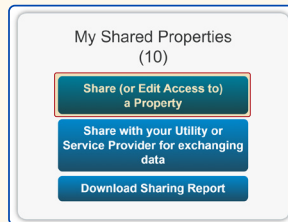


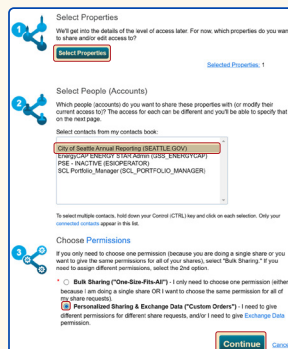
STEP 6

Share Your Energy and Emissions Annual Report

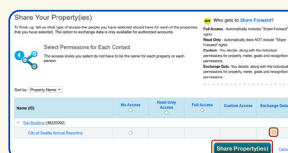
Share Your Annual Report



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)**.

Select Access Permissions to **Test Building** for City of Seattle Annual Reporting.
The following information is required by **City of Seattle Annual Reporting** in order to provide service to your property(ies). If you have any questions about how to complete this information, please contact them directly.

City of Seattle Energy Benchmarking Building ID: Example: 1147
Building Identifier provided by the City of Seattle Energy Benchmarking program (NOT your Portfolio Manager Building ID). If you do not know your City of Seattle Building ID, contact (206) 727-8484 or click on "More Information" below. 1 - 5 Characters [More Information](#)

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

Select the permission level below that you would like to grant **City of Seattle Annual Reporting** for each category.

Item	None	Read Only Access	Full Access
Property Information	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
All Meter Information	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Energy Meters	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
1234_5th_ave_ne_sampleapts_11092017ppi3744506912	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
AUTO_0333a4e270eb42599ceeebbb5dc8a97d	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
AUTO_0333a4e270eb42599ceeebbb5dc8a97d	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Goals, Improvements, & Checklists	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Recognition	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Select the **Permission Levels** as shown.

Additional Options:

Item	Yes	No
Share Forward Allow City of Seattle Annual Reporting to share this property with others and give them any permissions that he/she has, including the right to share with more people.	<input type="radio"/>	<input checked="" type="radio"/>

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.

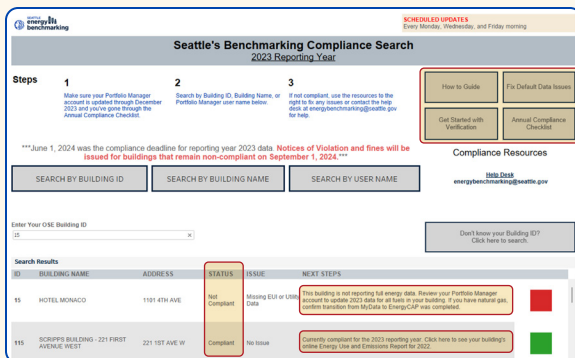
Confirm Compliance

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](#).



Seattle's Benchmarking Compliance Search
2023 Reporting Year

Steps

1. Make sure your Portfolio Manager account is updated through December 2023 and access open through the Annual Compliance Checklist.
2. Search by Building ID, Building Name, or Portfolio Manager user name below.
3. If not compliant, use the resources in the right to fix any issues or contact the help desk at energybenchmarking@seattle.gov for help.

****June 1, 2024 was the compliance deadline for reporting year 2023 data. Notices of Violation and fines will be issued for buildings that remain non-compliant on September 1, 2024****

Compliance Resources
[Help Desk](mailto:energybenchmarking@seattle.gov)
energybenchmarking@seattle.gov

Enter Your OSE Building ID
15

Don't know your Building ID? [Click here to search.](#)

ID	BUILDING NAME	ADDRESS	STATUS	ISSUE	NEXT STEPS
15	HOTEL MONACO	1101 4TH AVE	Not Compliant	Missing EUI or UER Date	This building is not reporting full energy data. Review your Portfolio Manager account to update 2023 data for all bills in your building. If you have related gas meters transition from MyData to EnergyCAP may completed.
115	ROPPER BUILDING - 221 FIRST AVENUE WEST	221 1ST AVE W	Compliant	No issue	Completely compliant for the 2023 reporting year. Click here to see your building's Green Energy Use and Emissions Report for 2022.

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.



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.



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.