Partial Disclosure Guide

How to Benchmark a Property
For Saint Paul's Benchmarking Ordinance

Step 1:	Decide on your level of data disclosure - DONE
Step 2:	Create a free Energy Star Portfolio Manager Account
Step 3:	Set up properties and add your building ID
Step 4:	Set up meters; add energy/water data (the City and utilities can help)
Step 5:	Report your benchmarking data to the City (partial disclosure link)

Step 2 – Create a free Energy Star Portfolio Manager Account

- Set up your Energy Star Portfolio Manager Account.

Step 3 – Set up properties and add your building ID

- Add building(s) to your account. In "My Portfolio," click "Add a Property" and follow the instructions on how to add a building. Or, watch the video for instructions.
- If your building has a parking area or parking garage, find more information on how to set those up on the EnergyStar Portfolio website.
- Each building that must report energy and water performance has a unique ID. This ID is called the MN Efficient Buildings Collaborative ID.
- Adding this ID to your building ensures the data you report connects to the correct building during compliance checks.
- Affected building owners must find and attach their ID prior to entering annual energy data.
- To see if your building is required to comply with the Efficient Building Collaborative view the covered buildings list. You can sort the data by city and search for your building by address. There you'll find your building's EBC ID and assessor-reported square footage. Covered buildings list.
- Add the ID to your building's profile in Portfolio Manager under 'Details' > 'Unique Identifiers' > 'Standard IDs' > 'Standard ID – State/Province' > 'MN Efficient Buildings Collaborative ID(EBC)' then enter your building's unique ID into the 'ID:' box.

- To add the ID to your building's profile in Portfolio Manager, watch the video for instructions.

Step 4 – Set up meters and add energy and water data

Building owners must annually report whole-building energy and water data by June 1. The report must cover the previous calendar year (January 1 – December 31). This includes whole-building consumption of electricity, water, natural gas, solar, district hot water, district chilled water, etc.

For Xcel Energy electricity and natural gas, you may set-up **automatic upload** of aggregated whole-building energy data directly into Portfolio Manager, using Xcel Energy's tools. **Manual entry** is required for all other energy and water sources.

Instructions on automatic upload for Xcel electricity and natural gas:

- Visit Xcel Energy's Benchmarking Portal or watch video instructions

Instructions on manual entry:

- Manual entry is required for all other energy and water sources including Saint Paul Regional Water Services, District Energy, delivered fuels, and renewables. Watch the video for instructions on entering data manually.
  - **Water.** From your Saint Paul Regional Water Services online account, select "usage history" from the left-hand menu.
  - **District Energy.** District Energy customers should access copies of their bills or email District Energy requesting a spreadsheet containing the previous calendar year's usage. The guidance below applies to either method:
    - Enter hot water and chilled water usage as two separate meters. Meter readings are located on the 2nd page of your bill. District Energy measures hot water use in MWh, which you will need to multiply by 3.413 to convert to MMBtu because Portfolio Manager does not offer MWh as unit of measure. Chilled water is expressed in ton-hours.

Step 5 – Report your benchmarking data to the City

Complete this step only after all energy and water data for the entire calendar year is in Portfolio Manager.

- Run the Data Quality Checker under "Check for Possible Errors" within the 'Summary' tab. Watch the video for instructions.
- Ignore any waste and materials meter alerts.

Submit your data by June 1:

- [Submit your report via Portfolio Manager (partial disclosure link)](#)
- In Portfolio Manager, go to "Generate a Response Preview" then click "Send Response." Watch the video for instructions.
- You will be notified by the Efficient Buildings Collaborative help desk if it has been approved or if additional work is needed.

Additional user guides

- ENERGY STAR Portfolio Manager Quick Start Guide

- ENERGY STAR Help Desk

Contacts

Efficient Buildings Collaborative Help Desk

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