

# Clean Building Portal: Granting Shared Access

Commerce's reporting and management system for the Clean Buildings Performance Standard (CBPS) is known as the Clean Buildings Portal (Portal). The system gives building owners secure access to manage their building's compliance with the CBPS and their application to the Early Adopter Incentive Program.

The shared access feature allows building owners to grant access to others to view, update or submit an application on their behalf. They can also assign others as the primary contact for their building.

This guide provides instruction on:

- Creating an internal contact for your organization and granting shared access.
- Granting shared access to an external contact.

## Internal contacts

- This person is a member of your organization.
- This person will be managing buildings for your organization and no other organization.
- This person will not be visible or assigned to other organizations.

## External contacts

- This person isn't a member of your organization.
- This person has opted into shared access and will be visible to other Portal users.
- This person may be a qualified professional or management company representative managing other buildings for other organizations.
- This person may be a building owner acting on behalf of a shared building ownership. For example, a commercial condo building.

### Compliance Dates

June 1, 2026  
More than 220,000 sq. ft.

June 1, 2027  
More 90,000 sq. ft. but less than  
220,001 sq. ft.

June 1, 2028  
More 50,000 sq. ft. but less than  
90,001 sq. ft.

# Creating an **internal contact** for your organization and granting shared access

- 1) Create a new Secure Access Washington (SAW) account
  - [SAW website](#)
  - [Instructional video](#)
- 2) Add the [Clean Building Service](#) (link to instructional video explains how)
- 3) Click on **Contacts** tab

[Building Detail](#) [Activity Types](#) [Utility Services](#) [Attachments](#) [Notes](#) [Shared Access](#) [Contacts](#)

- 4) Create the contact using the same information used to create the SAW account
- 5) Click on **Shared Access** tab

[Building Detail](#) [Activity Types](#) [Utility Services](#) [Attachments](#) [Notes](#) [Shared Access](#) [Contacts](#)

- 6) Click on the parcel that you want to grant access to

### Select a Parcel

Select	Building ID	Owner	Parcel ID
<input checked="" type="radio"/>	WAHKIAKUM999	SEATTLE SPORTSBALL	XX03112451

- 7) In the **Contact list filter options**, select the filter **show my internal contacts only**

### Contact list filter options

- show all contacts with permissions to selected parcel
- show internal and external contacts
- show my internal contacts only
- show external contacts only

- 8) The contact created should display on the list. If not, go to the **Contacts** tab and verify that the contact was created correctly.

### Search for contacts and assign permissions to the parcel selected

Enter Search Value

Contact Name	Organization Name	Primary Contact	View	Update	Application
Building Owner (Building Owner)	SEATTLE SPORTSBALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building Owner	SEATTLE SPORTSBALL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- 9) Click on the appropriate shared access option you would like to grant to the contact. Options are: **Primary Contact, View, Update, and Application.**

- 10) Your selection will be saved automatically.

## Granting a shared access to an external contact

- 1) Requirements:
  - One of the following must be true:
    - i. The user has already connected to the Portal using a notification code.
    - ii. Commerce staff has set up the contact as part of a managing organization.
  - The external contact **MUST** opt into shared access. This allows the external contact to be visible to all Portal users in the shared access list.

- 2) Click on **Shared Access** tab

[Building Detail](#) [Activity Types](#) [Utility Services](#) [Attachments](#) [Notes](#) [Shared Access](#) [Contacts](#)

- 3) Click on the parcel you want to grant access to

### Select a Parcel

Select	Building ID	Owner	Parcel ID
<input checked="" type="radio"/>	WAHKIAKUM999	SEATTLE SPORTSBALL	XX03112451

- 4) In the **Contact list filter options**, select the filter **show internal and external contacts**

### Contact list filter options

- show all contacts with permissions to selected parcel
- show internal and external contacts
- show my internal contacts only
- show external contacts only

- 5) Search for the contact by scrolling or entering their name in the search box

**Search for contacts and assign permissions to the parcel selected**

Enter Search Value

- 6) Click on the appropriate shared access option to grant to the contact. Options are: **Primary Contact, View, Update, and Application.**

Search for contacts and assign permissions to the parcel selected

Enter Search Value

Contact Name	Organization Name	Primary Contact	View	Update	Application
Building Owner	SEATTLE SPORTSBALL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Contact list filter options**

- show all contacts with permissions to selected parcel
- show internal and external contacts
- show my internal contacts only
- show external contacts only

- 7) Your selection will be saved automatically.

For additional questions, complete the [Customer Support Form](#).