

# Annual Update Guide



## Compliance Deadline

June 1, 2026 (for 2025 data)



## Fines For Non-Compliance

\$4,000 (buildings 50,000 SF or larger)

\$2,000 (buildings 20,000–49,999 SF)

If your building reported to the City of Seattle last year, follow these steps to confirm energy meters and property details are updated through the end of the current reporting year by the deadline—even if signed up for automated energy use updates from utilities.

## 1. Get Started

Log into ENERGY STAR® Portfolio Manager® at [www.energystar.gov/benchmark](http://www.energystar.gov/benchmark).



**For password help**, visit [portfoliomanager.energystar.gov/pm/account/help/password](http://portfoliomanager.energystar.gov/pm/account/help/password).

## 2. Check Energy Meters and Update

On the **My Portfolio** tab, select **Property Name**, then the **Energy** tab.

All active (in-use) meters must have a most recent bill date through the end of December for the reporting year with no gaps or overlapping dates. Check the automated update status for each utility.



## First time reporting?

Download the [Seattle Energy Benchmarking How To Guide](#) for step by step instructions to get started and complete the compliance process.



## For alternate accessibility formats

of this document, contact our ADA Coordinator at [OSE@seattle.gov](mailto:OSE@seattle.gov) or 206-615-0817.

## CONTACT US



Email help desk staff at [energybenchmarking@seattle.gov](mailto:energybenchmarking@seattle.gov)



Call (206) 727-8484 to leave voicemail and request a callback



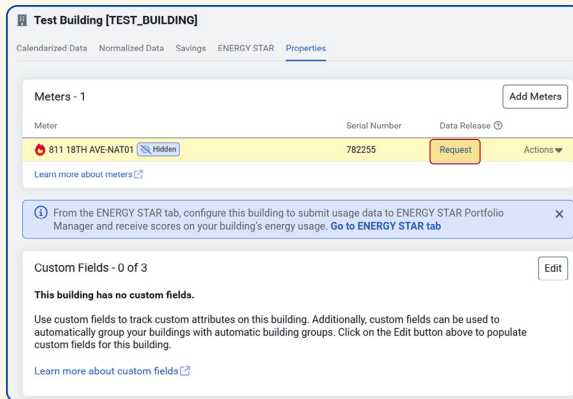
Sign-up for a Virtual Appointment



Attend Virtual Office Hours  
Tuesdays 11AM - 12PM

	Start Date	End Date	Usage kWh (thousand Watt-hours)	Total Cost (\$)	Estimation	Demand (kW)	Demand Cost (\$)
<input type="checkbox"/>	1/1/2024	1/31/2024	1,232,047.27	119,092.74	<input type="checkbox"/>	4,065.64	36,900.5
<input type="checkbox"/>	2/1/2024	2/29/2024	1,112,687.79	110,202.42	<input type="checkbox"/>	4,176	38,446.44
<input type="checkbox"/>	3/1/2024	3/31/2024	1,066,225.4	105,708.14	<input type="checkbox"/>	4,176	38,302.9
<input type="checkbox"/>	4/1/2024	4/30/2024	877,394.06	87,501.17	<input type="checkbox"/>	3,076.56	31,651.03
<input type="checkbox"/>	5/1/2024	5/31/2024	845,147.78	84,227.12	<input type="checkbox"/>	2,994.48	29,517.89
<input type="checkbox"/>	6/1/2024	6/30/2024	810,086.69	80,218.85	<input type="checkbox"/>	2,482.56	24,379.62
<input type="checkbox"/>	7/1/2024	7/31/2024	860,511.88	85,689.25	<input type="checkbox"/>	2,482.56	25,909.87
<input type="checkbox"/>	8/1/2024	8/31/2024	855,732.82	85,406.16	<input type="checkbox"/>	2,394.72	26,064.45
<input type="checkbox"/>	9/30/2024	9/30/2024	796,832.89	79,685.92	<input type="checkbox"/>	2,319.12	24,260.4
<input type="checkbox"/>	10/1/2024	10/31/2024	878,222.75	87,780.41	<input type="checkbox"/>	3,142.08	28,330.01
<input type="checkbox"/>	11/1/2024	11/30/2024	1,032,663.99	101,566.1	<input type="checkbox"/>	3,732.48	34,545.09
<input type="checkbox"/>	12/1/2024	12/31/2024	1,174,021.13	115,908.93	<input type="checkbox"/>	3,873.6	39,359.47

Confirm that your building has a complete set of energy consumption for all meter data as shown.



If in Portfolio Manager you are missing complete data for 2025, navigate to your PSE EnergyCAP account, then select **Request** to obtain an updated Data Release form for new tenants.

**ELECTRIC:** If data is not updated through at least December 2025 or has gaps, email [scl\\_portfolio\\_manager@seattle.gov](mailto:scl_portfolio_manager@seattle.gov) (scl\_portfolio\_manager@seattle.gov) or call 206-684-7557.

**GAS (PSE EnergyCAP®):** If data is not updated through at least December of last year (2025), email [energycap@pse.com](mailto:energycap@pse.com).



*EnergyCAP requires updated release forms if tenants moved in or out anytime last year. See screenshot at lower left for release form requirement page.*

**STEAM:** If missing data, call CenTrio (Seattle Steam/Enwave) at (206) 623-6366.

Energy Meters

Select all meters to be included in your metrics. (Hint: Most meters should be included unless they are [sub-meters](#).)

<input type="checkbox"/>	Name Meter ID	Type
<input checked="" type="checkbox"/>	PSE Usage - GAS 6986884	Natural Gas
<input checked="" type="checkbox"/>	SCL Virtual Totalizer Meter (669083) 43561995	Electric - Grid

Total of 2 meter(s). Tell us what this represents:

- These meter(s) account for the total energy consumption for [Seattle Municipal Tower](#) (a single building).
- These meter(s) do not account for the total energy consumption for [Seattle Municipal Tower](#) (a single building).

Confirm that all active utility meters are included in your building's total energy consumption.

Property Uses and Use Details

[View as Diagram](#)

Name	Property Use Type	Gross Floor Area	Action
▼ MULTIFAMILY	Multifamily Housing	19,980 ft <sup>2</sup>	<input type="button" value="I want to..."/>
	Value		<input type="button" value="Current as of Date"/> <input type="button" value="Temporary"/>
★ Gross Floor Area	19980 ft <sup>2</sup>	01/01/1955	No
★ Total Number of Residential Living Units	23.98 (default value)	01/01/1955	No

Confirm that all property use values are correct.

On the Energy tab, ensure that all active utility meters are included in your building's total energy consumption. If not, select **Change Meter Selections** and add a checkmark to all active (in-use) meters. Then select **These meter(s) account for the total energy consumption**.

### 3. Review Property Uses and Details

On the **Details** tab, select the triangle next to each property use to show the square footage and other property details.

Default or temporary values must be corrected with actual values. Select the **Action** menu and choose **I want to... Edit Use Details**. To correct mistakes for a specific Use Detail, select the value that you want to correct and make necessary edits, enter the actual value and **uncheck** the **default value** box. **DO NOT** change **Current as of Date**.



For help correcting default values refer to [Correcting Default Data in Portfolio Manager](#).

Property Uses and Use Details

[View as Diagram](#) Add Another Type of Use

Name	Property Use Type	Gross Floor Area	Action
General Office	Office	1,222,878 ft <sup>2</sup>	I want to... <input type="button" value="v"/>
	Value	Current As Of	Temporary Value?
★ Gross Floor Area	1222878 ft <sup>2</sup>	01/01/2008	No
★ Weekly Operating Hours	58	01/01/2008	No
★ Number of Workers on Main Shift	1133	10/01/2023	No
★ Number of Computers	1416	10/01/2023	No
★ Percent That Can Be Cooled	50 % or more	01/01/2008	No
Percent That Can Be Heated	50 % or more	01/01/2008	No

★ This Use Detail is used to calculate the 1-100 ENERGY STAR Score.

Use the drop-down menu to edit your building's use details..

[Change Metrics](#)  
[Change Time Periods](#)

Metric	Dec 2015 (Other)	Dec 2023 (Other)	Change
ENERGY STAR Score (1-100)	76	83	7.00 (9.20%)
Source EUI (kBtu/ft <sup>2</sup> )	141.0	98.2	-42.80 (-30.40%)
Site EUI (kBtu/ft <sup>2</sup> )	50.4	35.1	-15.30 (-30.40%)
Energy Cost (\$)	1,622,413.82	1,177,088.75	-445,325.07 (-27.40%)
Total (Location-Based) GHG Emissions Intensity (kgCO <sub>2</sub> e/ft <sup>2</sup> )	6.11	2.83	-3.28 (-53.70%)
Water Use (All Water Sources) (kgal)	19,871.8	5,723.4	-14,148.40 (-71.20%)
Total Waste (Disposed and Diverted) (Tons)	436.79	242.38	-194.41 (-44.50%)

Confirm that your building's Site EUI populates for December of the reporting year.

Significant changes in property use, including vacancy where applicable, must be updated. From the menu choose **I want to...Edit Use Details**. On the Use Details page, select **Add a New Row** to update or enter the new information and the effective date of the change—**NOT** the date you are making the update.

## 4. Update Account Contact Information

In the upper right corner of Portfolio Manager, select **Account Settings**. If contact information has changed, update the name, email, and phone number. Select **Make Changes** to confirm corrections.

## 5. Check for EUI and ENERGY STAR Score

On the **Summary** tab, look for the building's **Site EUI** and make sure populates for December of the reporting year.

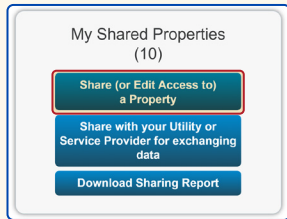
The ENERGY STAR score should also be listed (if available).



**For help entering vacant space** refer to [Can I enter a vacant space for any property Type?](#) and [How do I account for vacant space in my Office?](#)

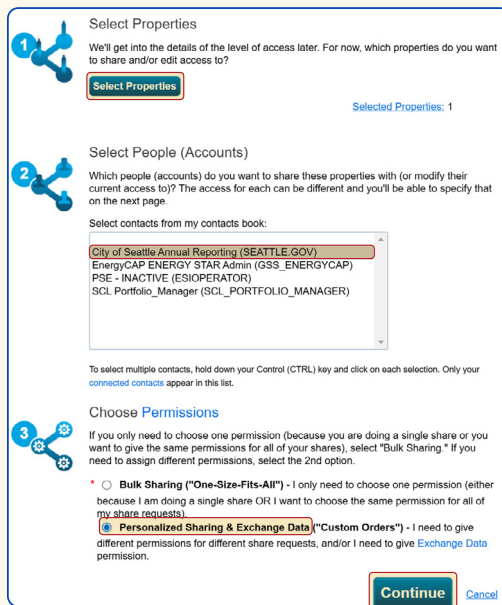


**For more detailed instructions** see Seattle Benchmarking TIP [Updating Property Use Details](#) and Seattle Benchmarking TIP [Updating Contacts](#).



## 6. Update City of Seattle Property Share

Confirm **Read Only** is selected under Share with City of Seattle Annual Reporting *and share any new meters or reconfigured meters if enrolled in PSE automated data exchange. DO NOT* change any utility sharing unless instructed to do so by utilities.



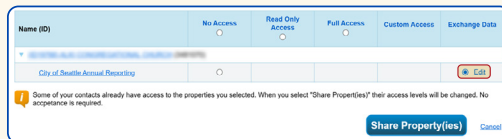
Go to the **Sharing** tab and select **Share (or Edit Access to) a Property**.

Select **Property(ies) and account**, City of Seattle Annual Reporting.

For Choose Permissions select, **Personalized Sharing & Exchange Data** and then **Continue**.

On the next screen, select **Edit** under Exchange Data.

Update settings for sharing your building's meter data with the City of Seattle as shown above.



Select **Edit** under Exchange Data.

Select Access Permissions to (019786) ALKI CONGREGATIONAL CHURCH 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](#)

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			
▼ Energy Meters			
6115_sw_hinds_st_03082013	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
AUTO_6000386502	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
AUTO_6000386525	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
PSE MyData Usage - GAS	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Goals, Improvements, & Checklists	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Additional Options:

Item	Yes	No
* Share Forward <small>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.</small>	<input type="radio"/>	<input checked="" type="radio"/>

Select Select Access Permissions as shown above.

Sort by: Property Name ▼

Name (ID)	No Access	Read Only Access	Full Access	Custom Access	Exchange Data
City of Seattle Annual Reporting	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Select **Share Property(ies)** to finish.

On the Access Permissions page, do not change the Benchmarking Building ID if already listed (this number is 1–5 digits and is not the Portfolio Manager Building ID). If empty, email [EnergyBenchmarking@Seattle.gov](mailto:EnergyBenchmarking@Seattle.gov) or call (206) 727-8484 to obtain.

IMPORTANT: Select Access Permissions as follows:

- Property Information: **Read Only**
- All Meter Information: **Read Only**
- Goals, Improvements & Checklists: **Read Only**
- Recognition: leave as **None**

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

Select **Apply Selections & Authorize Exchange**. If you selected multiple properties to share, select **Exchange Data** button again, update access permissions to **Read Only**, and authorize connection for each property.

This will open the Sharing window again. Select **Share Property(ies)** to finish.

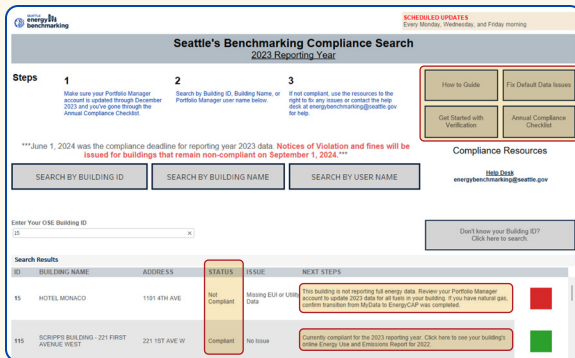
## Confirm Compliance

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.



**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.