
HOW TO BENCHMARK YOUR BUILDING/FACILITY



Instructions for Using ENERGY STAR® Portfolio Manager

This document is a quick start guide to assist your compliance with the City of Austin's Energy Conservation Audit and Disclosure (ECAD) ordinance for benchmarking and reporting your facility/building rating. This 'How To' guide will walk you through the steps for creating an account in the ENERGY STAR Portfolio Manager, as well as how to report the rating to comply with the ECAD ordinance.

For additional help, we suggest you refer to the resources on the ENERGY STAR benchmarking website at <http://www.energystar.gov/benchmark>.

Overview

ENERGY STAR Portfolio Manager, an online service created by the Environmental Protection Agency (EPA), allows you to track the energy consumption of your facilities and compare them to similar buildings nationwide.

This guide will assist you in benchmarking your building – showing you how to register a Portfolio Manager account, create a profile of your facility and report the rating to comply with the ECAD ordinance. You can find answers to some frequently asked questions (FAQs) at the end of this document. You can find additional FAQs on the Austin Energy website at <http://www.austinenergy.com/go/ECAD>.

Before getting started, you may want to collect information about your building using the City's worksheet below:
[Commercial Energy Use Worksheet](#)

This 'How To' document contains five parts:

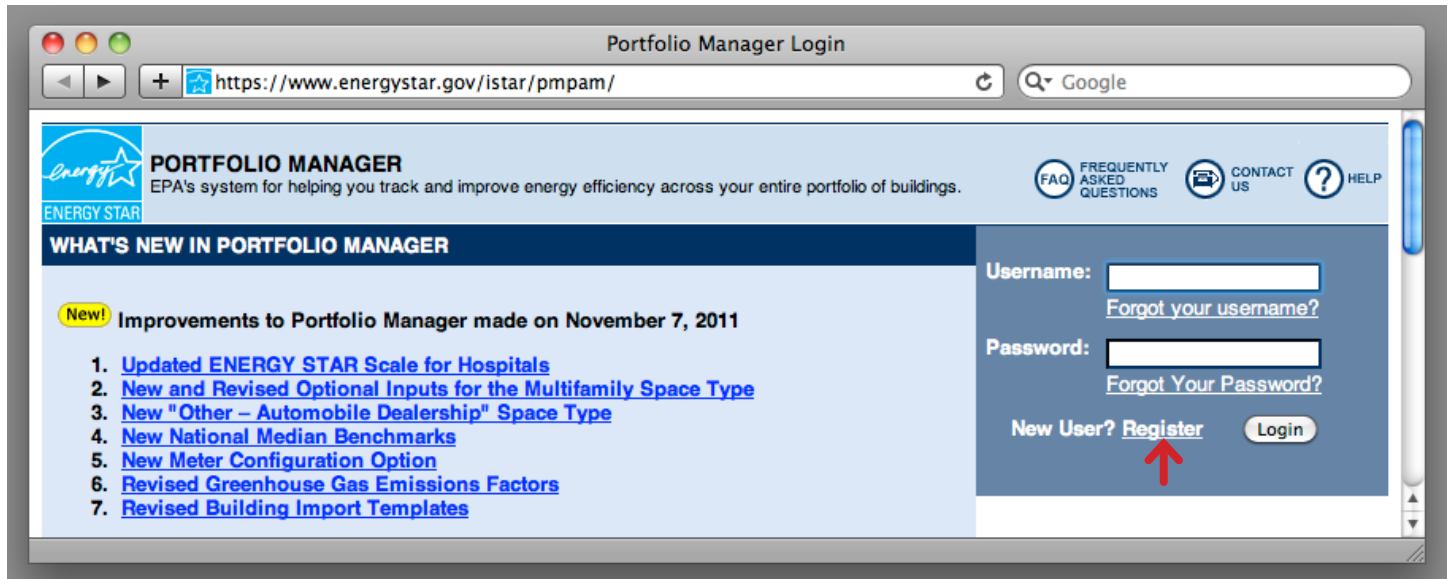
1. How to Register a Portfolio Manager Account **pg. 2**
2. How to Create a Facility Profile **pg. 3**
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4. How to Authorize Annual Reporting to the City of Austin **pg. 13**
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HOW TO BENCHMARK YOUR BUILDING/FACILITY

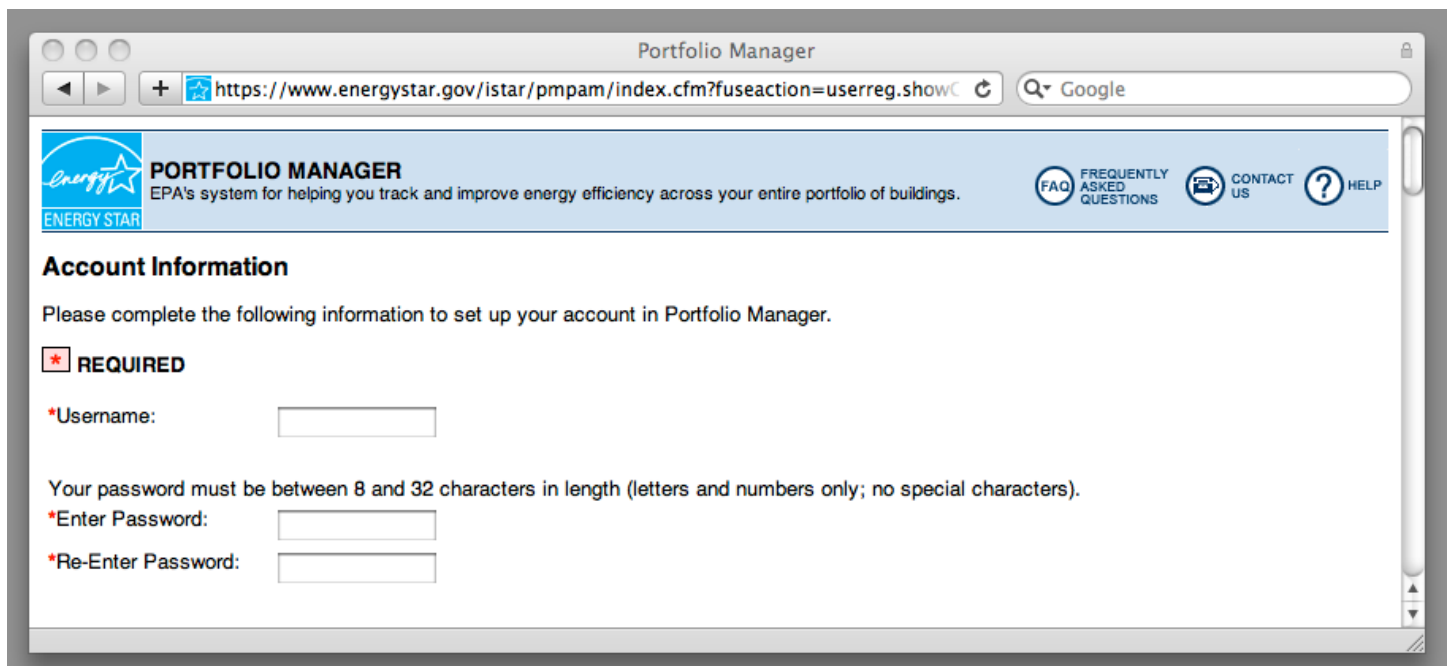


1. How to Register a Portfolio Manager Account

1.1 Go to the ENERGY STAR Portfolio Manager Login page at <https://www.energystar.gov/istar/pmpam/> and click on "Register".



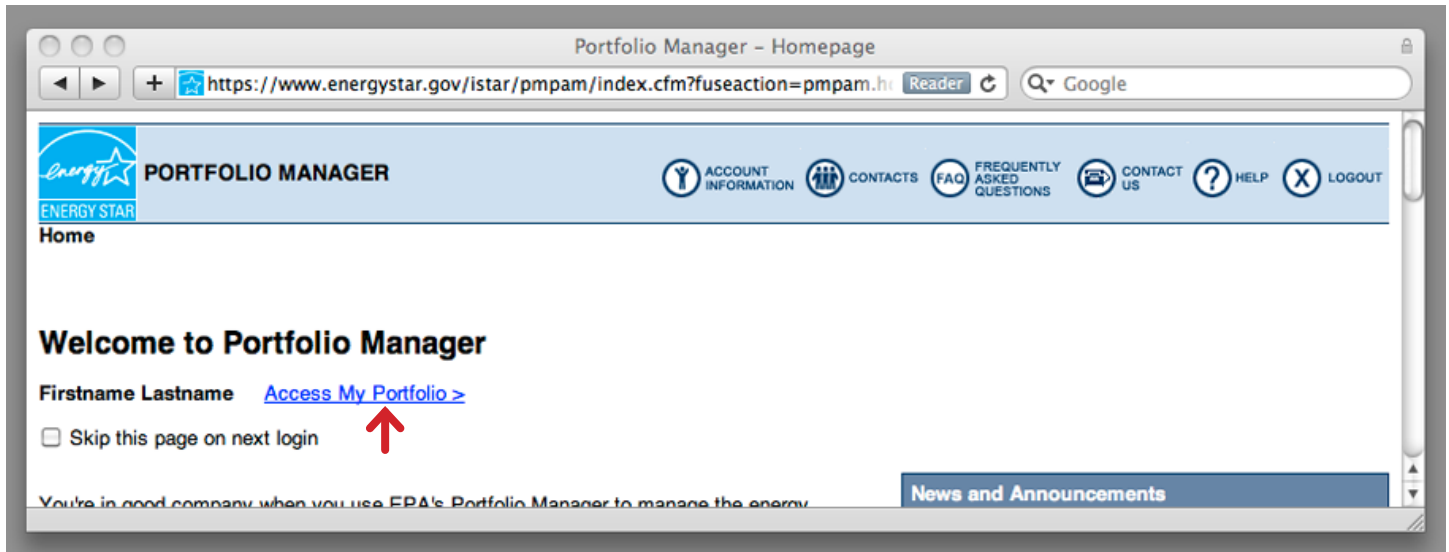
1.2 Fill out the required information (marked with a red asterisk*). Note that the Username and Password should not contain any special characters or spaces. An e-mail will be sent to you with your login information after you save your profile.



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1.3 Log in to your new Portfolio Manager account at <https://www.energystar.gov/istar/pmpam/> (shown above in Step 1.1) and click on “Access My Portfolio” to go to the “My Portfolio” page. Once you have added your buildings, the “My Portfolio” page will display them and their average performance. A sample facility will also be displayed as an example.

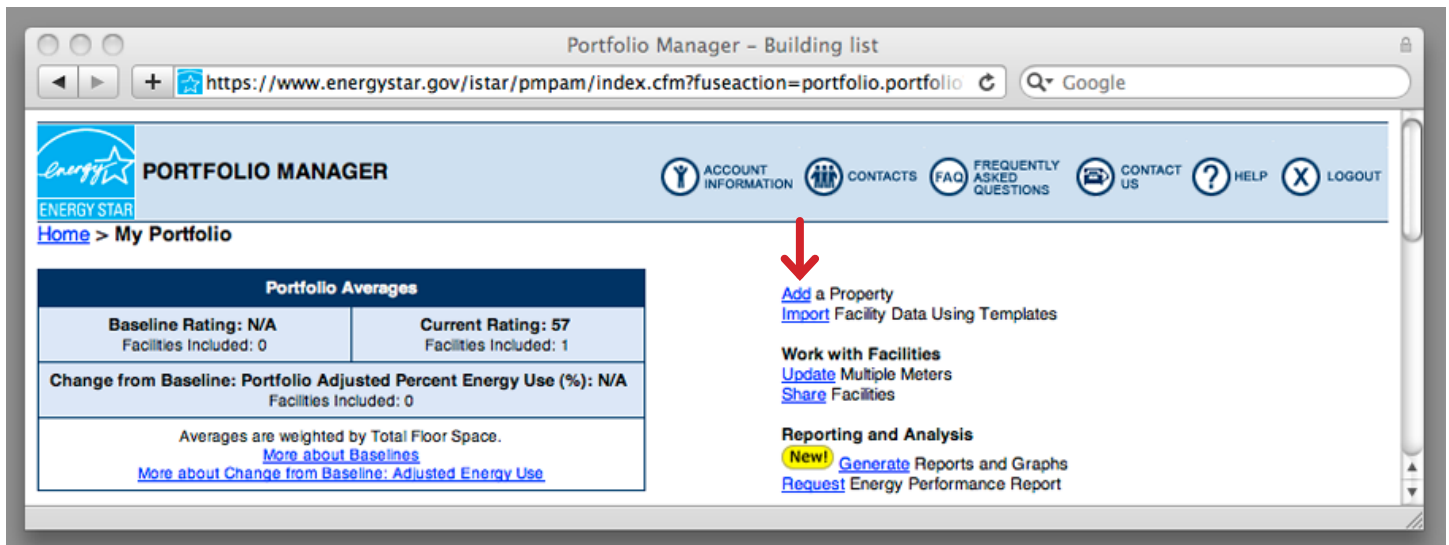


2. How to Create a Facility Profile

To benchmark your facility in Portfolio Manager, you will need to create a profile with basic information about the building, its use and the energy meters servicing it.

Adding Facilities to Your Portfolio

2.1 Add facility by clicking on “Add a Property” in the “My Portfolio” page.



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2.2 Select the property type best describing your facility and select “Continue”.

A screenshot of a web browser window titled "Portfolio Manager". The address bar shows the URL "https://www.energystar.gov/istar/pmpam/index.cfm?fuseaction=portfolio.showAdd". The page header includes the Energy Star logo and "PORTFOLIO MANAGER" text, along with navigation links: ACCOUNT INFORMATION, CONTACTS, FAQ, FREQUENTLY ASKED QUESTIONS, CONTACT US, HELP, and LOGOUT. The breadcrumb trail reads "Home > My Portfolio > Add a Property". The main heading is "Add a Property". Below it is a section titled "Property Type" with the question "What kind of property would you like to add?". There are five radio button options:

- A single facility for which my organization owns or manages 90% or more of the floor area. (e.g. entire office building, entire K-12 school, entire hotel, entire senior care community)
- A portion of a single facility for which my organization owns or manages less than 90% of the floor area.
- A hospital composed of a single facility or collection of facilities.
- A municipal wastewater treatment plant or water treatment and distribution utility
- A campus or other collection of multiple facilities at the same geographic location. [What is this?](#)

At the bottom right of the form, there are two buttons: "CANCEL" and "CONTINUE". A red arrow points to the "CONTINUE" button.

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2.3 Enter the name, address and other general information about the facility. Make sure the city name is accurate and spelled correctly.

A screenshot of a web browser window showing the "Portfolio Manager - Add General Building Information" form. The form includes fields for Country (United States), Facility Name, Address, City, State (Select State), County, ZIP Code, and Year Built. Below these are sections for "Select the Organization that owns this facility" and "Is there an energy efficiency Service and Product Provider assisting with benchmarking this building?". The "Notes" and "Unique Building Identifier" fields are highlighted with red arrows. The "Notes" field is optional and can be used to record any information (up to 1000 characters) pertaining to this facility. The "Unique Building Identifier" field is optional and can be used to help keep track of your building and/or link it to other databases. Some example uses of the Unique Building Identifier include: a company-specific ID to export for company reports; the EISA 432 "Agency Designated Covered Facility ID" required for matching this building to the covered facility in CTS; or a local jurisdiction Building ID to comply with local laws. At the bottom right, there are "CANCEL" and "SAVE" buttons.

2.4 You need to include the "Property_ID" under the "Notes" field and the "Building_ID" under the "Unique Building Identifier" field so we can track the buildings that you report.

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2.5 After saving the information, you will be taken to the “Facility Summary” page.

The screenshot shows the Energy Star Portfolio Manager interface. The browser address bar displays the URL: https://www.energystar.gov/istar/pmpam/index.cfm?fuseaction=bldg.view_bldg_info. The page title is "Portfolio Manager - Building View".

The main content area is titled "Facility Summary: Test Facility" and includes the following information:

- Building ID: 2920411
- Level of Access: Building Administrator
- Electric Distribution Utility: Austin Energy
- Regional Power Grid: [ERCOT All](#)
- Select my Power Generation Plant to calculate my electric emissions rate
- Electric Emissions Rate (kgCO₂e/MBtu): 167.1 ([what is this?](#))

On the right side, there is a "General Information" table:

General Information Edit	
Address: 123 Test , Austin, TX 78704	
Year Built: 1990	
Property Type: Single Facility	
Baseline Rating: N/A	Current Rating: N/A
View Period Ending Dates	
Water Period Ending Dates Current: N/A Baseline: N/A	Energy Period Ending Dates Current: N/A Baseline: N/A
Eligibility for the ENERGY STAR	
N/A	

Adding Spaces to Your Facility

Portfolio Manager uses “space types” to characterize a building for benchmarking. Your building may have one or more space types. For example, an office building might have occupied office space, vacant office space, a computer data center and parking. Each of these should be entered as a different “space” and will require different information.

2.6 To add a space to your facility, click on “Add Space” in the “Space Use” section of the “Facility Summary” page.

The screenshot shows the "Space Use" section of the Energy Star Portfolio Manager interface. The browser address bar displays the URL: https://www.energystar.gov/istar/pmpam/index.cfm?fuseaction=bldg.view_bldg_info. The page title is "Portfolio Manager - Building View".

The "Space Use" section has a table with the following columns: Space Name, Space Type, Floor Area (Sq. Ft.), % Floor Area, Alerts, and a blank column. The table currently contains the text "No Space Defined". A red arrow points to the "Add Space" link above the table.

Below the table, there is a note: "Due to rounding, the % Floor Area Total may not always equal 100%."

On the right side, there is a "General Facility Administration" section with the following links:

- [Track](#) Energy Performance Improvements
- [Delete](#) this Facility from Portfolio Manager
- [Contact us](#)

Below that, there is a "Sharing Data" section with the following links:

- [Add](#) user to share this Facility
- [Modify](#) list of users
- [Transfer](#) Facility to another user
- [View](#) entire Access List for this Facility

At the bottom, there is an "Energy Meters" section with the following links: [Add Meter](#), [Update Multiple Meters](#), and [View All Meter Data in Excel](#). Below this is a table with the following columns: Meter Name, Energy Type, Space(s), Last Meter Entry, Alerts, and Read/Write Access.

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2.7 Enter a name, select the appropriate space type and enter the date of construction. If you don't have a specific construction date, the system will use the first day of the year built by default.

A screenshot of a web browser window showing the "Portfolio Manager - Add a Building Space" page. The browser address bar shows the URL "https://www.energystar.gov/istar/pmpam/index.cfm?fuseaction=space". The page header includes the Energy Star logo, "PORTFOLIO MANAGER", and navigation links: ACCOUNT INFORMATION, CONTACTS, FAQ, FREQUENTLY ASKED QUESTIONS, CONTACT US, HELP, and LOGOUT. The breadcrumb trail is "Home > My Portfolio > Test Facility > Add a Facility Space". The main heading is "Add a Facility Space". Below this, there is explanatory text: "This facility must have at least one defined space and all defined space(s) must account for 100% of the facility's floor area combined. Define more than one space if:" followed by two numbered points. A note states: "Note: If your space is not listed below, please select 'Other.' You will have an opportunity to further define your 'Other' space on the following page. [More information about selecting space types](#)". A red asterisk icon is followed by the word "REQUIRED". The form contains three fields: 1) "Enter a Name for this Space:" with an empty text box and a red arrow pointing left. 2) "Select a Space Type:" with a dropdown menu showing "Select a Space Type". 3) "Enter the Effective Date (MM/DD/YYYY) for this Space." with a text box containing "1/1/1990" and a sub-note: "The Effective Date is used by Portfolio Manager to determine the starting date for including this Space's attributes in the overall calculation of the facility's energy performance rating:". At the bottom of the form are "CANCEL" and "CONTINUE" buttons.

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2.8 On the next page, you will be asked to enter basic information characterizing the facility. The type of information required depends on the kind of space you are entering. The “Gross Floor Area” attribute is required; however, if you have not yet collected all of the other information, you can check the box in the “Use Default Value” column to substitute temporary values that are typical of this kind of space.

Portfolio Manager – Add a Building Space

https://www.energystar.gov/istar/pmpam/index.cfm?fuseaction=space. Google

PORTFOLIO MANAGER ACCOUNT INFORMATION CONTACTS FAQ FREQUENTLY ASKED QUESTIONS CONTACT US HELP LOGOUT

Home > My Portfolio > Test Facility > Add Office Space

Add Office Space: Test Space

Please provide values for each required attribute below. Values for optional attributes can also be provided, but they will not be used to generate an Energy Performance Rating. If the value you are providing is a **temporary value**, select the "For Temporary Use?" checkbox. Once the actual value is known, deselect this checkbox and provide the actual value. Facilities with temporary values may still apply for the ENERGY STAR.

If you wish for Portfolio Manager to provide **default values**, select the "Use Default Checkbox" for that attribute. Facilities that use default values cannot apply for the ENERGY STAR.

REQUIRED

Space Name:

Space Attribute	Space Attribute Value (Temporary values should only be used if an Actual value is not currently known) <small>What is this?</small>	Use Default Value	Units	Effective Date (when this Attribute Value was first true) <small>What is this?</small> (MM/DD/YYYY)
*Gross Floor Area	<input type="text"/> <input type="checkbox"/> For Temporary Use?	N/A	Sq. Ft. ▾	<input type="text" value="01/01/1990"/>
*Weekly operating hours	<input type="text"/> <input type="checkbox"/> For Temporary Use?	<input type="checkbox"/>	Hours	<input type="text" value="01/01/1990"/>
*Workers on Main Shift	<input type="text"/> <input type="checkbox"/> For Temporary Use?	<input type="checkbox"/>	No Units	<input type="text" value="01/01/1990"/>
*Number of PCs	<input type="text"/> <input type="checkbox"/> For Temporary Use?	<input type="checkbox"/>	No Units	<input type="text" value="01/01/1990"/>
*What percent of this space is air-conditioned?	Select ▾ <input type="checkbox"/> For Temporary Use?	<input type="checkbox"/>	No Units	<input type="text" value="01/01/1990"/>
*What percent of this space is heated?	Select ▾ <input type="checkbox"/> For Temporary Use?	<input type="checkbox"/>	No Units	<input type="text" value="01/01/1990"/>

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2.9 After saving, you will return to the “Facility Summary” page. If needed, add more spaces by repeating steps 2.6 through 2.8. Make sure the sum of all the spaces does not exceed the total gross floor area of the facility.

Tip: To find out more details on what the space attributes mean, click on the “HELP” icon at the top right of the screen, click on “My Portfolio”, then “Managing Space Information”, then “Space Use Information”, and finally select the type of space that you are entering. This will give you the definition of the space, what each attribute means, the default values and any relevant frequently asked questions.

Adding Meters to Your Portfolio

2.10 To add a meter to your facility, click on “Add Meter” in the “Add Facility Energy Meter” section of the “Facility Summary” page:

Space Use [Add Space](#)

Space Name	Space Type	Floor Area (Sq. Ft.)	% Floor Area	Alerts	
Test Space	Office	10,000	100		Delete Space
Total		10,000	100		

Because more than 50% of your building is Office, your building is designated as Office within Portfolio Manager. This building may be eligible for a rating ([Click to learn more](#)). If you can see a rating for this building, please note that the rating takes into account all of the space types you have listed. If you cannot see a rating for this building, you can be compared to the national average for Office ([Click to learn more](#)).

Due to rounding, the % Floor Area Total may not always equal 100%.

Energy Meters [Add Meter](#) | [Update Multiple Meters](#) | [View All Meter Data in Excel](#)

Meter Name	Energy Type	Space(s)	Last Meter Entry (End Date)	Alerts	Read/Write Access
No Meter Defined					

No Metering Configuration has been set for this facility. A metering configuration may be established to indicate whether the whole facility energy consumption or only a portion of that total is represented by these meters. ([Set Metering Configuration](#))

General Facility Administration
[Track](#) Energy Performance Improvements
[Delete](#) this Facility from Portfolio Manager
[Contact](#) us

Sharing Data
[Add](#) user to share this Facility
[Modify](#) list of users
[Transfer](#) Facility to another user
[View](#) entire Access List for this Facility

Applying for the ENERGY STAR
[Apply](#) for the ENERGY STAR
[View](#) status of ENERGY STAR Applications

Building Profiles
 A building Profile can be created when an ENERGY STAR label application is submitted

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2.11 Enter a meter name (as listed on your City of Austin utility bill). Then select the following:

- » Entire facility (if the meter applies to the entire facility) or a specific space or spaces (if the meter only applies to that space or those spaces)
- » Energy type (i.e. electricity)
- » Generation method accordingly
- » Units (i.e. kWh for electricity)
- » Yes (include meter)
- » Yes (active)
- » No (temporary values)

A screenshot of a web browser displaying the "Add Meter" form in the Energy Star Portfolio Manager. The browser address bar shows the URL: https://www.energystar.gov/istar/pmpam/index.cfm?fuseaction=energy.add_meter_form. The page title is "Portfolio Manager - Add Meter". The form is titled "Add Facility Energy Meter: Test Facility" and includes instructions: "To add a meter, enter the name and select the appropriate characteristics for the meter. If you are entering temporary values for energy data, please indicate so by selecting 'Yes' and entering the date range the values will be considered as temporary." The form is divided into two main sections: "Add Energy Meter" and "Temporary Energy Data".
Add Energy Meter Section:
- "Enter the Meter Name:" followed by a text input field.
- "Apply this meter to the following (check all that apply):" with two checkboxes: "Entire facility" (checked) and "Test Space" (unchecked).
- "Select the Meter Type:" with two dropdown menus: "Energy Type" (set to "Select an Energy Type") and "Units" (set to "Select Units").
- "Add this Meter to Total Facility Energy Use?" with two radio buttons: "Yes, calculate this facility's total energy use by including this meter" (selected) and "No, adding this meter to this facility's total energy use will inflate the actual value" (unselected).
- "Is this meter currently active?" with two radio buttons: "Yes" (selected) and "No" (unselected).
Temporary Energy Data Section:
- "Are temporary values being used for energy data? (what is this?)" with two radio buttons: "Yes" (unselected) and "No" (selected).
- "Temporary values for meter readings used from" followed by two date pickers: "Earliest Date" and "Present Date".
At the bottom right of the form are "Cancel" and "Save" buttons.

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2.12 After saving, you will return to the “Add Meter Entries” page. At least 12 months of energy data is needed for each type of energy. You have two options:

- » **Option 1:** If you are manually entering the energy data based on your City of Austin bill, select ‘12’ entries with the “Start Date” of 10/01/2010 (to include 12 full months if your reporting date is by 06/01/2012) and select “Continue”. Twelve full months of energy usage is needed; the cost (in dollars) is optional.

REQUIRED

Select Number of Meter Entries to be added and Start Date for first entry:

Meter Entries to Add	Start Date (MM/DD/YYYY)	Energy Type	Units
12 Month(s)		Electricity	kWh (thousand Watt-hours)

DO NOT ADD METER ENTRIES CONTINUE

Enter Energy Use: Test Meter

Please enter the energy use for each meter entry below. Portfolio Manager requires that entries are for consecutive time periods; only one day of overlap or one day of gap can exist between meter entries to be eligible to generate an Energy Performance Rating.

Meter Information

Fuel Type: Electricity, Grid Purchase (kWh (thousand Watt-hours))
Space(s): Entire Facility

Add Energy Use:

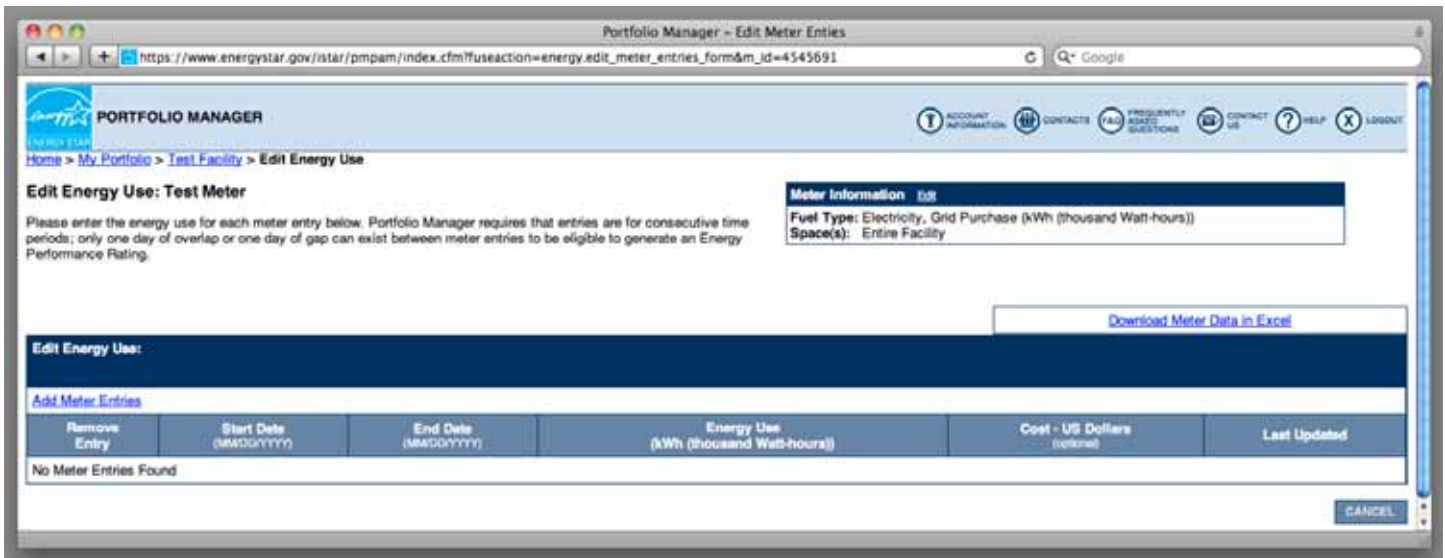
Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)	Energy Use (kWh (thousand Watt-hours))	Cost - US Dollars (optional)
01/01/2011	01/31/2011		\$
02/01/2011	02/28/2011		\$
03/01/2011	03/31/2011		\$

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» **Option 2:** If you are going to upload the 12 months worth of energy data, select “Do Not Add Meter Entries”.

To find out more details on how to Upload the energy data, click on the “HELP” icon at the top right of the screen, click on “My Portfolio”, then “Multi Facility Meter Update”, then “Download Multi Facility Meter” and “Upload Multi facility Meter Data”.



2.13 After uploading the energy usage data spreadsheet, Portfolio Manager will update your facility energy usage and provide a rating score (from 1 – 100) and/or a ‘Current Site Energy Intensity’ (kBtu/Sq. Ft.) (under the “Summary: Energy Use” view) that you can use to report the energy benchmark to the City of Austin.

2.14 If you have different types of energy source, such as natural gas, chilled water or steam water, you will add a meter for each type the same way you add the electricity usage.

2.15 If you own the facility but lease it to multiple tenants, you will need to have each of your tenants fill out the form below to release their energy data. Each tenant’s space will be entered in Portfolio Manager as a “space” within the whole facility.

Commercial Energy Use Worksheet

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3. How to Work with an Existing Portfolio Manager Building Record

If you are already benchmarking your building in Portfolio Manager, review the City of Austin ECAD ordinance on Austin Energy's website <http://www.austinenergy.com/go/ECAD> to confirm that you are complying with all local processes, definitions, procedures, reporting guidelines and schedules. Keep your energy records up to date, and make sure you have at least 12 months worth of energy data for each energy source types. If you are reporting in 2012, you would need the energy data from 10/01/2010 to 09/30/2011 (12 full months of data).

4. How to Authorize Annual Reporting to the City of Austin (Austin Energy)

To comply with the City of Austin ECAD ordinance for benchmarking and reporting your building rating, you can check out the Austin Energy ECAD Commercial Reporting webpage for links to the Enhanced Report and the Minimum Compliance Report options starting January 2012.

4.1 Maintain your energy usage data in Portfolio Manager for your building; you should have records for at least 12 full months of energy data from 10/01/2010 to 09/30/2011 (i.e. for the first tier reporting by 06/01/2012). You should have at least 12 full months worth of energy data for each energy type.

4.2 Visit the Austin Energy ECAD Commercial Reporting webpage for links to the Enhanced Report and the Minimum Compliance Report options.

4.3 After logging in to Portfolio Manager, select the buildings that need to be reported and release the data to the City of Austin (Austin Energy) and you are done.

4.4 Remember to report on an annual basis each year thereafter.

Our reporting schedule is divided into three tiers. Commercial buildings receiving electricity from Austin Energy are required to submit a rating to the City of Austin (Austin Energy) annually by June 1, with a start date scheduled as follows:

If your building square footage is	Report annually starting in year
75,000 or higher	2012
30,000 to 74,999	2013
10,000 to 29,999	2014

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5. Frequently Asked Questions

Where can I find my service Property ID?

You can find your Property ID (TCAD ID) from your property tax records. Depending on where your building is located, you can access this information on the Travis County Central Appraisal District or the Williamson County Central Appraisal District website. The building has to receive electric services from Austin Energy.

Travis County Central Appraisal District:

Go to <http://www.traviscad.org/>. Click on “Property Search”, then “Property Address” and enter your building address in “Street No.” and “Street Name”. Click “Find”.

TravisCAD Detail - Prop_ID 101839

http://www.traviscad.org/travisdetail.php?theKey=101839

TaxNetUSA: Travis County Property Information

Property ID Number: 101839 Ref ID2 Number: 01020107100000

Owner's Name	CITY OF AUSTIN
Mailing Address	PO BOX 1088 AUSTIN, TX 78767-1088
Location	721 BARTON SPRINGS RD 78704
Legal	325X300FT APPROX LOT 6 BLK B BOULDIN J E ESTATE

Value Information	2011 Certified
Land Value	3,900,000.00
Improvement Value	0.00
AG Value	0.00
AG Productivity Value	0.00
Timber Value	0.00
Timber Productivity Value	0.00
Assessed Value	3,900,000.00
10% Cap Value	0.00
Total Value	3,900,000.00

Property Details	
Deed Date	02011987
Deed Volume	10145
Deed Page	00603
Exemptions	TOT
Freeze Exempt	F
ARB Protest	F
Agent Code	0
Land Acres	2.2383
Block	B
Tract or Lot	6
Docket No.	
Abstract Code	S01651
Neighborhood Code	LEXMP

Data up to date as of 2011-11-01

AGRICULTURAL (1-D-1) APPOINTMENT OF AGENT FORM FREEPORT EXEMPTION HOMESTEAD EXEMPTION FORM
PRINTER FRIENDLY REPORT PROTEST FORM RELIGIOUS EXEMPTION FORM PLAT MAP

Williamson County Central Appraisal District:

Go to <http://www.wcad.org/>. Click on “Property Search”, then “By Address” and enter your building address in “Street Number” and “Street Name”. Click “Search”.

If you don't find your building's Property ID information, call 512-482-5346 for help.

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Where can I find my Service Address, Account Number and PowerLink Number from my utility bill?

P00000-0000001

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Utility News

Read Dates

Next meter read date will be on or about 9/19/2011.

Customer Assistance Program (formerly Plus+1) - To those of you that can, please donate \$2, \$3, or any amount to help your neighbors in need with their utility bill payment(s).

Change a Light and Change the World. Buy compact fluorescent lights and make a difference. Save energy, money and the environment. Call 974-7827.

The Drainage and Transportation User Fees are based on the size, level of development, number of vehicles, and existence of a property owner maintained pond located on the property. To see if you qualify for an adjustment or reduced charge call 974-7112.

AUSTIN ENERGY CUSTOMERS: Call 1-877-549-2774 today to schedule the installation of your free programmable thermostat...plus free installation.

Contact Information

View or Pay online: www.coautilities.com

Customer Service: 512-494-9400
or call to toll free at 1-888-340-6465
TDD: 512-477-3663
Se Habla Español

To report an electrical **OUTAGE** call **512-322-9100** and enter your **PowerLink** number. The PowerLink numbers are displayed with your Electric Service on the bill.

Summary of Service

GREATER AUSTIN SERVICE

Service Address: 1234 MAIN ST, UNIT A

Account Number: 01234 56789

Invoice Number: 01234567890

Service Dates	(Aug 14 - Sep 13)
Billing date	Sep 13, 2011
Due date	Sep 30, 2011
Previous Due	\$4,279.99
Payment received	\$4,279.99

Current Activity/Charges

Electric Service	\$4,264.65
Solid Waste Services	\$7.50
Drainage Service	\$135.07
Street Service	\$25.73

Current Activity (Due 09/30/11) \$4,432.95

If Payment is received after due date, a late fee will be assessed on the current electric, water and wastewater charges.

Account Balance \$4,432.95

Continued On Next Page

THE CITY IS COMPLYING WITH THE AMERICANS WITH DISABILITIES ACT.

Detach and include stub with your payment

Account: 01234 56789

Total Amount Due: \$4,432.95
Date Due: 09/30/11

Penalty After Date Due:	\$212.78
Total Due After 09/30/2011:	\$4,645.73
CAP Contribution:	\$ _____
Tree Planting Program:	\$ _____
Total Paid:	\$ _____

Make Checks payable to City of Austin.

View or Pay online:
www.coautilities.com

P.O. Box 2267 Austin, TX 78783-2267

GREATER AUSTIN SERVICE
1234 MAIN STREET
UNIT A
AUSTIN, TX 78704

CITY OF AUSTIN
P.O. BOX 2267
AUSTIN TX 78783-2267

0000000000000000 000000000000 0000000000

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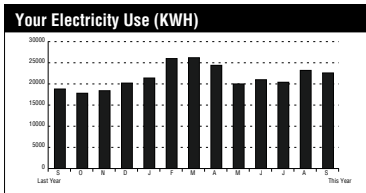


P00000-0000002

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PowerLink Number: 12345678



Current Month
Days of service 30
kWh used 22600
Avg. kWh per day 753.3
Avg. cost per day \$136.08
 13 month avg. consumption: 21569.23



ELECTRIC SERVICE

1234 MAIN ST, UNIT A

Meter # 1234567

Read Date	08/14/2011	09/13/2011	Consumption
Read	3706	3819	113
Reading Difference			113
Meter Multiplier			200
Total Consumption in KWH			22600
Demand Usage			208.00
Power Factor			.80

Electric Commercial Service
 22,600 kWh at \$0.018 per kWh (summer rate) \$406.80
 221,000 kW at \$14.03 per kW (summer rate) \$3,100.63
 Fuel Charge 22,600 kWh at \$0.03105 per kWh \$701.73
 Transmission Serv Cost Adj 208,000 kWh at \$0.2668 per kWh . . . \$55.49
 Commercial Tax

TOTAL CURRENT CHARGES \$4,264.65

Save Money. Visit www.austinenergy.com to learn more.



SOLID WASTE SERVICES 1234 MAIN STREET, UNIT A

City of Austin Solid Waste - Commercial Anti Litter
 Anti Litter - Commercial \$7.50

TOTAL CURRENT CHARGES \$7.50



DRAINAGE SERVICE 1234 MAIN STREET, UNIT A

City of Austin Drainage User Fee - Commercial
 Comprehensive Drainage Fee - Commercial \$135.07

TOTAL CURRENT CHARGES \$135.07



STREET SERVICE 1234 MAIN STREET, UNIT A

City of Austin Transportation User Fee - Commercial
 Transportation User Fee - Commercial \$25.73

TOTAL CURRENT CHARGES \$25.73

View or Pay online: www.coautilities.com

AUTHORIZED PAY STATIONS:

Payments are accepted at most Austin-area
 HEB and Randall's stores, as well as:

- University Co-op (Guadalupe and Riverside locations)
- Rosewood-Zaragoza Center
- Fiesta Mart (IH35 and 38 1/2 st.)
- Utility Service Center (8716 Research Blvd. Suite 115)

Drop Box Locations Are:

- 625 East 10th Street
- 505 Barton Springs Road

Mail all inquiries to:

City of Austin Utility Customer Service,
 P.O.Box 2267 Austin, TX 78783-2267

HOW TO BENCHMARK YOUR BUILDING/FACILITY



If I own a building but lease it to multiple tenants, how do I get the electric energy data?

If your tenants have separate meters and separate energy bills (electricity, gas, water), please have each tenant complete the [Commercial Energy Use Worksheet](#) and submit the form to you, the property owner, so the facility/building can be entered in Portfolio Manager.

If your tenants cannot provide the energy bill data, you can access this information at <http://www.austinenergy.com>. Click on “Utility Account Confidentiality” in the Commercial column under Customer Service. Then go to “Electric Service” in the upper tab bar and select “Request or Provide Account Information”. Click on “Release Account Information” in the right navigation bar under Links and then click on “Release of Authorization (PDF)” in the right navigation bar under Related Content. Print out this form and have each of your tenants fill it out.

Once the forms are completed, go to <http://www.austinenergy.com> and click on “Utility Account Confidentiality” in the Commercial column under Customer Service. Then go to “Electric Service” in the upper tab bar and select “Request or Provide Account Information”. Click on “Request account records” under the Request Records and Public Information section of the webpage and follow the instructions to submit your request in writing.

Why doesn't my building have an ENERGY STAR rating?

There are many reasons why your facility may not have a rating. The best way to find out is to click on the link that says “N/A” next to the facility name where the score would otherwise appear.

The screenshot shows the EnergyStar Portfolio Manager interface. At the top, it says "Portfolio Manager - Building list" and the URL is "https://www.energystar.gov/istar/pmpam/index.cfm?fuseaction=portfolio.portfolioView". The interface includes a search bar and a table of facilities. The table has the following columns: Facility Name, Current Rating (1-100), Change from Baseline: Adjusted Energy Use (%), Total Floor Space (Sq. Ft.), Energy Use Alerts, Current Energy Period Ending Date, Eligibility for the ENERGY STAR, and Last Modified. There are two rows of data: "Sample Facility" and "Test Facility". A red arrow points to the "Change from Baseline" cell for "Sample Facility", which contains "N/A".

Facility Name	Current Rating (1-100)	Change from Baseline: Adjusted Energy Use (%)	Total Floor Space (Sq. Ft.)	Energy Use Alerts	Current Energy Period Ending Date	Eligibility for the ENERGY STAR	Last Modified
Sample Facility	57	N/A	15,000		08/31/2011	Not Eligible: Rating must be 75 or above (ENERGY STAR Eligibility Rules)	11/07/2011
Test Facility	N/A	N/A	10,000	Less than 1 year of data;		Not Eligible: Rating must be 75 or above (ENERGY STAR Eligibility Rules)	11/10/2011

For detailed explanations of the reasons you received for not getting a rating, refer to the Portfolio Manager “HELP” section: https://www.energystar.gov/istar/pmpam/help/Warning_Messages.htm

HOW TO BENCHMARK YOUR BUILDING/FACILITY



What buildings are eligible for benchmarking and receiving the ENERGY STAR rating?

Refer to the ENERGY STAR website for what buildings are eligible to receive a rating at http://www.energystar.gov/index.cfm?c=eligibility.bus_portfoliomanager_eligibility.

How can I improve my ENERGY STAR score?

We want to help you improve your score! To find out more about utility programs that can help you save energy and money, visit our Austin Energy website at <http://www.austinenergy.com>.

Where can I get the 12 months worth of energy data?

Electric Utility

- » You can get the data from your City of Austin utility bill.
- » You can request the electric energy data by visiting <http://www.austinenergy.com>. Click on “Utility Account Confidentiality” in the Commercial column under Customer Service. Then click on “Electric Service” in the upper tab bar and select “Request or Provide Account Information”. Click on “Request account records” under the Request Records and Public Information section of the webpage and follow the instructions to submit your request in writing.
- » You can go to <https://www.coutilities.com/> to create an online account and view the electric energy data.
- » To get chilled water and steam water data, you can email your request to Sue.Arthur@austinenergy.com.

Natural Gas Utility

- » If you are a Texas Gas Service customer and need past utility usage data, you can access this information at <http://www.texasgasservice.com>. If you have questions, Texas Gas Service can be reached at 1-800-700-2443 or by email at <http://www.texasgasservice.com/en/About/Contact.aspx>.
- » If you use a different natural gas supplier, you may contact them directly to request past utility usage data.

Where can I get more help?

For questions related to ENERGY STAR Portfolio Manager, make sure to check the EPA Portfolio Manager website at <http://www.energystar.gov> and check out their “FAQs” and “Help”, which can be accessed from the link at the top right corner of any screen in Portfolio Manager. For additional assistance, contact buildings@energystar.gov.

For questions related to compliance with the City of Austin ECAD ordinance for benchmarking and reporting of the building rating, make sure to check the “FAQs” located at <http://www.austinenergy.com/go/ECAD> under the FAQs section. You can also call 512-482-5346 for more information.