

# 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.

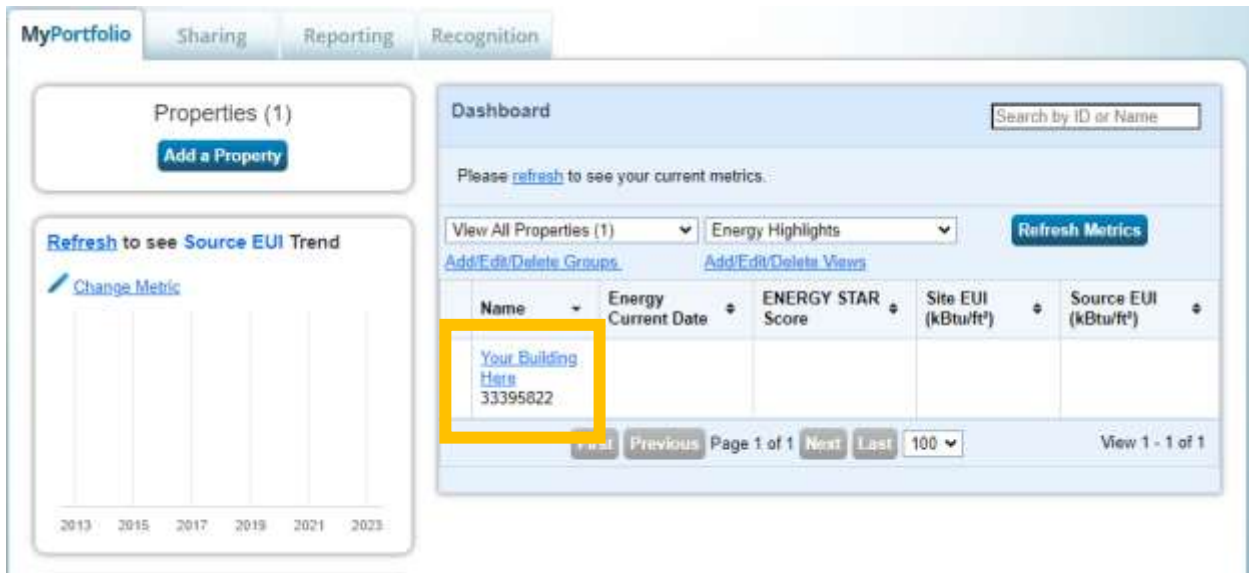


## 2. Determine what you would like to do:

- 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:

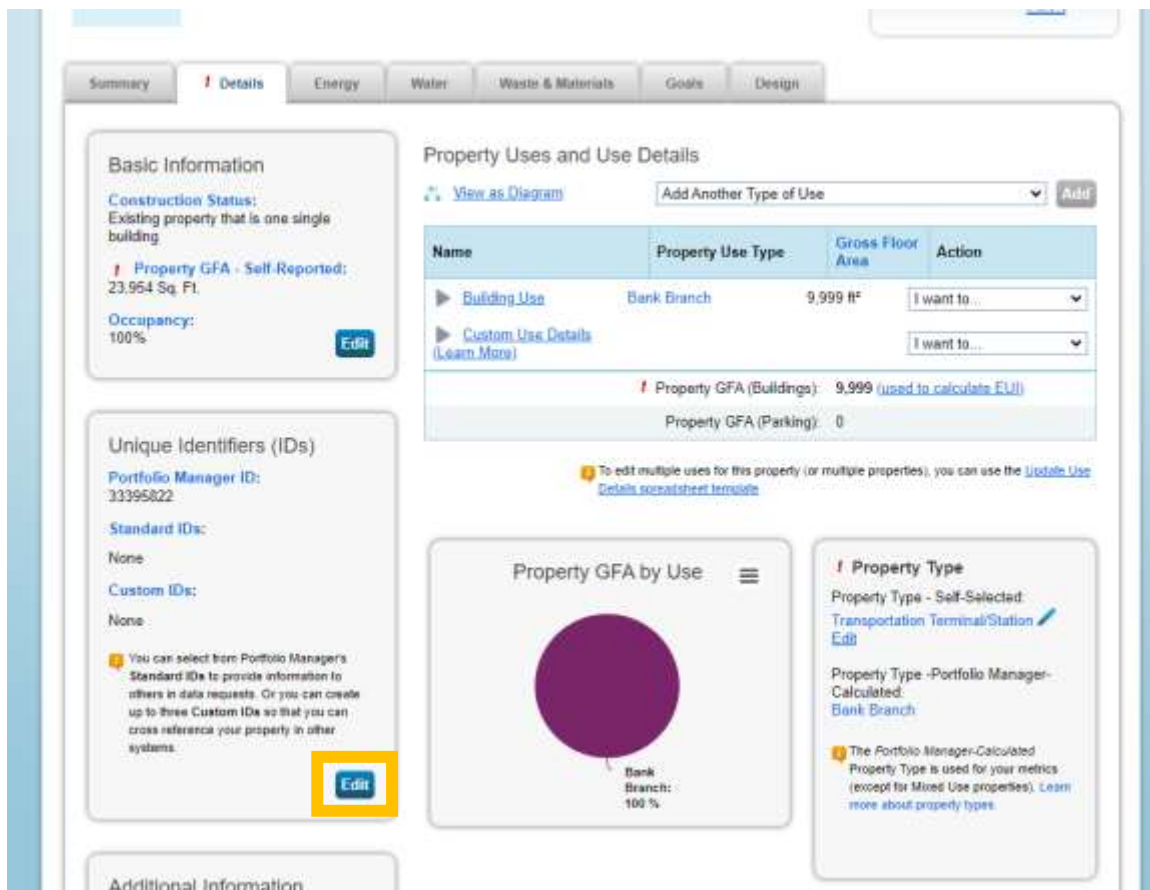
## 3. Select the building you want to add the Detroit Building ID to.



#### 4. Navigate to “Details” tab.



#### 5. Scroll to the “Unique Identifiers (IDs)” section and press “Edit”.



**6. Select “Detroit Building ID” from the “Standard ID - City/Town:” dropdown.**

Standard IDs

Standard IDs are typically used in data collection, including by most state and local governments with benchmarking laws. If your property is covered by a benchmarking law, you probably need to fill this in. See [this FAQ](#) if you need help finding your Standard ID.

Standard ID - City/Town:

ID:

ID:

ID:

ID:

ID:

[Add Another](#)

CUSTOM IDS

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

Standard IDs

Standard IDs are typically used in data collection, including by most state and local governments with benchmarking laws. If your property is covered by a benchmarking law, you probably need to fill this in. See [this FAQ](#) if you need help finding your Standard ID.

Standard ID - City/Town:

ID:

Standard ID - County/District:

ID:

## 8. Press "Save" at the bottom of the page.

Standard IDs are typically used in data collection, including by most state and local governments with benchmarking laws. If your property is covered by a benchmarking law, you probably need to fill this in. See [this FAQ](#) if you need help finding your Standard ID.

### Standard ID - City/Town:

Detroit Building ID  ID:

### Standard ID - County/District:

ID:

### Standard ID - State/Province:

ID:

### Standard ID - Other:

ID:

[+ Add Another](#)

The list of EPA, State and local government benchmarking laws provides d



### Custom IDs

You can add up to three custom IDs as long as they have different names. Only people who have access to this property data will be able to see these custom IDs.

#### Custom ID 1:

Name:  ID:

#### Custom ID 2:

Name:  ID:

#### Custom ID 3:

Name:  ID:



The Custom ID you wish. Internal Manager F internal tra organizati reference i people wh data will be IDs.

**Save**

[Cancel](#)

**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”.

The screenshot displays the MyPortfolio interface. On the left, the 'Manage Portfolio' section contains three links: '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 be used to create new properties, add use details, create meters and add meter consumption data.', and 'Download your entire portfolio to Excel or create a custom download.' The second link is highlighted with a yellow box. The main dashboard area shows a table with three columns: 'Name', 'Energy Current Date', and 'ENERGY STAR Score'. The table lists three buildings: 'Your First Building Here', 'Your Second Building Here', and 'Your Third Building Here'. The 'Energy Current Date' and 'ENERGY STAR Score' columns are empty. The 'Name' column contains links to edit each building. The dashboard also includes a search bar, a 'Refresh Metrics' button, and a table with columns for 'Site EUI (kBtu/ft²)' and 'Source EUI (kBtu/ft²)'. The table is currently empty.

Name	Energy Current Date	ENERGY STAR Score	Site EUI (kBtu/ft <sup>2</sup> )	Source EUI (kBtu/ft <sup>2</sup> )
<a href="#">Your First Building Here</a> #####				
<a href="#">Your Second Building Here</a> #####				
<a href="#">Your Third Building Here</a> #####				

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

### Upload and/or Update Multiple Properties

If you have a lot of properties to create or a lot of bills to add, you may find it easier to upload them using a spreadsheet rather than [entering each property manually](#) or adding bills manually. [Learn more below.](#)

#### What do you want to upload?

- **Add new properties to my account** - To get started, fill in [this spreadsheet](#) and upload it in the box below.
- **Edit/Upload my existing properties** - To do this, you will need to tell us which properties you want to update so we can [create a custom template](#). Once you fill in this custom template, you will 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).

[Add Properties Template](#)


#### Upload Spreadsheets

When you are ready to upload your completed template (either standard or custom), enter it here. Processing time could be affected by file size.

Type of Upload:

Upload Template:  No file chosen

Select "Browse" to locate the file on your computer and then select "Upload."

 This is a powerful feature. There is no "Undo." Be careful!

#### 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.

[Create an Upload Template](#)

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

### Create a Custom Upload Template

If you want to add property use or meter information for multiple properties, you can do this by using an Excel spreadsheet. First tell us some information about what you are trying to upload to Portfolio Manager so we can create a spreadsheet template for you to use. Then simply fill it in with your information and upload it!

#### 1 Select the Task You are Performing

- Add Meters to Existing Properties
- Add Bills to Existing Meters (i.e., meter consumption information)
- Update [Use Details](#) for Existing Properties (e.g. Weekly Hours of Operation, Number of Workers, etc.)
- Edit Basic Property Information for Existing Properties (such as name and address)**

#### 2 Select Properties to Include

Properties:  Selected Items: 0

[Cancel](#)

#### Warning - Don't Change Columns!

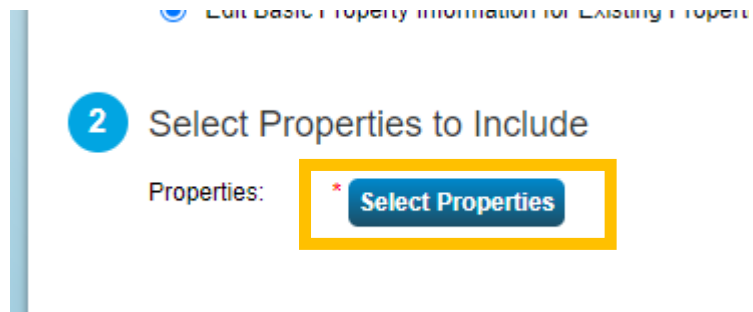
In order for your upload to work you cannot Add, Delete or Re-Order columns in the custom spreadsheet. We create the template based on your data, and we need a specific format in order for your upload to succeed.

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#### Creating New Properties?

If you need to add new properties, you do not need to create a custom upload template. You can add new properties [manually](#) or by using the [Add Property Excel Template](#).

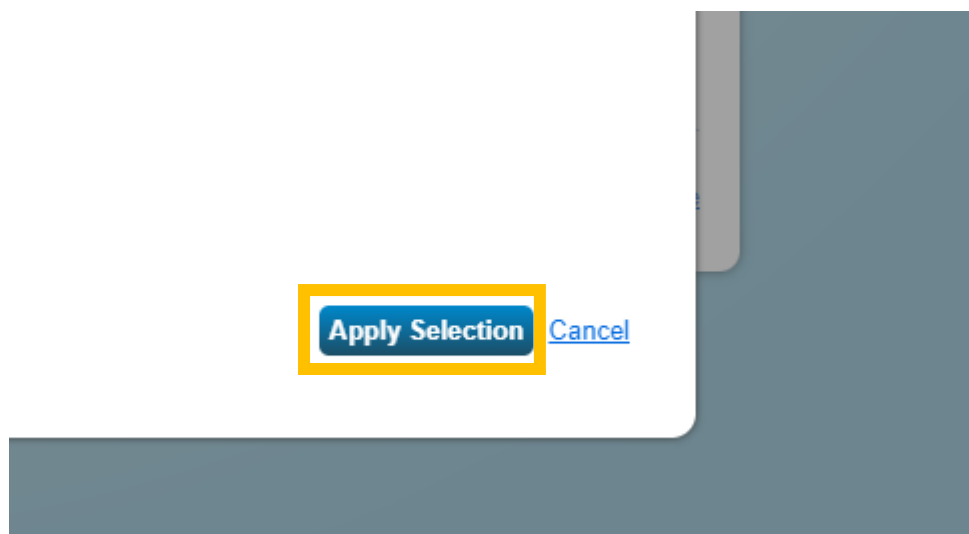
6. Click "Select Properties".



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

<input type="checkbox"/>	Name	Property Type	State/Province
<input checked="" type="checkbox"/>	<a href="#">Your First Building Here</a>	Property Type A	MI
<input checked="" type="checkbox"/>	<a href="#">Your Second Building Here</a>	Property Type B	MI
<input checked="" type="checkbox"/>	<a href="#">Your Third Building Here</a>	Property Type C	MI

8. Click on Apply Selection.





## 9. Download the Excel template.

The screenshot shows a web interface for creating a custom upload template. At the top, there are navigation tabs: MyPortfolio, Sharing, Reporting, and Recognition. The main heading is "Create a Custom Upload Template". Below this, there is a paragraph explaining the process: "If you want to add property use or meter information for multiple properties, you can do this by using an Excel spreadsheet. First tell us some information about what you are trying to upload to Portfolio Manager so we can create a spreadsheet template for you to use. Then simply fill it in with your information and upload it!"

Step 1: Select the Task You are Performing. There are four radio button options:

- Add Meters to Existing Properties
- Add Bills to Existing Meters (i.e., meter consumption information)
- Update [Use Details](#) for Existing Properties (e.g. Weekly Hours of Operation, Number of Workers, etc.)
- Edit Basic Property Information for Existing Properties (such as name and address)** (selected)

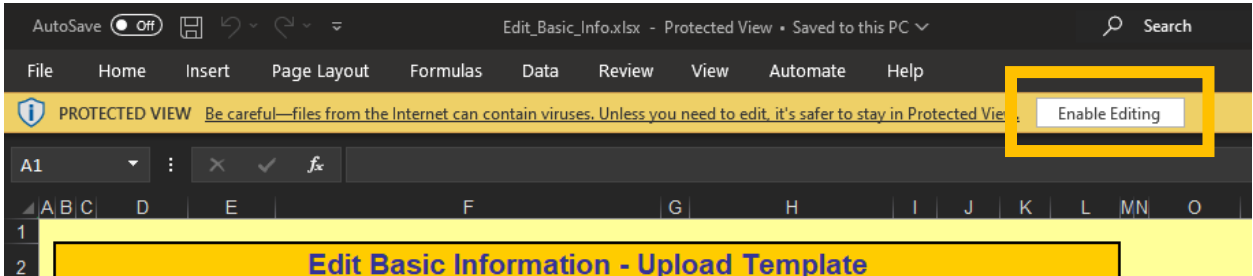
Step 2: Select Properties to Include. There is a "Properties:" label and a "Select Properties" button. Below it, it says "Selected Items: 3". A "Create & Download Template" button is highlighted with a yellow box.

Warning - Don't Change Columns! In order for your upload to work you cannot Add, Delete or Re-Order columns in the custom spreadsheet. We create the template based on your data, and we need a specific format in order for your upload to succeed.

Creating New Properties? If you need to add new properties, you do not need to create a custom upload template. You can add new properties [manually](#) or by using the [Add Property Excel Template](#).

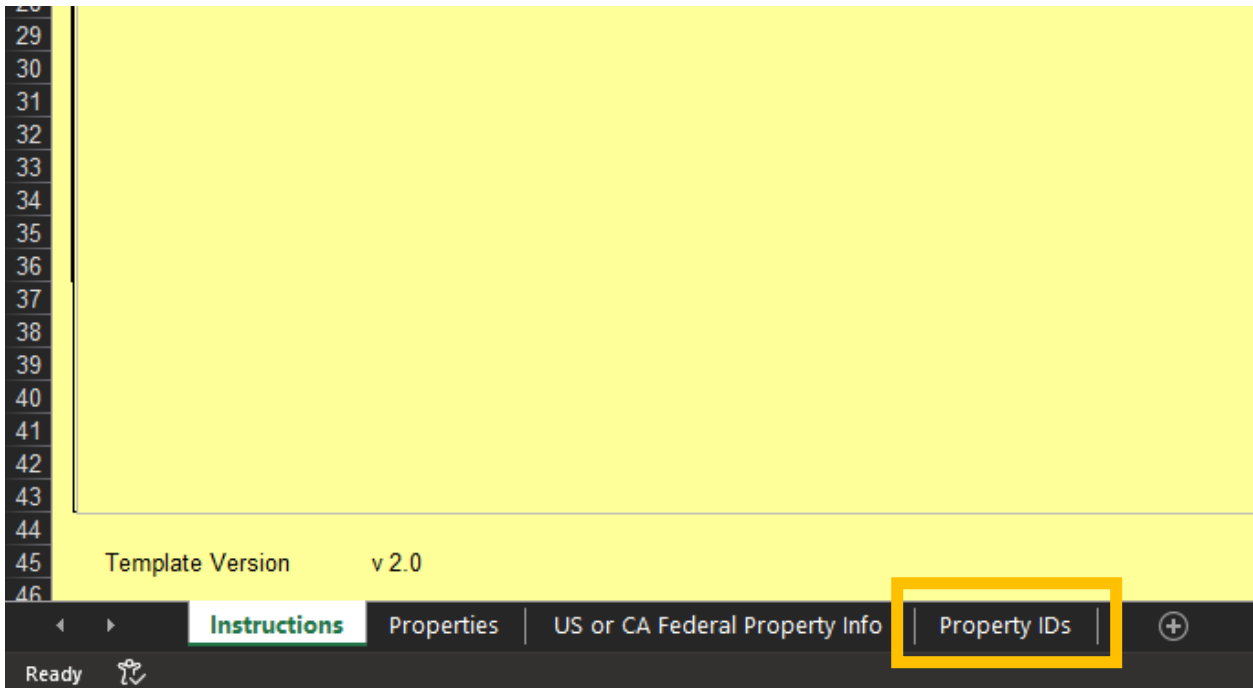
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## 10. Open the spreadsheet. Enable Editing.

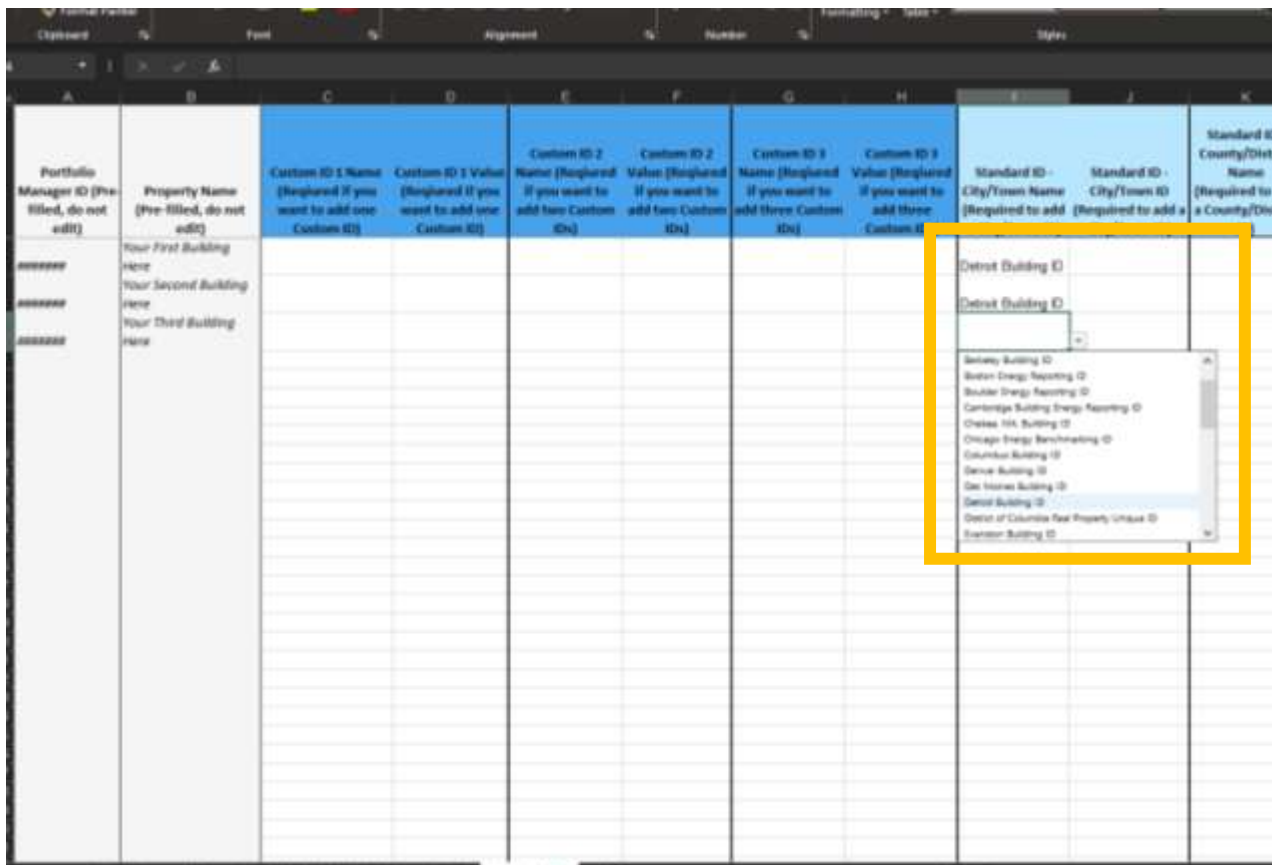




11. Navigate to the “Property IDs” sheet.

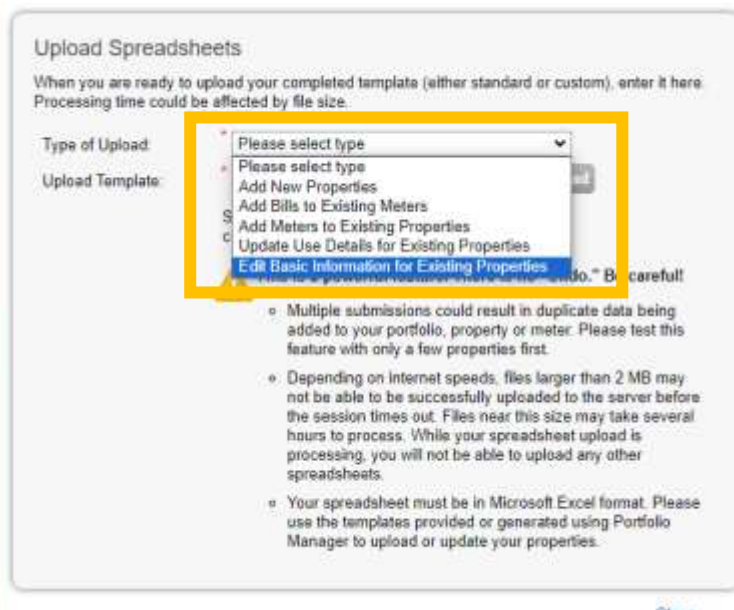


12. Select “Detroit Building ID” in the drop down for “Standard ID - City/Town Name (Required to add a City/Town ID)”

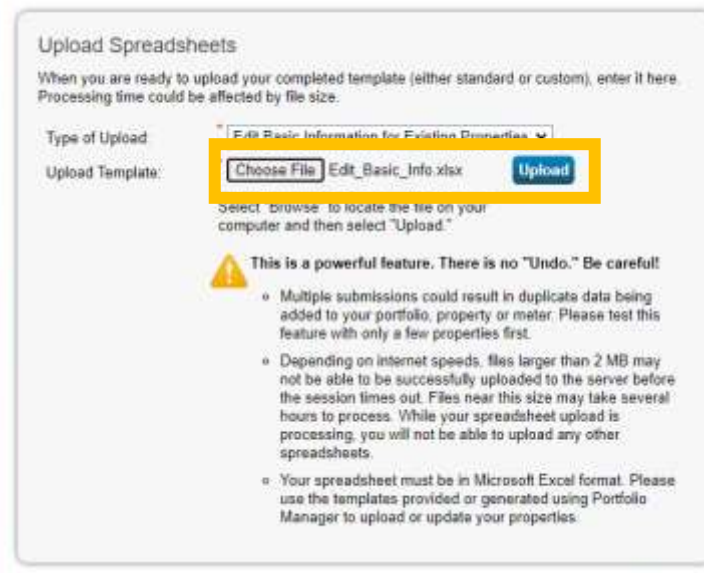




15. Go back to the Energy Star Portfolio Manager and select “Edit Basic Property Information for Existing Properties” from the “Type of Upload” dropdown.



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.