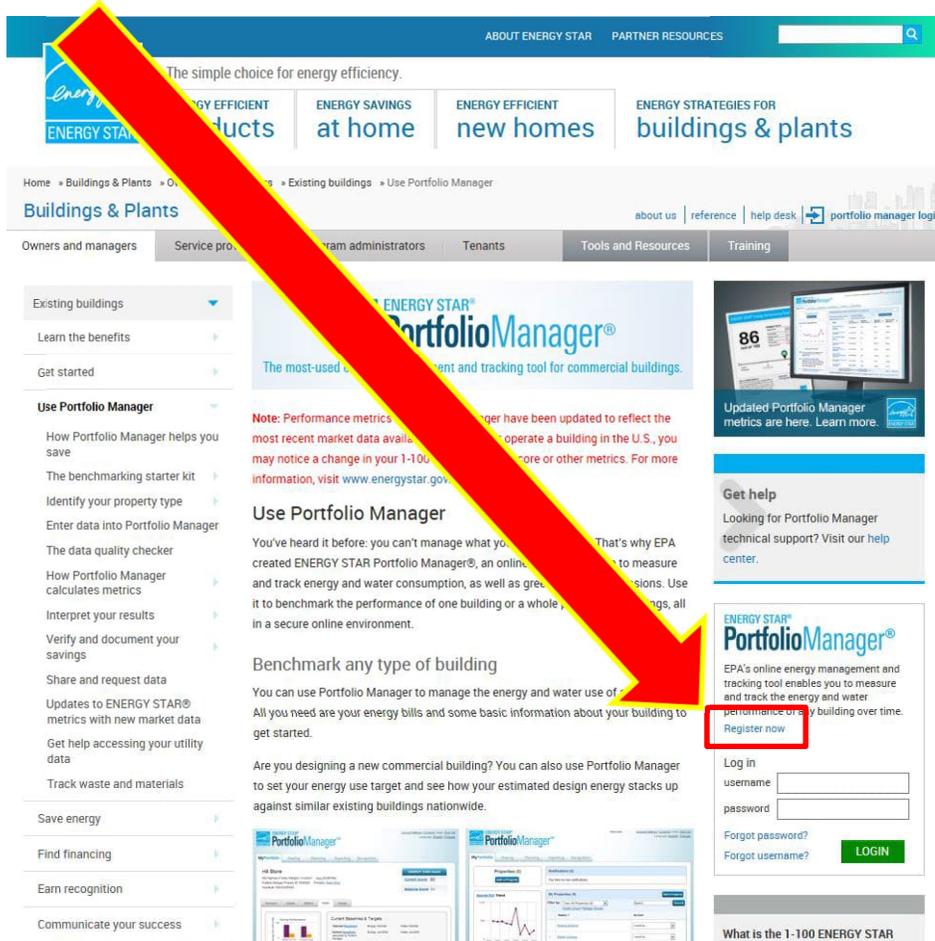
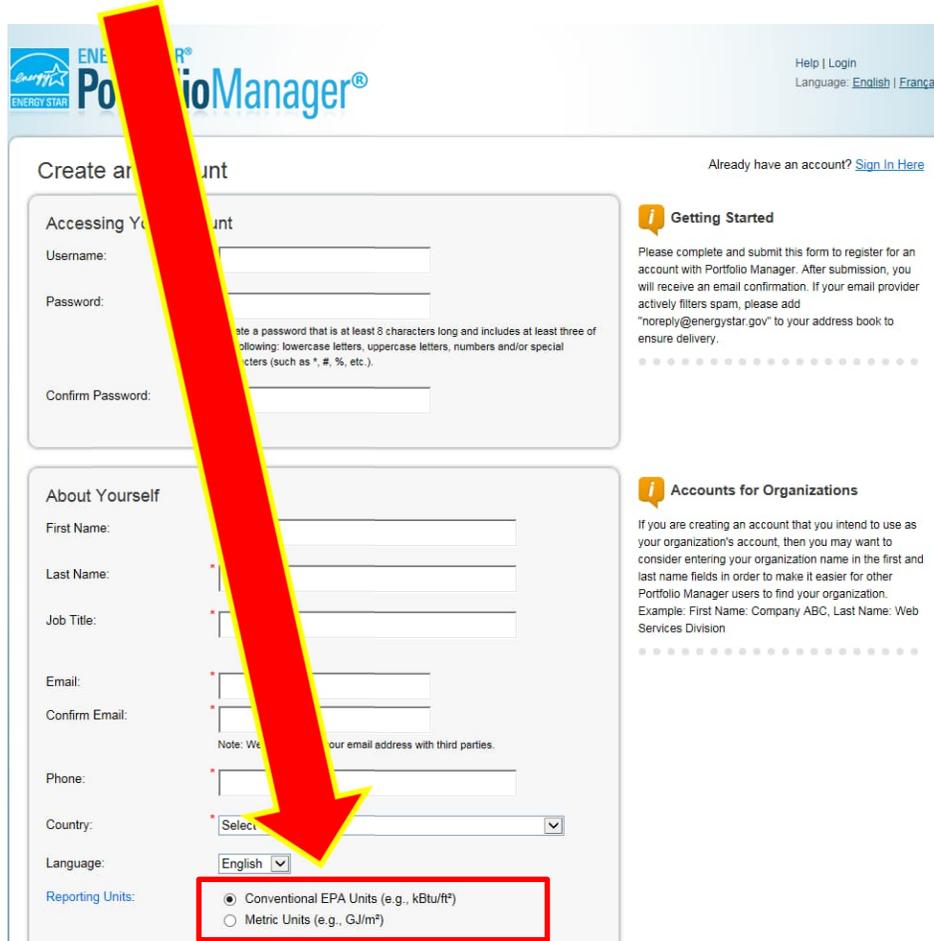


- Go to the Portfolio Manager Log In Page at <https://portfoliomanager.energystar.gov/> and click Register Now.



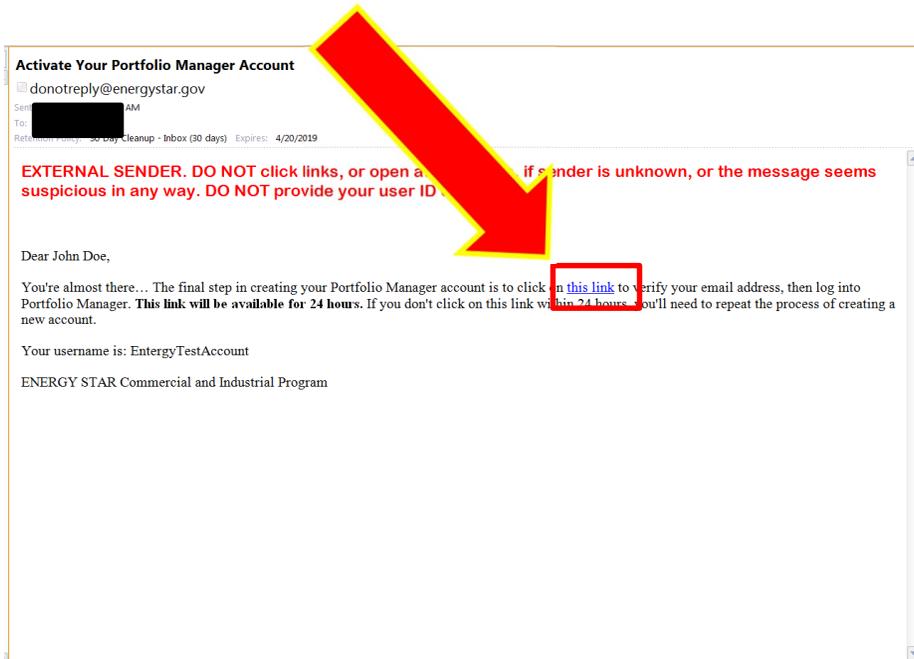
- Fill In the appropriate fields with your information. Ensure that "Reporting Units" is set to "Conventional EPA Units".



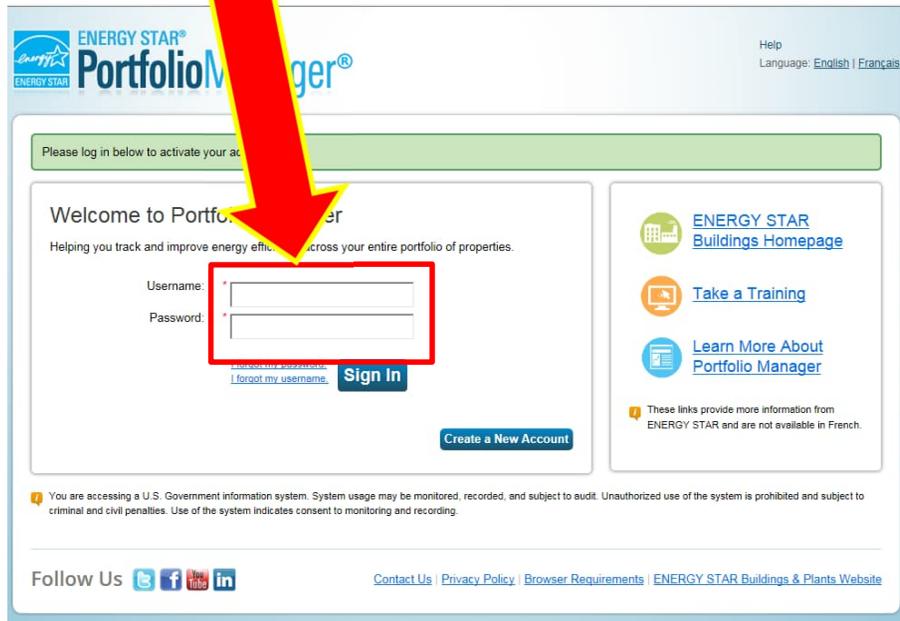
- Ensure that "Searchability in Portfolio Manager" is set to "Yes", then click "Create My Account".

The screenshot shows a multi-step registration form. The 'Searchability in Portfolio Manager' section is highlighted with a red box and a red arrow pointing to it. The 'Create My Account' button at the bottom is also highlighted with a red box and a red arrow pointing to it. Other sections include 'Reporting Units', 'About Your Organization', and 'Confirm Your Identity'.

- You will receive an email from Portfolio Manager with a link to activate your account and your username. Click that link to activate your account.



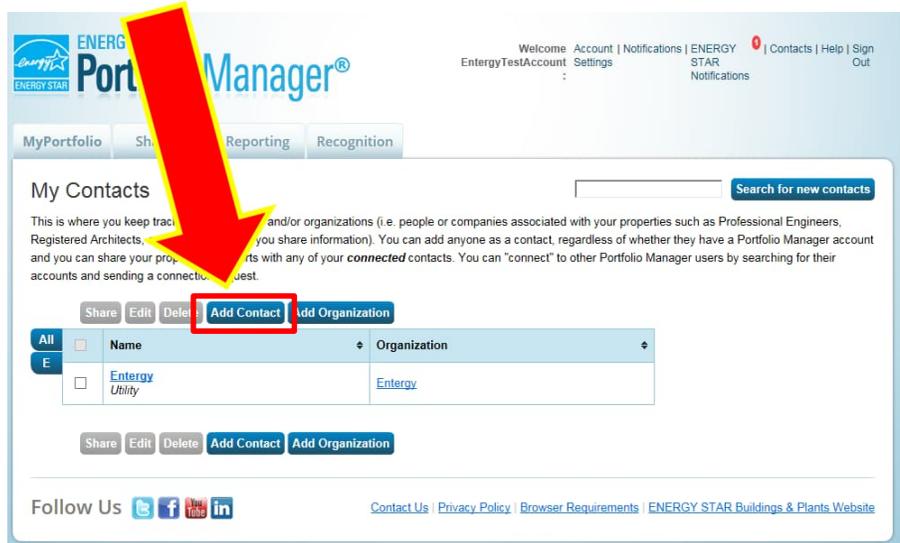
- Enter your username and password to Sign In to Portfolio Manager.



- Select "Contacts".



- Select "Add Contact".



- In the "Username" field, type "NOLAGreenBuildings" and click "Search".

ENERGY STAR® Portfolio Manager®

Welcome Account | Notifications | EnergyTestAccount Settings | 0 | Contacts | Help | Sign Out

MyPortfolio | Sharing | Reporting | Recognition

Add Contact

There are two ways to add a contact. First, search for a contact to see if the contact you would like to add has a Portfolio Manager account. If you find the person, send a Connection Request, and when they accept the request, they will be added to your Contacts. Second, if the contact you would like to add does not have a Portfolio Manager account, then you can create an entry for their personal contacts.

Find Contact in Portfolio Manager
Search using any of the criteria below.

Name:

Organization:

Username:

Email:

Adding New Contacts
If you think your contact already has an account in Portfolio Manager, search for them. If you find the person, send a Connection Request, and if they accept, they will be added to your Contacts. You can easily [share your property](#) information with your contacts.

Connecting with Other Users
If the contact you want to add does not have a Portfolio Manager account, you can still add them as your personal contact.

Keeping Personal Contacts
Portfolio Manager requires that you select an organization from your Contacts Book for each contact. If the organization you are looking for is not here, you must first [add the new organization](#). After you add the organization it will show up as an option for "Organization".

Organizing Personal Contacts by Organization

Add New Contact

First Name:

Last Name:

Job Title:

Organization: [Add New Organization](#)

Country:

Street Address:

- "Derek Mills, Demand Side Manager with Entergy" should appear. Click "Connect". This will send a connection request to Entergy.

ENERGY STAR® Portfolio Manager®

Welcome Account | Notifications | EnergyTestAccount Settings | ENERGY STAR Notifications | 0 | Contacts | Sign Out

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Search Results

The results of your search are listed below. Clicking "Connect" will send a request to the person asking them to confirm your request to add them to your address book. If they do not accept, or have not accepted yet, you will see them as an unconnected contact in your address book. Connecting with contacts will make it easier to share property information within Portfolio Manager.

Your Search Criteria

Name:

Organization:

Username:

Email Address:

Derek Mills
Demand Side Manager with Entergy

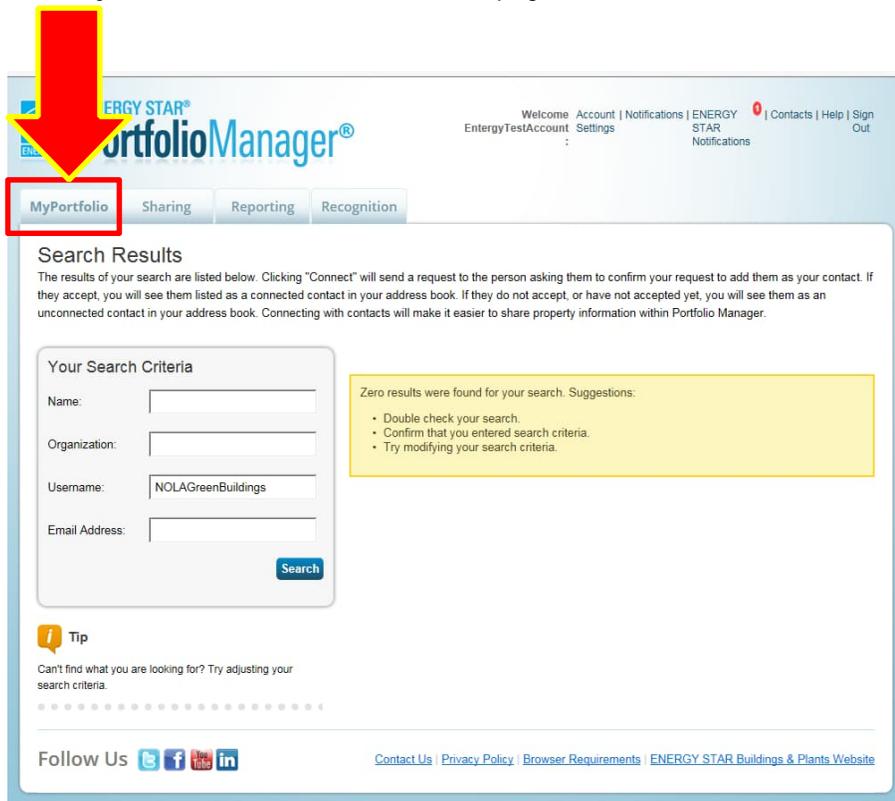
Page 1 of 1

Tip
Can't find what you are looking for? Try adjusting your search criteria.

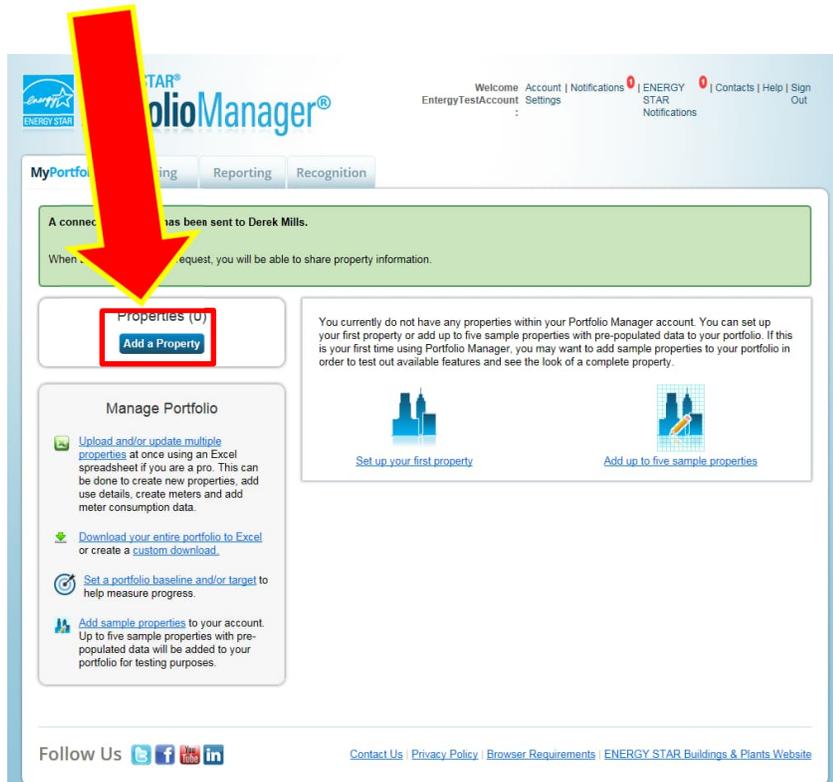
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[Contact Us](#) | [Privacy Policy](#) | [Browser Requirements](#) | [ENERGY STAR Buildings & Plants Website](#)

- Click on "My Portfolio" to return to the main page.



- Select "Add Property" to begin adding building info to your portfolio.



- Select the best property type for the building you are adding. Ensure that the Construction Status is set to “Existing” and click “Get Started”.

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 12 school with a pool, to a large medical center. No matter what kind of property you're adding, you'll need to start monitoring your energy usage and pursue recognition!

Your Property Type

What is the primary use of the property? 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.
 Pending: My property is under construction and 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.

Get Started! [Cancel](#)

- Fill the boxes with the appropriate information about your property and click “Continue”. For the “Name” field, please use the name provided by Entergy in the application approval email.

Set Up a Property: Basic Property Information

Tell us a little bit more about your property, including a name. We 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: Sq. Ft. Temporary Value

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

Irrigated Area: Sq. Ft.

Occupancy: %

Property Photo (optional):

Select an image file on your computer with the format type of .jpg, .jpeg, .png or .gif; photos will be resized to fit a space of 2.78 inches wide x 2 inches tall.

Continue

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.

Tip
The property photo that you upload here can be used on the [Registry of ENERGY STAR Qualified Buildings](#) if you submit the photo with your application for ENERGY STAR certification. Once a photo has been approved with an application, it cannot be changed until the next time that the property receives ENERGY STAR certification.

- Fill out the details for your building's use. Items with a star are required to generate and Energy Star score. Click "Add Property" when finished.

Set up a Property: How is it used?

Based on what you've told us so far, Portfolio Manager has set up your property. Fill in the tables below to provide additional information on how your property is used.

Basic Information

Name: 1315 Marigny Country:
 Property Type: Multifamily Housing Address: St LA 70116
 Year Built: 1970
 Property consists of: 1 building

Building Use

Multifamily Housing refers to residential properties that contain two or more residential living units. These properties include low-rise buildings (1-4 stories), mid-rise buildings (5-9 stories), or high-rise buildings (10+ stories). Occupants of these buildings may include tenants, property managers, or individual owners.

Eligibility for an ENERGY STAR score and certification for Multifamily properties:

- 2 units or more per building
- 20 units or more per property/campus
- Greater than 75% occupancy
- Communities of single-family homes are not eligible. If your property is a mix of multifamily and single-family homes, the property would still be eligible as long as the single-family homes are less than 25% of the total GFA.

Gross Floor Area (GFA) should include all buildings that are part of the multifamily property, including offices or other buildings that may not contain living units. Gross Floor Area should include all fully-enclosed space within the outside walls of the building(s) including living space in each unit (including occupied and unoccupied units), interior common areas (e.g. lobbies, corridors, common rooms, common kitchens, fitness rooms, indoor pools), hallways, stairwells, elevator shafts, connecting corridors between buildings, storage areas, mechanical space such as a boiler room. Open air stairwells, breezeways, and other similar areas that are not fully-enclosed should not be included in the GFA.

Property Use Detail	Value	Current As Of	Temporary Metric
★ Gross Floor Area	2,650 Sq. Ft.	1/1/1970	<input type="checkbox"/>
★ Total Number of Residential Living Units		1/1/1970	<input type="checkbox"/>

- Click the "Energy Star Portfolio Manager" header to return to the main page.

ENERGY STAR Portfolio Manager

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.

1315 Marigny

1315 Marigny St, New Orleans, LA 70116 | Map It
 Portfolio Manager Property ID: 6752537
 Year Built: 1970

Not eligible to apply for ENERGY STAR Certification
 Weather-Normalized Source EUI (kBtu/ft²)
 Current EUI: N/A
 Baseline EUI: N/A

Summary | Details | Energy | Water | Waste & Materials | Goals | Design

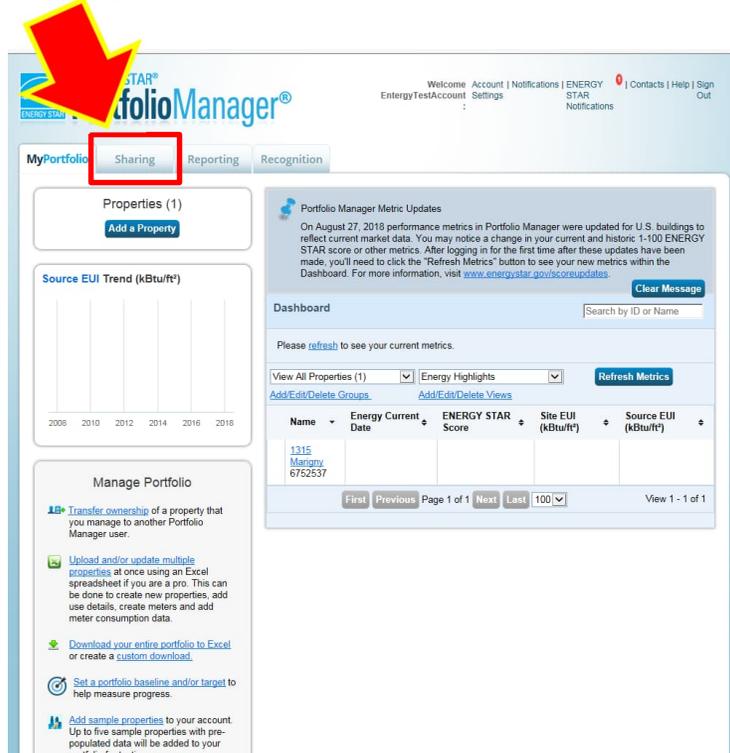
Source EUI Trend (kBtu/ft²)

Total GHG Emissions Trend (Metric Tons CO₂e)

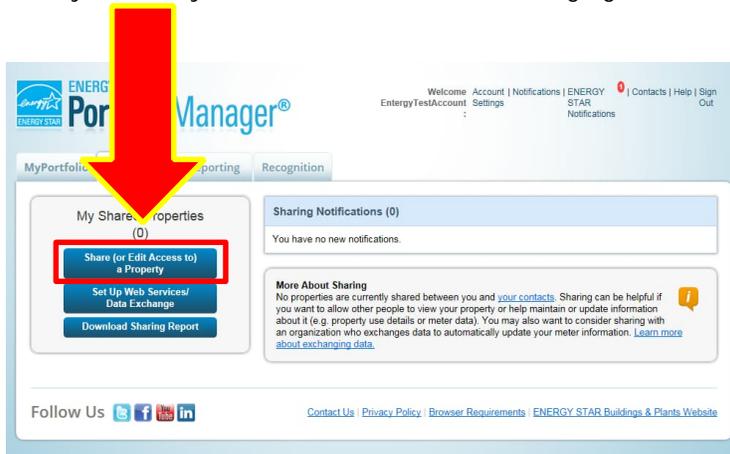
Metrics Summary

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 Intensity (kgCO ₂ e/ft ²)	Not Available	Not Available	N/A
Water Use (All Water Sources) (gpi)	Not Available	Not Available	N/A
Total Waste (Disposed and Diverted) (Tons)	Not Available	Not Available	N/A

- Once you have received a notification that Derek Mills has accepted your Connection Request, select the "Sharing" tab.



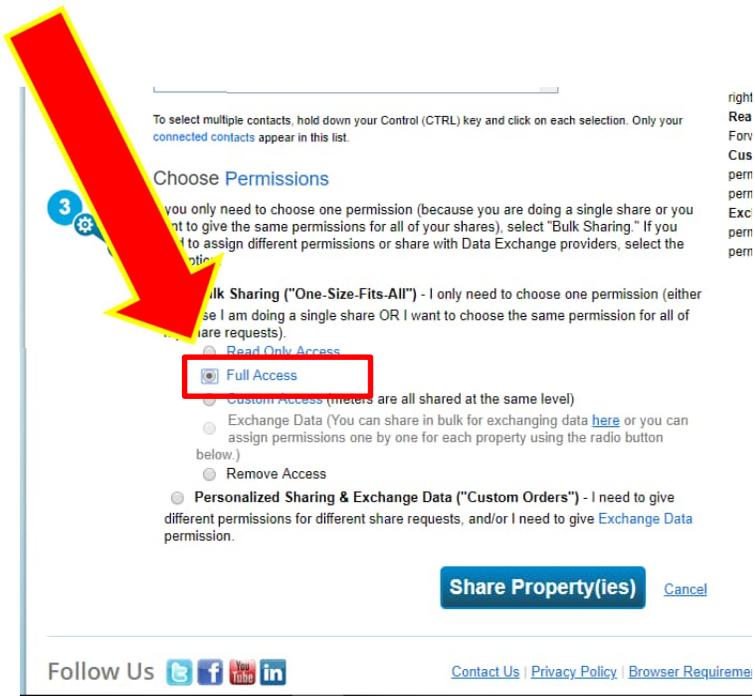
- Select "Share with your Utility or Service Provider for exchanging data."



- Select the property for which you want Entergy to provide meter data, select Derek Mills (NOLAGreenBuildings) as the person to share with, and select "Bulk Sharing".



- Select "Full Access".



- Select "Share Property(ies)".



- That's it! Your request for meter data will be sent to Entergy and the data will be uploaded in a matter of days. If you have any issues, please contact the Energy Smart team at EnergySmart@entergy.com.