How to Share your Building with the Grand Rapids 2030 District in Portfolio Manager

Log into Energy Star Portfolio Manager (PM).

1. On your main page, in the upper right hand corner click on the contacts tab.
2. Once in the “My Contacts” page you will need to search for GR2030 in the upper right hand search bar.
3. Click search for new contacts

4. Results of search will appear
5. Press connect
6. You will then wait (24-48 hours) for GR203 to accept you as a connection.
7. You will know the connection has been accepted by GR2030 the next time you log in and see a notification on your home page.

8. Now for sharing. Click on the share tab on the top of your homepage.
9. The sharing page will show a list with all of your properties. Choose any property and select the “I Want To” tab located on the right hand side of the screen.

10. Scroll to the bottom and choose “Share Properties with Contact”

11. Under “Select Properties” choose how many and which properties you’d like to share

12. Highlight GR2030
13. Under “Choose Permission” select bulk sharing, and then select read only access

14. Click share property to finish

Thank you for sharing your property with the Grand Rapids 2030 District. We appreciate the time and effort you have put forward to help us reach our goals.