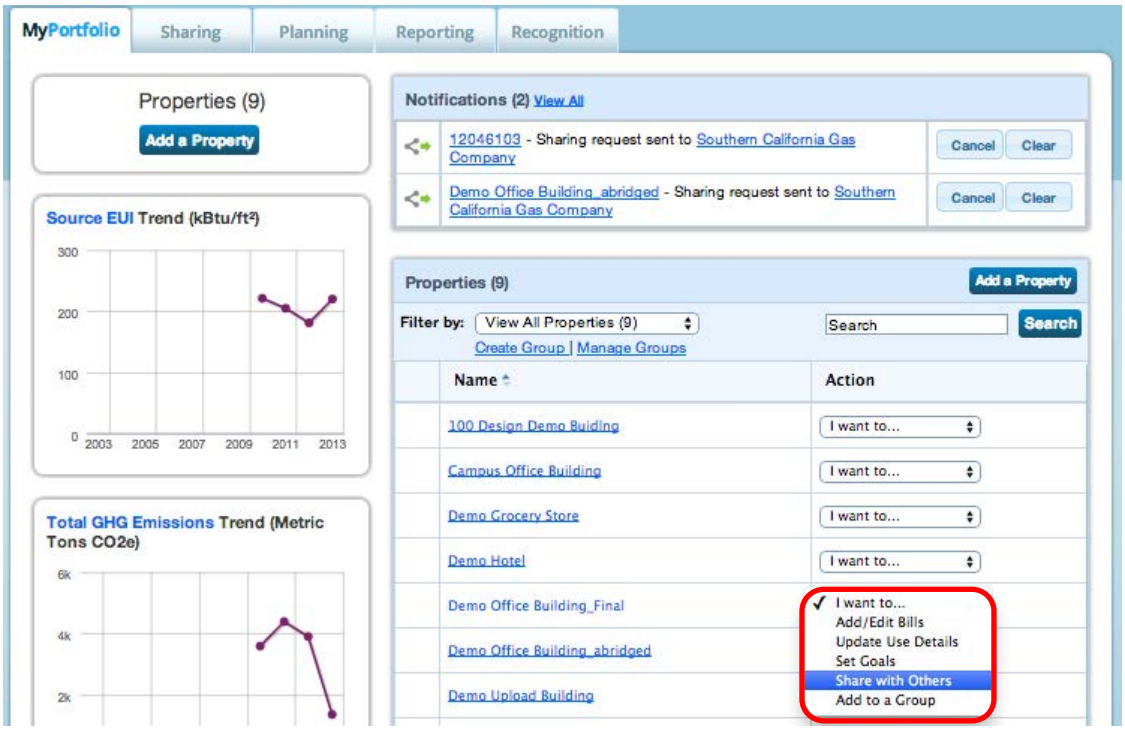
For meters that have been successfully validated, SoCalGas will update the meter with new entries as new billing data becomes available, with the following exception:

- In certain cases 14 months of usage data will be provided to Portfolio Manager in a one-time data transfer for the purposes of benchmarking only. These users will not receive monthly updates.

SECTION 4 | Changing Web Services Authorizations: Share Additional Properties and Meters, Share a New Meter, Remove Permissions, or Re-Setting an Existing Meter Share

Sharing Additional Properties and Meters with SoCalGas' Web Services

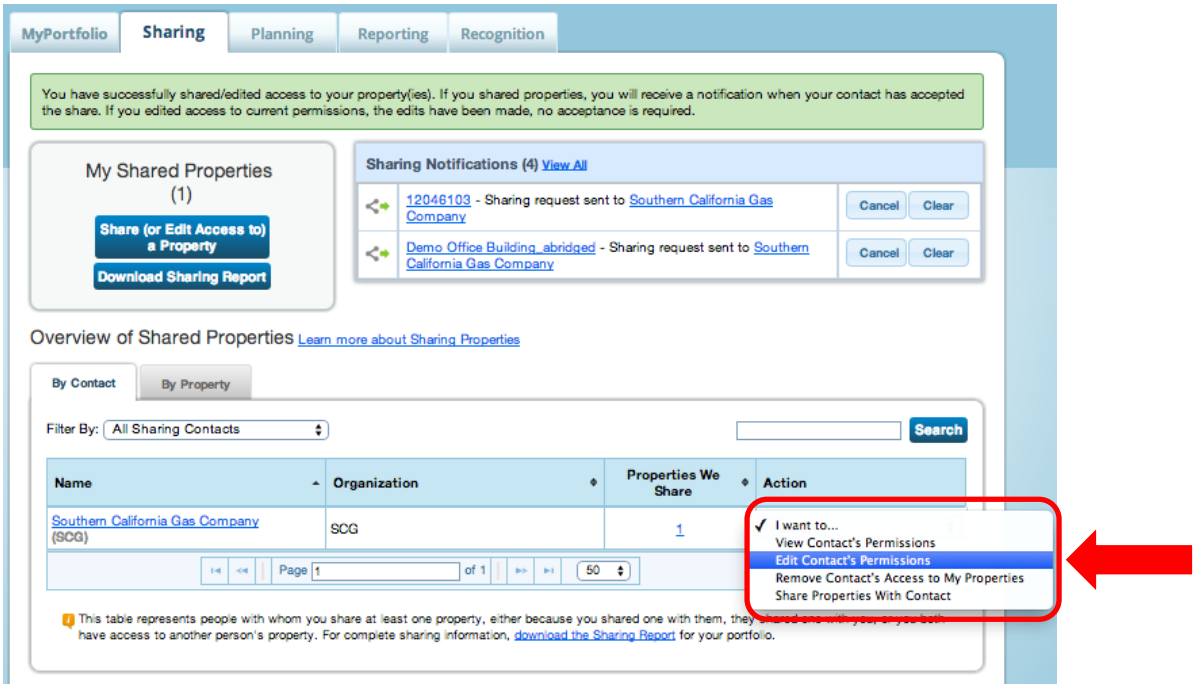
4.1 Once you are connected with SoCalGas you can share additional properties with SoCalGas in a few easy steps. On the **My Portfolio** tab, under the **Action** column, select **Share with Others** next to the property name you wish to share with SoCalGas.



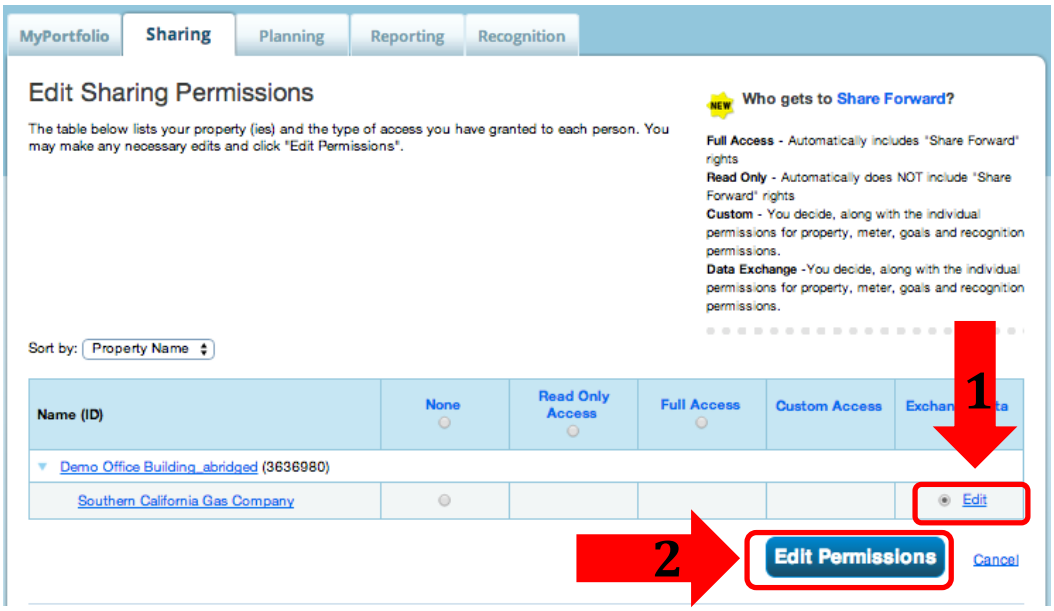
4.2 Next, follow the step-by-step instructions beginning in Section 3.8 to connect the additional property and its meters with SoCalGas' Web Services. Finish making your additions, then click "**Apply Selections & Authorize Exchange**". The pop up window will close. Then, click **"Share Property(ies)"** to finalize your new share.

Authorizing Additional Meters

4.3a If you added a new gas meter to a property in Portfolio Manager which is already set up for Web Services data exchange with SoCalGas, using these directions you can share this additional meter with SoCalGas. From the Sharing tab, under the **Action** drop-down menu to the right of SoCalGas, select **Edit Contact's Permissions.**

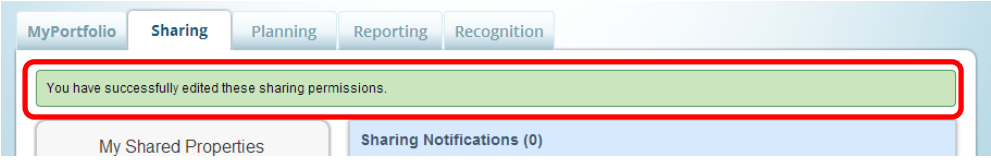


4.3b When the page refreshes, you will see the screen called Edit Sharing Permissions.
First (1) click on the blue **Edit** link highlighted below; a pop up window will open. Follow the step by step instructions in Section 3.8 to authorize a data exchange for your new meter, then click "**Apply Selections &**



Authorize Exchange". The pop up window will now close. Second (2) finalize your changes by clicking on **Edit Permissions**.

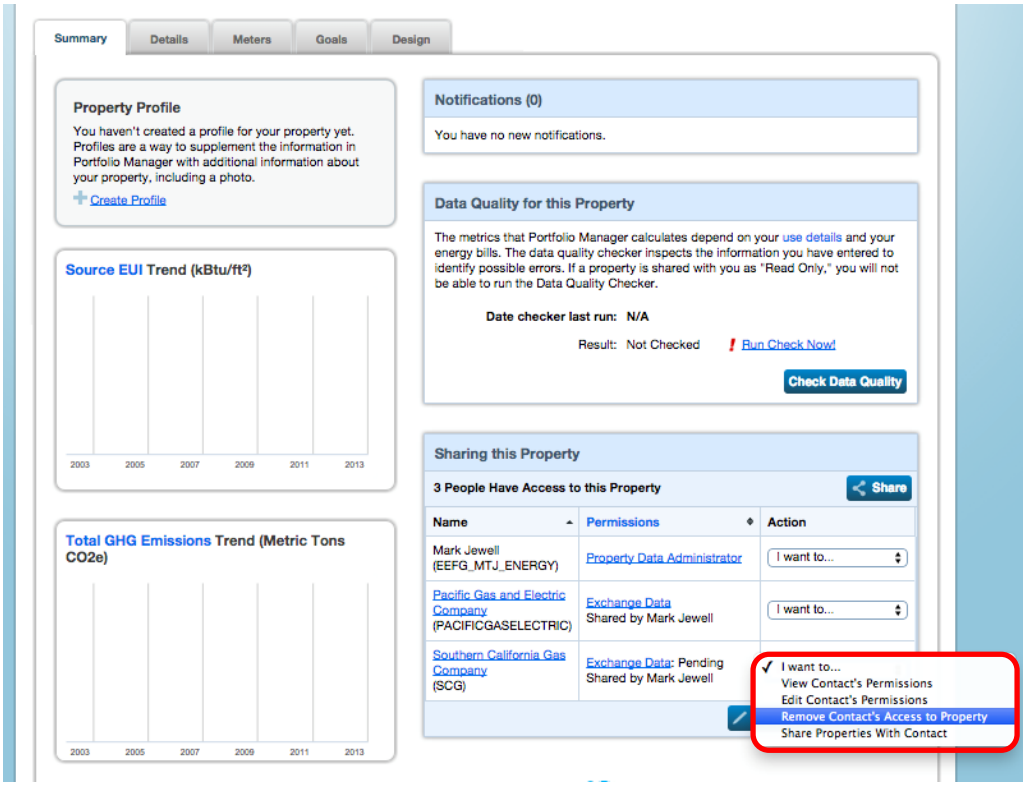
A green banner confirms that you have successfully edited your sharing permissions.



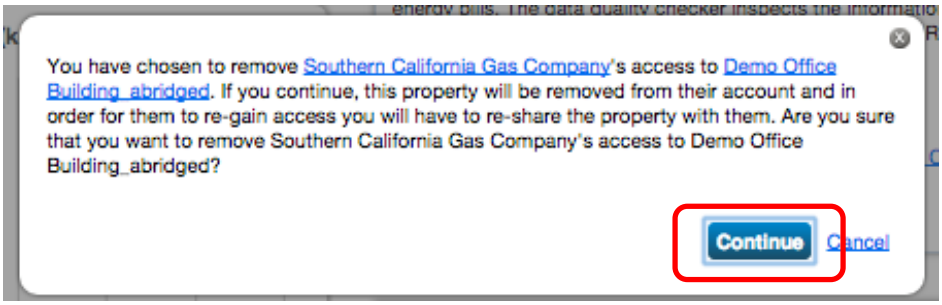
Removing Permissions for Specific Properties and/or Meters

4.4 From the property profile **Summary** tab, under the **Action** drop-down menu for SoCalGas, you have several options, including "**Edit Contact's Permissions"** or "**Remove Contact's Access to My Properties".**

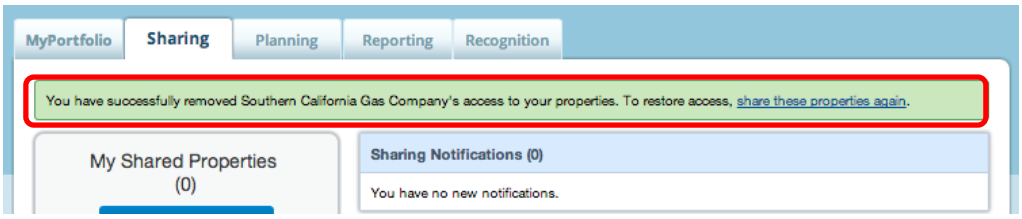
4.4a To stop sharing your property and all associated meters with SoCalGas, select **Remove Contact's Access to My Property.**



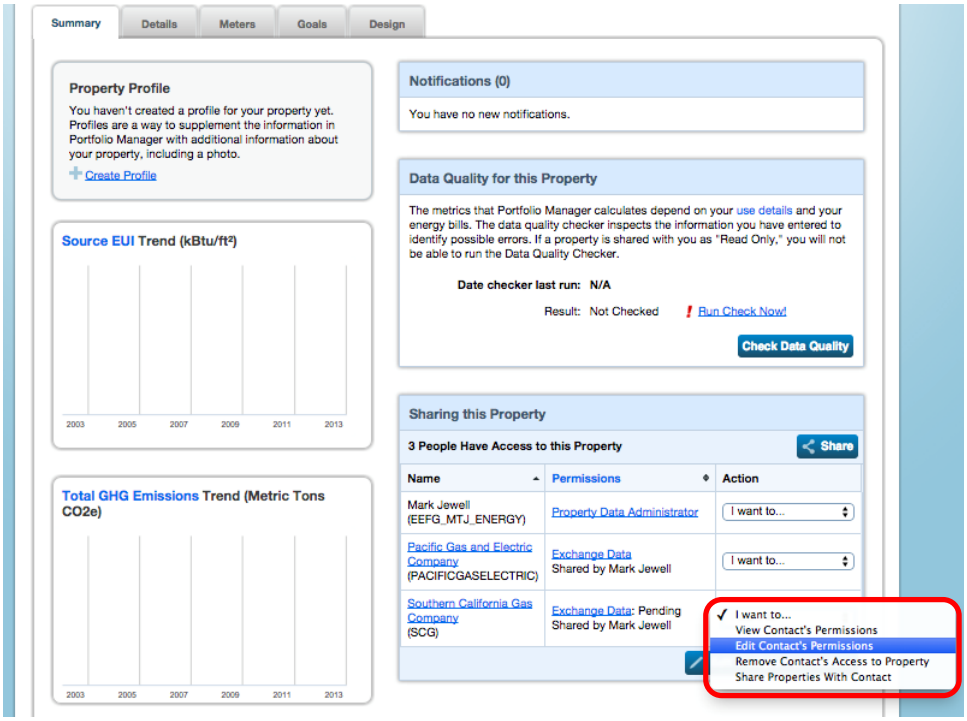
A pop-up window will confirm that you want to remove SoCalGas' access for this site. Click **Continue**.



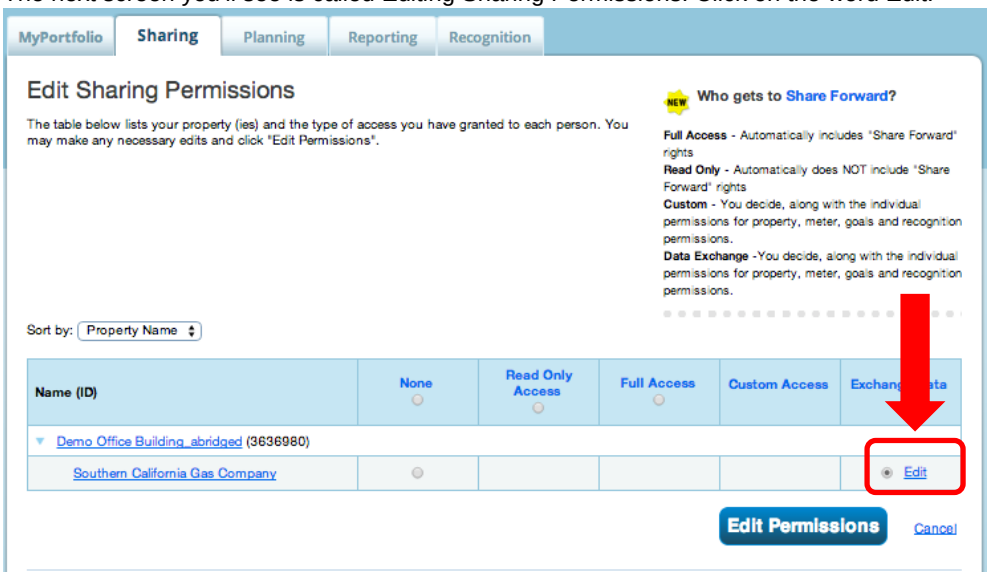
A green banner will confirm that you have stopped sharing your building (and associated meters) with SoCalGas. No new meter data will be uploaded from SoCalGas for this site going forward. Existing meter data previously uploaded into Portfolio Manager from SoCalGas will not be removed, however.



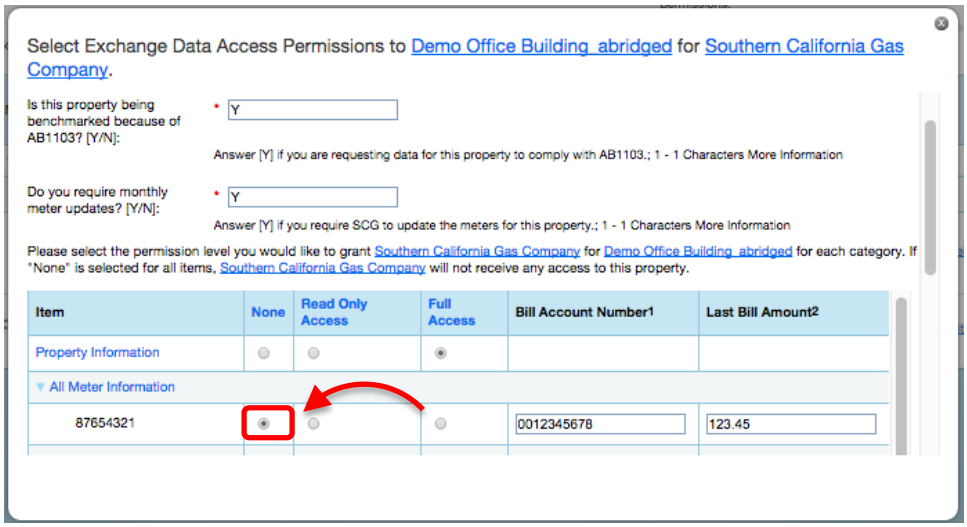
4.4b To remove SoCalGas' access to individual meters, select **Edit Contact's Permissions.**



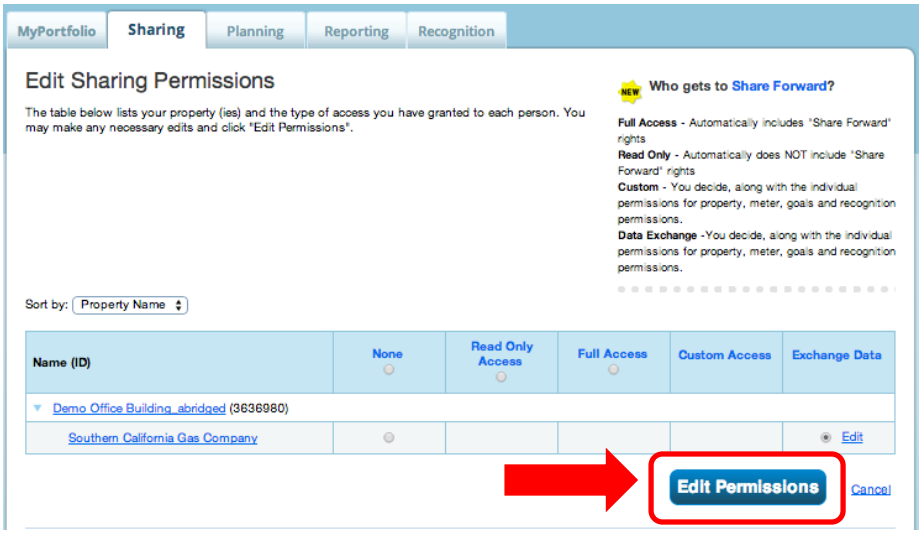
The next screen you'll see is called Editing Sharing Permissions. Click on the word Edit.



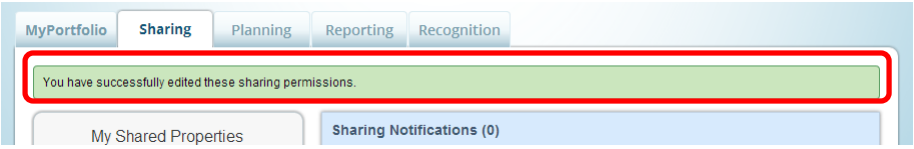
For gas meters you would like to **remove** from SoCalGas' access, change the permissions level from FULL to **NONE**. Then scroll down and click "**Apply Selections & Authorize Exchange**" button. This pop up window will then close.



Be sure to finish up by clicking on the **Edit Permissions** button to finalize the change.



A Green banner confirms that you have successfully edited you meter sharing permissions.

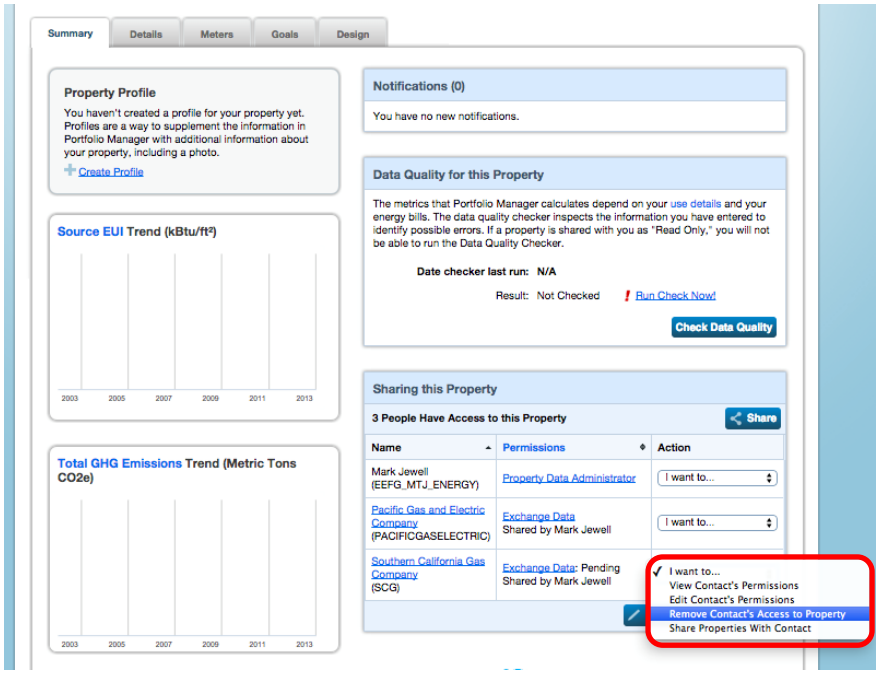


Note: For unshared properties and meters: If you have stopped sharing your individual meter or entire property with SoCalGas, going forward SoCalGas will no longer provide any use data, but any existing meter entries will not be removed from Portfolio Manager. Additionally, your contact Connection with SoCalGas will still be preserved.

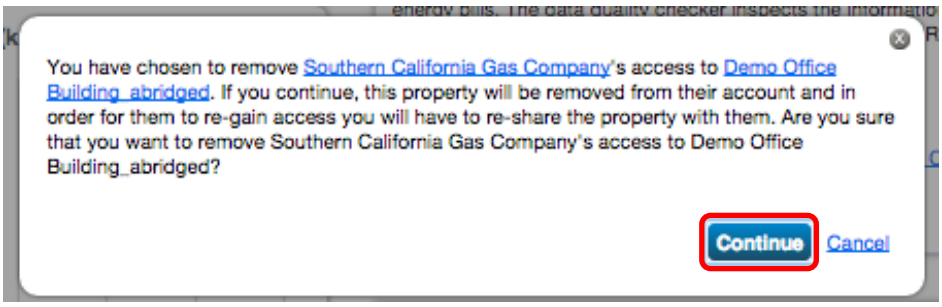
Re-Setting an Existing Meter Share

4.5 If you have an existing meter share with SoCalGas that is no longer uploading data, or if you made a mistake when setting up a meter share and the share did not go through properly, use the following steps to fix your existing meter share. **Note: Do NOT use the "Edit My Contact's Permissions" option to adjust an existing meter share because SoCalGas will not "see" your edits, even though your changes will appear to have taken effect in Portfolio Manager.** To Re-Set an existing meter share tofix an issue, there three steps required: (1) un-share the property and its meters with SoCalGas, (2) make your edits (for example change your meter name to the 8 digit meter number), (3) then set up a brand new share of the property and its meters with SoCalGas using the correct information.

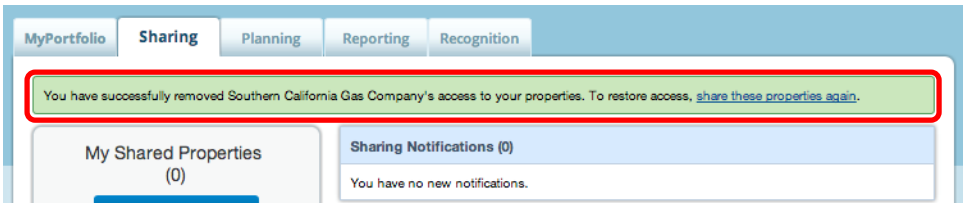
4.5a **Step 1.** Stop sharing your property and all associated meters with SoCalGas by selecting **Remove Contact's Access to Property** from the Summary tab of Portfolio Manager.



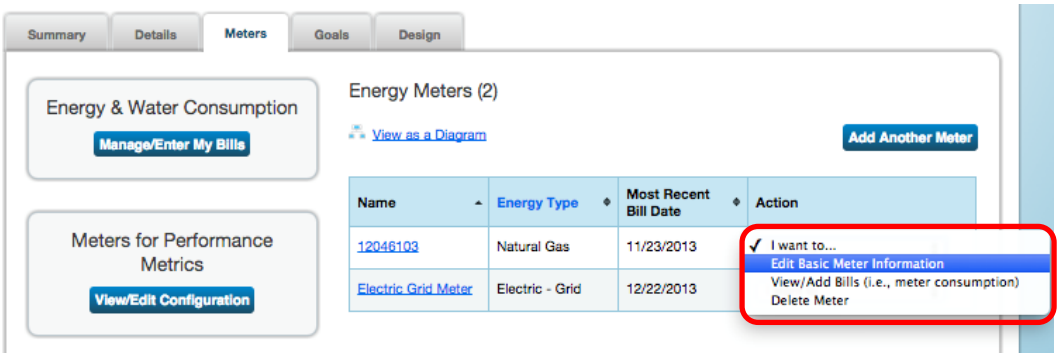
A pop-up window will confirm that you want to remove SoCalGas' access for this site. Click **Continue**.



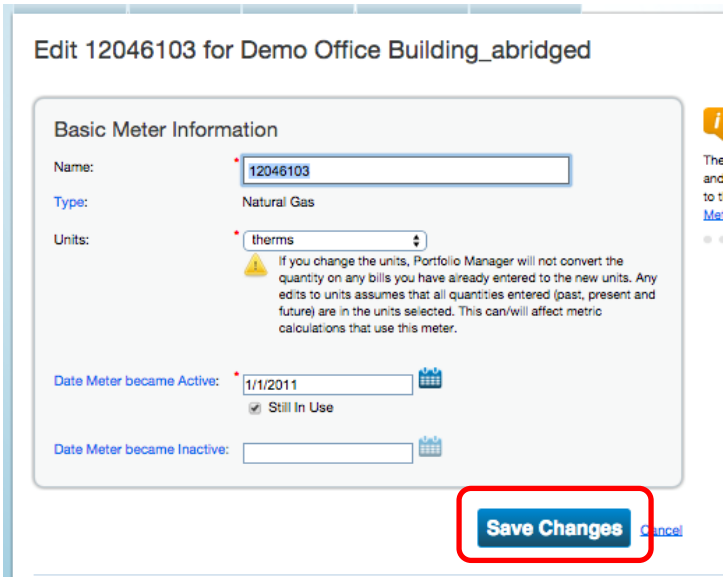
A green banner will confirm that you have stopped sharing your building (and associated meters) with SoCalGas. No new meter data will be uploaded from SoCalGas for this site going forward. Existing meter data previously uploaded into Portfolio Manager from SoCalGas will not be removed, however.



4.5b **Step 2.** Make your edits as necessary. For example, if you need to change your meter name to the 8 digit meter number, go to the Meters tab for the property you are working on, and select **Edit Basic Meter Information.** Note: If your error did not involve the meter number, go directly to step 3, in Section 4.5c.



Change your meter name by typing the 8 digit meter number into the Name text field shown below, then click Save Changes.



4.5c **Step 3.** Set up a new share with SoCalGas for the property and its meter(s). Follow the steps outlined in Sections 3.7 through 3.10 carefully, making sure to enter all details correctly, such as the account number and last bill amount. You may find when you get to the step in 3.9b where the pop-up window opens that the numbers you entered on your first attempt to share the property and its meter(s) are still there. If you do see your old data, be sure to fix any errors in the account number or last bill amount. If these fields are blank when the pop-up window opens, fill them out again carefully. Be sure to select the permissions levels exactly as described in Section 3.9b and 3.9c, and then save your selections as described in Sections 3.9d and 3.9e. You should see a data upload from SoCalGas within one business day. If you still do not see use data in your meter(s), or if you know you made a data entry error, repeat the un-share/re-share steps described here in Section 4.5, correcting any inaccuracies in data entry or permissions levels chosen.

SECTION 5 | Troubleshooting

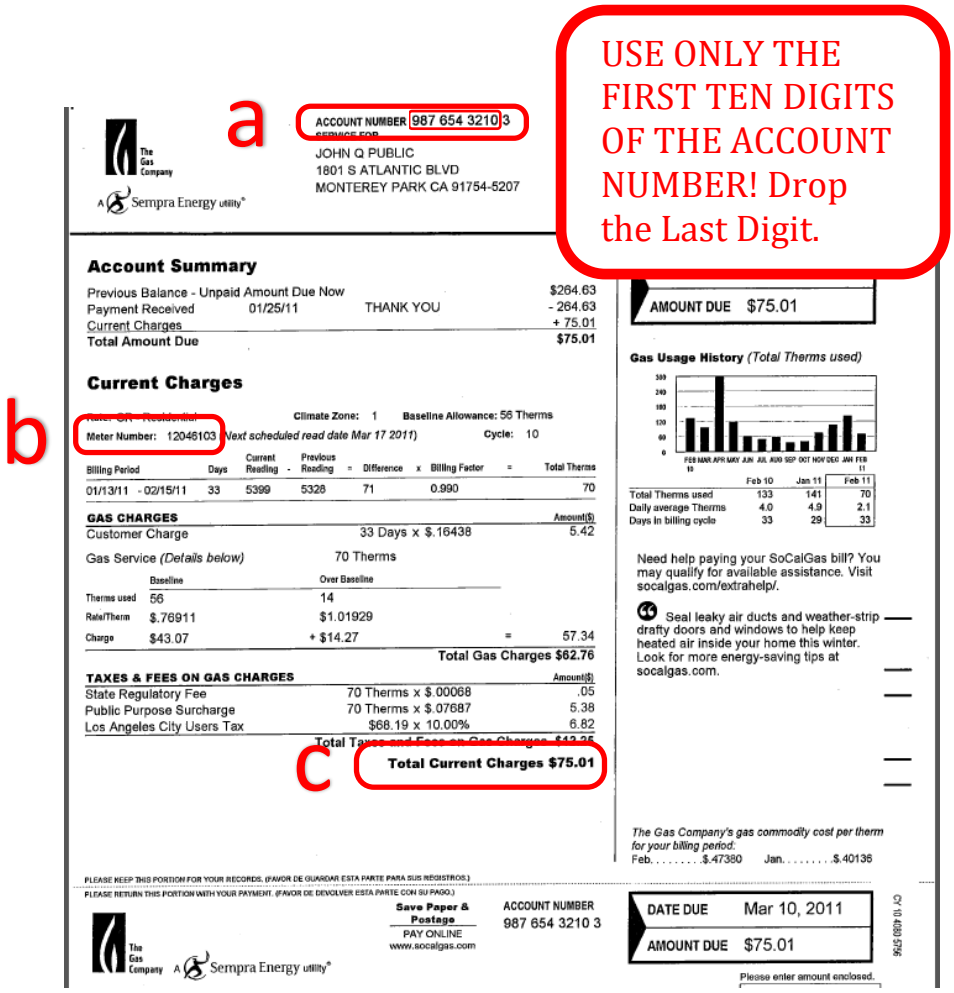
Issue #1:

I enrolled my building in SoCalGas' Web Services and it's been more than one business day. However, my energy data still hasn't been uploaded to Portfolio Manager.

Solution #1:

Omitting one or more of the steps below will cause SoCalGas' Web Services system to be unable to process your request to upload energy data. After carefully completing **all** of these steps, you should see your energy use history uploaded within one business day.

1. Make sure all of your **"Meter Name"** fields on the Meter tab are populated only by active **SoCalGas meter numbers**, (not a name like "Gas Meter 2nd Floor"). Meter numbers should be entered using leading zeroes so they contain 8 digits.
2. When submitting your connection request to SoCalGas, read the terms of use and checkmark the **"I agree to my provider's terms of use"** box. Then press **"Send Connection Request"**.
3. When you initiate sharing the property(ies) of interest with SoCalGas, choose **"Exchange Data"** level of permissions.
4. In the pop-up window entitled "Select Data Exchange Access Permissions", fill out all fields marked with a red asterisk. Be sure to choose **Read Only Access** on the Property itself, and **Full Access** for each Meter you are setting up in Web Services. Leave Permissions Levels for any electric meters set to None. Add only the first ten digits of the **Bill Account Numbers**, and add **Last Bill Amounts** with both dollars and cents. When everything is entered correctly, press "**Apply Selections & Authorize Exchange**".
5. When the pop-up window closes, you must then click on "**Share Property(ies)**".
6. A sample bill is included below to help you find the required data:
    a. **SoCalGas Account Number** (Use only the first 10 digits. Drop the very last digit.)
    b. **SoCalGas Meter Number** (must be an active meter)
    c. **Last Bill Amount** (Total amount of last bill, including any late fees or credits)



If energy data is still not uploaded within one business day, you may be requesting data for a "closed" account. SoCalGas is unable to provide energy use history for closed accounts at this time.

For additional help with the SoCalGas Web Services system, contact the help desk at **SCGBenchmarking@semprautilities.com**.

Solution #2

Remove the check digit from the account number (the very last number of the account number should not be included). The account number seen below would be correctly added to Portfolio Manager as **9876543210**.

ACCOUNT NUMBER 987 654 3210 3
SERVICE FOR
JOHN Q PUBLIC
1801 S ATLANTIC BLVD
MONTEREY PARK CA 91754-5207

Issue #2:

I forgot to add a meter to my Portfolio Manager record, and I already set up Web Services. What should I do?

Solution:

If you need to add a meter after setting up Web Services, you can still set up a data upload for this meter. Add the meter following the steps described in Sections 2.9 through 2.12. Then, share the meter with SoCalGas as shown in Sections 4.3a and 4.3b. Don't forget to configure your new meter, as shown in Issue #5.

Issue #3:

SoCalGas' Web Services uploaded my energy use history, but I still haven't received my benchmark score from Portfolio Manager.

Solution:

There are many reasons why your facility may not have a rating. The best way to find out why is to click on the link that says "N/A" next to the facility name, where the score would otherwise appear. Reasons will be displayed. Also, evaluating your data by running the Data Quality Checker can identify issues with your record. This helpful tool is found on the Summary Tab of Portfolio Manager.

For additional assistance with Portfolio Manager and your benchmark score, visit the Frequently Asked Questions page here http://energystar.supportportal.com/, contact the EPA's Help Desk at buildings@supportportal.com**,** or call the ENERGY STAR Hotline from 9:00 am - 5:00 pm EST at (888) STAR-YES / (888-782-7937) or 703-412-3086.

Issue #4:

I am faced with the prospect of requesting last bill amount information from all of my tenants. Is there any other way to get the energy use from these tenant-billed meters added to Portfolio Manager?

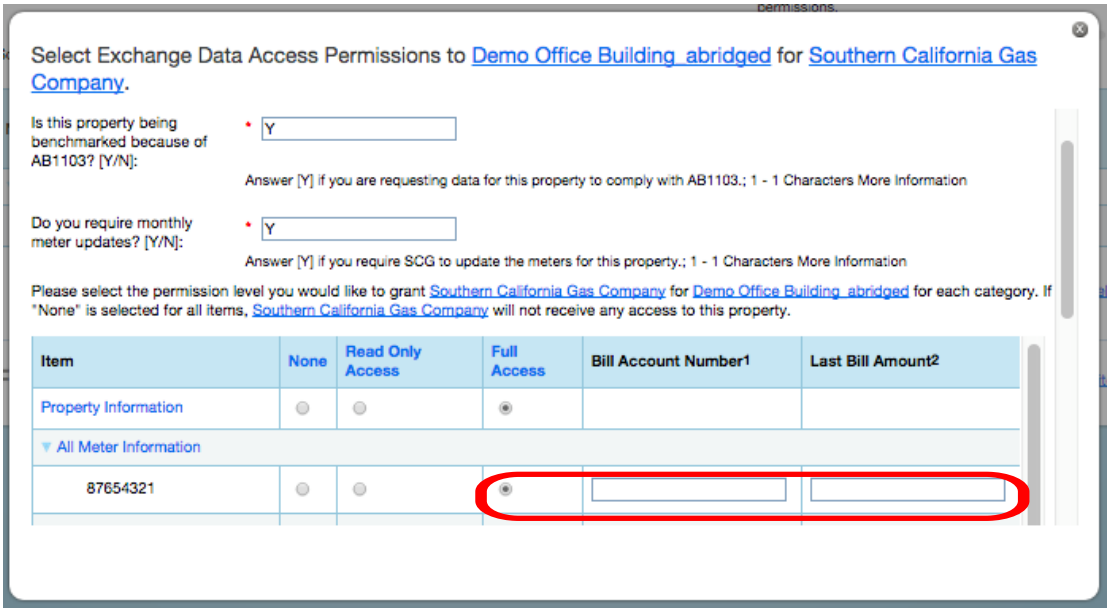
Solution:

There is another way to get the site energy use data you need. You can initiate a data transfer into your Portfolio Manager account, or receive use data in a spreadsheet from SoCalGas, without having the Last Bill Amount from each tenant's account. You will need to ask each tenant to fill out and sign the following form:
http://www.socalgas.com/documents/business/benchmarking/cisr-form-8206.pdf
You will also need to sign this document. Your tenant will want to have the service account address and service account number for all accounts in his or her name handy in order to fill out this form completely.

Once the document is filed out and signed by both parties, submit it to SoCalGas in one of the following two ways:

1) Email to: SCGBenchmarking@semprautilities.com
2) Mail to: Benchmarking, 555 W. Fifth Street, MLGT19A8, Los Angeles, CA 90013

IMPORTANT: If you want to have SoCalGas upload your data into Portfolio Manager, make sure your tenant checks the box reading “EPA Benchmarking” (authorizes usage information to be uploaded into the EPA’s ENERGY STAR Portfolio Manager) when they fill out this form. Please note: You will still need to share your property and meters with SoCalGas in Portfolio Manager. When you fill out the pop-up window described in detail in Section 3.9, follow all the directions as listed, BUT leave the account number and last bill date blank, as shown below:

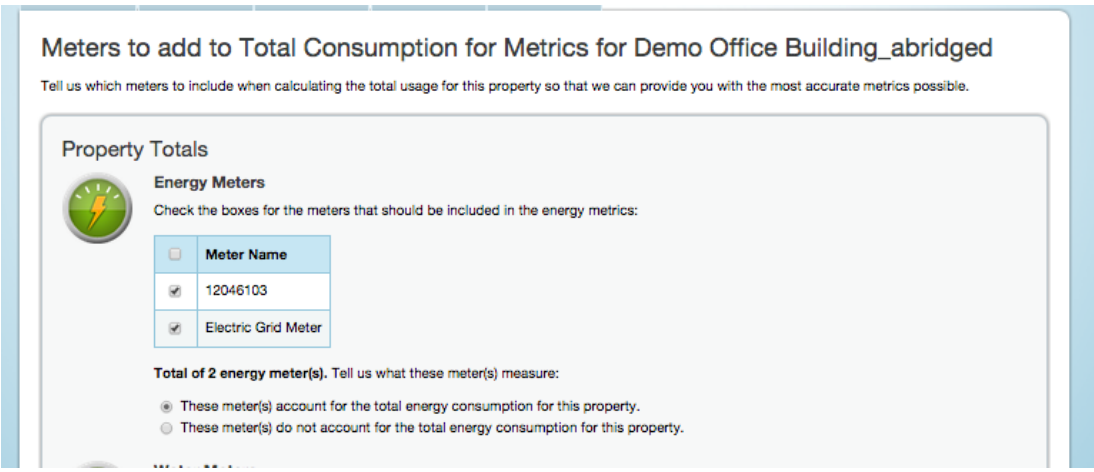


Issue #5:

I got distracted when I was adding my building to Portfolio Manager, and I forgot the step “Configure my Meters”. Now I’m getting this error: “ I did add meters to my property. Why doesn’t Portfolio Manager recognize them?

Solution:

You can go back later and complete the Meter Configuration step you missed. To associate a meter or meters with your property, go to the Meters tab and select "View/Edit Configuration” under Meters for Performance Metrics. Then check the boxes next to all meters which account for the total energy use for your site. These are the meters that should be included in calculations for the site’s performance metrics. This step is part of the process because there may be one or more sub-meters at the site which track use only for the purposes of billing a tenant for example, and if counted would represent a redundancy. Portfolio Manager allows you the power to select which meters to count toward the site’s total energy use, so you can leave out any redundant meters that should not be included in the site’s performance metrics calculations.



SECTION 6 | Frequently Asked Questions (FAQs)

How do I handle net energy meters and on-site generation in Portfolio Manager?

All energy used by a building must be entered in Portfolio Manager, including on-site generation. If your on-site generation (e.g., solar, wind, etc.) is grid-connected, then it will have a "net energy meter". You will be billed by the utility only for the difference, or net amount (energy consumed less energy generated). For example:

- If the building uses 1000 kWh and generates 400 kWh, the net amount billed will be 600 kWh.

The meter data entered into Portfolio Manager via Web Services will reflect only this net amount. The utility grid meter populated via web services does not record the output of the on-site system. Portfolio Manager requires that sites using net energy meters enter two separate meters:

- **One meter for On-Site Generation:** This is the amount generated by the on-site system. The utility does not have this data; you will need to collect it from the on-site monitoring system or inverter readings and enter the data manually. In the above example, the amount entered for this meter should be 400 kWh.
- **One meter for Grid Purchase:** This is the amount of electricity consumed by the building in addition to the on-site generation. This is the amount purchased from the utility and can be found on your monthly billing statement. Web Services can be used to add data for this meter so that the usage is automatically uploaded on a monthly basis.

Because Portfolio Manager calculates scores using source energy, renewable energy generated at the building will result in a higher ENERGY STAR score than the same quantity (kWh) of energy purchased through the grid. More information on On-Site Renewable Energy is available in the Portfolio Manager Online Help.

How can I improve my ENERGY STAR® score?

SoCalGas wants to help you improve your score!

Learn about the many programs that can help you save energy and money by visiting **SoCalGas' For My Business** web page or by calling our Business Customer Service line at **800-427-2000.** Energy Efficiency programs featuring rebates, services, training, and financing for new high efficiency equipment are just some of the options SoCalGas offers to help you reduce waste, save energy, and save money.

Where can I get more help?

SoCalGas offers in-person benchmarking training sessions to help you get up to speed with Portfolio Manager.

Check the SoCalGas online training calendar to register for an upcoming event.

For additional information contact the help desk at SCGBenchmarking@semprautilities.com.

Helpful Web Sites

SoCalGas' Benchmarking page:

http://socalgas.com/for-your-business/energy-savings/benchmarking.shtml

SoCalGas' For My Business Web page:

http://socalgas.com/for-your-business/

ENERGY STAR Portfolio Manager Login page:

www.energystar.gov/portfoliomanager

EPA Portfolio Manager FAQs:

http://portfoliomanager.supportportal.com/ics/support/KBSplash.asp

California Energy Commission (CEC) FAQs:

http://www.energy.ca.gov/ab1103/