



Step-by-Step Instructions for Applying to the 2012 ENERGY STAR® National Building Competition

Thank you for your interest in applying for the 2012 ENERGY STAR National Building Competition! Follow the step-by-step instructions below to generate a data release report in Portfolio Manager and register your building(s) for the competition.

Answers to Frequently Asked Questions are available for download at www.energystar.gov/BattleOfTheBuildings. For technical support, please contact buildings@energystar.gov.

Step 1: Access the Data Release Report

To nominate a building(s) to compete in the *energy use category only* of the competition, click this link to start reporting your data:

<https://www.energystar.gov/istar/pmpam/index.cfm?fuseaction=login.loginExtRpt&reportuuiid=ADEA8B4A-188B-36F7-214C50A92F60F93A&permttype=REQ>

To nominate a building(s) to compete in *both the energy and water categories*, click this link to start reporting your data: <https://www.energystar.gov/istar/pmpam/index.cfm?fuseaction=login.loginExtRpt&reportuuiid=E5EA2512-1EC9-2E06-C17AEB33EBF45587&permttype=REQ>

Step 2: Log in to Portfolio Manager

You will automatically be taken to Portfolio Manager's login page. If you already have an account, log in to the account that includes the data for the building(s) you wish to nominate.

If this is your first time using Portfolio Manager, you will need to set up an account and benchmark the building(s) you wish to nominate. There are several helpful resources to help you get started. The [Benchmarking Starter Kit](#) contains useful information for collecting the necessary data, registering an account, and inputting your information. You can also attend [Live and Self-guided Training](#) for help with benchmarking. Lastly, learn more about the tool by reading an [Overview of Portfolio Manager](#).

Step 3: Review Instructions

Instructions for sharing your data will automatically pop up when you log in to Portfolio Manager. These instructions are the same as those included in this document. Click "OK" to close the window. Note that you can go back and review them anytime by clicking "View Instructions" in the top right corner of the window.

Step 4 – Review and Complete Benchmarking Data

After you click "OK," you will see the report screen. *Prior to completing the report, please review all information for the building(s) you wish to nominate to verify it was entered accurately and completely.* The report is automatically saved as a template option, so you can navigate away from the report screen and come back when you are ready to submit your data.

The screenshot shows the Portfolio Manager interface for generating a report. The report is titled "2012 EPA National Building Competition - Energy Reporting" for December 2011. A red octagonal STOP sign is overlaid on the screen with the text: "STOP Check that your data is accurate and complete before submitting your report." The interface includes a navigation menu with "Home" and "My Portfolio" (highlighted with a red box), a "Generate a Report" button, and a "Report Template" dropdown menu. The "Reporting Period" is set to "Single Period (one period)" for "Dec 2011". The "Facilities & Groups" section shows 299 matching facilities. A table of facilities is visible, with columns for Facility Owner, Facility Type, City, and State. The table includes entries for HCP, Inc., N/A, 73, 62, 78, 80, and 80.

Facility Owner	Facility Type	City	State
HCP, Inc.	Medical Office	San Diego	Cal
N/A	Office	Los Angeles	Cal
N/A	Retail	Tallahassee	Flor
N/A	Retail	Piano	Tex
N/A	Retail	Raleigh	Nort
379	Retail	Roswell	Geo
N/A	Office	FL Washington	Pen

When you first open the report, it will automatically populate with ALL buildings that have data for the 12-month period of performance (calendar year 2011). Note that this list may not include buildings you wish to submit (if they don't have complete data) and/or may include others that you do not want to enter into the competition.

The report will collect the following fields for each nominated building. The fields in bold are **required**. If the report generates an "N/A" for any of the bolded fields, the building will NOT be eligible to compete.

<ul style="list-style-type: none"> • Building ID • Facility Name • Facility Type • Facility Owner • Service and Product Provider (if provided) • Notes (Other Space Type and Building Manager)** • City • State • Zip code • Year Built • Total Floor Space (sq. ft.) 	<ul style="list-style-type: none"> • Current 1-100 Rating (if applicable) • Years Labeled • Eligibility for the ENERGY STAR • Current Source Energy Intensity • Current Weather Normalized Source Energy Intensity • Current Site Energy Intensity • Current Weather Normalized Site EUI • Current Total GHG Emissions • Indoor Water Use (kGal) • Outdoor Water Use (kGal) • Total Indoor and Outdoor Water Use (kGal) (if competing in the water use category)
<p>**If your space type is Other, please include the type of building you are nominating by editing the Notes section to include "For competition: Other--<insert Building Type>". To do so, navigate to the Facility Summary page, and click on "Edit" in the General Information section in the upper right corner of the page.</p> <p>**If you wish to include the name of a Building Manager, please edit the Notes section to include "For competition: Building Manager--<insert Building Manager Name>".</p>	

If you make any changes to your data, you must wait **24 hours** before submitting your report to EPA. Data used in Portfolio Manager Reports is updated nightly; therefore, the report will not reflect any changes you make to your account until the next day. For example, if you add a facility or update energy data in your account today, you will have to wait until tomorrow to include it in the report.

If you have navigated away from the report page to revise your data, you can return to it by navigating to the "My Portfolio" page and clicking "Generate Reports and Graphs" on the right side of the page.

ENERGY STAR PORTFOLIO MANAGER

Home > My Portfolio

Group Averages	
Baseline Rating: 66 Facilities Included: 208	Current Rating: 80 Facilities Included: 200
Change from Baseline: Group Adjusted Percent Energy Use (%): -17.5% Facilities Included: 228	
Averages are weighted by Total Floor Space. More about Baselines More about Change from Baseline, Adjusted Energy Use	

[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](#)
[Request Sustainability Report](#)
[Request Campus Report](#)

From the drop-down list of report templates, choose the template to nominate your building(s) in the energy use only or energy and water use categories of the 2012 National Building Competition.

ENERGY STAR PORTFOLIO MANAGER

Home > My Portfolio > Generate a Report

Report Template [About Report Templates](#)

Select a Report Template

- Select a Report Template
- Baseline Comparison
- Benchmark Performance
- Current Facility Status
- Emissions Performance
- Energy Performance
- Utility Cost Report
- Water Performance Report
- Water/Wastewater Energy Performance
- Custom Reports --
- Custom Reports Home
- Energy Only - 2012 National Building Competition
- Data for Download --

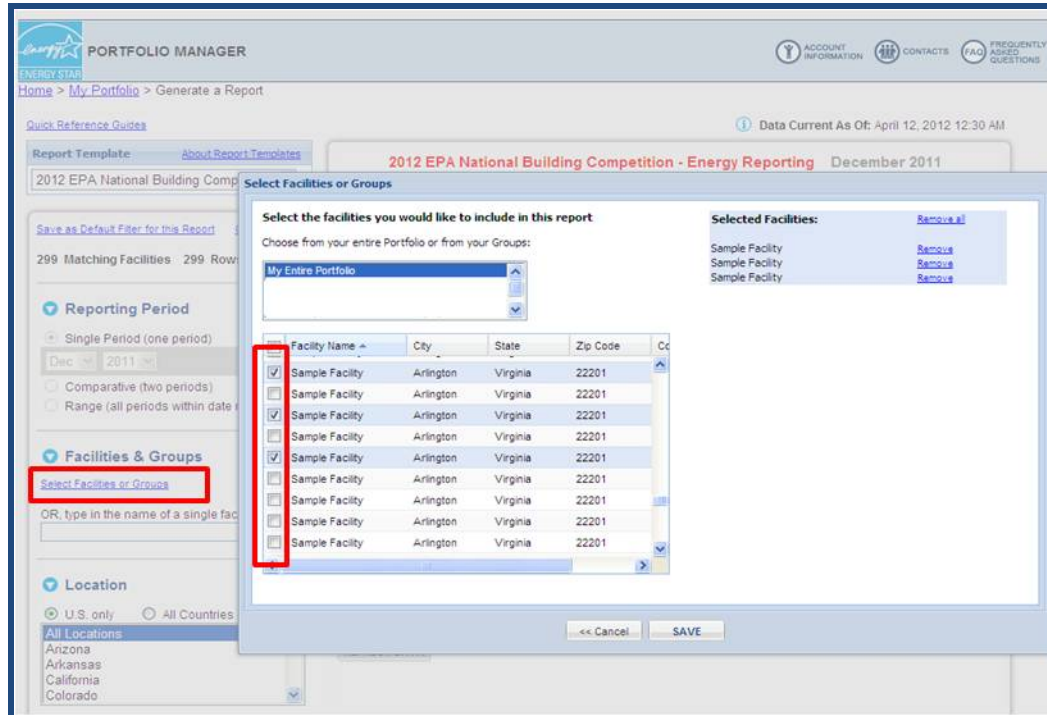
Portfolio Manager Reports

Generate reports and graphs using data from your Portfolio Manager account

[QUICK REFERENCE GUIDES](#)

Step 5 – Complete the Report with Your Building Data

Select the building(s) in your Portfolio Manager account that you wish to enter into the competition by clicking on the hyperlink under the “Facilities and Groups” heading on the left hand side of the page and checking next to each building you’d like to add to the report. You may nominate as many buildings in your portfolio as you want. When your selection is complete, click “Save.”



The screenshot shows the Portfolio Manager interface for the 2012 EPA National Building Competition - Energy Reporting. The main window is titled "2012 EPA National Building Competition - Energy Reporting" and "December 2011". The "Facilities & Groups" section is highlighted with a red box, and the "Select Facilities or Groups" dialog is open. The dialog shows a table of facilities to be selected for the report. The table has columns for "Facility Name", "City", "State", and "Zip Code". The "Facility Name" column is highlighted with a red box, and the "Select Facilities or Groups" dialog is open, showing a table of facilities to be selected for the report.

Facility Name	City	State	Zip Code
<input checked="" type="checkbox"/> Sample Facility	Arlington	Virginia	22201
<input type="checkbox"/> Sample Facility	Arlington	Virginia	22201
<input checked="" type="checkbox"/> Sample Facility	Arlington	Virginia	22201
<input type="checkbox"/> Sample Facility	Arlington	Virginia	22201
<input checked="" type="checkbox"/> Sample Facility	Arlington	Virginia	22201
<input type="checkbox"/> Sample Facility	Arlington	Virginia	22201
<input type="checkbox"/> Sample Facility	Arlington	Virginia	22201
<input type="checkbox"/> Sample Facility	Arlington	Virginia	22201
<input type="checkbox"/> Sample Facility	Arlington	Virginia	22201

The buildings you have selected to enter to the competition that have complete energy data for the 2011 calendar year will now appear in the table in the middle of the page. If you see “N/A” in any of the required fields (noted above), review and fix your data in Portfolio Manager before submitting your report. Only reports with complete data for the required fields will be included in the competition. You may resubmit your report if you notice a field was “N/A” after you submitted it. When you resubmit a report, it will only update the data that you changed. All other information will remain the same as you initially submitted it. Portfolio Manager will not remove or erase data that was previously submitted.

Step 6 – Submit Report

Once you are satisfied that each of the buildings you would like to enter in the competition has been properly benchmarked and selected for the National Building Competition Report, click the “Release Data” button in the upper right corner of the window.

Step 7 – Provide Contact Information

You will be directed to a page where you will be asked to enter contact information so that EPA can send you confirmation of your data submission, as well as a copy of the report. **Please include the email address of the primary point of contact for the competition in this space.** This is how EPA will communicate with you for the duration of the competition.

When contact information is complete, click “Release.”

Note: By submitting your report to EPA, you acknowledge that you are willing to share information publicly about your energy use intensity and carbon emissions, including percentage change and related savings. If you do not wish to share this information publicly, do not submit the data release report.

Step 8 – Confirmation

The next page asks if you would like a confirmation email sent to you or another party along with a copy of the report you submitted. Please enter the email address of the primary point of contact and anyone else you would like to receive a receipt or a copy of the application to keep on file.

Congratulations! An email will be sent to all competing organizations in June with welcome materials and an invitation to join a webinar to prepare for competition launch!