3A SEATTLE CITY LIGHT DATA EXCHANGE

Seattle City Light

Phone: (206) 684-7557
Email: scl_portfolio_manager@seattle.gov
Website: www.seattle.gov/light/accounts/energyusage

1. Fill Out & Submit Consumption Request Form

☐ Visit **www.seattle.gov/light/accounts/energyusage** to complete and send the **Portfolio Manager Automated Benchmarking Consumption Request** form and agree to the **Terms and Conditions.**

☐ Your Request form will be processed within four business days. Look in your email for the **Automated Benchmarking Authorization** form from SCL.

> **Tip** *Watch the Obtaining Data Usage: Seattle City Light training video -or- see Appendix E **Submitting Seattle City Light Data Exchange Authorization** for more detailed instructions on how to complete and submit the **Automated Benchmarking Authorization** form .*

2. Authorization and Connecting to SCL

IMPORTANT: These screenshots supplement the instructions provided on SCL's **Automated Benchmarking Authorization form**, which is required for enrollment.

☐ Log in to Portfolio Manager with the **Authorized Portfolio Manager Username** listed on your **Seattle City Light Authorization form**.

☐ If you **have not previously added SCL** as a contact, you will need to add them:

1. Click the **contacts** link in the upper right hand corner, then, leaving the search box empty, click the Search button.

2. Under **Your Search Criteria**, enter **SCL** as Name. Enter or click Search.

3. From the list of contacts, locate **SCL Portfolio_Manager**.

4. Click the **Connect** button to the right of the name.

5. When prompted, enter your **Portfolio Manager Username in all uppercase letters,** check the Terms of Use and then **Send Connection Request** button.

6. This connection request should be accepted in approximately 1 hour. **Please wait before proceeding.**

3. Connection Approval and Virtual Meter Setup

☐ In Portfolio Manager, on the **MyPortfolio** tab, under the **My Properties** section, click on the name of the building that has the meter you are setting up.

☐ Still on **MyPortfolio** tab, click the **Energy** tab, then click **Add A Meter**.

☐ In the **Get Started Setting Up Meters** section, answer the questions:

1. Under **Sources of Your Property's Energy** check **Electric** and **purchased from the grid**.

2. For **How Many Meters?** Enter **1**.

3. Scroll down below the Water Usage section and click **Get Started!**

☐ On the next page, in the **Meter Name** column, click on the words: **Electric Grid Meter**.

1. Replace the words: **Electric Grid Meter** with the **Virtual Meter Name** that SCL provided on the authorization form.

Tip: Copy the Virtual Meter name directly from the SCL authorization form and paste it in to reduce typos.

2. Under **Units**, select **kWh (thousand kilowatt hours)**.

3. Under **Date Meter Became Active**, type in: **01/01/2009.** (Leave "Inactive" date blank and "Enter as Delivery" un-checked.)

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4. Click **Create Meters**.

5. Click **Continue**.

☐ On **Select Energy Meters to Include in Metrics** page:

1. Check all of the meters.

2. Select: **These meter(s) account for the total energy consumption for this property**.

3. At the bottom of the screen, click the **Apply Selections** button.

4. Select Permission Levels for Other Web Services Providers (if applicable)

If you are using other automated data services (such as Puget Sound Energy), then you will be given the option to allow other utilities to view your SCL meter data.

☐ On the **Share Additional Meters with Web Services Provider** page, select "None" on the **Puget Sound Energy MyData** tab.

☐ Select **Apply Selections and Authorize Exchange**.

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5. Share Property with Seattle City Light

☐ Go to the **Sharing Tab** and click **Share (or Edit Access to) a Property**.

1. Select **One Property** and then choose the building to connect to SCL.

2. Select contact, **SCL Portfolio Manager**

3. Under **Choose Permissions,** select the second option: "Personalized Sharing & Exchange Data."

4. Click **Continue**.

☐ On the next screen, select the **Exchange Data** button, which will pop-up the Access Permissions window.

1. In the pop-up window, enter the **Premise ID number** found at the top of your **SCL Authorization Form.** You need to enter the Premise ID number in **TWO** places as shown below.

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2. IMPORTANT: Set the Access Permissions exactly as follows:
   - ☐ Property Information: **Read Only Access**
   - ☐ SCL Virtual Meter Name: **Full Access**
   - ☐ For any other meters listed: **None**
   - ☐ Goals, Improvements: **None**
   - ☐ Recognition: **None**
3. Scroll down. For **Share Forward**, select "No".
4. Scroll down the window and click **Apply Selections & Authorize Exchange.**

☐ This will open the Sharing window again. Click on the **Share Property(ies)** button to finish.

☐ You should see data in your Virtual Meter in about four hours.
Thereafter, SCL will update this meter monthly. *Note, there is a two month delay in consumption meter uploads due to SCL bi-monthly billing cycles and the aggregate process for estimating monthly consumption. For example, December monthly data is uploaded the following March.