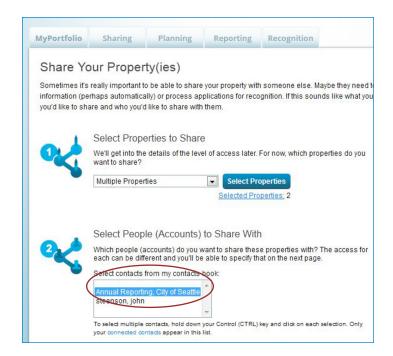
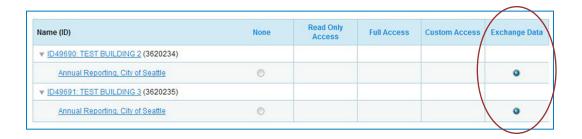
## **STEP 6 Share Building with the City of Seattle**

- ☐ After you are connected to City of Seattle Annual Reporting, share your property and associated meters with the City of Seattle.
- ☐ Go to the **Sharing Tab** and click **Share (or Edit Access to) a Property**.
- ☐ Select the properties to share with **City of Seattle Annual Reporting**.
- ☐ Under **Choose Permissions**, select the second option: "Personalized Sharing & Exchange Data." Click **Continue**.
- ☐ On the next screen, choose **Exchange Data** for each property.

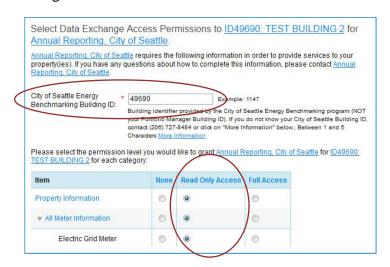




☐ On the Access Permissions page, enter the **City of Seattle Building ID** (this number is 1-5 digits and is not the Portfolio Manager Building ID). Find the number of the notification or warning letter. Contact the help desk if missing.

## ☐ IMPORTANT: Select the Access Permissions as follows:

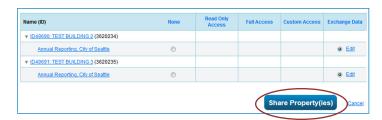
Property Information: Read Only All Meter Information: Read Only Goals, Improvements: Read Only Recognition: Leave as None



(You may need to scroll down to view all the information.)

☐ Scroll down. For **Share Forward**, select "No".

**NOTE** If you have more than one building do the above steps for each building.



- ☐ Click Apply Selections & Authorize Exchange.
- ☐ When complete (for all buildings you are sharing), click **Share Property(ies)** again.
- □ **Tomorrow**, look for a confirmation email from the City for each building shared.

**NOTE** If you do not get an email tomorrow, please check your "spam" or "junk" folder for it. If missing, contact the Help Desk.

**IMPORTANT** It is the responsibility of the building owner on record to confirm accurate annual compliance. Reports with unusually low or high (outlier) EUIs or other errors will be flagged for accuracy and required to make corrections.