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



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

PO PO	oManager [®]	Help Login Language: <u>English Frar</u>
Create ar	unt	Already have an account? Sign In Here
Accessing Yo	unt	Getting Started Please complete and submit this form to register for an
Password:	ste a password that is at least 8 characters long and includes at least three of ollowing: lowercase letters, uppercase letters, numbers and/or special characters (charact = # 5 characters)	account with Portaion Vanager. Atter submission, you will receive an email confinitation. If your email provider actively filters spam, please add "noreply@energystar.gov" to your address book to ensure delivery.
Confirm Password:	Ciefs (Sociel do ", #, 79, 600.).	
About Yourself First Name:		Accounts for Organizations If you are creating an account that you intend to use as
Last Name:		your organization's account, then you may want to consider entering your organization name in the first an last name fields in order to make it easier for other Portfolio Manager users to find your organization. Example: First Name: Company ABC, Last Name: Wet
Email:		Services Division
Confirm Email:	Note: We our email address with third parties.	
Phone:		
Country:	* Select	
Language:		
Reporting Units:	 Conventional EPA Units (e.g., kBtu/ft²) Metric Units (e.g., GJ/m²) 	

reporting onits	I EPA Units (e.g., kBtu/ft²) (e.g., GJ/m²)		
Street Address:			
City/Municipality:			
State/Province:	* · V		
Postal Code:			
About Your Organiz		Primary F r Service	
Organization Name:		If you have more imary business,"	just pick
		category for the information,	like
of Your Organization:	t Primary Business or Service	square foo' anter for each of your uses.	property
Is your organization ENERGY STAR Parti	.0 .0		
Secrebability in Portfr		necting with Others in Po	rtfolio
Can other people	Yes	anager	Manager
Call Uniel Deople	0.1	ly share information. Your account mus	
search for you and send	⊖ No	chable in order for others to send you a co	nnection
search for you and send you a connection request?	⊖ No	chable in order for others to send you a course.	nnection
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search for you and send you a connection request? Confirm Your Identity Please confirm that you are a human	No I'm not a robot	chable in order for others to send you a course.	.be innection
search for you and send you a connection request? Confirm Your Identity Please confirm that you are a human	No I'm not a robot	chable in order for others to send you a course	.pe innection

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

• 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.

Activate Your Portfolio Manager Account	
donotreply@energystar.gov	
Sen AM	
To: Beta-must leanun - Inbny (30 days) - Ernics: 4/20/2019	
EXTERNAL SENDER. DO NOT click links, or open a suspicious in any way. DO NOT provide your user ID	
Dear John Doe,	
You're almost there The final step in creating your Portfolio Manager account is to click n this link to verify your email address, then log into Portfolio Manager. This link will be available for 24 hours. If you don't click on this link will be 24 hours of ou'll need to repeat the process of creating a new account.	
Your username is: EntergyTestAccount	
ENERGY STAR Commercial and Industrial Program	
	-

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

ENERGY STAR® PortfolioN ger®	Help Language: <u>English Français</u>
Please log in below to activate your ac Welcome to Portfo. Helping you track and improve energy efficer cross your entire portfolio of properties. Username: Password:	ENERGY STAR Buildings Homepage International States
I broot my username. Sign In Create a New Account You are accessing a U.S. Government information system. System usage may be monitored, recorded, and subject to audit. criminal and civil penalties. Use of the system indicates consent to monitoring and recording.	Oritorio Trainogor These links provide more information from ENERGY STAR and are not available in French. Unauthorized use of the system is prohibited and subject to
Follow Us 📵 😭 🛗 in Contact Us Privacy Policy Browser Requi	rements ENERGY STAR Buildings & Plants Website

• Select "Contacts".

PORTIOIIOIVIANAG	Recognition	_
ohn: our account has been created. Here is how to get • Set up your first building. If you have any quest • Learn about using Portfolio Manager and abou	started. ions or run into trouble, please check out our suppo ENERGY STAR recognition	ort pages or contact our help desk for assistance.
Properties (0) Add a Property	You currently do not have any properties with your first property or add up to five sample pr is your first time using Portfolio Manager, you order to test out available features and see th	in your Portfolio Manager account. You can set up operties with pre-populated data to your portfolio. If this may want to add sample properties to your portfolio in e look of a complete property.
Manage Portfolio Upload and/or update multiple properties at once using an Excel properties at once using an Excel properties, and once of the excel weeter consumption data. Dewnload your entire portfolio to Excel	Set up your first property	Add up to five sample properties
or create a custom download. Set a portfolio baseline and/or target to help measure progress. Add sample properties to your account. Up to five sample properties with pre- populated data will be added to your portfolio for testing purposes.		

• Select "Add Contact".

ENERG Port	lanager®	Welcome EntergyTestAccount :	Account Notifications ENERGY STAR Out Notifications
MyPortfolio Sh	Reporting Recogni	tion	
My Contacts This is where you keep track Registered Architects, and you can share your pro- accounts and sending a connectu.	and/or organization you share information its with any of your con uest.	s (i.e. people or companies associated +). You can add anyone as a contact, reg nected contacts. You can "connect" to r tion	Search for new contacts with your properties such as Professional Engineers, gardless of whether they have a Portfolio Manager account other Portfolio Manager users by searching for their
All Name	\$	Organization	÷
Utility		Entergy	
Share Edit Delete A	dd Contact Add Organiza	tion	
Follow Us 🕒 🚹 🛗	a	Contact Us Privacy Policy Browser F	Requirements ENERGY STAR Buildings & Plants Website

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

ENERGY STAR® PortfolioN	Welcome Acc EntergyTestAccount Set	ount Notificatio
Portfolio Sharing R dd Contact ere are two ways to add a contact. First, c nnaetion Request, and when they accept i nager account, then you can create an ent	Recognition to see if the contact you would like to add has a Po hey will be added to your Contacts. Second, if the of personal contacts.	rtfr uld like to add does not have a Portfolio
Find Contact in Portfolio Manage Search using any of the criteria below. Name: Organization: Username: Email:	Search : ancel	Connecting with Other Users think your contact already has an account in doin Manager, search for them. If you find the rison, send a Connection Request, and if they accept year your property information with your contacts. () () () () () () () () () (
Add New Contact First Name: Last Name: Job Title: Organization: Select Organ	zation V Add New Organization	Crganization 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".

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

	r star® tfolio	Manag	er®	Welcome Account Notifications ENERGY EntergyTestAccount Settings STAR : Notifications
MyPortfolio	Sharing	Reporting	Recognition	
Search Re The results of your they accept, you wi unconnected conta	esults search are liste ill see them liste ct in your addre	d below. Clicking " d as a connected ss book. Connecti	Connect" will send contact in your add ng with contacts wi	d a request to the person asking them to confirm your request to add them active the dress book. If they do not accept, or have not accepted yet, you will see to all make it easier to share property information within Portfolio Manager.
Your Search	Criteria		🙍 Derek Dema	x Mills Connect Connect
Name:				(4 4 4 1 Page 1 of 1 → > 1 50 V 1 - 1 of 1
Organization:				
Username: Email Address:	NOLAGreer	nBuildings Searc		
TIP Can't find what you a search criteria.	are looking for? Ti	ry adjusting your		
Follow Us	e f 🎆	in	Conta	act Us Privacy Policy Browser Requirements ENERGY STAR Buildings & Plants Website

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

Portfolio	Sharing	Reporting	Recognition		
	esults r search are liste	d below. Clicking	"Connect" will send a re	equest to the person asking	them to confirm your request to add them as your contact
Your Searcl	act in your addre	ss book. Connecti	ing with contacts will ma	ake it easier to share prope	, where no accepted yet, you will see them as an rty information within Portfolio Manager.
Name: Organization:			Zero results Double Confirm Try mod	were found for your search check your search. that you entered search cri ifying your search criteria.	. Suggestions: iteria.
Username: Email Address:	NOLAGreen	nBuildings			
		Sear	ch		
🥖 Тір	are looking for? T	ry adjusting your			
an't find what you					

• 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".

ENERGY STAR [®] Energy to a staticate static at a stati	ons O LENERGY O L Conta STAR Notifications
Set up a Property: Let's Get Started! Properties come in all shapes and sizes, from a leased space in a large office buildings. Since there are so many choices, Portfolio Manager can who start monitoring your energy usage and pursue recognition! *CME BANK Your Property Type Determine the for Energy of the set	arge medical co
1 Your Property's Buildings 1 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 One: My property is a single building More than One: My property includes multiple buildings (Campus Guidance) How many?	e what kind of property you are? use we focus on whole building chmaning, you want to select the openty type that best reflects the activity in the majority of your building. Don't wory if you have other kinants with different buisses types, just select the main activity.
Your Property's Construction Status Is your property already built or are you entering this property as a construction project the was not yet been completed? Security and the energy water consumption and, perhaps, pursue recognition. 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. Cert StartedL	Test Properties Vorganization of the standard

• 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.

et Up a Prop	erty: Basic Prop		
I us a little bit more abo	It your property, including a name will use to look up	o your property and its address.	
About Your Prop	ert		🔱 Тір
Name:	*	-	The name you choose for your property does not have to be unique. But, it may
Country	* Select		make it easier for you to work with
Country.			use the same (or similar) names.
Street Address:	1		
City/Municipality:	•	-	
	1		
State/Province:	Select 🗸		
Postal Code:	•		
Year Built:			
Gross Floor Area:	Sa Et V Temporary Value		
	Gross Floor Area (GFA) is the total property floor area, meas	sured from the principal exterior	
	surfaces of the building(s). Do not include parking. Details o	in what to include,	
Irrigated Area:	Sq. Ft 🗹		
Occupancy:	Select V %		Tip
	t smill		The property photo that you upload her
Property Photo (optional):	Browse		STAR Qualified Buildings if you submit
	Select an image file on your computer with the format type of resized to fit a space of 2.78 inches wide x 2 inches tall.	jpg, jpeg, png or gif; photos will be	ENERGY STAR certification. Once a

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 Proper ased on what you've told us used.	ty: How is it used' so far, Portfolio Manager has se	? et up your property. Fill in the tables below to prov	ed information on how your proper
Basic Information			
Name:	1315 Marigny	Country:	
Property Type:	Multifamily Housing	Address:	St Map It
Year Built:	1970		LA /UTIO
Property consists of:	1 building	_	
		Add Another Ty	
Building Use Edit Multifamily Housing refers t mid-rise buildings (5-9 stori Eligibility for an ENERGY S	Name o residential properties that cont es), or high-rise buildings (10+ s TAR score and certification for M	ain two or more residential living units. These pro tories). Occupants of these buildings may include Aultifamily properties:	lude low-rise buildings (1-4 stories rators, and/or individual owners.
 20 units or more per but 20 units or more per pr Greater than 75% occu Communities of single- long as the single-family 	ong operty/campus ipancy family homes are not eligible. If ly homes are less than 25% of th	your property is a mix of multifamily and single-fa	property would still be eligible as
	ould include all buildings that are Gross Floor Area should includ	e part of the multifamily property, including e all fully-enclosed space within the outside s	ffices or other buildings that valls of the building(s) includin
Gross Floor Area (GFA) sh may not contain living units living space in each unit (in rooms, indoor pools), hallw Open air stairwells, breezer	cluding occupied and unoccupie ays, stairwells, elevator shafts, c vays, and other similar areas tha	d units), interior common areas (e.g. lobbies, or, onnecting corridors between buildings, storage are it are not fully-enclosed should not be included in the	Joms, common kitchens, fitness nanical space such as a boiler room

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

ENERGY STAR® Portfolio Manager® orfolio Sharing Reporting Recogniti	Welcom EntergyTestAccour	e Account Notifications nt Settings :	I ENERGY I Conta STAR Notifications	cts Helj
ongratulations! You have successfully created your property. ext, you can: • Add energy use information, so that you can see your energy	y performance metrics.			
315 Marigny 1315 Marigny St, New Orleans, LA 70116 Portfolio Manager Property ID: 6752537 Year Built: 1970	Map It Not elig ENERCI Certifica	ible to apply for SY STAR ation	Veather-Normalize Source EUI (kBtu/ft Current EUI: <u>N</u>	d ²) <u>Why n</u> <u>score</u> /A
Summary Details Energy Water W	/aste & Materials Goals	Design	Baseline EUI: <u>N</u>	<u>/A</u>
Summary Details Energy Water W Source EUI Trend (kBtu/ft*)	Vaste & Materials Goals	Design	Baseline EUI: <u>N</u>	<u>etrics</u> me Peri
Summary Detaits Energy Water W Source EUI Trend (kBtu/ft [*])	Vaste & Materials Goals Metrics Summary	Design	Baseline EUI: N	/A etrics me Peri
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VEds Summary Details Energy Weter W Source EUI Trend (kBtu/ft*)	Metrics Summary Metric Summary Metric Metric Summary Sec EU (Abuth) Site EU (Abuth) Site EU (Abuth) Site EU (Abuth) Site EU (Abuth) Site EU (Abuth)	Design Not Available (Energy Baseline) Not Available	Change M Change M Change Tr Change Tr Not Available Mot Available Not Available Not Available Not Available	A etrics me Peri NA NA NA NA NA
Summary Details Energy Water W Source EUI Trend (kBtulft*) 2008 2010 2012 2014 2016 2016 Total GHG Emissions Trend (Metric Tons Co2e)	Araste & Materials Goals Metrics Goals Metric ExeRoy STAR Score (1-100) Source EUI (#Bluff*) ExeRoy Cost (5) Tage Cost (5) Tage Cost (5) Tage Cost (6) Tage Cost (6) Webr Use (All Water Sources) Vgef Use (All Water Sources)	Design Not Available (Energy Desetting) Not Available Not Available Not Available Not Available Not Available Not Available Not Available	Change M Change M Change Tr Change Tr Change Tr Not Available Not Available Not Available Not Available Not Available Not Available	A etrics me Peri NA NA NA NA NA

 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".

	To select multiple contacts, hold down your Control (CTRL) key and click on each selection. Only your connected contacts appear in this list.
3.00	Choose Permissions you only need to choose one permission (because you are doing a single share or you nt to give the same permissions for all of your shares), select "Bulk Sharing," If you
	ilk Sharing ("One-Size-Fits-All") - I only need to choose one permission (either se I am doing a single share OR I want to choose the same permission for all of lare requests). Read Only Access Full Access
	 Custom Access (meters are all shared at the same level) Exchange Data (You can share in bulk for exchanging data <u>here</u> or you can assign permissions one by one for each property using the radio button below.) Remove Access
	Personalized Sharing & Exchange Data ("Custom Orders") - I need to give different permissions for different share requests, and/or I need to give Exchange Data permission.
	Share Property(ies) Gance

• 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 <u>EnergySmart@entergy.com</u>.