

It is important that all Portfolio Manager accounts have the most up to date **contact information** and are **confirmed or updated annually**. The City of Seattle Benchmarking Program uses your Portfolio Manager contact information to send building-specific compliance information to the email associated the with account. This includes deadline reminders, data quality alerts when errors are identified in submitted benchmark reports, and enforcement notifications when building owners fail to meet annual compliance requirements.

## Follow the steps below to update the Property Administrator contact in Portfolio Manager:

**1.** Log into your **Portfolio Manager** account using your **username and password**. *If you are unable to remember your login credentials see instructions on the next page.* 

	ABOUT FOR PARTNERS SEARCH	۹
NERCY STAR	Find Products Save at Home New Homes Commercial Buildings Indust	rial Plant
me » Commercial Building	» Benchmark Your Building With Portfolio Manager	
commercial Buildings	Benchmark Your	
enchmark Get Started	Building With Portfolio	iger®
Find utilities that provide end data for benchmarking	" Manager	7
Understand Metrics Document Performance	What is Benchmarking?	
Analyze Results Portfolio Manager Login	The first step to saving energy at your building is to benchmark – the is, to measure and compare your building's energy to similar buildings past consumption, or a reference performance level.	_
Portfolio Manager Login Portfolio Manager Upgrade	Benchmarking turns the information on your utility bill into knowledge you	
Realice una evaluación comparativa	can act on.	10000
ave Energy	ENERGY STAR® Portfolio Manager	_/
am Recognition	Benchmarking Commercial Buildings	
lesources by Audience	Portfolio Manager is an interactive resource management tool that	
esources by Topic	enables you to benchmark the energy use of any type of building, all in a secure online environment. Nearly 25% of U.S. commercial building space	
raining	<ul> <li>is already actively benchmarking in Portfolio Manager, making if the industry-leading benchmarking tool. It also serves as the national</li> </ul>	
ibout Us	benchmarking tool in Canada.	

energystar.gov/buildings/benchmark

2. Once logged into your Portfolio Manager account click on Account Settings.



3. Update contact with current information and select Make Changes at the bottom of the page.

dit Account		
About Yourself	Password Youndertelences Software Development	
irst Name:	Old name	U Your Contact Information
ast Name:	Old name	If you have accepted connection
Incanization:	· Add Opportunities	requests (or sent acceptance requests), the people who hold those accounts will
	Add Organization	be able to see your contact information. Any chances you make will be visible to
ob Telw		your "connected" contacts. You may
	old job title	disconnect by viewing the contact and clicking "disconnect".
inai:	outdatedemail@omail.com	
onfirm Enail		Your Organization
	outdatedemail@gmail.com	
	Portfolio Manager uses your email address to support you sharing your information with others, to allow you to sign up	When you first created your account, Portfolio Manager automatically added
	for notifications and to help you in the event that you run into trouble. We never share your email address with third	your organization to your contacts and
1	parties.	orpanizations list. You can edit this provinization.
hone:	old number	
		/
ountry:	United States	
treet Address	old address	
· · · · · ·	00 400/955	
ity/Municipality:		



Your contact information is now current in your Portfolio Manager account. Please retain these instructions for future updates should your staff responsible for annual benchmarking change.

## Can't Login to Portfolio Manager?

City of Seattle and benchmarking help desk staff cannot reset forgotten passwords or provide usernames associated with existing Portfolio Manager accounts. Access to Portfolio Manager is administered by the U.S. Environmental Protection Agency (EPA), and you must contact them directly if you have trouble logging into your Portfolio Manager account.

- If you cannot login to your existing Portfolio Manager account, submit a password reset request.
- If you do not remember the Portfolio Manager username, submit a request to retrieve your username.
- If you do not have access to the email associated with the account, <u>submit a request to EPA to gain access to the</u> <u>Portfolio Manager account</u>.

## **Need to Update Multiple Contacts?**

Portfolio Manager only allows one Property Administrator contact per account. If you have additional contacts you would like the City of Seattle to add or update for mailed notification letters, such as new building ownership or management, please email <u>energybenchmarking@seattle.gov</u> and provide the following information to update our building database records:

- Seattle OSE Building ID
- Building Name and Address
- New contact name, organization, mailing address, phone, email and relationship to building

