CRITERIA 8.5/8.6 UTILITY ACCOUNT INSTRUCTIONS

Last updated December 17, 2019

    I.   **EPA Portfolio Manager**:

1. Access your existing EPA Portfolio Manager account or create a new user account: https://portfoliomanager.energystar.gov/pm/signup

2. Add your property to your account portfolio by clicking the "Add a Property" button on the Portfolio tab and inputting your project's information. **Note:** Use the same project name as in the Green Communities portal so it can be identified.

3. Upload the appropriate utility meters to your property's portfolio on the energy and water tabs by clicking the "Add a Meter" button on each tab.

4. Add Green Communities as a Contact for your property:
   - On the Share tab, select Contacts in the upper right corner.
   - Search for Enterprise Green Communities username **EGCCertification.**
   - Select **Enterprise Green Communities** from the list of Enterprise Community Partners contacts and select **Connect.**

5. Share the property with **EGCCertification**:
   - On the Share tab, share your property with EGCCertification with the blue button

6. The Green Communities team will review your utility benchmarking data for compliance as part of the Post-build certification review process.

II.   **WegoWise:**

1. Work with your WegoWise representative to grant Enterprise Green Communities (username **EGCCertification**) access to the property data.

2. The Green Communities team will review your utility benchmarking data for compliance as part of the Post-build certification review process.

III.   **EnergyScoreCards**:

1. Work with your EnergyScoreCards energy analyst to grant Enterprise Green Communities (username **EGCCertification**) access to the property data.

2. The Green Communities team will review your utility benchmarking data for compliance as part of the Post-build certification review process.

IV. Please contact the Certification Mailbox certification@enterprisecommunity.org if you would like to use an alternative benchmarking tool.