

#### CLEAN BUILDINGS PERFORMANCE STANDARD

# 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 <u>Clean Building Service</u> (link to instructional video explains how)
- 3) Click on Contacts tab

Building Detail Activity Types Utility Services Attachments Notes Shared Access Contacts

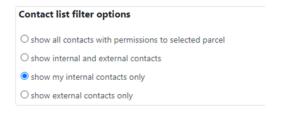
- 4) Create the contact using the same information used to create the SAW account
- 5) Click on Shared Access tab

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
۲	WAHKIAKUM999	SEATTLE SPORTSBALL	XX03112451

7) In the Contact list filter options, select the filter show my internal 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.

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ere Q				
Organization Name	Primary Contact	View	Update	Application
SEATTLE SPORTSBALL				<b>V</b>
SEATTLE SPORTSBALL				
	organization Name SEATTLE SPORTSBALL	ere Q Organization Name Primary Contact SEATTLE SPORTSBALL D	Organization Name Primary Contact View SEATTLE SPORTSBALL	Organization Name Primary Contact View Update SEATTLE SPORTSBALL

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
۲	WAHKIAKUM999	SEATTLE SPORTSBALL	XX03112451

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

Contact list filter options	
O show all contacts with permissions to selected parce	
show internal and external contacts	
O show my internal contacts only	
O show external contacts only	

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



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



7) Your selection will be saved automatically.

For additional questions, complete the **<u>Customer Support Form</u>**.