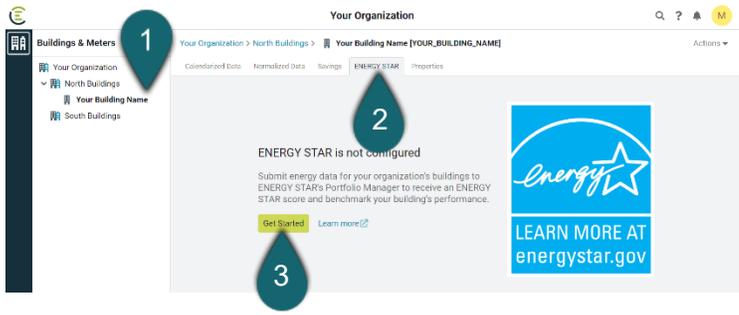
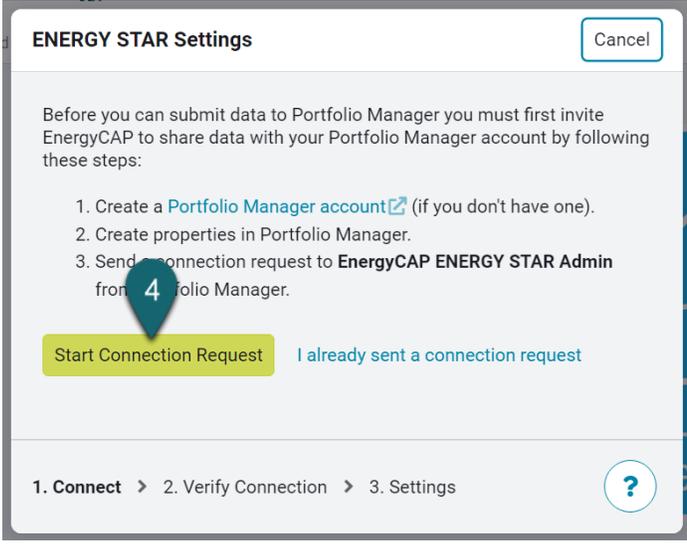
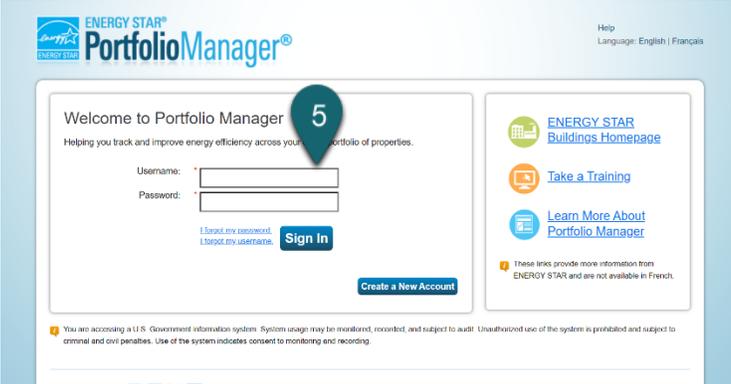
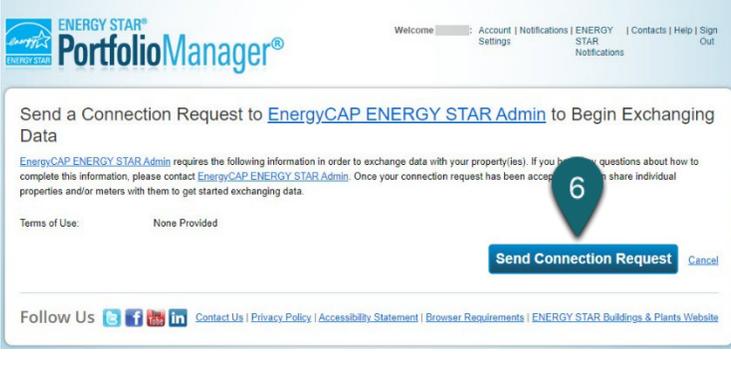
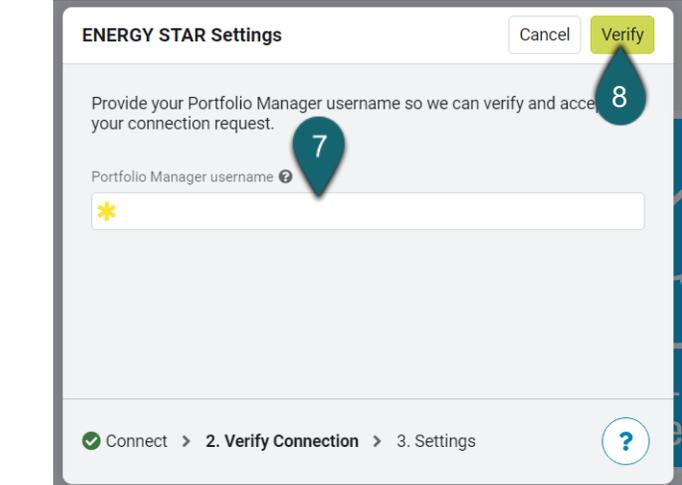


EnergyCAP: Link an account and a building to ENERGY STAR® Portfolio Manager®

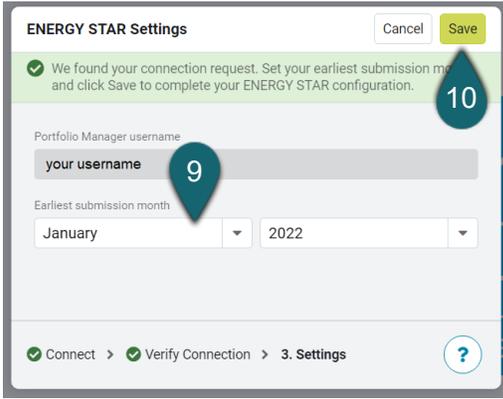
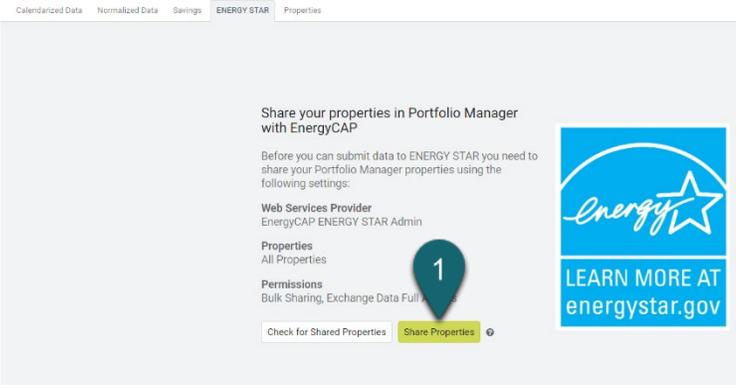
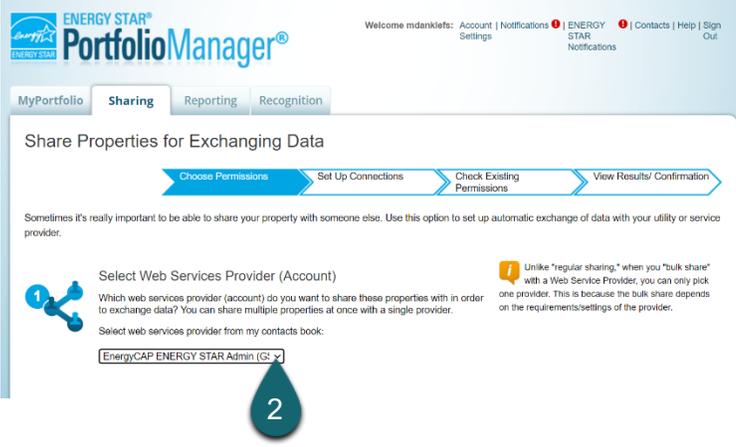
Purpose	By the end of this job aid you will be able to link an account and building in EnergyCAP to an account and building in ENERGY STAR® Portfolio Manager®.
Audience	EnergyCAP customers and PSE users.

	<p>Link an EnergyCAP account to an ENERGY STAR® Portfolio Manager® account</p>
	<p>1 Select a building in EnergyCAP.</p> <p>2 Click the building's ENERGY STAR tab.</p> <p>3 Click the Get Started button.</p>
	<p>4 Click the Start Connection Request button.</p> <p>(Note: If you do not yet have an ENERGY STAR® Portfolio Manager® account, follow the steps shown to Create a Portfolio Manager Account.</p> <p>Or see 2a_JobAid_EnergySTAR-AddProperty to add a property in Energy Star.)</p>

EnergyCAP: Link an account and a building to ENERGY STAR® Portfolio Manager®, continued

	<p>5</p>	<p>Enter your username and password.</p>
	<p>6</p>	<p>Click the Send Connection Request button.</p>
	<p>7</p> <p>8</p>	<p>In EnergyCAP, enter your ENERGY STAR® Portfolio Manager® username.</p> <p>Click Verify.</p>

EnergyCAP: Link an account and a building to ENERGY STAR® Portfolio Manager®, continued

	<p>9</p>	<p>Select the Earliest submission month and year for which you would like EnergyCAP to submit data.</p>
	<p>10</p>	<p>Click Save.</p>
	<p>1</p>	<p>Click the Share Properties button.</p>
	<p>2</p>	<p>On the Share Properties for Exchanging Data page, select EnergyCAP ENERGY STAR Admin from the Web Services Provider drop-down menu.</p>

EnergyCAP: Link an account and a building to ENERGY STAR® Portfolio Manager®, continued

3 Click Select Properties.

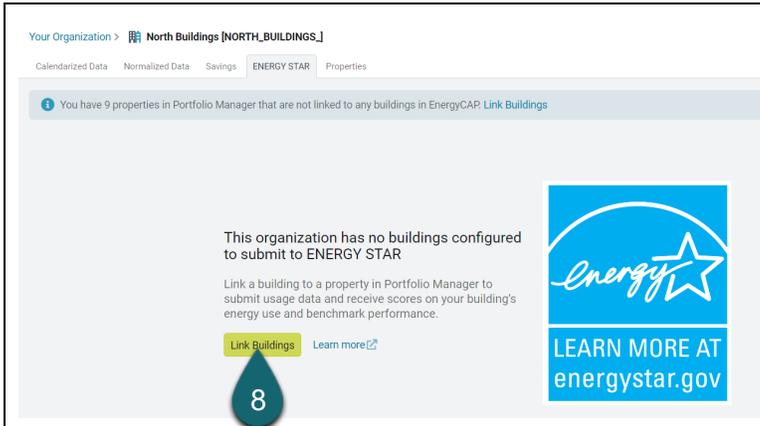
4 Select all properties.

5 Click **Apply Selection**.

6 Select Bulk Sharing, Exchange Data Full Access.

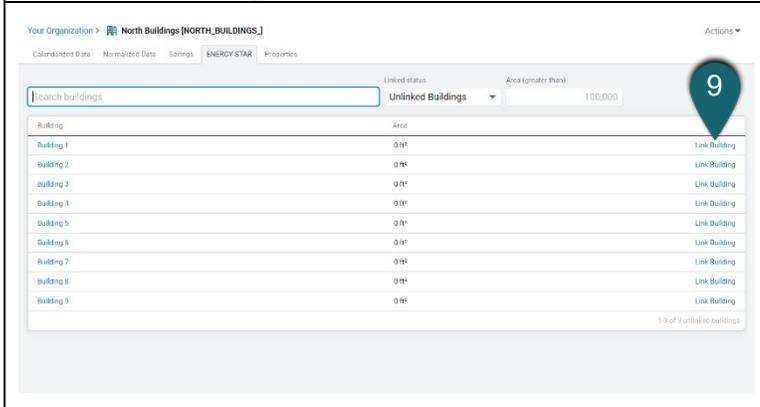
7 Click **Authorize Exchange**.

EnergyCAP: Link an account and a building to ENERGY STAR® Portfolio Manager®, continued



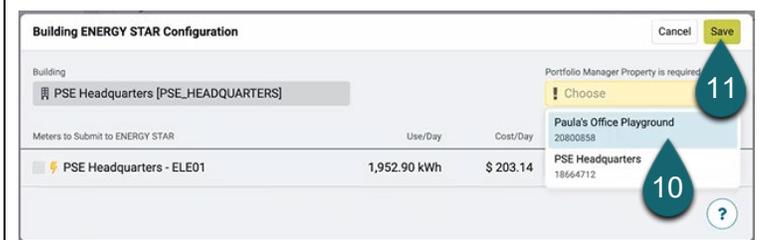
8

Click the **Link buildings** button.



9

Locate the building you are linking in the list and click **Link Building**.



10

Select the property in the Portfolio Manager drop down list on the right.

11

Click **Save**.