# SEATTLE energy benchmarking

**STEP 6**

# Share Your Energy and Emissions Annual Report

# Share Your Annual Report

SEATTLE
energy
benchmarking

My Shared Properties
(10)

**Share (or Edit Access to) a Property**

Share with your Utility or Service Provider for exchanging data

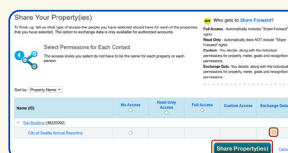Download Sharing Report
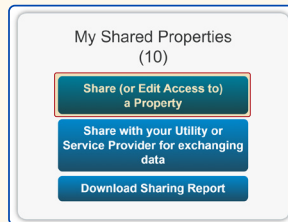
*Under the **Sharing** tab, select **Share (or Edit Access to) a Property**.*
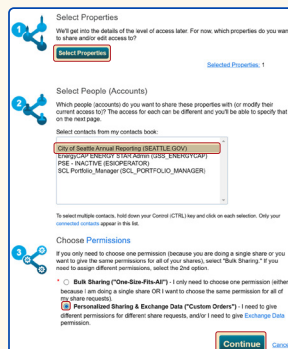
*Choose your properties to share, select **City of Seattle Annual Reporting**, choose permissions as shown, then select **Continue**.*

*Choose **Exchange Data** for each property, then select **Share Property(ies)**.*

After receiving email confirmation that your building has been connected to **City of Seattle Annual Reporting**, share your property and associated meters with the City of Seattle by completing the following steps.

In Portfolio Manager, on the **Sharing** tab, select **Share (or Edit Access to) a Property**.

Select **Select Properties** and choose the properties you want to share with the City of Seattle.

In the section titled **Select People (Accounts)**, select **City of Seattle Annual Reporting**.

In the section titled **Choose Permissions**, select **Personalized Sharing & Exchange Data ("Custom Orders")**, then select **Continue**.

On the next screen, choose **Exchange Data** for each property, then select **Share Property(ies)**.

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# Share Your Performance Report

*Enter the **1-5 digit City of Seattle Building ID** found on your notification or warning letter.*

*Select the **Permission Levels** as shown.*

*After completing the steps above for all buildings you are sharing, select **Share Property(ies)** again.*

On the Access Permissions screen (screenshot on next page), enter the 1–5 digit **City of Seattle Building ID** found on your notification or warning letter. If missing, contact the help desk at energybenchmarking@seattle.gov. **Do not** enter the 10-digit Portfolio Manager Building ID.

Select the **Permission Levels** as follows:

- Property Information: **Read Only Access**

- All Meter Information: **Read Only Access**

- Goals, Improvements, & Checklists: **Read Only Access**

- Recognition: **None**

Scroll down, then for **Share Forward**, select **No**.

Select **Apply Selections & Authorize Exchange**.

⚠️ *If you are reporting for more than one building, for each building repeat the steps starting on the previous page until here.*

After completing the steps above for all buildings you are sharing, select **Share Property(ies)** again.

⚠️ *The building owner on record must confirm accurate annual compliance. Reports with unusually low or high (outlier) EUIs or other errors will be flagged for accuracy. Corrections will be required.*

Look for a **confirmation email** from the City of Seattle (usually sent within 24 hours) for each building shared.

⚠️ *If you do not receive a confirmation email tomorrow, please check your **spam** or **junk** folder. If missing, contact the Help Desk at energybenchmarking@seattle.gov.*

⚠️ *If you receive a rejection email, your building share was not accepted. The most common reasons to get a rejection are:*

- *The account you are sharing from has not been accepted as a contact in Portfolio Manager. See Step 5.*

- *You have used an incorrect Building ID or the City of Seattle is already connected to another Portfolio Manager account using that same Building ID.*

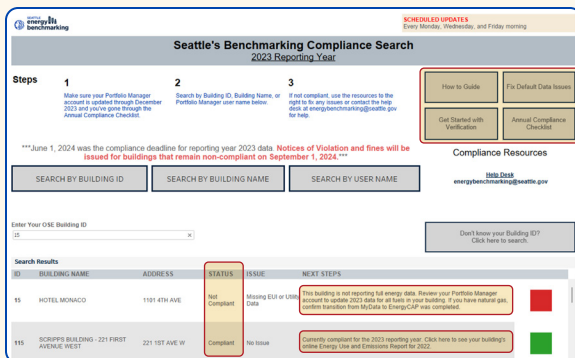*Contact the help desk for assistance to troubleshoot the share rejection.*

## Confirm Compliance

**To be considered compliant**, the building must have:

- an active Portfolio Manager account shared with City of Seattle Annual Reporting,

- 12 months of complete energy consumption in Portfolio Manager for all active meters in the required reporting year, and

- error-free utility consumption data.

Portfolio Manager accounts that are not correctly shared with the City of Seattle or are missing any months of energy consumption will not be able to successfully submit an energy benchmark report and will be considered non-compliant.

Confirm you have successfully submitted your energy benchmark report on the compliance portal.



*On Seattle's Benchmarking Compliance portal, enter your OSE **Building ID** (as shown) or search by **Building Name**, **User Name** to check the status of your building. Select the text in the **Next Steps** column to access your Performance Report and learn about any next steps required. Find additional compliance resources in the upper right corner.*

ℹ️ *Troubleshooting non-compliance*
*Most non-compliant building alerts are for inaccurate data errors, missing data for the required reporting year, or the Portfolio Manager account for the building is not properly shared with City of Seattle Annual Reporting. Contact the help desk to help resolve any compliance errors.*

ℹ️ *The compliance portal launches in March to start confirming compliance for annual reports due June 1.*

✓ *If you have multiple buildings under one Portfolio Manager account, assess your portfolio's compliance and next steps by searching with your user name.*

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