

## STEP 5 Add the City of Seattle as a Contact

**Tip** Watch the [Confirm Energy Use Intensity \(EUI\) and Report Your Data](#) training video for more detailed instructions to complete the benchmarking process and submit your report to the City.

- 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.

Welcome NICOLEBALL | Account Settings | **Contacts** | Help | Sign Out

MyPortfolio | Sharing | Planning | Reporting | Recognition

### Search Results

The results of your search are listed below. Clicking "Connect" will send a request to the person asking them to confirm your request to add them as your contact. If they accept, you will see them listed as a connected contact in your address book. If they do not accept, or have not accepted yet, you will see them as an unconnected contact in your address book. Connecting with contacts will make it easier to share property information within Portfolio Manager.

**Your Search Criteria**

Name:

Username:

Email Address:

**Search Results**

- City of Seattle Annual Reporting  
City of Seattle Energy Benchmarking Ordinance with City of Seattle Annual Reporting
- Phone Number  
Energy Management Agency Supervisor with Seattle City Light

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- 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.

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### Send a Connection Request to [City of Seattle Annual Reporting](#) to Begin Exchanging Data

[City of Seattle Annual Reporting](#) requires the following information in order to exchange data with your property(ies). If you have any questions about how to complete this information, please [contact City of Seattle Annual Reporting](#). Once your connection request has been accepted, you can share individual properties and/or meters with them to get started exchanging data.

Contact Name: \*  Example: John Smith  
First and last name of the contact associated with this account. - Characters

Contact Email Address: \*  Example: jsmith@youremail.com  
Please provide an email, so that we may contact you with questions or program updates. - Characters

Contact Phone: \*  Example: (206) 727-8484  
Please provide a phone number (including area code), so that we may contact you with questions. - Characters

**Terms of Use:** I understand, on behalf of Customer, that the EPA requires information about Customer's facility (which Customer will provide directly to the EPA). Customer's monthly utility billing data, and other data as may be required by EPA's ENERGY STAR Portfolio Manager application in order to calculate Customer's benchmarking data and rating. This information will help Customer track the energy usage and efficiency of its facilities. I authorize, on behalf of Customer, the annual reporting of Customer's energy consumption data, building square footage, and other characteristics as may be required to fulfill the requirements of Section 22.920 of the Seattle Municipal Code and Director's Rule DR 6-2011. I also authorize, on behalf of Customer, the City of Seattle to electronically transfer such data from the EPA's ENERGY STAR Portfolio Manager application. This data transfer is at the request and on behalf of Customer and as such, Customer agrees to release and hold harmless the City of Seattle from any liability, claims, demands, causes of action, damages or expenses resulting from any release of information or data from the EPA's ENERGY STAR Portfolio Manager application pursuant to this authorization. I understand that the City of Seattle will not publicly post information about the energy performance of individual buildings. Any questions the City receives related to a building's energy performance will be referred to the building owner. In addition, to respect concerns for the disclosure of energy consumption information related to any single individual or business process, all energy data reported to the City of Seattle will be aggregated across an entire building or sub-building - it will not include individual meter readings, or any information related to the operational characteristics of a building, such as hours of use. However, under Washington State Law (reference RCW Chapter 42.56, the Public Records Act) all records received or created by the City of Seattle are considered public records. Public records include annual energy consumption reports as required under Seattle Municipal Code SMC-22.920. The Public Records Act (PRA) requires that public records must be promptly disclosed by the City upon request unless the PRA or other statute specifically exempts records from disclosure. While it is not a legal obligation, the City may exercise its discretion to provide notification of a public records request to the subject of the records, and allow a reasonable amount of time for the subject of the records to pursue a court injunction preventing release.

Agreement:  I agree to my provider's ([City of Seattle Annual Reporting](#)) Terms of Use.