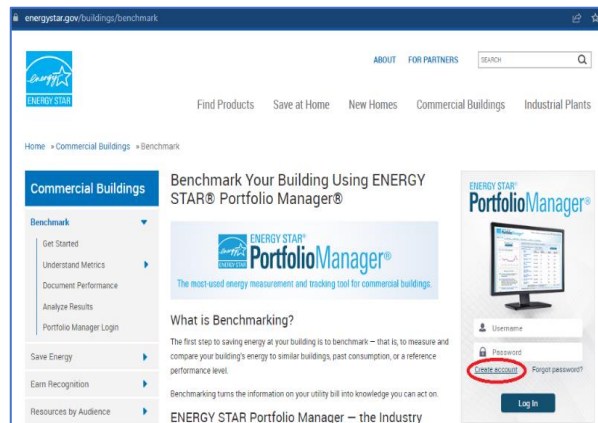


City of St. Louis Benchmarking Full Guide

Learn How to Comply with the Building Energy Awareness Ordinance

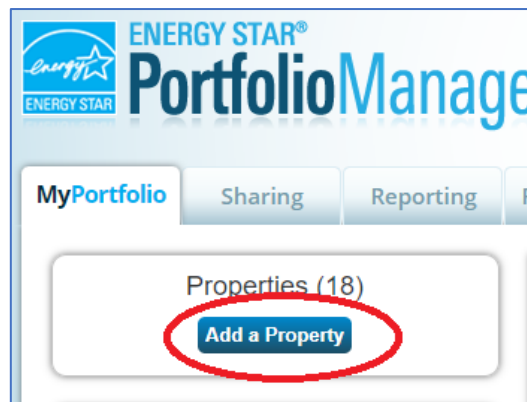


1. Go to Energy Star Portfolio Manager www.energystar.gov/porfoliomanager to log in or create an account. Create a username and password. You will need your name, job title, email (we recommend a shared email so multiple people can enter information), phone number, country, language, business address (it can be benchmarked property, but does not have to be), organization name, and primary business use. Click *Create My Account*.

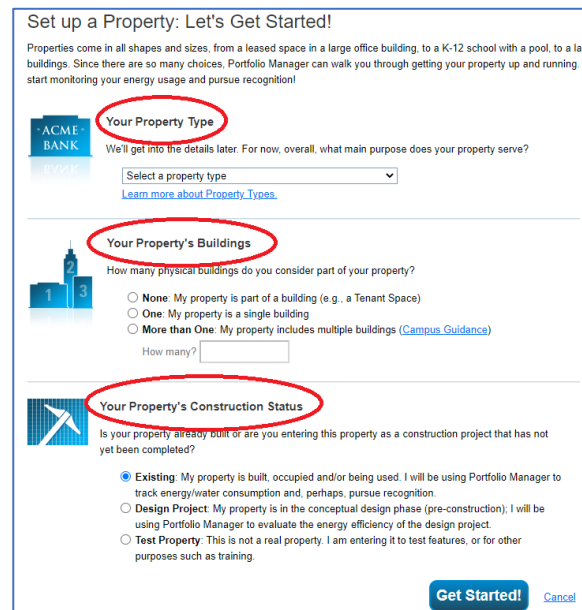


**You have created a Portfolio Manager Account.
Continue on to learn how to add a property and energy meters.**

2. From the MyPortfolio tab, Click *Add a Property*.



3. Use dropdown menus to select property type, number of buildings on the property (**it should be "1" unless you are reporting them as a campus. Please refer to the 'Campus Guidance' link**), and whether the building is completed or still in the design phase. Click the *Get Started!* button.



- Enter property information using the text boxes, dropdown menus, and check boxes. Click *Continue*.

NOTE: If you do not have your St. Louis Building ID, leave the "Standard IDs" section blank. The City will generate an ID# for buildings that haven't previously reported. (See instructions following **Step 37.**)

You can also add a photo in this step.

- Continue adding information about your property. (Property Use Details will vary by property type. Hover over the Use Detail to see a definition.) The 'Current As Of' date should be when the building first had this configuration. (It's usually the year it was built unless it's been expanded.) If needed, add more Use Types with the 'Add Another Type of Use' dropdown.

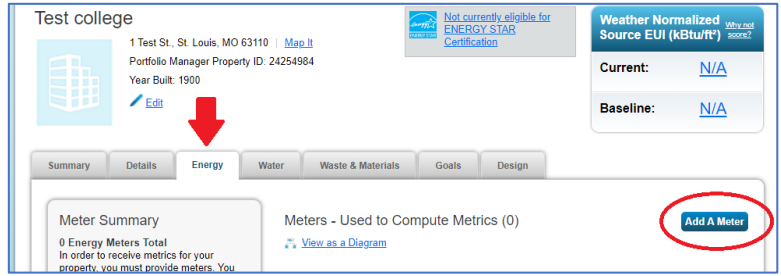
- Click *Add Property*. You will be taken to the property's Summary tab (circled). NOTE: If your property has multiple use types, go to the Details tab (next to Summary), find the 'Add Another Type of Use' dropdown menu, select a Property Use Type, and click *Add*. Enter Use Details as above and click *Save Use*.

- To add more properties, click on the MyPortfolio tab and repeat **Steps 2 – 6.**

***You have added a property.
Continue on to learn how to add energy and water meters.***

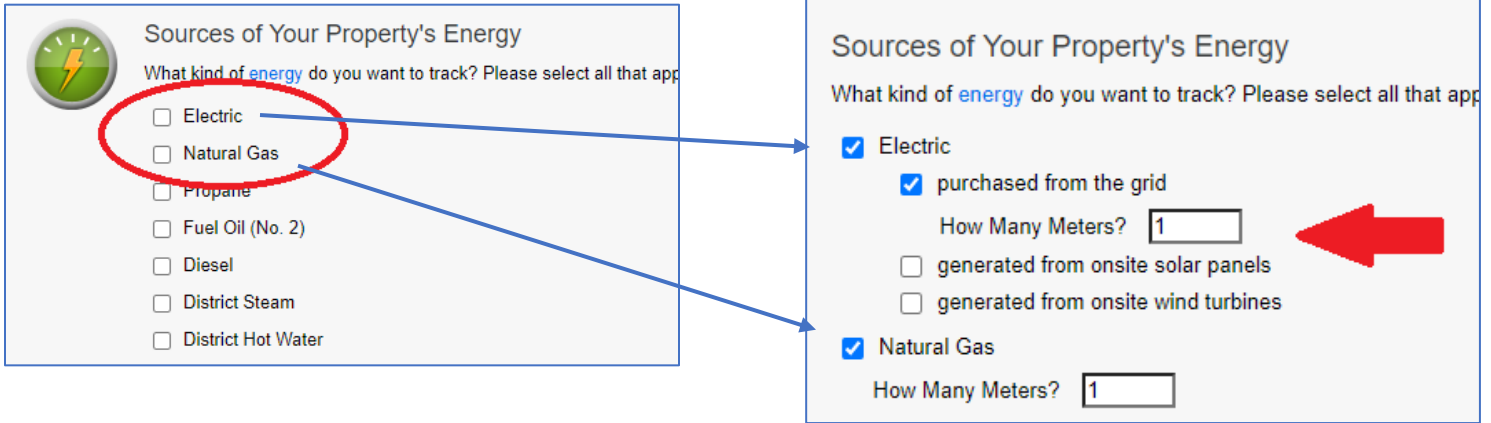
8. Click on your property from the MyPortfolio tab, then select the Energy tab.

NOTE: Multi-tenant buildings should request aggregate (whole building) data from utilities. Click [here](#) for details.



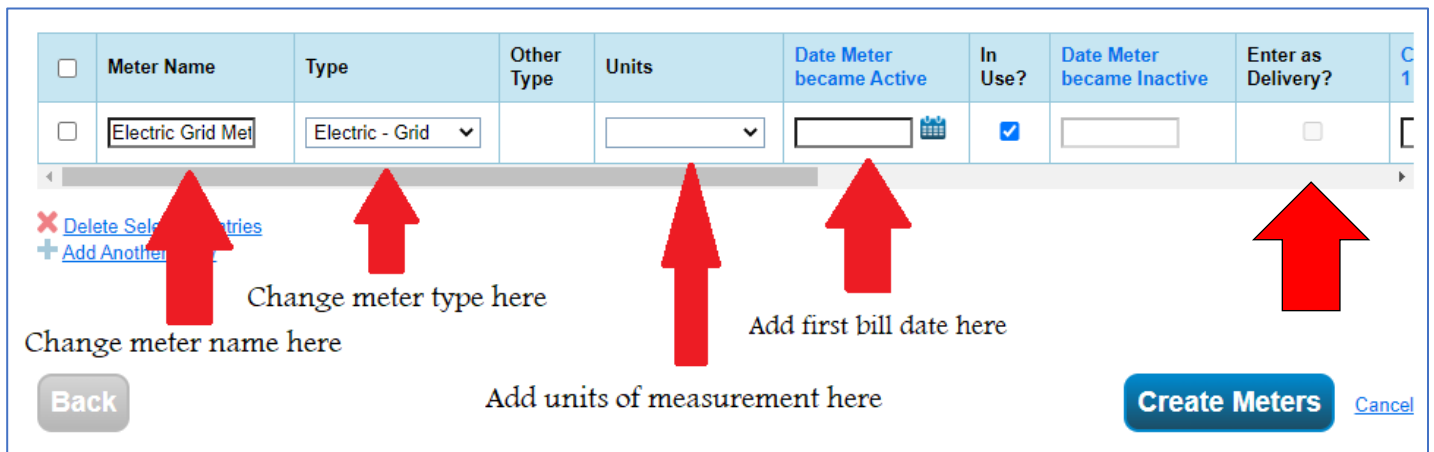
9. Click *Add A Meter* (circled above).

10. Select the type of energy. Then select the number of meters and click *Get Started!*



11. Set up meter details.

- *Meter Name* – if you have multiple meters of one energy type, you can rename them to reduce confusion (ex. 'electric – office' and 'electric – shop').
- *Units* – select from the dropdown menu. Common units: kWh (electricity), ccf (natural gas), and kLbs (steam). NOTE: If the menu isn't visible, click in the blank space.
- *Date Meter became Active* – enter the start day of the earliest service period – which must be on or before January 1 of the year you're reporting.
- If meter is for bulk fuel (ex. propane), check the 'Enter as Delivery?' box.
- Repeat the process for each meter, then click *Create Meters*, which will take you to Your Meter Entries page.



12. If you only see a bar with the meter name, click the blue arrow (circled below) to expand it. (You will use the information from one bill to create one line in the meter.)

- *Start Date* – enter the service period start day on the first bill that you are reporting. (If there's no box, click on *Click to add an entry.*)
- *End Date* – enter the service end date. **Energy entries SHOULD NOT exceed 65 days.**
- *Usage* – enter the usage noted on the bill.
- *Cost* – this is not required, but you can input it if you want to track it.
- *Estimation* – check this if you do not have the exact data.
- *+Add Another Entry* (green arrow) – click to add additional months until you've input all data for this meter.
- Repeat for other new meters, then click *Continue* (or *Save Bills*) at the bottom of the page.

1 Energy Meter(s) for Test college

▼ Electric Grid Meter

	Start Date	End Date	Usage kWh (thousand Watt-hours)	Total Cost (\$)	Estimation	Green Power	Demand (kW)	Demand Cost (\$)
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

[Delete Selected Entries](#)
[Add Another Entry](#)
[Learn how to copy/paste](#)

13. You will be taken to the Select Meters to Include in Metrics page.

Check the box(es) next to the meter(s) to be included in reports.

Do the meters make up the property's entire energy usage, or not?

Click *Apply Selections*.

Select Meters to Include in Metrics

Tell us which meters to include when calculating the metrics for *Test college* so that we can provide you with the most accurate metrics possible.

Summary
1
Meters representing the total energy consumption for *Test college* (a single building).

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

Name	Meter ID	Type
<input checked="" type="checkbox"/>	Electric Grid Meter	Electric - Grid
<input type="checkbox"/>	149448372	

Total of 1 meter(s). Tell us what this represents:

These meter(s) account for the total energy consumption for *Test college* (a single building).

These meter(s) do not account for the total energy consumption for *Test college* (a single building).

Apply Selections

14. Add water meters in the Water tab. The process is the same as for adding energy meters. The most common type is Municipally Supplied Potable Water, with *Units* in 'ccf'.

NOTE: **Water entries CAN exceed 65 days.**

Year Built: 1941

Current: N/A

Baseline: N/A

Summary Details Energy Water Waste & Materials Goals Design

Water Use Intensity (All Water Sources) (gal/yr)

Current WUI: N/A

Baseline WUI: N/A

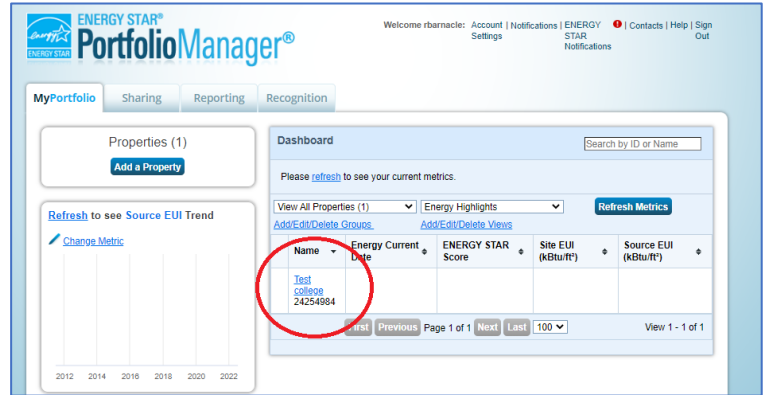
Water Meters - Used to Compute Metrics (0)

In order to receive water metrics for your property, you must provide water meters. You have not entered any meters yet. After selecting the meter, you will need to associate it to receive metrics.

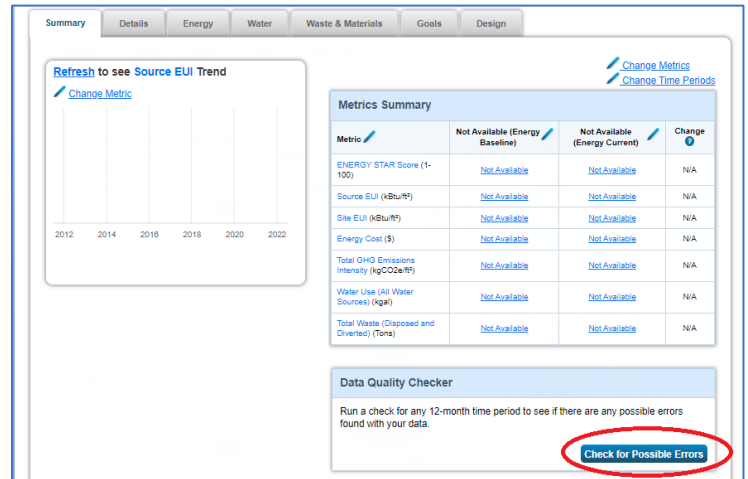
**You have added your energy and water meters.
Continue on to learn how to check your data for errors and gaps.**

15. After you input all energy and water data for your properties, run the Data Checker to see if there are gaps, overlaps, or other issues.

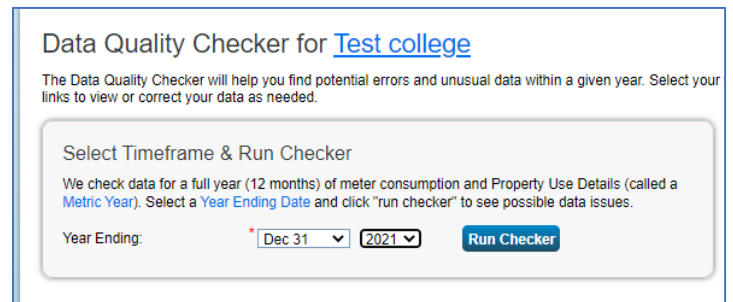
16. Choose a property from the MyPortfolio tab. (Data Checker can only be run on one property at a time.)




17. Scroll down to the Data Quality Checker section (in the right column). Click *Check for Possible Errors*.

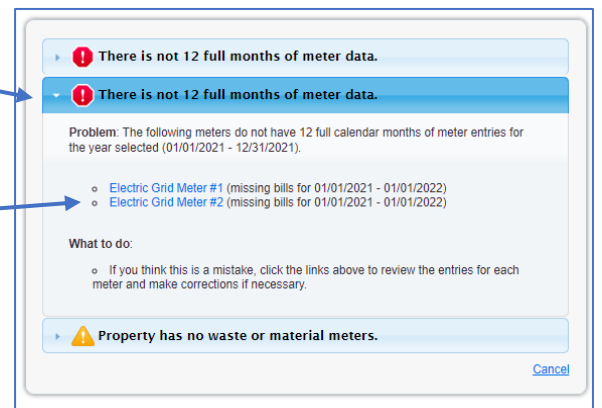


18. In the Year Ending dropdown menus, select Dec 31 and the year you are reporting, then click *Run Checker*.

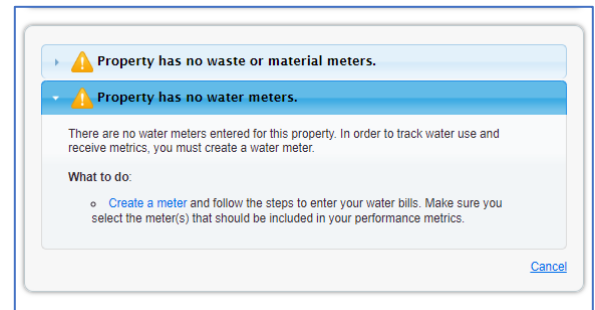


19. Alerts with  mean that the data **will not be in compliance** and must be fixed before sending the report.

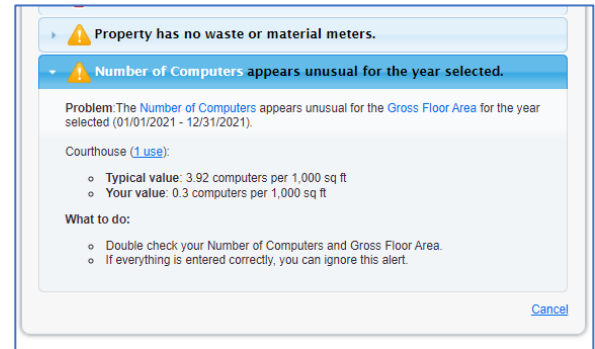
The alert will contain details of what needs to be fixed and a link to the affected meter.



20. ⚠️ alerts for “Property has no water meter” mean that **will not be in compliance**. Water meter and data must be added before sending the report.



21. Other ⚠️ alerts are informational only and will not affect compliance (though they suggest that the information should be verified).



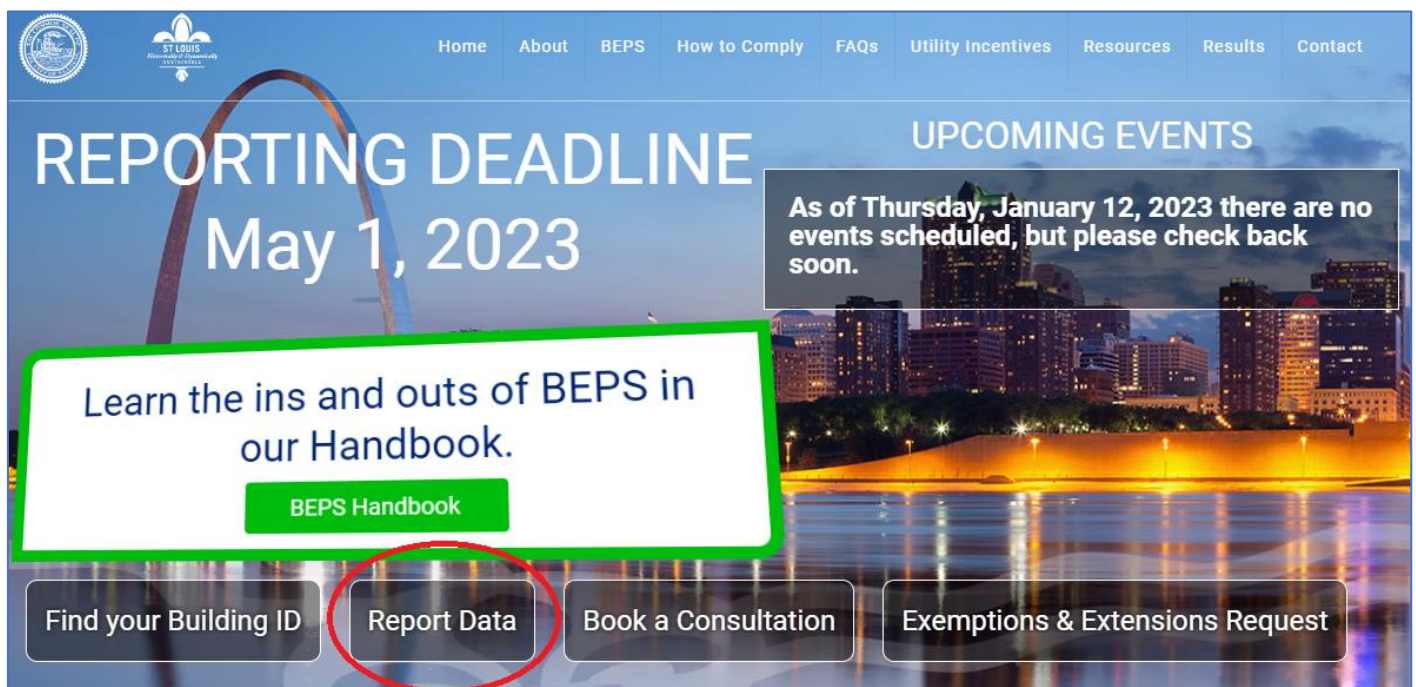
22. Fix any issues and rerun the Data Checker until only informational alerts *that do not need correction* are left. (For example, if you know the number of computers is correct, you could ignore the alert in the screenshot.)

23. Repeat the process for each property being reported.

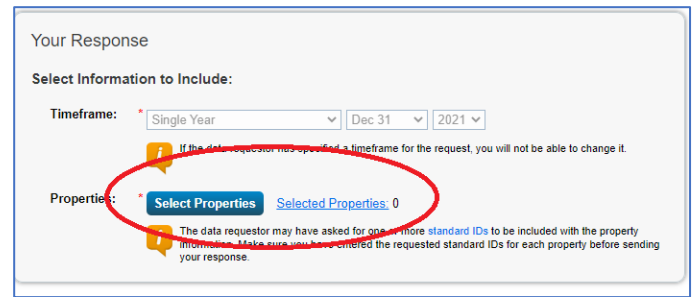
NOTE: Running Data Checker doesn't ensure a perfect report, but will verify that information needed to calculate the required metric is included.

***You have now run the Data Quality Checker.
Continue on to learn how to share this data with the city of St. Louis***

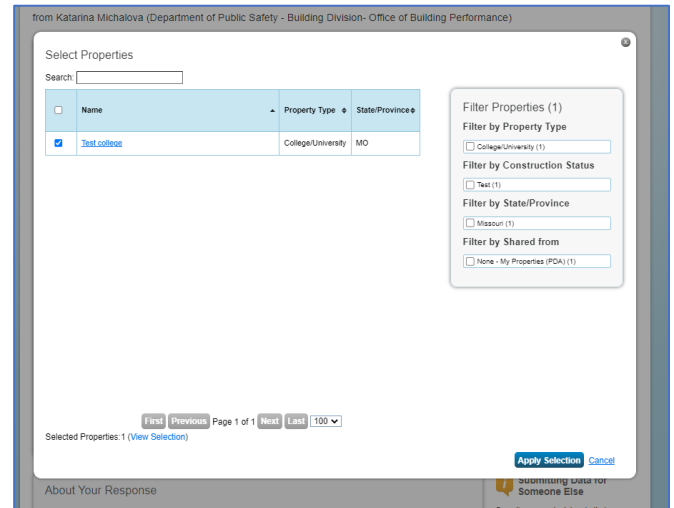
24. Now that you've entered and checked your data, you must submit it to the Office of Building Performance. Go to StLBenchmarking.com and click *Report Data* (circled below).



25. You will be sent to the ENERGY STAR Portfolio Manager Respond to Data Request page. Scroll down to *Your Response* and click *Select Properties*.

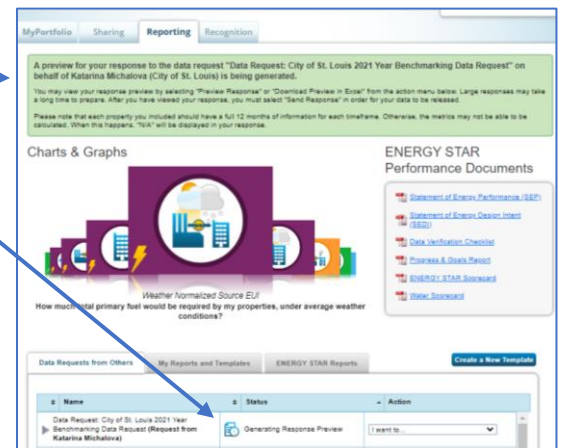


26. A pop up will appear listing your properties. Check the box to the left of each property you want to report. (You can send all properties by checking the box in the top row, to the left of **Name**.) Scroll down and click *Apply Selection*. The pop up will close, returning you to the previous page.



27. Click the blue *Generate Response Preview* button at the bottom of the page. You will be sent to the Reporting tab.

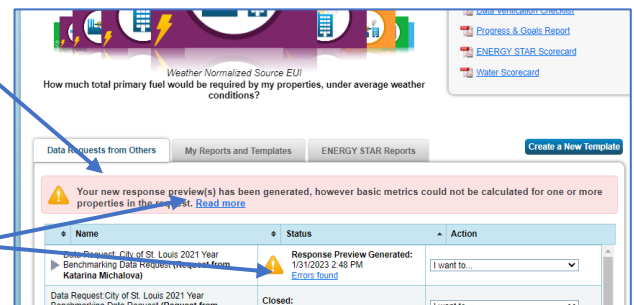
28. On the Reporting tab, you will see the large green message bar.



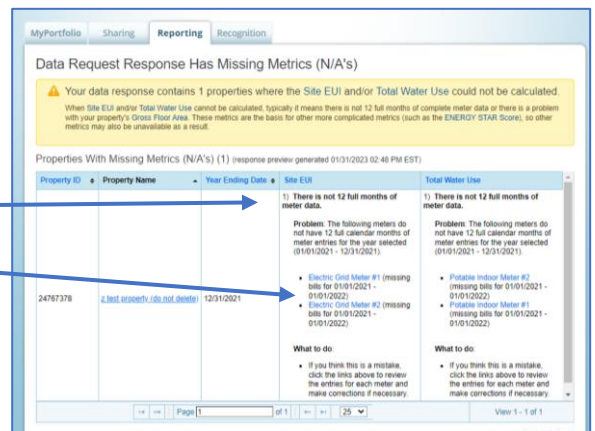
Click the "Data Requests from Others" tab. The Status column will say "Generating Response Preview".

NOTE: if "Generating Response Preview" doesn't change after a minute or so, refresh the page.

29. When the process is done, a smaller bar will appear below the three tabs. If you've cleared all issues by using the Data Checker, the bar will be green and you can proceed to **Step 32**. If it's yellow or red, there are issues that need to be addressed. To go to a page with more details, click either of these links.



30. The link goes to the Data Request Response Has [Errors] page, with details on which meters are affected and what issues need fixing. In this case, the four meters don't have 12 full months of data. The missing dates are listed for each meter.



Common errors:

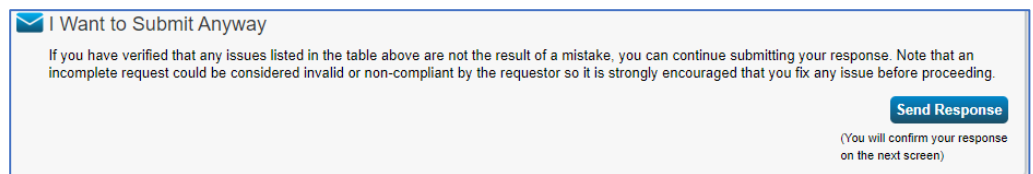
Missing data – data must cover the **entire calendar year** (January 1 – December 31)

Missing meter – no meter set up for gas, electric, water, steam etc.

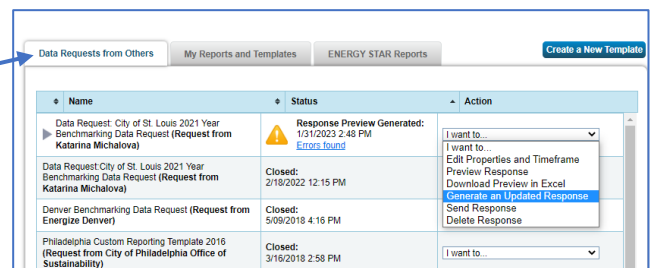
Meter not included in metrics – the box shown in Step 12 wasn't checked.

No waste or material meters. The City does not require you to report this information.

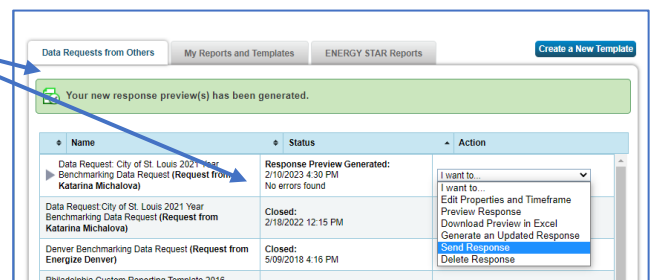
NOTE: While you *can* send your report without correcting issues (by scrolling down to 'I Want to Submit Anyway' and clicking *Send Response*), **the report may be rejected until the errors are fixed and the report is resubmitted.**



31. Fix any alerts *that need correction*, then go to the Reporting tab. Make sure you're on the "Data Requests from Others" tab, and find your report. In the Action column, click on "I Want to..." and select "Generate an Updated Response". The system will check the report(s) again and you'll see the message bars from Steps 26 and 27 again.



32. Once you get the green bar and "No errors found" in the Status column, click "I want to..." in the Action column, and select *Send Response*. You will be sent to the Finalize and Send Data page.



33. Step 1 – Extra confirmation emails (optional).

- Choose an email address of anyone in your contacts in the top box, or...
- Type an email address in the second box.

NOTE: The Portfolio Manager account holder will automatically get a confirmation email (which contains a copy of the data).

34. Step 2 – Leave Excel checked.

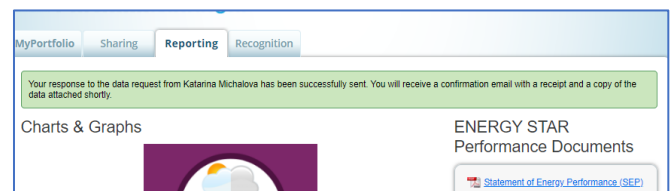
35. Step 3 – E-Sign (has four parts).

- Check the box certifying you are releasing your data to the City of St. Louis.
- Enter username.
- Enter password.
- Click “E-Sign Response” button.

36. Step 4 – Send Data.

- Click “Send Data” button.
- In the box that pops up, click “Continue”.

37. You'll be returned to the Reporting tab and see the green message bar.



The account holder will receive a confirmation email from Portfolio Manager shortly.

You have now submitted your report(s).

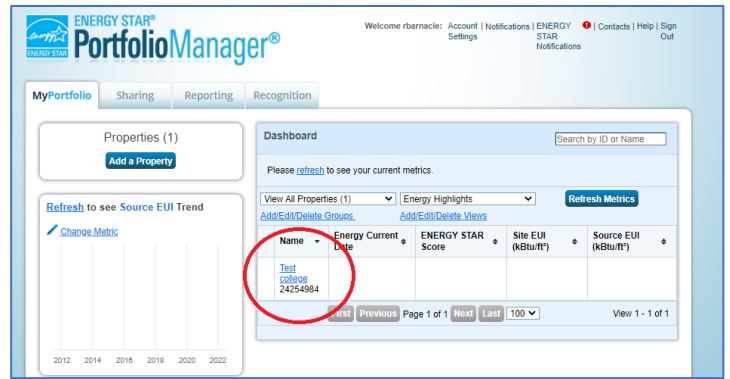
Continue on to learn how to add the St. Louis Building ID to a new property

Add the St. Louis Building ID in Portfolio Manager after reporting a building for the first time

1) Once your report is received, our office will assign a St. Louis Building ID (or notify you of an existing ID if the property has previously reported).

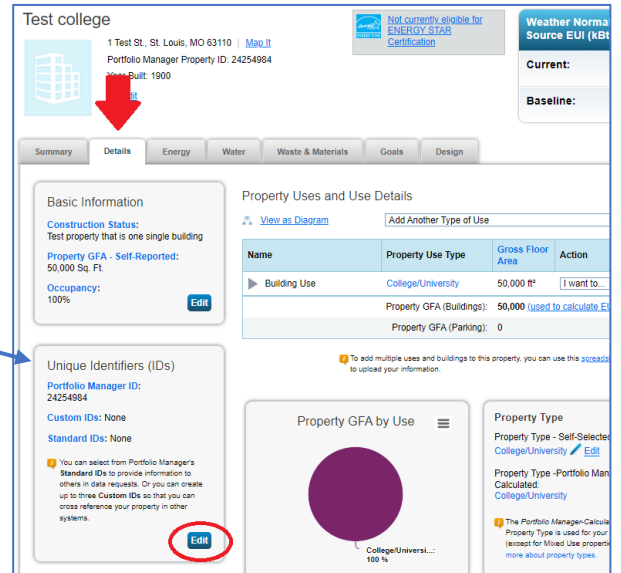
- The format is P-xxxxxx. (Please include the hyphen.)
- They are also called “P-numbers”.
- Each building has its own ID, so if you report 6 buildings you will get 6 Building IDs.
- We will email you from benchmarking@stlouis-mo.gov

2) Click on a property. This will take you to the Summary tab.

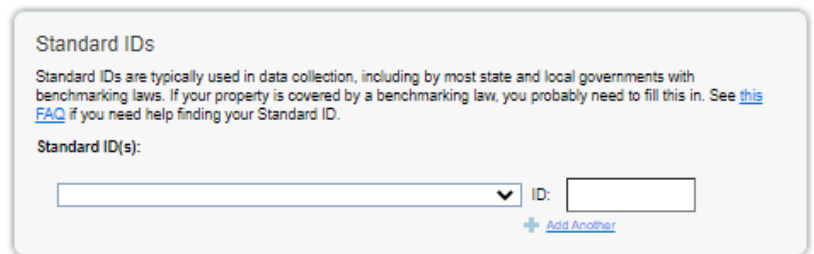


3) Select the Details tab (red arrow).

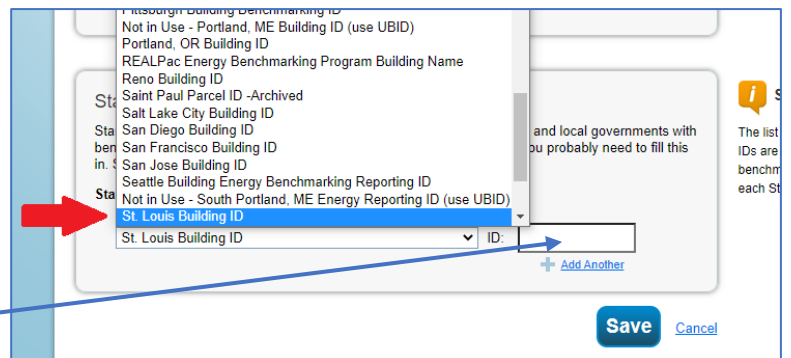
4) In the Unique Identifiers (IDs) box, click the *Edit* button (circled).



5) Scroll down to Standards IDs (it's the bottom box).



6) Click dropdown menu and choose St. Louis Building ID (red arrow)



7) Enter your P# in the text box. (Be sure to include the hyphen.)

8) Click *Save*.

9) Repeat Steps 2-8 for each new Building ID#.