

# Portfolio Manager<sup>®</sup> 101



ENERGY STAR<sup>®</sup>  
Portfolio Manager<sup>®</sup>

# Learning Objectives

In this session, you will become familiar with EPA's ENERGY STAR Portfolio Manager tool and learn how to:

- Navigate Portfolio Manager
- Add a property and enter its use details
- Enter energy, water, and waste & materials data
- Analyze progress using performance documents, charts and graphs and reports

Note: ENERGY STAR also has short 5 minute videos on these introductory topics available for quick view at [www.energystar.gov/buildings/training](http://www.energystar.gov/buildings/training)

### Management Tool

- Compare, measure and track over time
- Set baselines, goals and targets
- Identify under performers
- Track the impact of management strategies
- Create custom reports and charts
- Share data with others
- Apply for ENERGY STAR certification
- Save energy and water + reduce waste = avoid \$

### Metrics Calculator

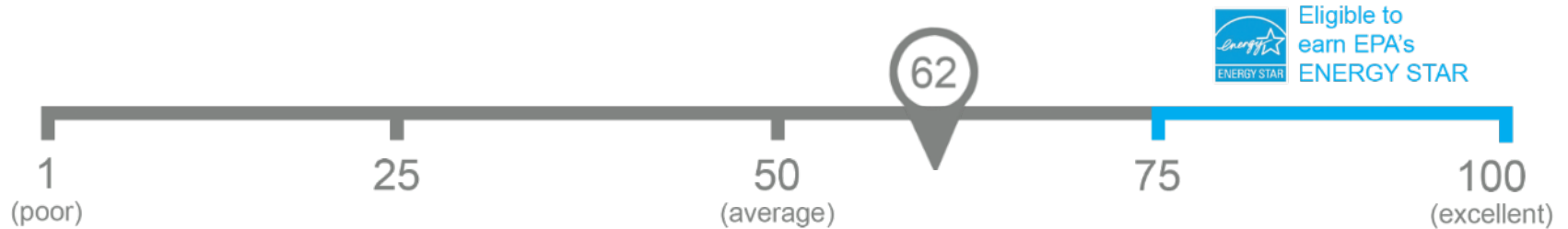
- More than 300 metrics for all bldg. types
- Energy (source, site, weather normalized etc.)
- ENERGY STAR 1-to-100 score (for many building types)
- Greenhouse gas emissions (indirect, direct, total, avoided)
- Green power
- Water (indoor, outdoor by type)
- Waste & materials (trash, recycling, compost etc.)

Free, online secure platform: [www.energystar.gov/portfoliomanager](http://www.energystar.gov/portfoliomanager)

# Benchmarking is the process of comparing use to gain valuable perspective about building performance

Use Portfolio Manager to:	Energy	Water	Waste & Materials
Establish a baseline:	✓	✓	✓
• Compare current use to baseline overtime.	✓	✓	✓
• Compare median of national sample of similar buildings to baseline.	✓		
• Compare normalized national sample of similar buildings to baseline.	✓ (ENERGY STAR 1-100 Score)	✓ (Multifamily 1-100 Score)	
Set target reduction goal.	✓		
Compare properties in portfolio to each other.	✓	✓	✓
Apply for recognition (eligible space types).	✓ (ENERGY STAR Certification)		

# The 1-100 ENERGY STAR Score



One simple number  
understood by ALL stakeholders.

# Property types with 1-100 ENERGY STAR scores

\*Not eligible for ENERGY STAR Certification



**Bank Branch**



**Barracks\***



**Courthouses**



**Data Centers**



**Distribution Centers**



**Financial Offices**



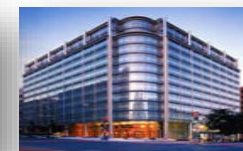
**Hospitals**



**Hotels**



**K-12 Schools**



**Office Buildings**



**Medical Offices\***



**Multifamily Housing**



**Residence Hall/Dormitory\***



**Retail Stores**



**Senior Care Communities**



**Supermarkets**



**Warehouses**



**Wastewater Treatment Plants\***



**Wholesale club/ Supercenters**



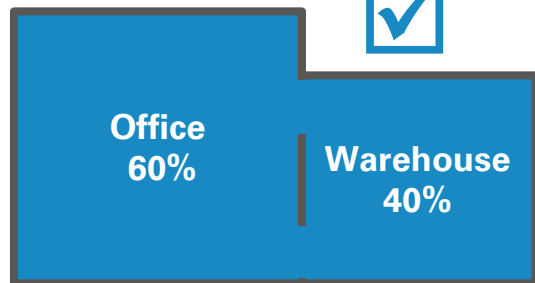
**Worship Facilities**

# ENERGY STAR Score for Multi-Use Properties

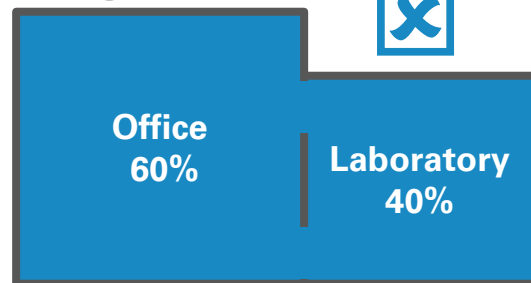
Eligible for Score 

Ineligible for Score 

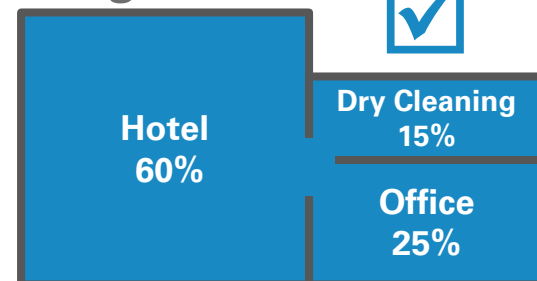
Bldg. 1



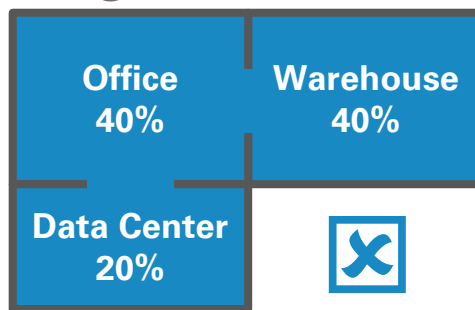
Bldg. 2



Bldg. 3



Bldg. 4





# ENERGY STAR Portfolio Manager - Canada

- The tool has been adapted to include Canadian weather data, postal codes, both official languages, the metric system and other data specific to Canada.
- Scores are based on a model developed by Natural Resources Canada using data from Canadian buildings.
- Please direct all questions about Canadian properties to [Natural Resources Canada](#)
- Property types include:
  - Distribution Center
  - Financial Office
  - K-12 School
  - Hospitals
  - Ice Rinks/Curling Rinks
  - Medical Office
  - Non-Refrigerated Warehouse
  - Office
  - Residential Care Facility
  - Self-Storage Facility
  - Senior Care Community
  - Supermarket/Grocery Store



## Pop Quiz!

1. Portfolio Manager can be used to benchmark building performance for which resource types?
  - a. Energy
  - b. Water
  - c. Waste
  - d. All of the above
  
2. True or False: If your building is not eligible for the 1-100 ENERGY STAR score, you cannot benchmark in Portfolio Manager.
  - a. True
  - b. False

## Pop Quiz!

1. Portfolio Manager can be used to benchmark building performance for which resource types?

- a. Energy
- b. Water
- c. Waste
- d. **All of the above**

You can benchmark any combination of these three resources in Portfolio Manager!

2. True or False: If your building is not eligible for the 1-100 ENERGY STAR score, you cannot benchmark in Portfolio Manager.

- a. True
- b. **False**

For property types not eligible for the ENERGY STAR score, there are a variety of other metrics that you can use to track performance other time, including:

- Site and Source Energy Use Intensity
- Weather Normalized Energy Use
- Greenhouse Gas Emissions
- And dozens more!

# To Get Started in Portfolio Manager you will need:

## 1 Property information:

- Primary function
- Name, address, postal code
- Year built
- Gross floor area

## 2 Property use details, e.g.:

- Operating hours
- No. of computers
- No. of workers, etc.

## 3 At least 12 mos. of consumption data for resource/s you want to track:

- Property-specific utility bills for all purchased and on-site generated energy and water
- Quantity of waste and materials recycled, disposed, donated etc.

Use Portfolio Manager's **[data collection worksheet](#)** to gather data upfront for your property type/s

<https://portfoliomanager.energystar.gov/pm/dataCollectionWorksheet>

# How To

- [Navigate Portfolio Manager](#)
- Add a property and enter its use details
- Enter energy, water, and waste & materials data
- Generate reports to assess progress

# Navigate Portfolio Manager

4 portfolio level tabs



7 property level tabs



Intuitive navigation – multiple ways to get to the same place

# Energystar.gov/portfoliomanager

The screenshot displays the Energy Star Portfolio Manager website. The header includes the Energy Star logo, the tagline "The simple choice for energy efficiency," and navigation links for "ABOUT ENERGY STAR" and "PARTNER RESOURCES." Below the header, there are categories: "ENERGY EFFICIENT products," "ENERGY SAVINGS at home," "ENERGY EFFICIENT new homes," and "ENERGY STRATEGIES FOR buildings & plants." The main navigation bar includes "Buildings & Plants" and "portfolio manager login." The left sidebar lists various options under "Use Portfolio Manager," including "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," "Updates to ENERGY STAR scores with CBECS data," "Get help accessing your utility data," "Track waste and materials," "Save energy," "Find financing," "Earn recognition," "Communicate your success," and "Resources for your property." The main content area features a large banner for "ENERGY STAR® PortfolioManager®" with the tagline "The most-used energy measurement and tracking tool for commercial buildings." Below this, there is a section titled "Use Portfolio Manager" with a description of the tool and a "Not sure if Portfolio Manager is for you? It is!" section. A red circle highlights the login form, which includes fields for "username" (ekatezayko1) and "password" (represented by dots), a "LOGIN" button, and links for "Forgot password?" and "Forgot username?". To the right of the login form, there is a section titled "2017 ENERGY STAR TOP CITIES" listing Washington, DC, Los Angeles, and New York, and a "PORTFOLIO MANAGER DATA COLLECTION WORKSHEET" section.

Home » Buildings & Plants » Owners and managers » Existing buildings » Use Portfolio Manager

**Buildings & Plants**

about us | press room | help desk | [portfolio manager login](#)

Owners and managers | Service providers | Program administrators | Tenants | Tools and Resources | Training

Existing buildings

Learn the benefits

Get started

**Use 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

Updates to ENERGY STAR scores with CBECS data

Get help accessing your utility data

Track waste and materials

Save energy

Find financing

Earn recognition

Communicate your success

Resources for your property

**ENERGY STAR® PortfolioManager®**

The most-used energy measurement and tracking tool for commercial buildings.

**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.

Are you designing a new commercial building? You can also use Portfolio Manager to set your energy use target and see how your estimated design energy stacks up against similar existing buildings nationwide.

**2017 ENERGY STAR TOP CITIES**

1. Washington, DC  
2. Los Angeles  
3. New York

SEE WHO ELSE MADE THE LIST!

**ENERGY STAR® PortfolioManager®**

EPA's online energy management and tracking tool enables you to measure and track the energy and water performance of any building over time.

[Register now](#)

Log in

username

password

[Forgot password?](#)

[Forgot username?](#)

**LOGIN**

**PORTFOLIO MANAGER DATA COLLECTION WORKSHEET**

Easily see what information is required for your property and create a PDF Word worksheet to help collect the data.

**LEARN MORE**


Create a  
username  
and  
password

Log in

# Navigate Portfolio Manager

Portfolio  
level view

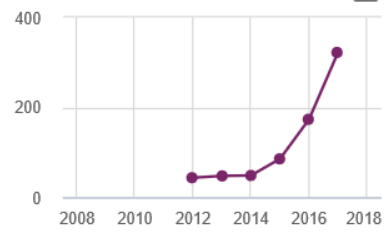



**ENERGY STAR®**  
**PortfolioManager®**


Welcome **ninaberlin**: [Account Settings](#) | [Notifications](#) | [ENERGY STAR Notifications](#) | [Contacts](#) | [Help](#) | [Sign Out](#)


**MyPortfolio** | [Sharing](#) | [Reporting](#) | [Recognition](#)

**Properties (14)**  
[Add a Property](#)

**ENERGY STAR Score Trend**  
[Change Metric](#)  
  
(Chart current as of 05/08/2019 04:27 PM EDT) [Refresh Chart](#)

**Manage Portfolio**  
 [Transfer ownership](#) of a property that you manage to another Portfolio Manager user.

 **Portfolio Manager Metric Updates**  
On August 27, 2018 performance metrics in Portfolio Manager were updated for U.S. buildings to reflect current market data. You may notice a change in your current and historic 1-100 ENERGY STAR score or other metrics. After logging in for the first time after these updates have been made, you'll need to click the "Refresh Metrics" button to see your new metrics within the Dashboard. For more information, visit [www.energystar.gov/scoreupdates](http://www.energystar.gov/scoreupdates).  
[Clear Message](#)

**Dashboard** (Metrics current as of 03/11/2019 12:05 PM EDT)   
  
[View All Properties \(14\)](#) [Energy Highlights](#) [Refresh Metrics](#)  
[Add/Edit/Delete Groups](#) [Add/Edit/Delete Views](#)

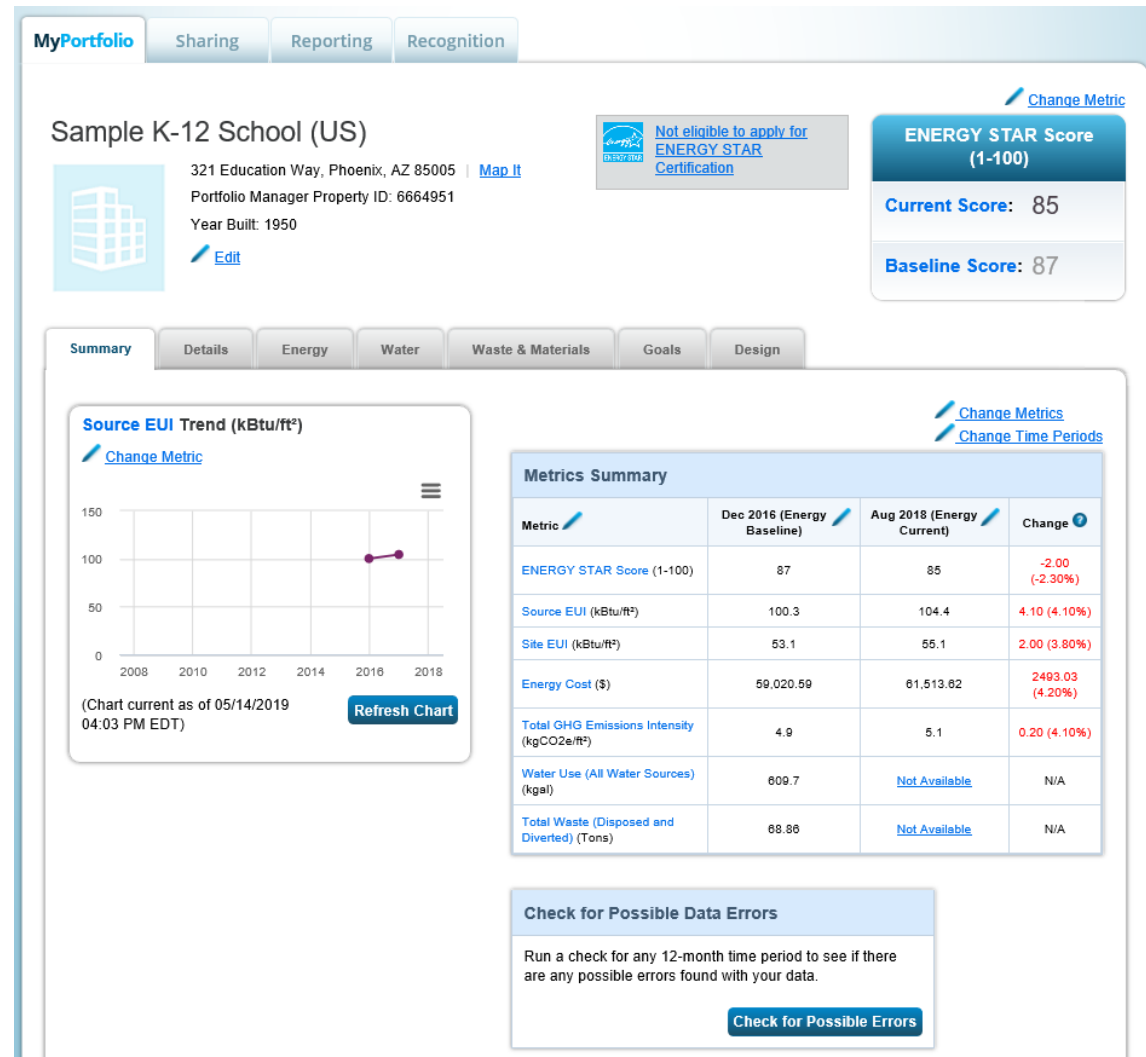
Name	Energy Current Date	ENERGY STAR Score	Site EUI (kBtu/ft²)	Source EUI (kBtu/ft²)
<a href="#">Antonio Office Building</a> 6652215	<a href="#">NA</a>	<a href="#">NA</a>	<a href="#">NA</a>	<a href="#">NA</a>
<a href="#">Company HQ</a> 6466285	04/30/2018	63	62.5	150.2
<a href="#">Corporate Office</a> 6650503	10/31/2018	64	55.8	154.0
<a href="#">Hotel &amp; Suites</a> 6652206	08/31/2018	25	79.4	222.4
<a href="#">Little Falls Elementary School</a> 6466039	04/30/2018	61	62.0	109.7





# Navigate Portfolio Manager

Property  
level view



# How To

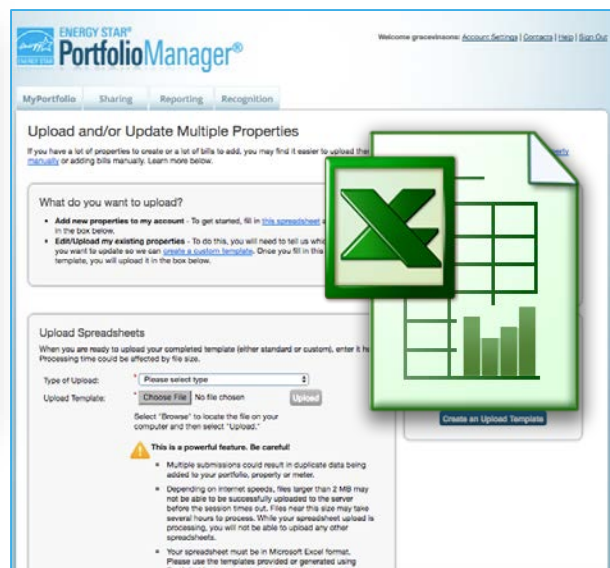
- Navigate Portfolio Manager
- Add a property and enter its use details
- Enter energy, water, and waste & materials data
- Generate reports to assess progress

# Get Data Into Portfolio Manager

## Manual entry



## Spreadsheet upload

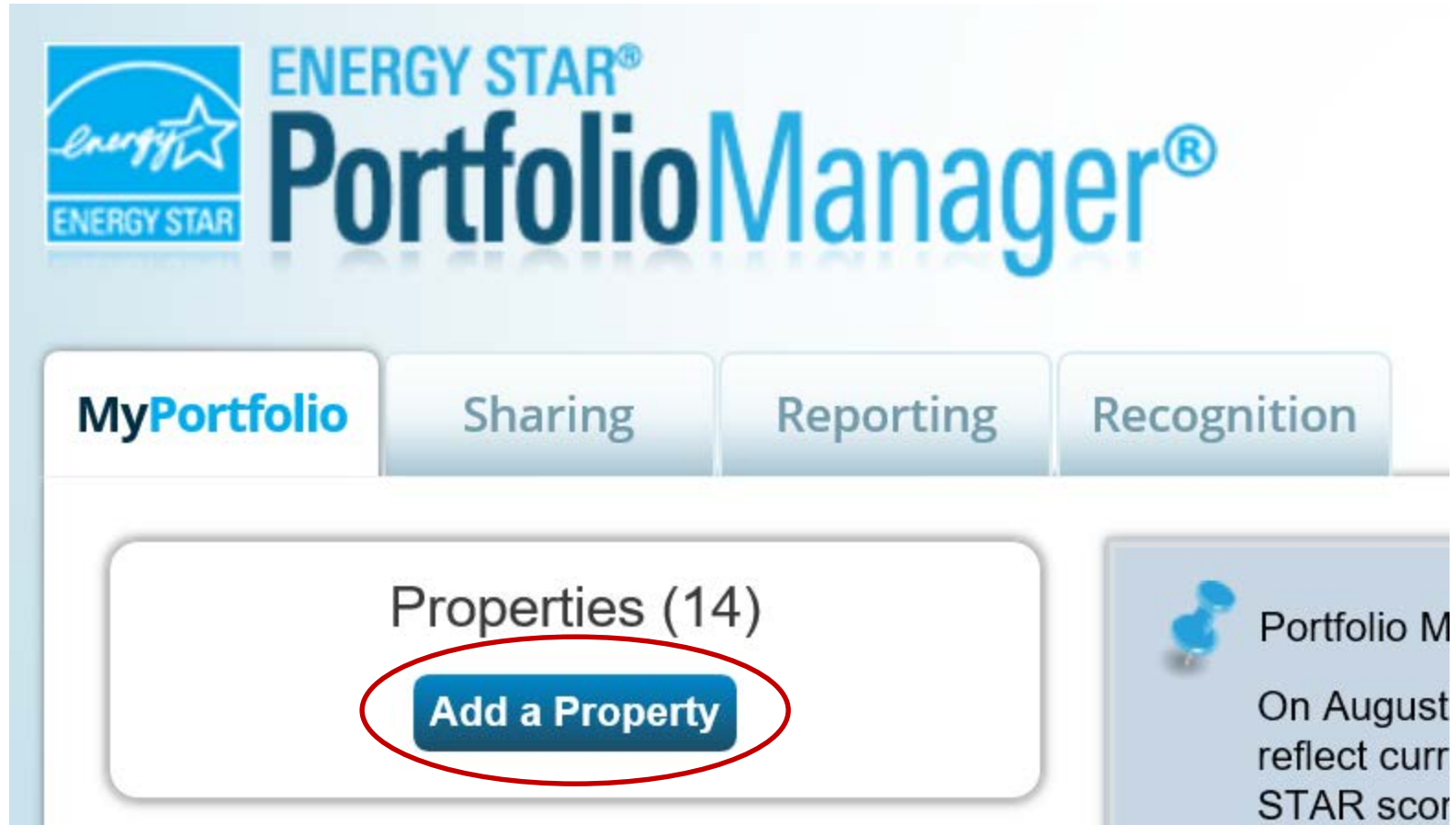


## Web services



**Choose the best data management method.**

## Get Data In: Manually



# Get Data In: Spreadsheet Upload



## Manage Portfolio

- [Transfer ownership](#) of a property that you manage to another Portfolio Manager user.
- [Upload and/or update multiple properties](#) at once using an Excel spreadsheet if you are a pro. This can be done to create new properties, add use details, create meters and add meter consumption data.
- [Download your entire portfolio to Excel](#) or create a [custom download](#).
- [Set a portfolio baseline and/or target](#) to help measure progress.
- [Add sample properties](#) to your account. Up to five sample properties with pre-populated data will be added to your portfolio for testing purposes.



[MyPortfolio](#) [Sharing](#) [Reporting](#) [Recognition](#)

### Upload and/or Update Multiple Properties

If you have a lot of properties to create or a lot of bills to add, you may find it easier to upload them using a spreadsheet rather than [entering each property manually](#) or adding bills manually. [Learn more below.](#)

#### What do you want to upload?

- **Add new properties to my account** - To get started, fill in [this spreadsheet](#) and upload it in the box below.
- **Edit/Upload my existing properties** - To do this, you will need to tell us which properties you want to update so we can [create a custom template](#). Once you fill in this custom template, you will upload it in the box below.

#### Add Properties

You can create new properties in Portfolio Manager, by filling in [this spreadsheet](#), which requires basic property information, including name, address, gross floor area, Property IDs, and Federal Information (if applicable).

[Add Properties Template](#)

#### Upload Spreadsheets

When you are ready to upload your completed template (either standard or custom), enter it here. Processing time could be affected by file size.

Type of Upload:

Upload Template:

Select "Browse" to locate the file on your computer and then select "Upload."

**This is a powerful feature. Be careful!**

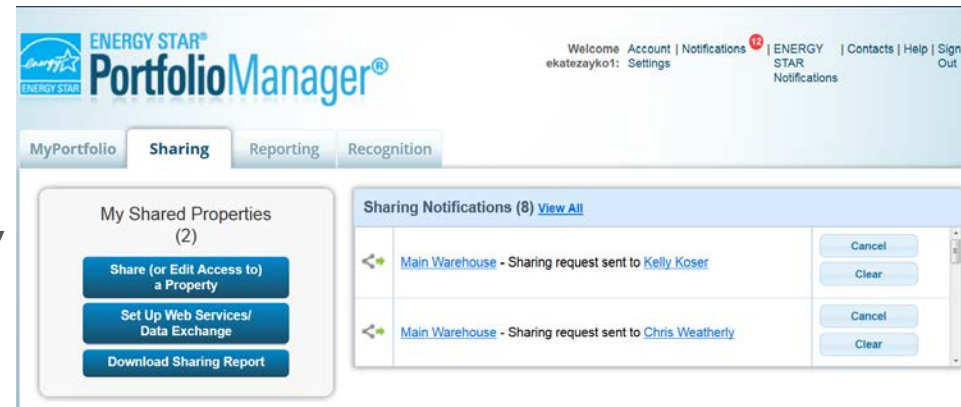
- Multiple submissions could result in duplicate data being added to your portfolio, property or meter.
- Depending on internet speeds, files larger than 2 MB may not be able to be successfully uploaded to the server before the session times out. Files near this size may take several hours to process. While your spreadsheet upload is processing, you will not be able to upload any other spreadsheets.
- Your spreadsheet must be in Microsoft Excel format. Please use the templates provided or generated using Portfolio Manager to upload or update your properties.

#### Edit and Manage Information

Once your properties are in Portfolio Manager, you can edit and update them using a template customized based on what you want to do. For example, you may want to upload energy bill data for multiple properties or update use information.

# Get Data In: ENERGY STAR Web Services

- Some energy service companies and utilities exchange data with Portfolio Manager to:
  - Manage building and utility data for customers
  - Access the ENERGY STAR score and other performance metrics
- To use web services, “connect” and “share” your properties with your web service provider from the Sharing tab



# Get Data In: ENERGY STAR Web Services

The screenshot shows the ENERGY STAR Portfolio Manager web interface. At the top, there is a navigation bar with links for Welcome, Account, Notifications, COOKBOOK2, Settings, and a red circle around the ENERGY STAR Notifications link. Below the navigation bar, the main content area is titled "View ENERGY STAR Notifications". On the right side of this area is a search box labeled "Search Notifications". Below the search box, the year "2018" is displayed. A list of notifications follows, each in a blue box with a right-pointing arrow. The notifications are from various utility companies, all dated 04/26/2018.

Notification	Date
▶ Rocky Mountain Power, may be able to send energy data to your building records.	04/26/2018
▶ Xcel Energy, may be able to send energy data to your building records.	04/26/2018
▶ Commonwealth Edison, may be able to send energy data to your building records.	04/26/2018
▶ Los Angeles Department of Water & Power, may be able to send energy data to your building records.	04/26/2018
▶ Southern California Edison, may be able to send energy data to your building records.	04/26/2018
▶ Salt River Project, may be able to send energy data to your building records.	04/26/2018
▶ Pepco, may be able to send energy data to your building records.	04/26/2018
▶ Baltimore Gas & Electric, may be able to send energy data to your building records.	04/26/2018

- Users will have an ENERGY STAR Notification when web services are available for a property



# Get Data In: ENERGY STAR Web Services

The screenshot shows the ENERGY STAR Portfolio Manager web interface. At the top, there is a navigation bar with links for Welcome, Account, Notifications (with a red badge showing 287), ENERGY STAR Notifications, Contacts, Help, and Sign Out. The main heading is "View ENERGY STAR Notifications". Below this, there is a search bar labeled "Search Notifications". The year "2018" is displayed. A notification card for "Rocky Mountain Power, may be able to send energy data to your building records." dated "04/26/2018" is expanded. The notification text states: "Your utility, Rocky Mountain Power, may be able to send energy data directly to some of your building records, using Portfolio Manager web services. Rocky Mountain Power is listed as the utility for the following 9 properties within your Portfolio Manager account: Administration Building, Office Case 1 - BL, Evaluation Campus(v1), and a link to see more. Click here for additional information and to see if this option is right for you. If this what you would like to do, you can connect with Rocky Mountain Power to get the process started." The "Click here" and "connect" links are circled in red. Below this notification, two other notifications for "Xcel Energy" and "Commonwealth Edison" are visible, both dated "04/26/2018".

- Expand the notification for more information or to connect with the utility; connecting is the first step for using web services.

## Pop Quiz!

3. How many ways are there to get data into Portfolio Manager?
- a. One
  - b. Two
  - c. Three
  - d. Four or more

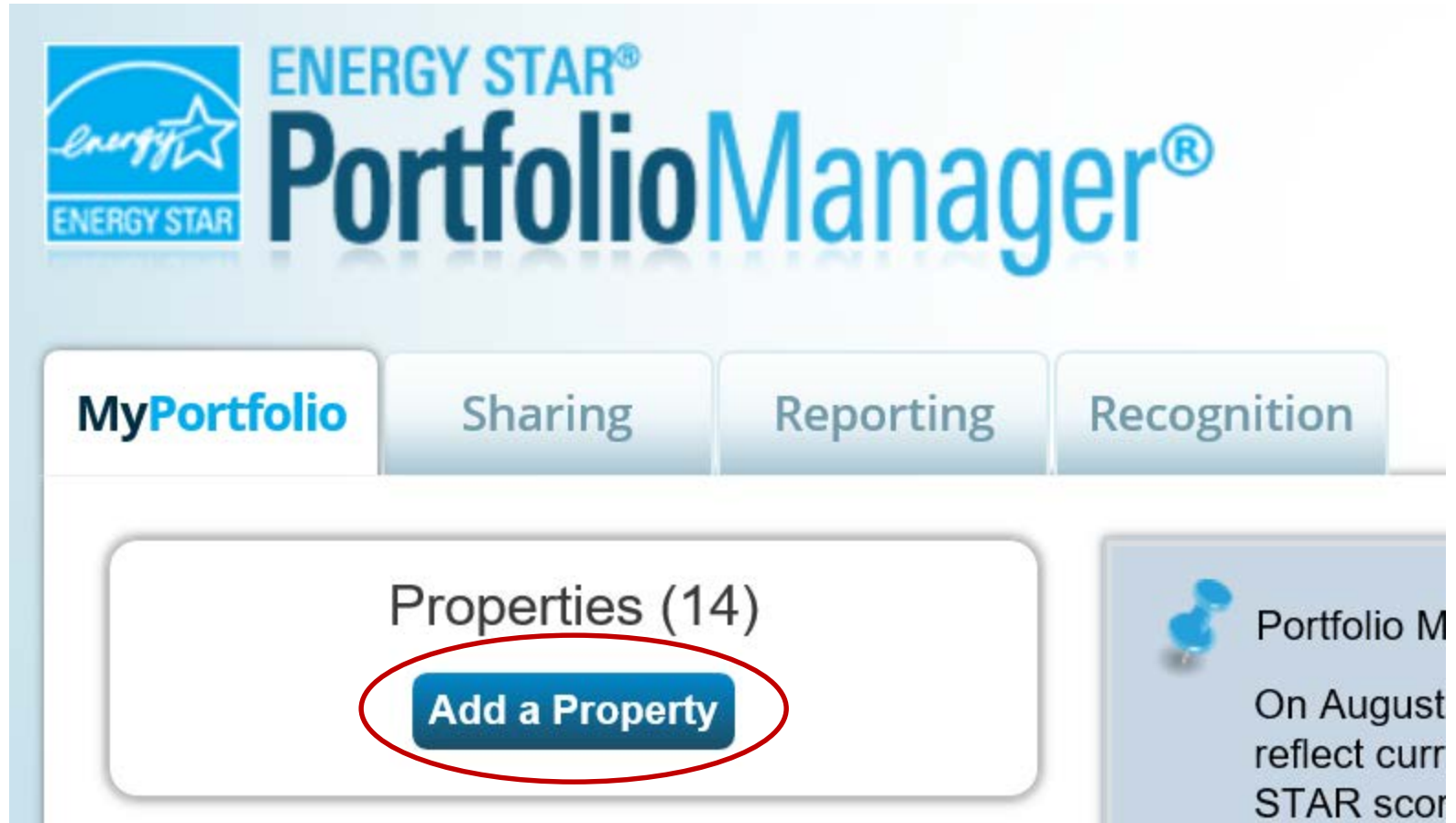
## Pop Quiz!

3. How many ways are there to get data into Portfolio Manager?
- a. One
  - b. Two
  - c. **Three**
  - d. Four or more

You can get data into Portfolio Manager three ways:

1. Manually (create/update one property or meter at a time)
2. Using spreadsheet templates
3. By working with third-party providers that exchange data directly with Portfolio Manager via web services

## Add a Property




The screenshot shows the ENERGY STAR Portfolio Manager interface. At the top, the logo features the 'energy' wordmark with a star and the 'ENERGY STAR' text. Below the logo, the title 'ENERGY STAR® PortfolioManager®' is displayed. A navigation bar contains four tabs: 'MyPortfolio', 'Sharing', 'Reporting', and 'Recognition'. Under the 'MyPortfolio' tab, a box labeled 'Properties (14)' contains a blue button with the text 'Add a Property', which is circled in red. To the right, a sidebar contains a blue pushpin icon and text that reads: 'Portfolio M', 'On August', 'reflect curr', and 'STAR scor'.

# Add a Property: Existing Property

Select  
Property  
Type

Select  
number of  
buildings


Select  
construction  
status

 **ENERGY STAR®**  
**PortfolioManager®**

Welcome ekatezayko1: [Account Settings](#) | [Contacts](#) | [Help](#) | [Sign Out](#)

### Set up a Property: Let's Get Started!


Properties come in all shapes and sizes, from a leased space in a large office building, to a K-12 school with a pool, to a large medical complex with lots of buildings. Since there are so many choices, Portfolio Manager can walk you through getting your property up and running. When you're done, you'll be ready to start monitoring your energy usage and pursue recognition!



**Your Property Type**  
We'll get into the details later. For now, overall, what main purpose does your property serve?  

Select a property type


[Learn more about Property Types.](#)



**Your Property's Buildings**  
How many physical buildings do you consider part of your property?  

- ☐ **None:** My property is part of a building
- ☐ **One:** My property is a single building
- ☐ **More than One:** My property includes multiple buildings ([Campus Guidance](#))

How many?




**Your Property's Construction Status**  
Is your property already built or are you entering this property as a construction project that has not yet been completed?  


- ☒ **Existing:** My property is built, occupied and/or being used. I will be using Portfolio Manager to track energy/water consumption and, perhaps, pursue recognition.
- ☐ **Design Project:** My property is in the conceptual design phase (pre-construction); I will be using Portfolio Manager to evaluate the energy efficiency of the design project.
- ☐ **Test Property:** This is not a real property. I am entering it to test features, or for other purposes such as training.

**Get Started!**


[Cancel](#)

 **Tip**

To set up a property, you'll need information such as [gross floor area](#) and [operating hours](#).


 **Tip**

Not sure what kind of property you are? Because we focus on whole building benchmarking, you want to select the property type that best reflects the activity in the majority of your building. Don't worry if you have other tenants with different business types, just select the main activity.

 **Test Properties**

You may want to enter a property into Portfolio Manager that isn't actually a "real" property, either to familiarize yourself with features or maybe to train other people. By telling us this a "Test" property, we can give the option of including this property in your portfolio-level metrics, charts and table or not, depending what your needs are. This can be configured on your [Account Settings](#).

# Basic Property Information

 **ENERGY STAR®**  
**PortfolioManager®**

Welcome ekatezayl

## Set Up a Property: Basic Property Information

Tell us a little bit more about your property, including a name that you will use to look up your property and its address.

### About Your Property

Name: \*

Country: \* --- Select ---

Street Address: \*

City/Municipality: \*

State/Province: \* --- Select ---

Postal Code: \*

[Year Built:](#) \*

Gross Floor Area: \*  Sq. Ft. ☐ [Temporary Value](#)

**Gross Floor Area (GFA)** is the total property floor area, measured from the principal exterior surfaces of the building(s). **Do not include parking.** [Details on what to include.](#)

[Irrigated Area:](#)  Sq. Ft.

[Occupancy:](#) \*  Select %

# Check the statements that apply

Do any of these apply?

- ☐ My property's energy consumption includes [parking](#) areas
- ☐ My property has a [Data Center](#) that requires a constant power load of 75 kW or more
- ☐ My property has one or more retail stores
- ☐ My property has one or more restaurants/cafeterias

Back

Continue

[Cancel](#)

Answering these simple questions will help us guide you in entering your property correctly.





# Enter Values for Property Use Details

Add Another Type of Use

**▼ Building Use** [Edit Name](#)

Supermarket/Grocery Store refers to buildings used for the retail sale of primarily food and beverage products, and which may include small amounts of preparation and sale of ready-to-eat food. Buildings where the primary business is the onsite preparation and sale of ready-to-eat food should use one of the Restaurant property types.

Gross Floor Area should include all space within the building(s), including the sales floor, offices, storage areas, kitchens, staff break rooms, and stairwells.

Property Use Detail	Value	Current As Of	Temporary Value
★ Gross Floor Area	<input type="text" value="100,000"/> <input type="button" value="Sq. Ft. v"/>	<input type="text" value="1/1/1990"/>	<input type="checkbox"/>
★ Weekly Operating Hours	<input type="text"/> <input type="checkbox"/> Use a default	<input type="text" value="1/1/1990"/>	<input type="checkbox"/>

**▼ Building Use** [Edit Name](#)

Supermarket/Grocery Store refers to buildings used for the retail sale of primarily food and beverage products, and which may include small amounts of preparation and sale of ready-to-eat food. Buildings where the primary business is the onsite preparation and sale of ready-to-eat food should use one of the Restaurant property types.

Gross Floor Area should include all space within the building(s), including the sales floor, offices, storage areas, kitchens, staff break rooms, and stairwells.

Property Use Detail	Value	Current As Of	Temporary Value
★ Gross Floor Area	<input type="text" value="12,000"/> <input type="button" value="Sq. Ft. v"/>	<input type="text" value="1/1/1992"/>	<input type="checkbox"/>
★ Weekly Operating Hours	<input type="text"/> <input type="checkbox"/> Use a default	<input type="text" value="1/1/1992"/>	<input type="checkbox"/>
★ Number of Workers on Main Shift	<input type="text"/> <input type="checkbox"/> Use a default	<input type="text" value="1/1/1992"/>	<input type="checkbox"/>

# Property Summary Tab

MyPortfolio

Sharing

Reporting

Recognition

**Supermarket A-1**

1214 Main Street, Arlington, VA 22201 | [Map It](#)

Portfolio Manager Property ID: 6836065

Year Built: 1992

[Edit](#)

Not eligible to apply for ENERGY STAR Certification

[Change Metric](#)

**Weather Normalized Source EUI (kBtu/ft²)** [Why not score?](#)

**Current:** [N/A](#)

**Baseline:** [N/A](#)

Summary

Details

Energy

Water

Waste & Materials

Goals

Design

[Refresh](#) to see **Source EUI** Trend

[Change Metric](#)

[Change Metrics](#)

[Change Time Periods](#)

Metric	Not Available (Energy Baseline)	Not Available (Energy Current)	Change
ENERGY STAR Score (1-100)	<a href="#">Not Available</a>	<a href="#">Not Available</a>	N/A
Source EUI (kBtu/ft²)	<a href="#">Not Available</a>	<a href="#">Not Available</a>	N/A
Site EUI (kBtu/ft²)	<a href="#">Not Available</a>	<a href="#">Not Available</a>	N/A
Energy Cost (\$)	<a href="#">Not Available</a>	<a href="#">Not Available</a>	N/A
Total GHG Emissions Intensity (kgCO2e/ft²)	<a href="#">Not Available</a>	<a href="#">Not Available</a>	N/A
Water Use (All Water Sources) (kgal)	<a href="#">Not Available</a>	<a href="#">Not Available</a>	N/A
Total Waste (Disposed and Diverted) (Tons)	<a href="#">Not Available</a>	<a href="#">Not Available</a>	N/A

# Property Summary Tab – Customized Metric Displays

**MyPortfolio** | [Sharing](#) | [Reporting](#) | [Recognition](#)

**Supermarket A-1**  
 1214 Main Street, Arlington, VA 22201 | [Map It](#)  
 Portfolio Manager Property ID: 6836065  
 Year Built: 1992  
[Edit](#)

[Not eligible to apply for ENERGY STAR Certification](#)

[Change Metric](#)

**Weather Normalized Source EUI (kBtu/ft²)** Why not score?  
**Current:** [N/A](#)  
**Baseline:** [N/A](#)

[Change Metrics](#) | [Change Time Periods](#)

**Summary** | [Details](#) | [Energy](#) | [Water](#) | [Waste & Materials](#) | [Goals](#) | [Design](#)

[Refresh](#) to see **Source EUI** Trend  
[Change Metric](#)

**Metrics Summary**

Metric	Not Available (Energy Baseline)	Not Available (Energy Current)	Change
ENERGY STAR Score (1-100)	<a href="#">Not Available</a>	<a href="#">Not Available</a>	N/A
Source EUI (kBtu/ft²)	<a href="#">Not Available</a>	<a href="#">Not Available</a>	N/A
Site EUI (kBtu/ft²)	<a href="#">Not Available</a>	<a href="#">Not Available</a>	N/A
Energy Cost (\$)	<a href="#">Not Available</a>	<a href="#">Not Available</a>	N/A
Total GHG Emissions Intensity (kgCO2e/ft²)	<a href="#">Not Available</a>	<a href="#">Not Available</a>	N/A
Water Use (All Water Sources) (kgal)	<a href="#">Not Available</a>	<a href="#">Not Available</a>	N/A
Total Waste (Disposed and Diverted) (Tons)	<a href="#">Not Available</a>	<a href="#">Not Available</a>	N/A

Which of the following metrics would you like to display?

☒ **ENERGY STAR Score**

☐ Source EUI (kBtu/ft²)

☐ Site EUI (kBtu/ft²)

☐ Weather Normalized Site EUI (kBtu/ft²)

☐ Weather Normalized Source EUI (kBtu/ft²)

☐ Water/Wastewater Site EUI (kBtu/gpd)

☐ Water/Wastewater Source EUI (kBtu/gpd)

☐ Source Energy Use (kBtu)

☐ Water Use (All Water Sources) (kgal)

☐ Total Waste (Disposed and Diverted) (Tons)

☐ Energy Cost (\$)

☐ Total Water Cost (All Water Sources) (\$)

☐ Total Waste (Disposed and Diverted) - Cost (\$)

☐ Total GHG Emissions (Metric Tons CO2e)

☐ Total GHG Emissions Intensity (kgCO2e/ft²)

[Select Metric](#) [Cancel](#)

# Add and Set Up a Property: More than One Building (Campus)



## Set up a Property: Let's Get Started!

Properties come in all shapes and sizes, from a leased space in a large office building, to a K-12 school with a pool, to a large medical complex with lots of buildings. Since there are so many choices, Portfolio Manager can walk you through getting your property up and running. When you're done, you'll be ready to start monitoring your energy usage and pursue recognition!

### Your Property Type

We'll get into the details later. For now, overall, what main purpose does your property serve?

Select a property type

[Learn more about Property Types.](#)



#### Tip

To set up a property, you'll need information such as [gross floor area](#) and [operating hours](#).

### Your Property's Buildings

How many physical buildings do you consider part of your property?

- ☐ None: My property is part of a building
- ☐ One: My property is a single building
- ☒ More than One: My property includes multiple buildings ([Campus Guidance](#))

How many?



#### Tip

Not sure what kind of property you are? Because we focus on whole building benchmarking, you want to select the property type that best reflects the activity in the majority of your building. Don't worry if you have other tenants with different business types, just select the main activity.



### Your Property's Construction Status

Is your property already built or are you entering this property as a construction project that has not yet been completed?

- ☒ **Existing:** My property is built, occupied and/or being used. I will be using Portfolio Manager to track energy/water consumption and, perhaps, pursue recognition.
- ☐ **Design Project:** My property is in the conceptual design phase (pre-construction); I will be using Portfolio Manager to evaluate the energy efficiency of the design project.
- ☐ **Test Property:** This is not a real property. I am entering it to test features, or for other purposes such as training.



#### Test Properties

You may want to enter a property into Portfolio Manager that isn't actually a "real" property, either to familiarize yourself with features or maybe to train other people. By telling us this a "Test" property, we can give the option of including this property in your portfolio-level metrics, charts and table or not, depending what your needs are. This can be configured on your [Account Settings](#).


**Get Started!**

[Cancel](#)


# Campus Configurations

**MyPortfolio** | **Sharing** | **Reporting** | **Recognition**

## Campus

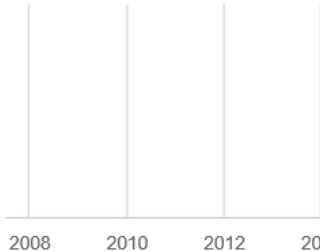



1214 Main Street, Arlington, VA 22201 | [Map It](#)  
Portfolio Manager Property ID: 6836065  
Year Built: 1992  
[Edit](#)

[Not eligible to apply for ENERGY STAR Certification](#)

[Change Metric](#)  
**Weather Normalized Source EUI (kBtu/ft<sup>2</sup>)** [Why not score?](#)  
**Current:** [N/A](#)  
**Baseline:** [N/A](#)

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

[Refresh](#) to see **Source EUI** Trend  
[Change Metric](#)  




### More About Individual Buildings

This property is a multi-building property, and you haven't added any individual buildings. This is optional. You don't have to add individual buildings unless you would like to track performance separately. This will only be possible if you have your buildings metered individually. Also keep in mind that if you enter individual buildings, you will still need to keep use and meter information about the property as a whole up to date in order to receive accurate metrics about your property (and, in some cases, to apply for the ENERGY STAR). [Learn more about tracking multi-building properties.](#)

[Change Metrics](#)  
[Change Time Periods](#)


# How To

- Navigate Portfolio Manager
- Add a property and enter its use details
- Enter energy, water, and waste & materials data
- Generate reports to assess progress

# Meters Tabs

MyPortfolio
Sharing
Reporting
Recognition

## Supermarket A-1




1214 Main Street, Arlington, VA 22201 | [Map It](#)

Portfolio Manager Property ID: 6836065

Year Built: 1992

[Edit](#)



Not eligible to apply for ENERGY STAR Certification

[Change Metric](#)

**Weather Normalized Source EUI (kBtu/ft²)** Why not score?

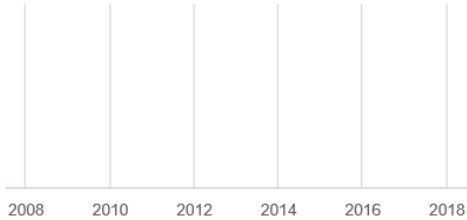
**Current:** [N/A](#)

**Baseline:** [N/A](#)

Summary
Details
Energy
Water
Waste & Materials
Goals
Design

[Refresh](#) to see **Source EUI** Trend

[Change Metric](#)



[Change Metrics](#)

[Change Time Periods](#)

Metric	Not Available (Energy Baseline)	Not Available (Energy Current)	Change
ENERGY STAR Score (1-100)	<a href="#">Not Available</a>	<a href="#">Not Available</a>	N/A
Source EUI (kBtu/ft²)	<a href="#">Not Available</a>	<a href="#">Not Available</a>	N/A
Site EUI (kBtu/ft²)	<a href="#">Not Available</a>	<a href="#">Not Available</a>	N/A
Energy Cost (\$)	<a href="#">Not Available</a>	<a href="#">Not Available</a>	N/A
Total GHG Emissions Intensity (kgCO2e/ft²)	<a href="#">Not Available</a>	<a href="#">Not Available</a>	N/A
Water Use (All Water Sources) (kgal)	<a href="#">Not Available</a>	<a href="#">Not Available</a>	N/A
Total Waste (Disposed and Diverted) (Tons)	<a href="#">Not Available</a>	<a href="#">Not Available</a>	N/A



# Water Tab

**MyPortfolio** | Sharing | Reporting | Recognition


## Supermarket A-1

1214 Main Street, Arlington, VA 22201 | [Map It](#)

Portfolio Manager Property ID: 6836065

Year Built: 1992

[Edit](#)

 [Not eligible to apply for ENERGY STAR Certification](#)

[Change Metric](#)

**Weather Normalized Source EUI (kBtu/ft<sup>2</sup>)** [Why not score?](#)

**Current:** [N/A](#)

**Baseline:** [N/A](#)

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

**Water Use Intensity (All Water Sources) (gal/ft<sup>2</sup>)**

**Current WUI:** [N/A](#)

**Baseline WUI:** [N/A](#)

**Water Meters - Used to Compute Metrics (0)**

[View as a Diagram](#)

[Add A Meter](#)

**!** In order to receive water metrics for your property, you must provide water meters. You have not entered any meters yet. After [entering the meter](#), you will need to [associate](#) it to receive metrics.

Meter Summary

# Waste & Materials Tab


MyPortfolio

Sharing


Reporting

Recognition

Supermarket A-1



1214 Main Street, Arlington, VA 22201 | [Map It](#)  
Portfolio Manager Property ID: 6836065  
Year Built: 1992  
[Edit](#)



Not eligible to apply for  
**ENERGY STAR**  
Certification

[Change Metric](#)  
**Weather Normalized  
Source EUI (kBtu/ft²)** Why not score?  
**Current:** [N/A](#)  
**Baseline:** [N/A](#)

Summary

Details

Energy

Water

**Waste & Materials**

Goals

Design

Meter Summary

**0 Waste and Materials Meters Total**  
In order to receive metrics for your property, you must provide meters. You haven't entered any waste or materials meters yet.  
[Add a meter](#)  
**Current Waste and Materials Date:**  
[Not Available](#)  
[Enter Your Bills](#)

Meters - Used to Compute Metrics (0)

[Add A Meter](#)


Welcome to Waste and Materials Tracking!

Benchmarking your waste and materials (like recycling and donations) is an important part of a comprehensive sustainability strategy. [Learn more about waste and materials tracking.](#)  
[Set Up Waste and Materials](#)


# Energy Meter Tab

**MyPortfolio** | **Sharing** | **Reporting** | **Recognition**

## Supermarket A-1



1214 Main Street, Arlington, VA 22201 | [Map It](#)  
Portfolio Manager Property ID: 6836065  
Year Built: 1992  
[Edit](#)

[Not eligible to apply for ENERGY STAR Certification](#)

[Change Metric](#)  
**Weather Normalized Source EUI (kBtu/ft²)** Why not score?  
**Current:** [N/A](#)  
**Baseline:** [N/A](#)

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

### Meter Summary


**0 Energy Meters Total**  
In order to receive metrics for your property, you must provide meters. You have not entered any meters yet.  
[Add A Meter](#)  
Current Energy Date  
Not Available  
[Enter Your Bills](#)

### Meters - Used to Compute Metrics (0)

[View as a Diagram](#)

**!** There are currently no energy meters entered for this property/building. In order to track energy usage and receive energy metrics, you must provide an energy meter. [Enter information about your energy meters](#) to begin tracking energy usage. After entering the meter, you will need to [choose to include it in your metrics](#).

For a step-by-step guide to entering meter data, see [How to get Utility Data into Portfolio Manager](#).

**Four Ways to Enter Bill Data**

1. Manually

# Enter Additional Information

## Get Started Setting Up Meters for Supermarket A-1

There are four ways to enter meter data. First, you can enter manually, starting below. Second, you can set up your meters below, then upload a specially formatted spreadsheet with just your bill data. Third, for advanced users, you can use our upload tool that allows you to set up all of your meters and enter bill data. And finally, you can hire an organization that exchanges data to update your energy data automatically.



### Sources of Your Property's Energy

What kind of [energy](#) do you want to track? Please select all that apply.

- ☐ Electric
- ☐ Natural Gas
- ☐ Propane
- ☐ Fuel Oil (No. 2)
- ☐ Diesel
- ☐ District Steam
- ☐ District Hot Water
- ☐ District Chilled Water
- ☐ Fuel Oil (No. 4)
- ☐ Fuel Oil (No. 5 and No. 6)
- ☐ Coal (anthracite)
- ☐ Coal (bituminous)
- ☐ Coke
- ☐ Wood
- ☐ Kerosene
- ☐ Fuel Oil (No. 1)
- ☐ Other:



### Tracking Energy

To track your energy, create an energy meter for each source of energy from a utility, a neighboring building, or an onsite solar or wind panel. If you purchase a raw fuel (e.g. gas) and produce your own fuel (e.g., electricity or chilled water), you only need a meter for the fuel you purchased (e.g. gas), and not for the fuel you produce.



### Two Meters Needed for Onsite Solar/Wind

If you've got onsite Solar (or Wind), you still need to enter an Electric Grid Meter. [Learn More.](#)



### Automate Your Meter Entries

There are many organizations that will electronically enter your utility data into Portfolio Manager. Many utilities provide this service for free. Service providers integrate this service into their own software and value-added offerings. [Learn more.](#)



**Get Started!**

[Cancel](#)

# About Your Meters

## About Your Meters for Supermarket A-1


Enter the information below about your new meters. The meter's **Units** and **Date Meter became Active** are required. You can also change the meter's name.

### 2 Energy Meters for Supermarket A-1 (click table to edit)

<input type="checkbox"/>	Meter Name	Type	Other Type	Units	Date Meter became Active	In Use?	Date Meter became Inactive	Enter as Delivery?	C
<input type="checkbox"/>	Natural Gas	Natural Gas				<input checked="" type="checkbox"/>		<input type="checkbox"/>	1
<input type="checkbox"/>	Electric Grid Meter	Electric - Grid				<input checked="" type="checkbox"/>		<input type="checkbox"/>	

- ccf (hundred cubic feet)
- cf (cubic feet)
- Cubic meters
- GJ
- kBtu (thousand Btu)
- kcf (thousand cubic feet)
- MBtu/MMBtu (million Btu)
- MCF (million cubic feet)
- therms

 [Delete Selected Entries](#)

 [Add Another Entry](#)

Back

Create Meters

[Cancel](#)

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# Add Energy Consumption Information

**ENERGY STAR® PortfolioManager®**

Welcome Kaye Lynch-Sparks: [Account Settings](#) | [Contacts](#) | [Help](#) | [Sign Out](#)

Your meters have been created! If you have your energy consumption information for these meters, you can enter it below. Or, you can [continue with setting up your meters](#) and enter your energy bills later.

### Your Meter Entries for Supermarket A-1

Now we need actual energy consumption information in order to start providing you with your metrics and, possibly, your score!

**3 Energy Meter(s) for Supermarket A-1**

- ▶ Natural Gas [Edit](#)
- ▶ Fuel Oil (No. 2) [Edit](#)
- ▶ Electric Grid Meter [Edit](#)

[Back](#) [Continue](#) [Cancel](#)

Follow Us [Twitter](#) [Facebook](#) [YouTube](#) [LinkedIn](#)

[Contact Us](#) | [Privacy Policy](#) | [Browser Requirements](#) | [ENERGY STAR Buildings & Plants Website](#)

Expand  
meter by  
clicking  
arrow

# Add Meter Entries and Fill in Data

How To Guide:  
Electric  
Demand  
Tracking

[https://www.energystar.gov/buildings/tools-and-resources/how\\_track\\_electric\\_demand\\_portfolio\\_manager](https://www.energystar.gov/buildings/tools-and-resources/how_track_electric_demand_portfolio_manager)

Use a  
spreadsheet  
to upload or  
copy and  
paste

Basic Meter Information

Monthly Entries

Display Year(s):

	Start Date	End Date	Usage kWh (thousand Watt-hours)	Total Cost (\$)	Estimation	Green Power	Demand (kW)	Demand Cost (\$)
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

☒ Delete Selected Entries  
☒ Add Another Entry  
☒ Learn how to copy/paste

Upload data in bulk for this meter:

☒ You can copy/paste into the table above ([instructions in this FAQ](#)), or upload an Excel spreadsheet using our simple [spreadsheet template](#).

No file chosen

[Cancel](#)

Add  
another  
entry

## Meters to Add to Total Consumption

MyPortfolio

Sharing

Reporting

Recognition

Your meter entries have been added to your meters!

Select Energy Meters to Include in Metrics

Tell us which meters to include when calculating the Energy metrics for [Supermarket A-1](#) so that we can provide you with the most accurate metrics possible.

Summary

3

Please tell us what your meters represent.

i

About Sub-meters

If you have sub-meters to measure energy or water consumption for a specific purpose, and you also have a master meter (which measures total consumption), counting both of those meters would double count your consumption and skew your metrics (e.g., artificially increase your Site Energy Use Intensity).  
[Learn More about configuring meters for performance metrics.](#)

Energy Meters

Select all meters to be included in your Energy metrics. (Hint: All meters should be included unless they are [sub-meters](#).)

<input type="checkbox"/>	Name Meter ID	Type
<input checked="" type="checkbox"/>	<a href="#">Fuel Oil (No. 2)</a> 30521002	Fuel Oil (No. 2)
<input checked="" type="checkbox"/>	<a href="#">Natural Gas</a> 30521001	Natural Gas
<input checked="" type="checkbox"/>	<a href="#">Electric Grid Meter</a> 30521003	Electric - Grid

Total of 3 meter(s). Tell us what this represents:

\* ☐ These meter(s) account for the total energy consumption for [Supermarket A-1](#) (a single building).

☐ These meter(s) do not account for the total energy consumption for [Supermarket A-1](#) (a single building).

Apply Selections

Cancel



# Energy Meters Tab: Meters Added and Displayed

**MyPortfolio** | **Sharing** | **Reporting** | **Recognition**

Congratulations! Any energy meters you selected have been successfully associated to your property(ies).

**Supermarket A-1**  
1214 Main Street, Arlington, VA 22201 | [Map It](#)  
Portfolio Manager Property ID: 6836065  
Year Built: 1992 | [Edit](#)

[Change Metric](#)

**Weather Normalized Source EUI (kBtu/ft<sup>2</sup>)** Why not score?  
**Current:** [N/A](#)  
**Baseline:** [N/A](#)

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

**Meter Summary**  
5 Energy Meters Total  
3 - Used to Compute Metrics  
2 - Not Used in Metrics  
[Add A Meter](#)  
Current Energy Date Not Available  
[Enter Your Bills](#)

**Meters - Used to Compute Metrics (3)** [Add A Meter](#)  
[Change Meter Selections](#)  
[View as a Diagram](#)

Name Meter ID	Energy Type	Most Recent Bill Date	In Use? (Inactive Date)
<a href="#">Electric Grid Meter</a> 56291144	Electric - Grid		Yes
<a href="#">Fuel Oil (No. 2)</a> 56291143	Fuel Oil (No. 2)		Yes
<a href="#">Natural Gas</a> 56291142	Natural Gas		Yes

[Download Annual Totals by Meter](#)

**Four Ways to Enter Bill Data**



# View Meter Data and Manage Bills for Your Property

Monthly Entries

Display Year(s):
Show All Years x

	Start Date	End Date	Usage kWh (thousand Watt-hours)	Total Cost (\$)	Estimation	Green Power	Demand (kW)	Demand Cost (\$)	Last Upd
<input type="checkbox"/>	1/1/2019	2/1/2019	532,173	39,900.00	<input type="checkbox"/>	<input type="checkbox"/>	1,293	13,304.00	
<input type="checkbox"/>	2/1/2019	3/1/2019	518,833	37,500.00	<input type="checkbox"/>	<input type="checkbox"/>	1,261	12,970.00	
<input type="checkbox"/>	3/1/2019	4/1/2019	516,496	37,245.00	<input type="checkbox"/>	<input type="checkbox"/>	1,255	12,912.00	
<input type="checkbox"/>	4/1/2019	5/1/2019	500,123	35,689.00	<input type="checkbox"/>	<input type="checkbox"/>	1,214	12,503.00	

Delete Selected Entries

Add Another Entry

Learn how to copy/paste

Delete All Entries

Upload data in bulk for this meter:

You can use the single-meter spreadsheet to either: "Upload" the file below, or copy and paste the data from the spreadsheet into the table above ([instructions in this FAQ](#)). Use this single-meter [spreadsheet template](#).

Browse...
Upload

Save Bills
Cancel

# How To

- Navigate Portfolio Manager
- Add a property and enter its use details
- Enter energy, water, and waste & materials data
- Analyze progress using performance documents, charts and graphs and reports

# Reporting Tab

Choose from pre-set chart & graph options

Download performance documents

Create and generate templates & reports

MyPortfolio | Sharing | **Reporting** | Recognition | Admin | Processing

Charts & Graphs

ENERGY STAR Performance Documents

- [Statement of Energy Performance \(SEP\)](#)
- [Statement of Energy Design Intent \(SEDI\)](#)
- [Data Verification Checklist](#)
- [Progress & Goals Report](#)
- [ENERGY STAR Scorecard](#)
- [Water Scorecard](#)

Total GHG Emissions Intensity







What is the carbon footprint resulting from my properties' energy use?

My Custom Reports | **ENERGY STAR Reports** | [Create a New Template](#)

Name	Status	Action
Energy Performance	Last Modified: 1/28/2020 10:52 AM	I want to...
Waste Performance	Last Modified: 1/28/2020 5:59 AM	I want to...
Partner of the Year Report	Last Modified: 1/27/2020 1:42 PM	I want to...
ENERGY STAR Certification Status	Last Modified: 1/27/2020 10:10 AM	I want to...
Emissions Performance	Last Modified: 1/26/2020 12:01 PM	I want to...
Water Performance	Last Modified: 1/24/2020 11:36 AM	I want to...

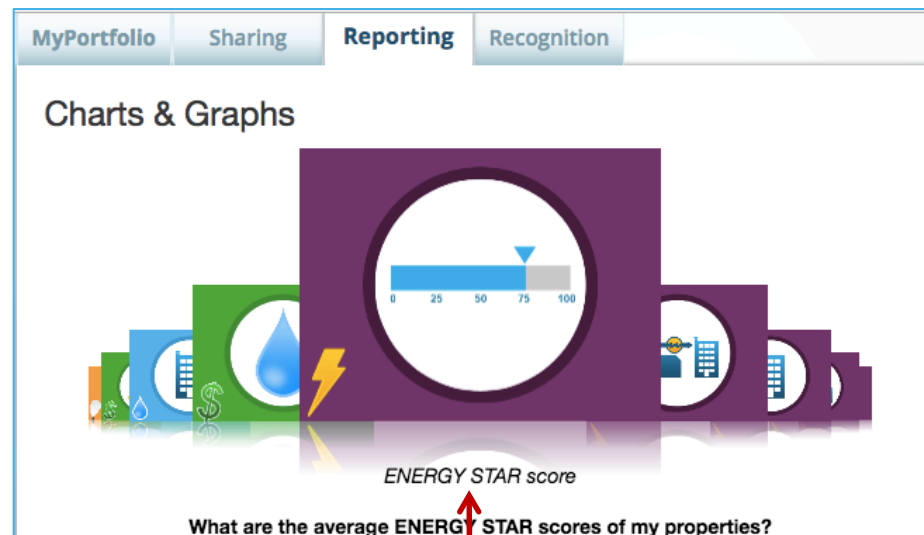
# Performance Documents

## ENERGY STAR Performance Documents

-  [Statement of Energy Performance \(SEP\)](#)
-  [Statement of Energy Design Intent \(SEDI\)](#)
-  [Data Verification Checklist](#)
-  [Progress & Goals Report](#)
-  [ENERGY STAR Scorecard](#)
-  [Water Scorecard](#)

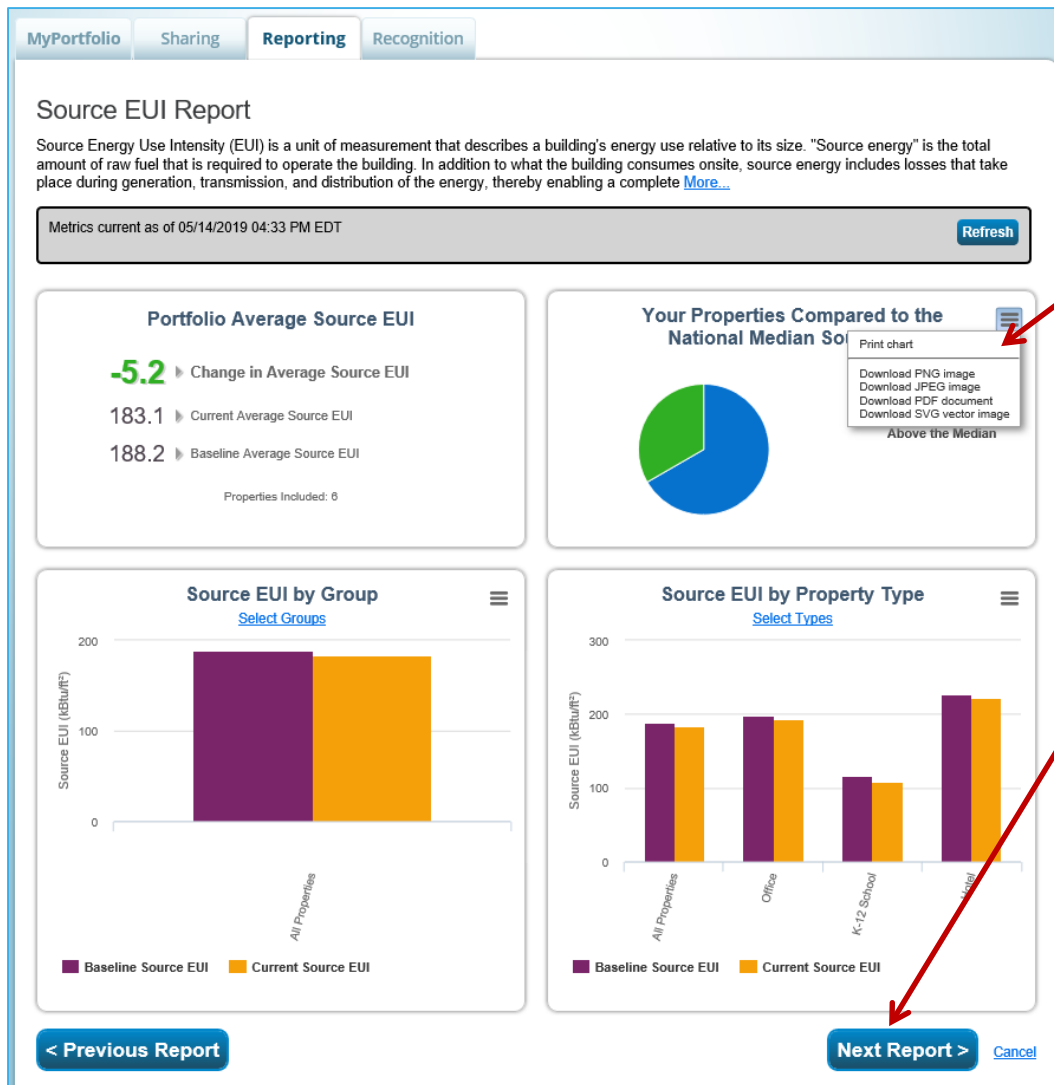
# Charts & Graphs

- Source EUI
- Site EUI
- ENERGY STAR score
- Weather normalized source EUI
- Weather normalized site EUI
- Total GHG emissions intensity
- Energy cost intensity
- Indoor water intensity
- Indoor water cost intensity



Scroll through to  
see available  
Charts & Graphs.

# Charts & Graphs



Print or download figures for use externally


View the next chart

Scroll to bottom to view and export raw data

# Reporting Tab

MyPortfolio | Sharing | **Reporting** | Recognition | Admin | Processing

## Charts & Graphs



Total GHG Emissions Intensity  
What is the carbon footprint resulting from my properties' energy use?

## ENERGY STAR Performance Documents

- [Statement of Energy Performance \(SEP\)](#)
- [Statement of Energy Design Intent \(SEDI\)](#)
- [Data Verification Checklist](#)
- [Progress & Goals Report](#)
- [ENERGY STAR Scorecard](#)
- [Water Scorecard](#)

My Custom Reports | **ENERGY STAR Reports** | [Create a New Template](#)

Name	Status	Action
Energy Performance	Last Modified: 1/28/2020 10:52 AM	I want to...
Waste Performance	Last Modified: 1/28/2020 5:59 AM	I want to...
Partner of the Year Report	Last Modified: 1/27/2020 1:42 PM	I want to...
ENERGY STAR Certification Status	Last Modified: 1/27/2020 10:10 AM	I want to...
Emissions Performance	Last Modified: 1/26/2020 12:01 PM	I want to...
Water Performance	Last Modified: 1/24/2020 11:36 AM	I want to...

Create and generate templates & reports



# Standard Reports

- Performance Highlights
- Energy Performance
- Emissions Performance
- Water Performance
- Fuel Performance
- Waste Performance
- ENERGY STAR Certification Status
- Partner of the Year Report
- Sustainable Buildings Checklist Report

## Pop Quiz!

4. True or False: Portfolio Manager users must define a custom template if they want to use the Reporting functionality.
- a. True
  - b. False

## Pop Quiz!

4. True or False: Portfolio Manager users must define a custom template if they want to use the Reporting functionality.
- a. True
  - b. **False**

Portfolio Manager offers a variety of standard, pre-defined Reporting features, such as ENERGY STAR Performance Documents, charts and graphs, and standard progress report templates on energy and greenhouse gas usage.

# Recap

## We learned how to:

- Navigate Portfolio Manager
- Add a property and enter its use details
- Enter energy, water, and waste & materials data
- Analyze progress using performance documents, charts and graphs and reports

# Extra Help

- Visit [www.energystar.gov/buildingshelp](http://www.energystar.gov/buildingshelp)
  - Extensive list of FAQs
  - Online form to submit technical questions or comments
- Additional Portfolio Manager training resources available at: [www.energystar.gov/buildings/training](http://www.energystar.gov/buildings/training)
  - Step-by-step documents (PDF)
  - Access to recorded trainings and short videos
  - Information on upcoming trainings
- Register for regular webinars at: <http://esbuildings.webex.com>
- Portfolio Manager Technical Reference Series:  
[http://www.energystar.gov/index.cfm?c=evaluate\\_performance.bus\\_portfoliomanager\\_model\\_tech\\_desc](http://www.energystar.gov/index.cfm?c=evaluate_performance.bus_portfoliomanager_model_tech_desc)

# Thank you for attending!

## Questions?

**Slides will be sent to all webinar registrants after today's session**

If you have any questions on Portfolio Manager  
or the ENERGY STAR program, contact us at:

[www.energystar.gov/BuildingsHelp](http://www.energystar.gov/BuildingsHelp)