## How to Add the Detroit Building ID to an Energy Star Portfolio Manager Profile

Before beginning this process, obtain your Detroit Building Id(s) from the Detroit Benchmarking Building ID Lookup Tool.

This guide shows how to add the Detroit Building ID to an Energy Star Portfolio Manager Profile.

It also shows how to add Detroit Building ids to multiple Energy Star Portfolio Manager Profiles.

1. Navigate to "My portfolio" tab in Portfolio Manager.



- 2. Determine what you would like to do:
  - a. Add a Detroit Building ID to a building in your portfolio.
  - b. Add Detroit Building IDs to multiple buildings in your portfolio at once.

#### Add a Detroit Building ID to a building in your portfolio:

3. Select the building you want to add the Detroit Building ID to.

Properties (1)	Dashboard			3	earch	by ID or Name				
Add a Property	Please <u>refresh</u> to see your current metrics.									
Refresh to see Source EUI Trend	View All Properties	(1) 👻 Ener	gy Highlights	~	Refr	esh Metrics				
	Add/Edit/Delete Groups. Add/Edit/Delete Views									
Change Metric	Name +	Energy Current Date	ENERGY STAR + Score	Site EUI (kBtu/ft <sup>a</sup> )	٠	Source EUI (kBtu/ft <sup>a</sup> )	٠			
	Your Building Here 33395822									
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	L									

4. Navigate to "Details" tab.

		Change Metric
Your Bui	Iding Here Your Building's Address Map. It	Weather Normalized Wexael Source EUI (kBtu/ft*)
	Portfolio Manager Property ID: 33395822 Year Built: 2009	Current: <u>N/A</u>
	Edit	Baseline: <u>N/A</u>
Summary	Costaits Energy Water Waste & Materials Goals Design	
Contractor		Chappe Metrics

5. Scroll to the "Unique Identifiers (IDs)" section and press "Edit".

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6. Select "Detroit Building ID" from the "Standard ID - City/Town:" dropdown.

#### 7. Input your building ID from the Detroit Benchmarking Building ID Lookup Tool

Standard IDs				
Standard IDs are typ benchmarking laws.	ically used in data collection, i If your property is covered by a	ncluding by most state a a benchmarking law, yo	and local g u probably	governments with y need to fill this in. See <u>thi</u>
FAQ if you need hel	finding your Standard ID.			
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#### 8. Press "Save" at the bottom of the page.

The Detroit Building ID is now associated with the building!

## Add Detroit Building IDs to multiple buildings in your portfolio at once:

### This process requires Microsoft Excel.

3. In the "Manage Portfolio" section, click the link to "Upload and/or update multiple properties".

Properties (3)	Dashboard				S	earch b	y ID or Name	
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Refresh to see Source EUI Trend	View All Properties (3)	♥ En	ergy Highlights		*	Refre	sh Metrics	
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2013 2015 2017 2019 2021 2023	Your Third Building Here ########							
Manage Portfolio	First	Previous Pag	ge 1 of 1 Next	Last 1	10 🗸		View 1 - 1	of
JUP Transfer ownership of a property that you manage to another Portfolio Manager user								
Upload and/or update multiple properties at once using an Excel spreadsheet if you are a pro. This can								
use details, create meters and add meter consumption data.								
Download your entire portfolio to Excel								

# 4. Under the "Edit and Manage Information" section, click "Create an Upload Template".

unave a lot or proper ually or adding bills n	tes to create or a lot or bins to add, you may find it easier to upload them using a tanually. Learn more below	a phearpaneer lander analy <u>sutering each broken</u> y.
<ul> <li>Vhat do you wa</li> <li>Add new propen the box below</li> <li>Edit/Upload my over the propension of the propens</li></ul>	Int to upload? tes to my account - To get started, fill in this spreadsheet and upload it in existing properties - To do this, you will need to tell us which properties te so we can create a custom template. Once you fill in this custom upload it in the box below.	Add Properties You can create new properties in Portfolio Manager, by filling in this spreadsheet, which requires basic property information, including name, address, gross floor area. Property IDs, and Federal Information (if applicable).
Jpload Spreads Vhen you are ready to rocessing time could Type of Upload Upload Template	heets b upload your completed template (either standard or custom), enter it here be affected by file size.  Please select type Choose File No file chosen Upload Select "Browse" to locate the file on your computer and then select "Upload."	Edit and Manage Information Once your properties are in Portfolio Manager, you can edit and update them using a template customized based on what you want to do. For example, you may want to upload energy bill data for multiple properties or update use information

## 5. Select "Edit Basic Property Information for Existing Properties (such as name and address)"

ou want to add property use or meter information for multiple properties, you can do this by using an Exc. at you are trying to upload to Portfolio Manager so we can create a spreadsheet template for you to use.	al spreadsheet. First tell us some information about Then simply fill it in with your information and upload it
Select the Task You are Performing	7 Warning - Don't Change Columns!
Add Meters to Existing Properties	In order for your unload to work you cannot Add. Delet
Add Bills to Existing Meters (i.e., meter consumption information)	or Re-Order columns in the custom spreadsheet. We
Update Use Details for Existing Properties (e.g. Weekly Hours of Operation, Number of Workers, etc.)	create the template based on your data, and we need specific format in order for your upload to succeed.
Edit Basic Property Information for Existing Properties (such as name and address)	
	Creating New Properties?
Select Properties to Include	If you need to add new properties, you do not need to
Properties Select Properties	create a custom upload template. You can add new
Selected Items: 0	Template
	**************

6. Click "Select Properties".



#### 7. Select the properties you want to add Detroit Building IDs to.

		(
Name 🔺	Property Type\$	State/Province\$
Your First Building Here	Property Type A	MI
Your Second Building Here	Property Type B	MI
Your Third Building Here	Property Type C	MI

#### 8. Click on Apply Selection.



### 9. Download the Excel template.

If you want to ad what you are try	Id property use or ing to upload to P	meter information t ortfolio Manager so	or multiple properties, you can do this by we can create a spreadsheet template f	by using an Excel spreadsheet. First tell us some information about for you to use. Then simply fill it in with your information and uploa
<ol> <li>Select</li> </ol>	the Task You	are Performi	ng	Warning - Don't Change Columns
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2 Select	Properties to	) Include	roperaes (such as name and address)	Creating New Properties?
Properties	Select P	roperties	Selected Items 3	create a custom upload template. You can add new properties <u>manually</u> or by using the <u>Add Property Ex</u> <u>Template</u> .
		G	reate & Download Templat	anse

## 10. Open the spreadsheet. Enable Editing.

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#### 11. Navigate to the "Property IDs" sheet.

#### 12. Select "Detroit Building ID" in the drop down for "Standard ID -City/Town Name (Required to add a City/Town ID)"

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13. Input the Detroit building IDs for each of the properties that you selected from the Detroit Benchmarking Building ID Lookup Tool.

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#### 14. Save that spreadsheet.





15. Go back to the Energy Star Portfolio Manager and select "Edit Basic Property Information for Existing Properties" from the "Type of Upload" dropdown.



16. Click "Choose File" Choose the excel file you just saved. Upload the spreadsheet to Energy Star Portfolio Manager.



17. The portfolio manager should now show that your upload was successful. Once it does, the building IDs should be associated with your building profiles.