

SEATTLE 2030 DISTRICT

Performance Data Sharing Overview

ENERGY + WATER + TRANSPORTATION

1. Set up a Portfolio Manager account on the [ENERGY STAR web site](#). See the [ENERGY STAR Portfolio Manager Data Collection Worksheet](#) for the required fields for your building.
2. Set up Automated Benchmarking Services (ABS) with the utilities providing energy to your building (e.g., Seattle City Light, Puget Sound Energy, Seattle Steam). Your energy consumption data will be uploaded automatically into Portfolio Manager. For Seattle City Light, all meters within a building will be aggregated and provided as one monthly number. From the top right corner of your main Portfolio screen, select “**Get Started Now**” under **Automated Benchmarking**.

The screenshot displays the ENERGY STAR Portfolio Manager interface. At the top left is the ENERGY STAR logo and the text 'PORTFOLIO MANAGER'. At the top right is an 'ACCOUNT INFORMATION' icon. Below the header is a navigation breadcrumb: 'Home > My Portfolio'.

Portfolio Averages	
Baseline Rating: 69 Facilities Included: 7	Current Rating: 70 Facilities Included: 7
Change from Baseline: Portfolio Adjusted Percent Energy Use (%): -1% Facilities Included: 8	
Averages are weighted by Total Floor Space. More about Baselines More about Change from Baseline: Adjusted Energy Use	

On the right side of the interface, there are several menu items:

- [Add a Property](#)
- [Import Facility Data Using Templates](#)
- Work with Facilities**
 - [Update Multiple Meters](#)
 - [Share Facilities](#)
- Reporting and Analysis**
 - New!** [Generate Reports and Graphs](#)
 - [Request Energy Performance Report](#)
- Apply for Recognition**
 - [Apply for the ENERGY STAR ENERGY STAR Leaders](#)
- Automated Benchmarking**
 - [Get Started Now](#)

Then select your provider(s), one at a time, from the drop-down list. You will then be guided through an authorization process for each.



Automated Benchmarking Service Console

Automated benchmarking allows an energy service provider to transfer data to your account *automatically*. To start this service you order to inquire about their services (**Option 2**). You can have multiple providers and can assign providers to individual buildings at

Option 1: Select Your Current Provider *

Seattle City Light

Option 2: Inquire About New Services

[Contact an automated benchmarking provider](#)

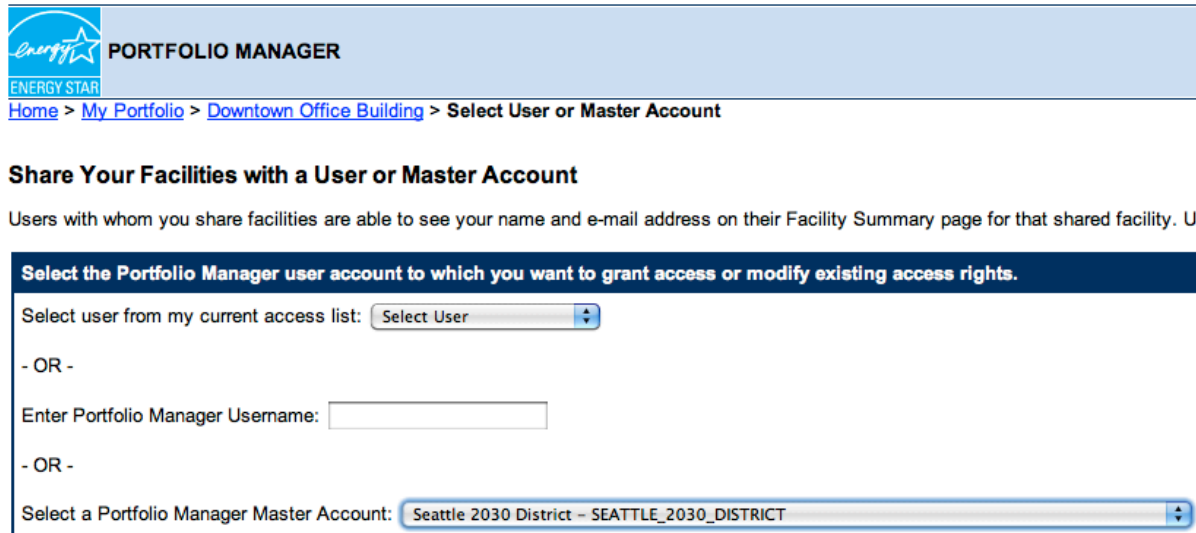
If your building is affected by the City’s Energy Disclosure Ordinance (currently non-residential buildings over 50,000 sf), be sure to also authorize the **City of Seattle Annual Reporting** as a provider and enter the appropriate Building ID Number.

3. Upload water data manually into Portfolio Manager. Water meters can be set up just below the energy meters.

4. Share pertinent buildings with the **Seattle 2030 District Master Account**. See **“Sharing Data”** on the right side of a property screen. **”Add user”** and then select

Alerts		<p>General Facility Administration</p> <p>Track Energy Performance Improvements</p> <p>Delete this Facility from Portfolio Manager</p> <p>Contact us</p>
	Delete Space	<p>Sharing Data</p> <p>Add user to share this Facility</p> <p>Modify list of users</p> <p>Transfer Facility to another user</p> <p>View entire Access List for this Facility</p>
	Delete Space	<p>Applying for the ENERGY STAR</p> <p>Apply for the ENERGY STAR</p> <p>View status of ENERGY STAR Applications</p>
<p>eligible for a rating (Click to learn you cannot see a rating for this building,</p>		<p>Building Profiles</p> <p>A building Profile can be created when an ENERC submitted</p>

Seattle 2030 District – SEATTLE_2030_DISTRICT from the drop-down menu for Master Accounts. You only need to provide read access.



The screenshot shows the Portfolio Manager interface. At the top left is the Energy Star logo and the text 'PORTFOLIO MANAGER'. Below this is a breadcrumb trail: 'Home > My Portfolio > Downtown Office Building > Select User or Master Account'. The main heading is 'Share Your Facilities with a User or Master Account'. Below this is a sub-heading: 'Users with whom you share facilities are able to see your name and e-mail address on their Facility Summary page for that shared facility. Us'. The main content area is a dark blue box with the instruction: 'Select the Portfolio Manager user account to which you want to grant access or modify existing access rights.' Below this instruction are three options: 1. 'Select user from my current access list:' followed by a dropdown menu showing 'Select User'. 2. '- OR -' followed by a text input field labeled 'Enter Portfolio Manager Username:'. 3. '- OR -' followed by a dropdown menu labeled 'Select a Portfolio Manager Master Account:' showing 'Seattle 2030 District – SEATTLE_2030_DISTRICT'.

5. More about data sharing:

- ▶ No energy use, water use, or transportation data specific to any building will be released outside of the Seattle 2030 District without the express permission of the Building Owner and/or Property manager
- ▶ The Seattle 2030 District will share aggregated data about the District that does not identify any particular property
- ▶ The Seattle 2030 District will be sharing building energy use, water use, and transportation data with Lucid Design Group for use with individual building dashboards and the aggregated 2030 District dashboard
- ▶ Lucid Design is bound by the same data sharing terms listed above, and will only share aggregated data about the District that does not identify any particular property
- ▶ Property owners and Property managers can opt to make their individual buildings and data visible on the Seattle 2030 District aggregated dashboard and through their own individual dashboards

For more information about setting up Portfolio Manager or sharing data with the 2030 District, please contact Jared Silliker (jared@sillikerpartners.com or 617.851.6742)

For more information about complying with the City of Seattle’s energy disclosure ordinance, please contact their help desk (EnergyBenchmarking@seattle.gov or 206.727.8484)

SEATTLE 2030 DISTRICT

buildingdashboard 

Lucid has partnered with the **Seattle 2030 District** to provide Building Dashboard to 2030 District members. You will use Building Dashboard to track your properties and the District's overall progress towards reaching the 2030 Challenge goals.



Value of the Dashboard

- Track district-wide energy, water, CO2 from transit, etc.
- 2030 goals vs. actual widget
- Public dashboards: Showcase your own green building
- 2030 District best practices & case studies
- Communication tool for 2030 progress

Share your success on the 2030 Dashboard



You will share your buildings' energy data through ENERGY STAR with the 2030 District. See "Performance Data Sharing Instructions" for details.

Building Dashboard will aggregate all members' energy use for our collaborative effort to meet the 2030 Challenge goals. No individual building's information will be public without your permission.

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