STEP 5 Add the City of Seattle as a Contact

☐ Click on the **Contacts** link in the upper right hand corner of the screen.

☐ Click **Add a Contact** to search for users that you can connect with.

☐ In the **Username** field, type in "SEATTLE.GOV" and click search.

☐ From the **Search Results** page, select **City of Seattle Annual Reporting** and click connect.

☐ Fill in your Contact Name, Contact Email Address and Contact Phone Number.

☐ Agree to the Terms of Use and select **Send Connection Request**.

☐ **IMPORTANT** The City of Seattle processes new contact requests **hourly**. You will be sent a confirmation email when the City of Seattle accepts your request.

HELP DESK: EnergyBenchmarking@seattle.gov or (206) 727-8484
Virtual help by appointment.

– 1 –