

Energy Star Benchmarking How-To Guide

Purpose: To measure energy, water, and waste performance and demonstrate reductions in environmental impact. [Portfolio Manager training videos are available here.](#)

Contact your district's Facilities and/or Finance Department

- Find out if your district is already using Energy Star Portfolio Manager to track energy, water, and waste. If not, you will need to create an account and gain access to copies of your school's utility bills including electric, gas, and water.
- If your district is already using Energy Star Portfolio Manager, they can share your building's data with you after you create an account.

Create an Energy Star Portfolio Manager account

- [Sign up to create an account](#). Select "Yes" in the last question for your Account Name to be searchable by other Portfolio Manager users. This is how your district will share their data with you if they are already using Energy Star Portfolio Manager.

My district already uses Energy Star Portfolio Manager to benchmark my building:

1. Login to your account and select "Contacts" in the upper right of the screen. Then select the blue "Search for new contacts" button in the upper right corner of the "My Contacts" page. In "Your Search Criteria", type in the Account Name of the person in your district who is managing your building's ESPM data, then select "Connect" next to their name.

[Training video: How to connect with other Portfolio Manager users](#)

2. They will have to accept your connection request. They will then go to "Sharing", select your building, your Account Name, and choose your permissions. They can share your property as "Read Only Access" or "Full Access".

[Training video: How to share properties in Portfolio Manager](#)

My school has never been benchmarked using Energy Star Portfolio Manager:

1. Login to your account and select "Add a Property". You will need information about your building such as year built, gross floor area, and number of employees.

[Training video: How to set up a property in Portfolio Manager](#)

2. You will need access to at least one year (the farther back, the better) of electric, gas, and water bills for your school from your district's Facilities or Finance departments. You will then set up those meters within Energy Star Portfolio Manager and enter in the past bills. Moving forward, bills should be entered monthly or as frequently as possible to track your building's usage. Portfolio Manager is not used to track sewer bills.

[Training video: How to set up energy and water meters in Portfolio Manager](#)

3. Waste meters should be set up similarly and include your building's applicable trash, recycling, and composting. Reach out to your Facilities department to see if your district receives weight/volume reports from waste haulers. If no information is available from the waste hauler, Portfolio Manager will calculate your waste based on your dumpster quantities and sizes. Find out how often your dumpsters are emptied from your Facilities department.