

Portfolio Manager Instruction Guide

BGE Smart Energy Savers Program[®]

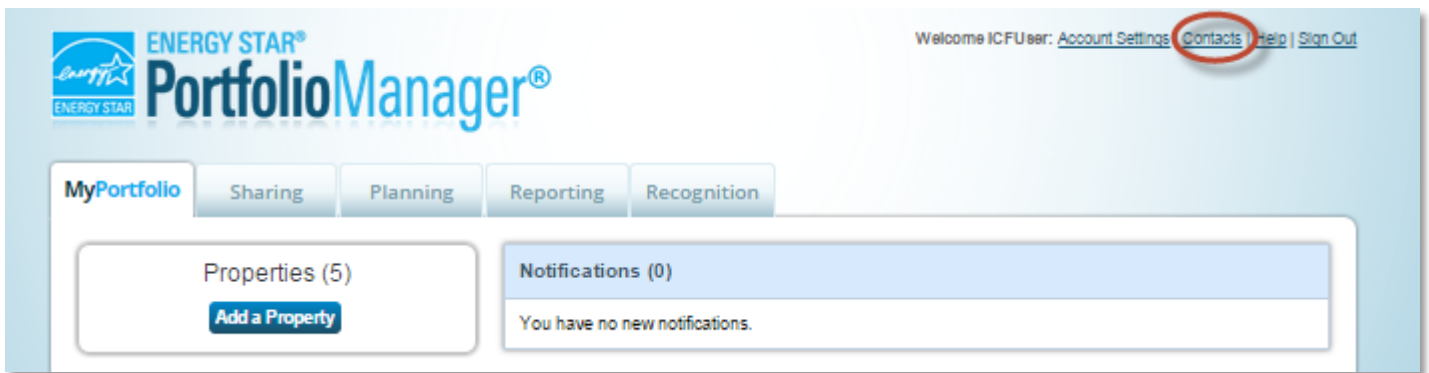
Connect with Baltimore Gas & Electric

To get started, log in to Portfolio Manager at www.energystar.gov/benchmark. In order to share a property with us, you must first be “connected” to our account in Portfolio Manager. To send a connection request (or confirm that you’re already connected), go to the Contacts page.

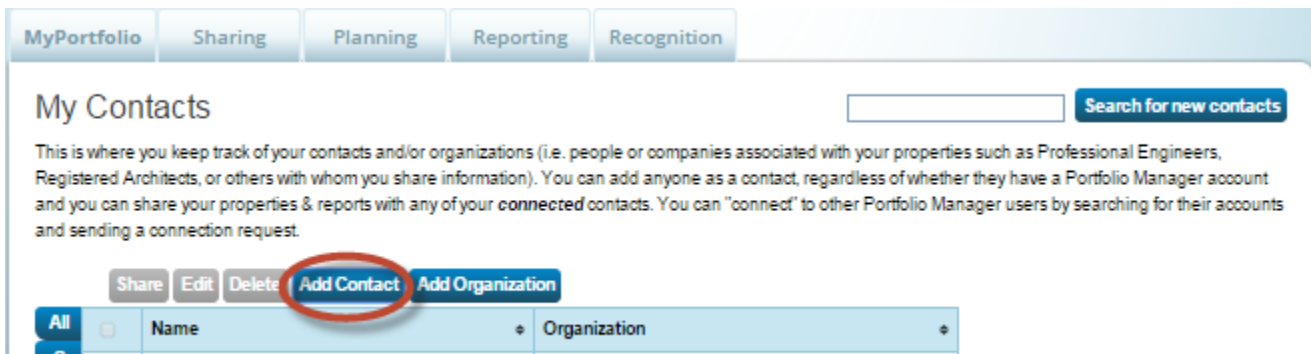
Steps to Receive Usage Data From BGE

- Connect with BGE Web Services
- Add a Property
- Enter Meter Information
- Share Property and Meter Information

1. Click *Contacts* in the upper right-hand corner of the screen. The directory shows your current list of contacts, including those with whom you are currently “connected.”



2. Click *Add Contact*.



- Find us by searching for our name, Baltimore Gas & Electric, or our Portfolio Manager username, BGEWebservices. Click the *Search* button.

Find Contact in Portfolio Manager

Search using any of the criteria below.

Name:

Organization:

Username:

Email:

[Cancel](#)

- When you find Baltimore Gas & Electric on the Search Results page, click the *Connect* button to send us a connection request.
- You will be prompted to read and acknowledge the Terms of Use required to exchange data via Web Services. Click the *Send Connection Request* button.

Send a Connection Request to [Baltimore Gas & Electric](#) to Begin Exchanging Data

[Baltimore Gas & Electric](#) requires the following information in order to exchange data with your property(ies). If you have any questions about how to complete this information, please contact [Baltimore Gas & Electric](#). Once your connection request has been accepted, you can share individual properties and/or meters with them to get started exchanging data.

Terms of Use: None Provided

Agreement: I agree to my provider's ([Baltimore Gas & Electric](#)) Terms of Use.

[Cancel](#)

6. After the connection request is sent, you can accept the request on the [BGE Automated Benchmarking Tool \(ABT\) site](#) by clicking *Admin, Connect/Share*.

The screenshot shows the BGE SmartEnergy Savers Program interface. At the top, there is a navigation bar with tabs for Residential, Business (selected), Service Providers, and Events. Below the navigation bar, there is a breadcrumb trail: Home > Business > Automated Benchmarking Tool. On the right side, there are links for Manage Account and [Log off], and a dropdown menu for Admin. The 'Connect/Share' button is circled in red. The main content area is titled 'Registered Building Profiles' and features an 'Add Profile' button. Below this is a table with columns: Street, City, State, Electric Virtual Meter, Gas Virtual Meter, Status, Reference Date, Score, and Score Type. The table is currently empty, with a message: 'No building profiles have been created - Use the 'Add Profile' button on the top right'. Below the table is a pagination control showing '10 items per page' and 'No items to display'.

7. Then click the *Connect All* button.

The screenshot shows the 'Building Profile Connection Status' page. At the top right, there are links for Manage Account and [Log off], and a dropdown menu for Admin. The main content area is titled 'Building Profile Connection Status' and features a 'Connect All' button circled in red. Below this is a table with columns: ID, Electric Virtual Meter, Gas Virtual Meter, Status, Property ID, Gas Meter ID, Elec Meter ID, and Action.

Once you do this, a green “Results” dialog box on the ABT site will pop up describing the number of account requests, property requests, meter requests and meters that match buildings.

Your BGE Account Number

Your BGE Account Number is listed on your monthly bill. All meters that contribute to the energy bill are shown on the bill as well.

Building Profile Connection Status

Results from Portfolio Manager Connection Request ✕

- Account Requests: 0
- Property Requests: 0
- Meter Requests: 1
- Meters that Match Buildings: 1


Connect All

ID	Electric Virtual Meter	Gas Virtual Meter	Status	Property ID	Gas Meter ID	Elec Meter ID	Action
b92d63a2-121b-4168-8cbe-e70f81e218fc	VME2140190328159		Connected	5891112	0	24460904	▼

◀ ◁ 10 items per page ▶ ▷
1 - 1 of 1 items

[Back to Registered Building Profiles](#)

After the connection is made, you will also see a notification for confirmation on the “Sharing” tab of Portfolio Manager. You are now connected and can share properties with Baltimore Gas & Electric!


Welcome ICFUser: [Account Settings](#) | [Contacts](#) | [Help](#) | [Sign Out](#)

MyPortfolio

Sharing

Reporting

Recognition

You have successfully shared/edited access to your property(ies). If you shared properties, you will receive a notification when your contact has accepted the share. If you edited access to current permissions, the edits have been made, no acceptance is required.

If you edited web services Custom ID fields, [read this](#).

Add a Property

Follow these instructions to add a property and enter property information.

1. Click the *Add a Property* button on the “MyPortfolio” tab.


The screenshot displays the ENERGY STAR Portfolio Manager interface. At the top, the logo and 'PortfolioManager' title are visible, along with a user welcome message: 'Welcome ICFUser: [Account Settings](#) | [Contacts](#) | [Help](#) | [Sign Out](#)'. Below the header, there are navigation tabs: 'MyPortfolio', 'Sharing', 'Planning', 'Reporting', and 'Recognition'. The 'MyPortfolio' tab is active. On the left, a 'Properties (5)' widget contains a red-bordered button labeled 'Add a Property'. Below this is a 'Source EUI Trend (kBtu/ft²)' chart showing a single data point for the year 2013. On the right, a 'Notifications (18) [View All](#)' banner is present. Below that, a 'Properties (5)' section includes a filter dropdown set to 'View All Properties (5)', a search bar, and a 'Search' button. A table lists the properties with their names and actions.

Name ↕	Action
2014_12_12_Test_1	I want to... ▼
2014_12_12_Test_1c	I want to... ▼
2014_12_12_Test_2	I want to... ▼
Tessa Demo	I want to... ▼

2. Answer questions about your property and click the *Get Started!* button.

Set up a Property: Let's Get Started!

Properties come in all shapes and sizes, from a leased space in a large office building, to a K-12 school with a pool, to a large medical complex with lots of buildings. Since there are so many choices, Portfolio Manager can walk you through getting your property up and running. When you're done, you'll be ready to start monitoring your energy usage and pursue recognition!




Your Property Type

We'll get into the details later. For now, overall, what main purpose does your property serve?

Select a property type

[Learn more about Property Types.](#)




Your Property's Buildings

How many physical buildings do you consider part of your property?

- None:** My property is part of a building
- One:** My property is a single building
- More than One:** My property includes multiple buildings ([Campus Guidance](#))


How many?




Your Property's Construction Status

Is your property already built or are you entering this property as a construction project that has not yet been completed?


- Existing:** My property is built, occupied and/or being used. I will be using Portfolio Manager to track energy/water consumption and, perhaps, pursue recognition.
- Design Project:** My property is in the conceptual design phase (pre-construction); I will be using Portfolio Manager to evaluate the energy efficiency of the design project.
- Test Property:** This is not a real property. I am entering it to test features, or for other purposes such as training.

**Tip**

To set up a property, you'll need information such as [gross floor area](#) and [operating hours](#).





**Tip**

Not sure what kind of property you are? Because we focus on whole building benchmarking, you want to select the property type that best reflects the activity in the majority of your building. Don't worry if you have other tenants with different business types, just select the main activity.

**Test Properties**

You may want to enter a property into Portfolio Manager that isn't actually a "real" property, either to familiarize yourself with features or maybe to train other people. By telling us this a "Test" property, we can give the option of including this property in your portfolio-level metrics, charts and table or not, depending what your needs are. This can be configured on your [Account Settings](#).

Get Started! [Cancel](#)

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3. Enter basic property information and select the boxes next to the statements that apply to your property. Then click the *Continue* button.

Set Up a Property: Basic Property Information

Tell us a little bit more about your property, including a name that you will use to look up your property and its address.

About Your Property

Name: *

Country: *

Street Address: *

City/Municipality: *

State/Province: *

Postal Code: *

[Year Built](#): *

Gross Floor Area: * [Temporary Value](#)
Gross Floor Area (GFA) is the total property floor area, measured from the principal exterior surfaces of the building(s). Do not including parking. [Details on what to include.](#)

[Irrigated Area](#):

Occupancy: * %

Do any of these apply?

My property's energy consumption includes [parking](#) areas

[Cancel](#)

i Tip
The name you choose for your property does not have to be unique. But, it may make it easier for you to work with properties in your portfolio if you do not use the same (or similar) names.

.....

i Tip
Answering these simple questions will help us guide you in entering your property correctly.

.....

- Enter the requested use details within the following fields, such as gross floor area, operating hours and number of workers for each type of use.

Note: Building Use

- Move the mouse over each Use Detail to see a definition.
- If you are unsure of some specific property details, you can check the *Use a default* box next to the Value sections.
- If certain values are expected to change, you can check the *Temporary Value* box for any of the corresponding details.

▼ Building Use [/ Edit Name](#)

Office refers to buildings used for the conduct of commercial or governmental business activities. This includes administrative and professional offices.

Gross Floor Area (GFA) should include all space within the building(s) including offices, conference rooms and auditoriums, break rooms, kitchens, lobbies, fitness areas, basements, storage areas, stairways, and elevator shafts.

If you have restaurants, retail, or services (dry cleaners) within the Office, you should most likely include this square footage and energy in the Office Property Use. There are 4 exceptions to this rule when you should create a separate Property Use:

- If it is a [Property Use Type that can get an ENERGY STAR Score](#) (note: Retail can only get a score if it is greater than 5,000 square feet)
- If it accounts for more than 25% of the property's GFA
- If it is a vacant/unoccupied Office
- If the Hours of Operation differ by more than 10 hours from the main Property Use

[More on this rule.](#)

Property Use Detail	Value	Current As Of	Temporary Value
★ Gross Floor Area	* <input type="text" value="2,500"/> <input style="font-size: small; border: none; border-bottom: 1px solid #ccc;" type="text" value="Sq. Ft."/>	<input type="text" value="1/1/2000"/>	<input type="checkbox"/>
★ Weekly Operating Hours	<input type="text" value="65"/> <input checked="" type="checkbox"/> Use a default	<input type="text" value="1/1/2000"/>	<input type="checkbox"/>
★ Number of Workers on Main Shift	<input type="text" value="8"/> <input type="checkbox"/> Use a default	<input type="text" value="1/1/2000"/>	<input type="checkbox"/>
★ Number of Computers	<input type="text" value="5"/> <input checked="" type="checkbox"/> Use a default	<input type="text" value="1/1/2000"/>	<input type="checkbox"/>
★ Percent That Can Be Heated	<input type="text" value="50 % or more"/> <input checked="" type="checkbox"/> Use a default	<input type="text" value="1/1/2000"/>	<input type="checkbox"/>
★ Percent That Can Be Cooled	<input type="text" value="50 % or more"/> <input checked="" type="checkbox"/> Use a default	<input type="text" value="1/1/2000"/>	<input type="checkbox"/>

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

- Then, click the *Add Property* button.

6. When you have successfully added your property, you will see the property's "Summary" tab.

MyPortfolio
Sharing
Reporting
Recognition

Congratulations! You have successfully created your property.

Next, you can:

- [Add energy use information](#), so that you can see your energy performance metrics.


Test_12.15.16

123 Main, Baltimore, MD 21229 | [Map It](#)

Portfolio Manager Property ID: 5692296

Year Built: 2000

[Edit](#)



Not eligible to apply for
ENERGY STAR
Certification

**Weather-Normalized
Source EUI (kBtu/ft²)** Why not score?

Current EUI: N/A

Baseline EUI: N/A

Summary
Details
Energy
Water
Waste & Materials
Goals
Design

Notifications (0)

You have no new notifications.

Property Profile

You haven't created a profile for your property yet. Profiles are a way to supplement the information in Portfolio Manager with additional information about your property, including a photo.

[+ Create Profile](#)

Source EUI Trend (kBtu/ft²)

Metrics Summary			
Metric	Not Available (Energy Baseline)	Not Available (Energy Current)	Change
ENERGY STAR score (1-100)	Not Available	Not Available	N/A
Source EUI (kBtu/ft ²)	Not Available	Not Available	N/A
Site EUI (kBtu/ft ²)	Not Available	Not Available	N/A
Energy Cost (\$)	Not Available	Not Available	N/A
Total GHG Emissions (Metric Tons CO ₂ e)	Not Available	Not Available	N/A
Water Use (All Water Sources) (kgal)	Not Available	Not Available	N/A
Total Waste (Disposed and Diverted) (Tons)	Not Available	Not Available	N/A

If you have additional types of uses for the property, you can add them at any time.

- a. Click the property's "Details" tab and then select a use type from the *Add Another Type of Use* dropdown menu. Click *Add*.

Basic Information

Construction Status:
Test property that is multiple buildings

Property GFA - Self-Reported:
2,500 Sq. Ft.

Occupancy:
55% **Edit**

Unique Identifiers (IDs)

Portfolio Manager ID:
5548778

Property Uses and Use Details

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

Name	Property Use Type	Gross Floor Area	Action
▶ Building Use	Other	2,500 ft²	I want to... ▼
▶ Parking Use	Parking	1,500 ft²	I want to... ▼
Property GFA (Buildings):		2,500 (used to calculate EUI)	
Property GFA (Parking):		1,500	

To add multiple uses and buildings to this property, you can use this [spreadsheet template](#) to upload your information.

- b. Enter use details for the property and then click *Save Use*.

Add Property Use For Test_12.15.16

Financial Office refers to buildings used for financial services such as bank headquarters and securities and brokerage firms.

Gross Floor Area should include all space within the building(s) including offices, trading floors, conference rooms and auditoriums, vaults, kitchens used by staff, lobbies, atriums, fitness areas for staff, storage areas, stairways, and elevator shafts.

Name: *

Property Use Detail	Value	Current As Of	Temporary Value
★ Gross Floor Area	* <input type="text" value="3,000"/> Sq. Ft. ▼	<input type="text" value="1/1/2000"/>	<input type="checkbox"/>
★ Weekly Operating Hours	<input type="text" value="65"/> <input checked="" type="checkbox"/> Use a default	<input type="text" value="1/1/2000"/>	<input type="checkbox"/>
★ Number of Workers on Main Shift	<input type="text" value="6.9"/> <input checked="" type="checkbox"/> Use a default	<input type="text" value="1/1/2000"/>	<input type="checkbox"/>
★ Number of Computers	<input type="text" value="6"/> <input checked="" type="checkbox"/> Use a default	<input type="text" value="1/1/2000"/>	<input type="checkbox"/>
★ Percent That Can Be Heated	<input type="text" value="50 % or more"/> <input checked="" type="checkbox"/> Use a default	<input type="text" value="1/1/2000"/>	<input type="checkbox"/>
★ Percent That Can Be Cooled	<input type="text" value="50 % or more"/> <input checked="" type="checkbox"/> Use a default	<input type="text" value="1/1/2000"/>	<input type="checkbox"/>

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

Save Use [Cancel](#)


Enter Meter Information

To receive an accurate picture of your building's performance, you need to tell Portfolio Manager how much and what kind of energy. Follow these steps to enter meter information for your property.

1. Click on your property from the "MyPortfolio" tab and then select the "Energy" tab.
2. Click the *Add A Meter* button on the right-hand side.

The screenshot displays the Portfolio Manager interface for a property named "Test_12.6.16". At the top, the "MyPortfolio" tab is circled in red. Below the navigation tabs, a green message box states: "Congratulations! You have successfully created your property. Next, you can: • Add energy use information, so that you can see your energy performance metrics. • Enter specific information about your individual buildings, so that you can track them separately." The property details include the address "111 Camino, Baltimore, MD 21229", Portfolio Manager Property ID "5548778", and Year Built "1884". A button labeled "Edit" is visible. On the right, a "Weather-Normalized Source EUI (kBtu/ft²)" box shows "Current EUI: N/A" and "Baseline EUI: N/A". Below the navigation tabs, the "Energy" tab is circled in red. The "Meters - Used to Compute Metrics (0)" section features a circled "Add A Meter" button. A message box explains: "There are currently no energy meters entered for this property/building. In order to track energy usage and receive energy metrics, you must provide an energy meter. Enter information about your energy meters to begin tracking energy usage. After entering the meter, you will need to choose to include it in your metrics." A link "How to get Utility Data into Portfolio Manager" is provided. At the bottom left, a section titled "Four Ways to Enter Bill Data" is partially visible.

3. Select the sources of your property's energy. You should enter one Electric meter (purchased from the grid) and/or one Natural Gas meter.



Sources of Your Property's Energy

What kind of **energy** do you want to track? Please select all that apply.

Electric

- purchased from the grid
How Many Meters?
- generated onsite with my own solar panels
- generated onsite with my own wind turbines

Natural Gas

How Many Meters?

- Propane
- Fuel Oil (No. 2)
- Diesel
- District Steam
- District Hot Water
- District Chilled Water
- Fuel Oil (No. 4)
- Fuel Oil (No. 5 and No. 6)
- Coal (anthracite)
- Coal (bituminous)
- Coke
- Wood
- Kerosene
- Fuel Oil (No. 1)
- Other:

Get Started! [Cancel](#)

4. Click the *Get Started!* button, located at the bottom of the page.

- Click on a meter and change your meter names from “Electric Grid Meter” and/or “Natural Gas” to your ABT Virtual Meter Number(s).

Note: Virtual Meter Number

The Electric and/or Gas Virtual Meter Number is the number that you received from the BGE Automated Benchmarking Tool website.

Business

Business Type

Automated Benchmarking Tool

Register

FAQs

Building Operation Training

Building Profile Connection Status

[Connect All](#)

ID	Electric Virtual Meter	Gas Virtual Meter	Status	Property ID	Gas Meter ID	Elec Meter ID	Action
b92d63a2-121b-4168-80be-e70f81e218fc	VME2140190328159		Connected	5691112	0	24460904	▼

10 items per page

1 - 1 of 1 items

About Your Meters for Demo 1

Enter the information below about your new meters. The meter's Units and Date Meter became Active are required. You can also change the meter's name.

2 Energy Meters for Demo 1 (click table to edit)

Meter Name	Type	Other Type	Units	Date Meter became Active	In Use?	Date Meter became Inactive	Enter as Delivery?
VMSG212290000	Natural Gas		therms	1/1/2011	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Electric Grid Meter	Electric - Grid				<input checked="" type="checkbox"/>		<input type="checkbox"/>

[Delete Selected Entries](#)
[Add Another Entry](#)

0 Water Meter for Demo 1 (click table to edit)

Meter Name	Type	Other Type	Units	Date Meter became Active	In Use?	Date Meter became Inactive
------------	------	------------	-------	--------------------------	---------	----------------------------

[Delete Selected Entries](#)
[Add Another Entry](#)

[Back](#) [Create Meters](#) [Cancel](#)

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- Once you have changed the Meter Name to your Virtual Meter Number, enter the type of Units (kWh for Electric and therms for Gas), as well as the Date the Meter became Active (this should be your initial billing date, but if you do not know the initial date, you can use today's date to begin data collection). Then click the *Create Meters* button.

About Your Meters for Demo 1
 Enter the information below about your new meters. The meter's Units and Date Meter became Active are required. You can also change the meter's name.

2 Energy Meters for Demo 1 (click table to edit)

<input type="checkbox"/>	Meter Name	Type	Other Type	Units	Date Meter became Active	In Use?	Date Meter became Inactive	Enter as Delivery?
<input type="checkbox"/>	VMG212290000	Natural Gas		therms	1/1/2011	<input checked="" type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	Electric Grid Meter	Electric - Grid				<input checked="" type="checkbox"/>		<input type="checkbox"/>

[Delete Selected Entries](#)
[Add Another Entry](#)

0 Water Meter for Demo 1 (click table to edit)

<input type="checkbox"/>	Meter Name	Type	Other Type	Units	Date Meter became Active	In Use?	Date Meter became Inactive
<input type="checkbox"/>							

[Delete Selected Entries](#)
[Add Another Entry](#)

[Cancel](#)

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- Click *Continue* on the next page.
- On the Property Totals page, ensure that all of your virtual meters are checked and select *These meter(s) account for the total energy consumption for this property*.

Your meter entries have been added to your meters!

Meters to add to Total Consumption for Metrics for Demo 1

Tell us which meters to include when calculating the total usage for this property so that we can provide you with the most accurate metrics possible.

Property Totals



Energy Meters

Check the boxes for the meters that should be included in the energy metrics:

<input type="checkbox"/>	Meter Name
<input checked="" type="checkbox"/>	VME2122900000019
<input checked="" type="checkbox"/>	VMG2122900000020

Total of 2 energy meter(s). Tell us what these meter(s) measure:

- These meter(s) account for the total energy consumption for this property.
 These meter(s) do not account for the total energy consumption for this property.



Water Meters

There are currently no water meters entered for this property/building. [Enter information about your water meters](#) to begin tracking water usage alongside your energy usage.



Because of the wide variety of ways that people meter their properties, after you create meters for your property in Portfolio Manager, you must indicate which meters to use for your property metrics. In some cases, you will not want a meter to count for your metrics. For example, if you have sub-meters to measure energy or water consumption for a specific purpose, and you also have a master meter (which measures total consumption), counting both of those meters would double count your consumption and skew your metrics (e.g., artificially increase your Site Energy Use Intensity). [Learn More about configuring meters for performance metrics.](#)

Apply Selections [Cancel](#)

9. Click the *Apply Selections* button.

You have now added your virtual meters and can receive usage data via Web Services once you connect and share your property and meter information with BGE.

Tip: Meter Information

Because all of your meters have been aggregated using the Automated Benchmarking Tool, you should enter 1 as the number of electric meters and 1 for the number of gas meters (if you have gas on your account).

Share Properties and Meter Information with Baltimore Gas & Electric

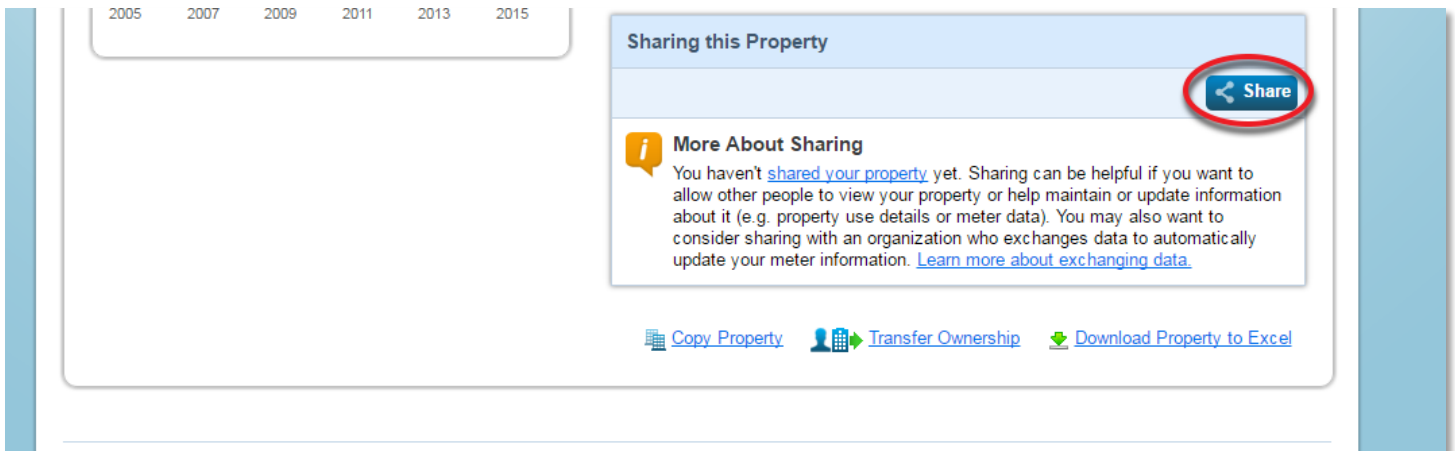
The ABT works in conjunction with Portfolio Manager to make it easier to receive up-to-date usage data from BGE and get updated ENERGY STAR® scores for your properties. In order to receive usage data automatically, share your property and meter information. Follow these steps to share your properties.

How to Share Property and Meter Information

- Select Properties
- Select People (Accounts)
- Choose Permissions

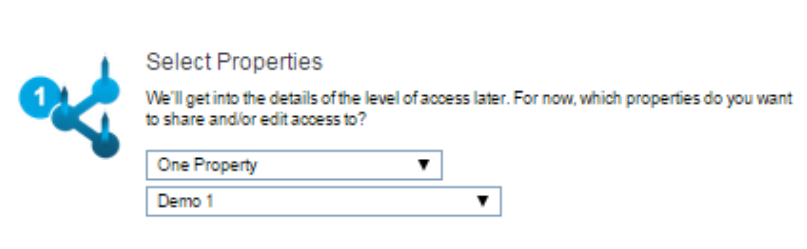
Share Properties and Meters

You can now share your property(ies) with BGE. To start sharing, click on the “My Portfolio” tab within Portfolio Manager for your building, and scroll down the “Summary” page. Near the bottom of the page, you will see a “Sharing this Property” section.

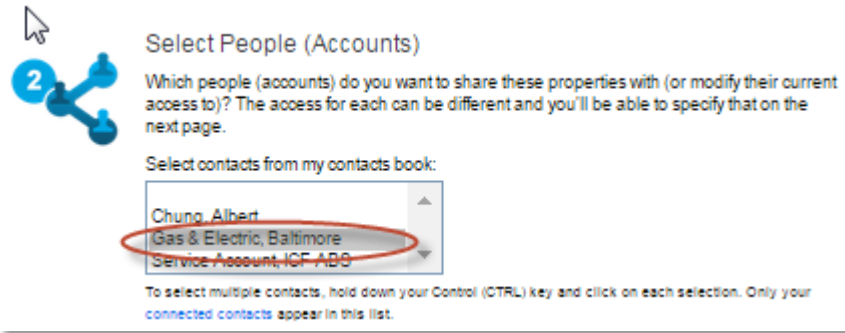


Click *Share*, and then follow these steps:

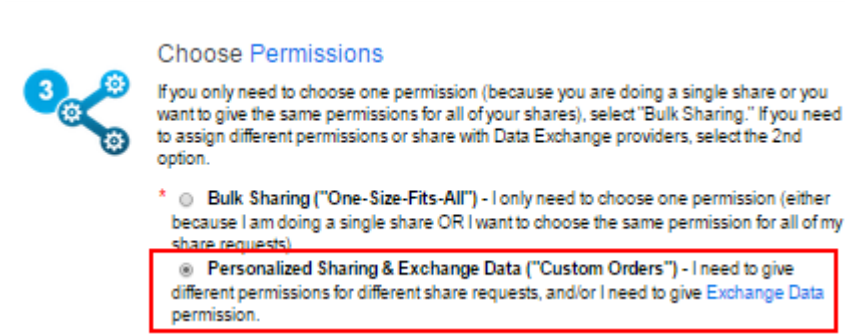
1. Select the properties you want to share from the dropdown menu. You can select a single property, multiple properties or all properties in your account. You also can select properties by using filters by primary function or state/province.



2. Select Baltimore Gas & Electric by clicking on the name in the list. If you do not see our account in your list, check to see whether we are listed on your Contacts page and have accepted your connection request. Note that the service provider name will appear in the list as "Gas & Electric, Baltimore."



3. Select *Exchange Data* as the access level and follow the prompts to choose the specific properties and/or meters that will be managed via Web Services.



Exchange Data

Exchange Data allows you to share your property with an organization that exchanges data with Portfolio Manager through Web Services.

4. You should also provide Web Services with Full Access to Property Information and All Meter Information, including any external meters that you may have added to your property.

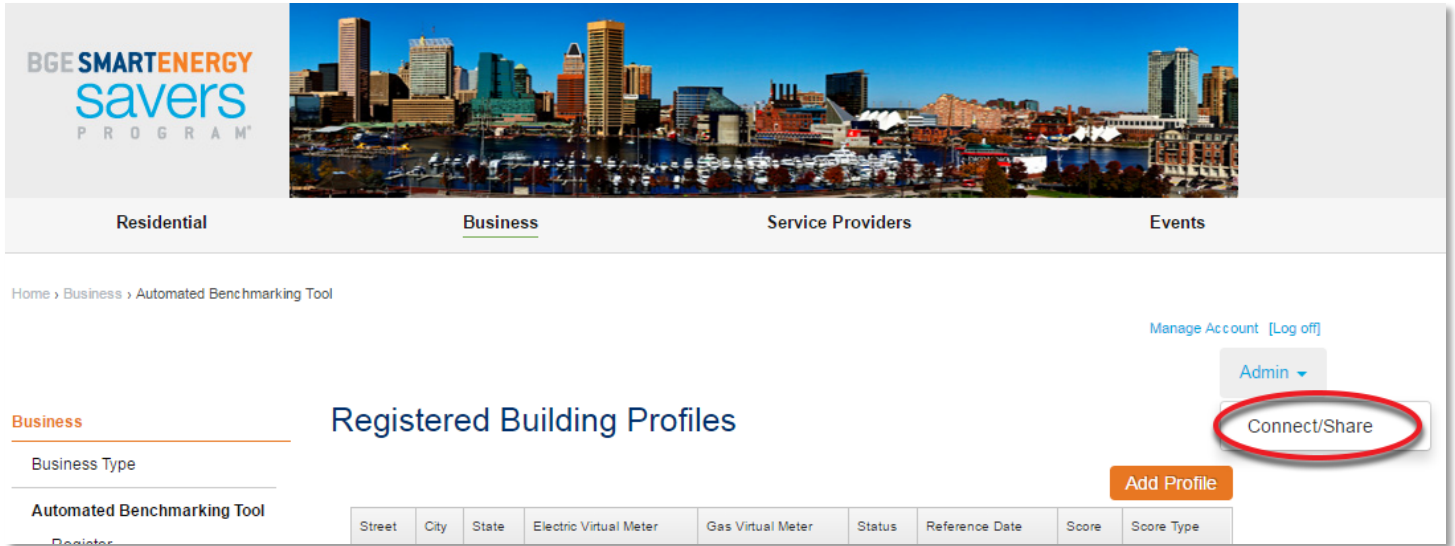
Item	None	Read Only Access	Full Access
Property Information	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
▼ All Meter Information			
VME2120269885196	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Natural Gas	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Potable Indoor Meter	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Goals, Improvements, & Checklists	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recognition	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Click on *Share Property(ies)* button at the bottom of the page after selecting the appropriate access options.

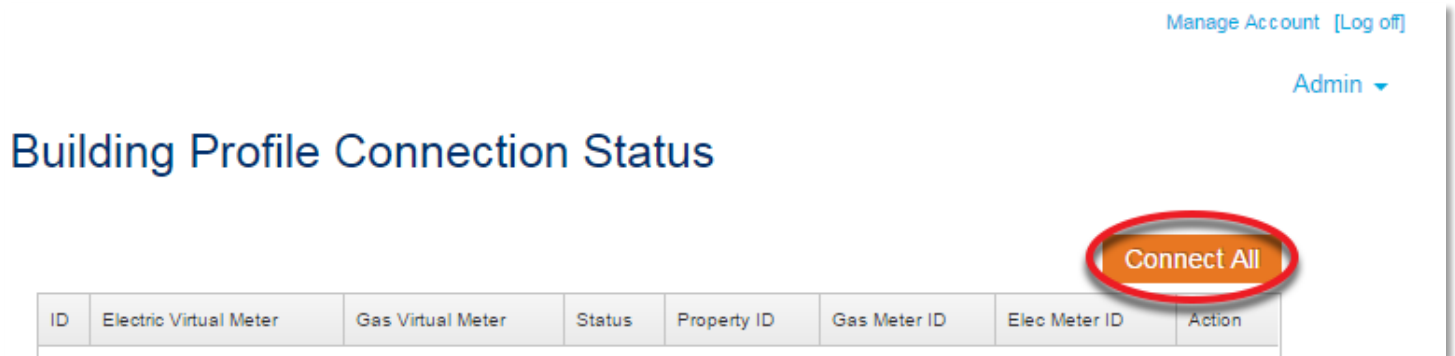
Connecting and Posting Data to Portfolio Manager (All Steps Are Performed on the Automated Benchmarking Tool Site)

After you have set up your Automated Benchmarking Tool account and your Portfolio Manager account, and have linked the two, the next step is to get your data to post to Portfolio Manager.

1. On the ABT site, click *Connect/Share* under *Admin* on the Registered Building Profiles page.



2. This brings you to the Building Profile Connection Status page.
Click the *Connect All* button on the right.



- After you click the *Connect All* button, your results will be displayed dependent on the number of account requests, property requests, meter requests and meters that match buildings. You will also see the status of your meters updated to *Connected*.

Building Profile Connection Status

Results from Portfolio Manager Connection Request ✕

- Account Requests: 0
- Property Requests: 0
- Meter Requests: 1
- Meters that Match Buildings: 1

Connect All

ID	Electric Virtual Meter	Gas Virtual Meter	Status	Property ID	Gas Meter ID	Elec Meter ID	Action
6a9d49fa-cbc7-4657-b84c-1041d91a06a4	VME2122009412387	VMG2122009412387	Created	0	0	0	▼
f0f5a1d0-b8f0-4a8b-bf08-10d1efa8be4c	VME2109360269726		Created	0	0	0	Post Data Reset
747f539f-8d69-4753-							

- Next, click *Post Data* under the Action arrow for your property.

ID	Electric Virtual Meter	Gas Virtual Meter	Status	Property ID	Gas Meter ID	Elec Meter ID	Action
6a9d49fa-cbc7-4657-b84c-1041d91a06a4	VME2122009412387	VMG2122009412387	Created	0	0	0	▼
f0f5a1d0-b8f0-4a8b-bf08-10d1efa8be4c	VME2109360269726		Created	0	0	0	Post Data Reset
747f539f-8d69-4753-							

- After you post the data, you will see your score appear under the Score column, along with a reference date and score type.

Street	City	State	Electric Virtual Meter	Gas Virtual Meter	Status	Reference Date	Score	Score Type
123 Main St	Baltimore	MD	VME2120208099618		Data Posted	10/31/2014	86	Energy Star Score

6. You will also see your score in Portfolio Manager match the score on the BGE ABT.



Questions?

Please contact:

IT Project Manager

703.934.3213

Project Coordinator

443.718.4878