

Appendix E

Submitting Seattle City Light Data Exchange Authorization

Fill out the SCL Consumption Request Form included in the last page of this appendix and email the form to SCL_Portfolio_Manager@seattle.gov

How to Fill out the Form:

Select **New Request** for all new buildings **OR**

Select **Add/Remove/Change Meters** for buildings you've already submitted this form for that need to be either corrected or updated with new information (NOTE: You will select New Request if prior owner or management firm submitted the request form in the past and you are now benchmarking under a new Portfolio Manager Username Account).

Portfolio Manager Username: This is the Username you created to log in to Portfolio Manager account

Building Name: Name of the building that is listed in Portfolio Manager

Primary Address: Main address of the building

Alternate Address: Please include all other street addresses that are part of your property. These include all residents and commercial space addresses as well. Attach a separate Word Doc if the list is too long.

Recent Construction: Yes if it's within the last 3 years and No if it's older

Is there more than one electric utility account associated w/building? Select Yes if there are multiple SCL account holders from the building (for example, apartment or retail buildings with 2 or more SCL accounts). And select No if there is only 1 SCL account holder (example: commercial building with one 1 tenant).

Owner/Authorized Management Firm: Enter your contact information here. The email address you list here will be where SCL will send the Authorization Credentials form and Meter List to.

Authorized Consultant: Mark N/A unless you are hiring a third party consultant to benchmark the property for you. If yes, have them fill out this section.

Account Holder Signature: You will only need the Account Holder signature if you've answered "NO" for the question, "Is there more than one electric utility account associated w/building?" If you have multiple SCL account holders for the building, you can skip to Owner or Authorized Agent Signature Section.

Owner or Authorized Agent Signature: You can either have the Owner of the building sign the form OR select the Authorized Agent box and sign the form yourself. The person that will be benchmarking this property is considered the “Authorized Agent”.

Once submitted, your request form will be processed within five business days. Look in your email for the Automated Benchmarking Authorization form (Word Doc) AND Meter List (Excel) from SCL. If you do not hear back within the timeframe, email Gwen at SCL_Portfolio_Manager@seattle.gov for your status update.

*NOTE: Please wait to complete below steps until **AFTER** you receive your email attachments from SCL.*

Once you have received your Automated Benchmarking Authorization form (Word Doc) AND Meter List (Excel) from SCL :

1. Confirm that your meter list is accurate. If you have 100 residential units and see less numbers of meters listed on the Excel spreadsheet, that is an obvious indicator that some meters are missing. Email Gwen at SCL_Portfolio_Manager@seattle.gov to get your meter list corrected.

	A	B	C	D	E	F	G	H
1	Filtered by Premise ID 3744506912				SAMPLE METER LIST			
2								
3	Premise	Meter	Status	Service Address				
4	40153643	446055	ACTIVE	1234 5TH AVE NE APT 101, SEATTLE, WA, 98105-6454				
5	7.1E+08	446022	ACTIVE	1234 5TH AVE NE APT 102, SEATTLE, WA, 98105-6454				
6	8.01E+08	445991	ACTIVE	1234 5TH AVE NE APT 103, SEATTLE, WA, 98105-6454				
7	1.39E+09	446058	ACTIVE	1234 5TH AVE NE APT 104, SEATTLE, WA, 98105-6454				
8	2.92E+09	446015	ACTIVE	1234 5TH AVE NE APT 105, SEATTLE, WA, 98105-6454				
9								

2. Once your Meter List is accurate, log in to Portfolio Manager account with the Authorized Portfolio Manager Username listed on your Seattle City Light Authorization form.

City of Seattle, Seattle City Light
Portfolio Manager Automated Benchmarking Authorization



PART 1: Authorization Credentials (Information provided by Seattle City Light)	
Please read our Terms and Conditions:	http://seattle.gov/light/accounts/energyusage/docs/abs_tcs.pdf
Meters included in profile:	Verify the meters listed in the attachment are accurate. If you do not agree with the meter list or if there was no attachment, email scl_portfolio_manager@seattle.gov
Authorized Portfolio Manager Username:	USERNAME (SAMPLE)
Virtual Meter Name:	1234_5th_ave_ne_sampleapts_11092017ppi3744506912 (SAMPLE)
Parent Premise ID:	3744506912 (SAMPLE)

If you have not previously added SCL as a contact, you will need to add them:

1. Click the contacts link in the upper right hand corner when you log in to Portfolio Manager.



2. Click on Add Contact

My Contacts [Search for new contacts](#)

This is where you keep track of your contacts and/or organizations (i.e. people or companies associated with your properties such as Professional Engineers, Registered Architects, or others with whom you share information). You can add anyone as a contact, regardless of whether they have a Portfolio Manager account and you can share your properties & reports with any of your **connected** contacts. You can "connect" to other Portfolio Manager users by searching for their accounts and sending a connection request.

[Share](#) [Edit](#) [Delete](#) [Add Contact](#) [Add Organization](#)

All	Name	Organization
A	City of Seattle Annual Reporting (SEATTLE.GOV) <small>Connected</small> City of Seattle Energy Benchmarking Ordinance	City of Seattle Annual Reporting
M	Puget Sound Energy MyData (ESIOPERATOR) <small>Connected</small> ESIOPERATOR (PSE)	Puget Sound Energy
N		

3. Under Your Search Criteria, enter SCL as Name. Enter or click Search.
4. From the list of contacts, locate SCL Portfolio_Manager.
5. Click the Connect button to the right of the name.

Search Results

The results of your search are listed below. Clicking "Connect" will send a request to the person asking them to confirm your request to add them as your contact. If they accept, you will see them listed as a connected contact in your address book. If they do not accept, or have not accepted yet, you will see them as an unconnected contact in your address book. Connecting with contacts will make it easier to share property information within Portfolio Manager.

Your Search Criteria

Name:

Organization:

Username:

Email Address:

Search

Anthony Sclafani Not Available with NORESCO	Connect
Anthony Sclafani Manager of Project Development with Apollo Solutions Group	Connect
SCL Portfolio_Manager Seattle City Light with Seattle City Light	Connect
SCL TESTCUST3 TEST APP DEV with SCL TESTCUST3	Connect
Vincent Sclafani Service Department Manager with Competition Subaru	Connect
Vincent Sclafani Service Manager with Competition Subaru of Smithtown	Connect

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6. When prompted, enter your Portfolio Manager Username in all uppercase letters, check the Terms of Use and then Send Connection Request button.

Send a Connection Request to SCL Portfolio Manager to Begin Exchanging Data

SCL Portfolio Manager requires the following information in order to exchange data with your property(ies). If you have any questions about how to complete this information, please contact SCL Portfolio Manager. Once your connection request has been accepted, you can share individual properties and/or meters with them to get started exchanging data.

PM User Name: Example: PM_USER1
This is the user name used to sign in to Portfolio Manager and is case-sensitive. 1 - 50 Characters [More Information](#)

Terms of Use: http://www.seattle.gov/light/accounts/energyusage/docs/abs_tcs.pdf

Agreement: I agree to my provider's (SCL Portfolio Manager) Terms of Use.

Send Connection Request [Cancel](#)

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[Contact Us](#) [Privacy Policy](#) [Browser Requirements](#) [ENERGY STAR Buildings & Plants Website](#)

7. This connection request should be accepted in approximately 1 hour. Please wait before proceeding.

3. Connection Approval and Virtual Meter Setup

• Log in to Portfolio Manager.

-Under the MyPortfolio tab, click on your property name that is listed under your Dashboard.

The screenshot shows the MyPortfolio dashboard with tabs for Sharing, Reporting, and Recognition. On the left, there are sections for 'Properties (1)' with an 'Add a Property' button, a 'Source EUI Trend (kBtu/ft²)' chart, and 'Manage Portfolio' with a 'Transfer ownership' link. The main area features a 'Portfolio Manager Metric Updates' message, a 'Dashboard' search bar, and a table of properties. The table has columns for Name, Energy Current Date, ENERGY STAR Score, Site EUI (kBtu/ft²), and Source EUI (kBtu/ft²). The first row is for 'TEST APARTMENTS' with ID 6618729, which is circled in red. Navigation buttons like 'First', 'Previous', 'Page 1 of 1', 'Next', 'Last', and '100' are visible at the bottom of the table.

• Go to your property's Energy tab, then click Add A Meter.


The screenshot shows the 'TEST APARTMENTS' property page in the Energy tab. It includes the address '123 TEST AVE SW, SEATTLE, WA 98146', Portfolio Manager Property ID '6618729', and Year Built '2017'. There are buttons for 'Map It' and 'Edit'. A 'Weather-Normalized Source EUI (kBtu/ft²)' box shows 'Current EUI: N/A' and 'Baseline EUI: N/A'. Below the tabs (Summary, Details, Energy, Water, Waste & Materials, Goals, Design), the 'Energy' tab is active. It shows a 'Meter Summary' with '0 Energy Meters Total' and an 'Add A Meter' link. A 'Meters - Used to Compute Metrics (0)' section has an 'Add A Meter' button circled in red. A warning message states: 'There are currently no energy meters entered for this property/building. In order to track energy usage and receive energy metrics, you must provide an energy meter. Enter information about your energy meters to begin tracking energy usage. After entering the meter, you will need to choose to include it in your metrics.' A link 'View as a Diagram' is also present. A 'Four Ways to Enter Bill Data' section is at the bottom left.

In the Get Started Setting Up Meters section, answer the questions:

1. Under Sources of Your Property's Energy check Electric and purchased from the grid.
2. For How Many Meters? Enter 1.
3. Scroll down below the Water Usage section and click Get Started!

Get Started Setting Up Meters for TEST APARTMENTS

There are four ways to enter meter data. First, you can enter manually, starting below. Second, you can set up your meters below, then upload a specially formatted spreadsheet with just your bill data. Third, for advanced users, you can use our upload tool that allows you to set up all of your meters and enter bill data. And finally, you can hire an organization that exchanges data to update your energy data automatically.




Sources of Your Property's Energy

What kind of **energy** do you want to track? Please select all that apply.

Electric

- purchased from the grid
How Many Meters?
- generated onsite with my own solar panels
- generated onsite with my own wind turbines


Natural Gas



Tracking Energy

To track your energy, create an energy meter for each source of energy from a utility, a neighboring building, or an onsite solar or wind panel. If you purchase a raw fuel (e.g. gas) and produce your own fuel (e.g., electricity or chilled water), you only need a meter for the fuel you purchased (e.g. gas), and not for the fuel you produce.

On the next page, in the Meter Name column, click on the words: Electric Grid Meter.

**ENERGY STAR®**
PortfolioManager®

[Welcome](#) | [Account](#) | [Notifications](#) | [ENERGY STAR](#) | [Contacts](#) | [Help](#) | [Sign Out](#)
[CoS_TEST: Settings](#) | [Notifications](#)

About Your Meters for TEST APARTMENTS

Enter the information below about your new meters. The meter's **Units** and **Date Meter became Active** are required. You can also change the meter's name.

1 Energy Meter for TEST APARTMENTS (click table to edit)

<input type="checkbox"/>	Meter Name	Type	Other Type	Units	Date Meter became Active	In Use?	Date Meter became Inactive	Enter as Delivery?
<input type="checkbox"/>	1234_5th_ave_ne_sam pleapts_11092017p pi3744506912	Electric - Grid		kWh (thousand Watt-hours)	1/1/2009	<input checked="" type="checkbox"/>		<input type="checkbox"/>

[Delete Selected Entries](#)
[Add Another Entry](#)

[Back](#)[Create Meters](#) [Cancel](#)

1. Replace the words: Electric Grid Meter with the Virtual Meter Name that SCL provided on the authorization form.

City of Seattle, Seattle City Light
Portfolio Manager Automated Benchmarking Authorization



PART 1: Authorization Credentials <i>(Information provided by Seattle City Light)</i>	
Please read our Terms and Conditions:	http://seattle.gov/light/accounts/energyusage/docs/abs_tcs.pdf
Meters included in profile:	Verify the meters listed in the attachment are accurate. If you do not agree with the meter list or if there was no attachment, email scl_portfolio_manager@seattle.gov
Authorized Portfolio Manager Username:	USERNAME (SAMPLE)
Virtual Meter Name:	1234_5th_ave_ne_sampleapts_11092017ppi3744506912 (SAMPLE)
Parent Premise ID:	3744506912 (SAMPLE)

2. Under Units, select kWh (thousand kilowatt hours).
3. Under Date Meter Became Active, type in: 01/01/2009. (Leave "Inactive" date blank and "Enter as Delivery" un-checked.)
4. Click Create Meters.
5. Click Continue.

On Select Energy Meters to Include in Metrics page:

1. Check all of the meters.
2. Select: These meter(s) account for the total energy consumption for this property.
3. At the bottom of the screen, click the Apply Selections button.

Select Meters to Include in Metrics

Tell us which meters to include when calculating the metrics for [TEST APARTMENTS](#) so that we can provide you with the most accurate metrics possible.

Summary

1

Meters representing the **total** energy consumption for [TEST APARTMENTS](#) (a single building).

Energy Meters

Select all meters to be included in your metrics. (Hint: Most meters should be included unless they are [sub-meters](#).)

	Name Meter ID	Type
<input type="checkbox"/>		
<input checked="" type="checkbox"/>	1234_5th_ave_ne_sampleapts_11092017ppi3744506912 49776541	Electric - Grid

Total of 1 meter(s). Tell us what this represents:

* These meter(s) account for the total energy consumption for [TEST APARTMENTS](#) (a single building).

These meter(s) do not account for the total energy consumption for [TEST APARTMENTS](#) (a single building).

About Sub-meters

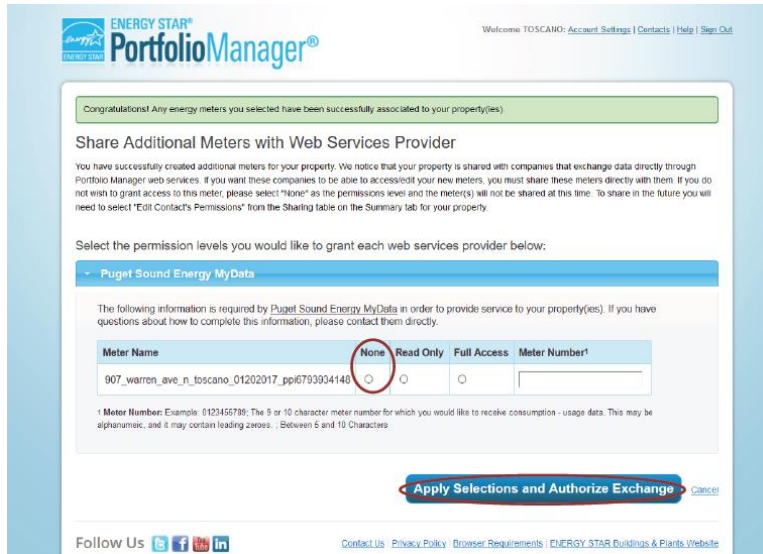
If you have sub-meters to measure energy or water consumption for a specific purpose, and you also have a master meter (which measures total consumption), counting both of

4. Select Permission Levels for Other Web Services Providers

>If you are using other automated data services (such as Puget Sound Energy), then you will be given the option to allow other utilities to view your Seattle City Light data.

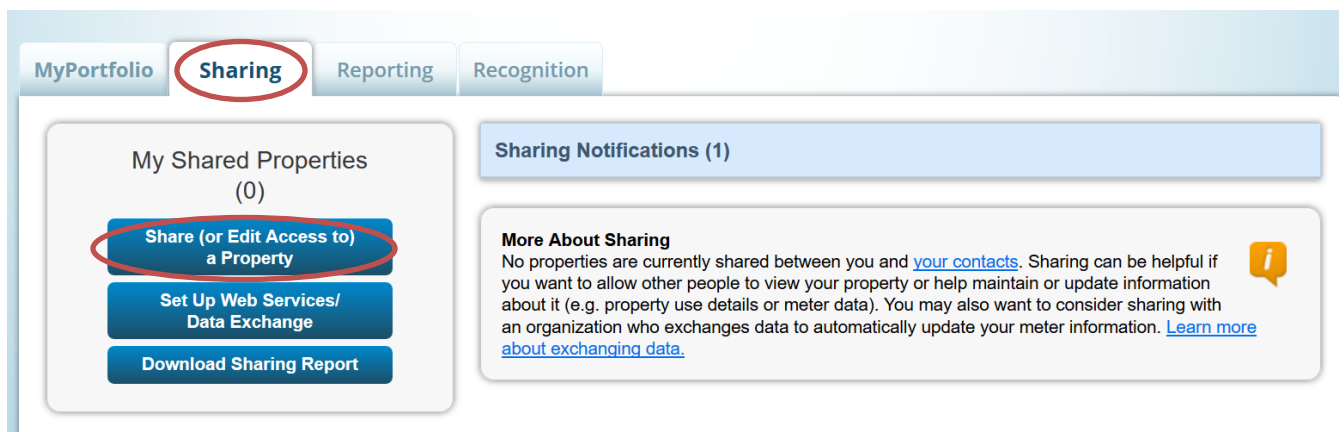
>On the **Share Additional Meters with Web Services Provider** page, select “None” on the **Puget Sound Energy MyData** tab.

>Select **Apply Selections and Authorize Exchange**.



5. Share Property with Seattle City Light

“ Go to the Sharing Tab and click Share (or Edit Access to) a Property.



1. Select One Property and then choose the building to connect to SCL.

2. Select contact, Portfolio_Manager, SCL.

3. Under Choose Permissions, select the second option: "Personalized Sharing & Exchange Data."

4. Click Continue.



Select Properties

We'll get into the details of the level of access later. For now, which properties do you want to share and/or edit access to?

One Property Sample Office (US)



Select People (Accounts)

Which people (accounts) do you want to share these properties with (or modify their current access to)? The access for each can be different and you'll be able to specify that on the next page.

Select contacts from my contacts book:

Benchmarking 101 Workshop (Benchmarking101)
City of Seattle Annual Reporting (SEATTLE.GOV)
SCL Portfolio Manager (SCL_PORTFOLIO_MANAGER)

To select multiple contacts, hold down your Control (CTRL) key and click on each selection. Only your connected contacts appear in this list.



Choose Permissions

If you only need to choose one permission (because you are doing a single share or you want to give the same permissions for all of your shares), select "Bulk Sharing." If you need to assign different permissions or share with Data Exchange providers, select the 2nd option.

- * **Bulk Sharing ("One-Size-Fits-All")** - I only need to choose one permission (either because I am doing a single share OR I want to choose the same permission for all of my share requests).
- Personalized Sharing & Exchange Data ("Custom Orders")** - I need to give different permissions for different share requests, and/or I need to give [Exchange Data](#) permission.

Continue

[Cancel](#)

On the next screen, select the Exchange Data button, which will pop-up the Access Permissions window

Share Your Property(ies)

To finish up, tell us what type of access the people you have selected should have for each of the properties that you have selected. The option to exchange data is only available for authorized accounts.



Select Permissions for Each Contact

The access levels you select do not have to be the same for each property or each person.

Sort by:

Name (ID)	No Access	Read Only Access	Full Access	Custom Access	Exchange Data
▼ Sample Office (US) (6246487)					
SCL Portfolio Manager	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> ←

Share Property(ies)

[Cancel](#)

1. In the pop-up window, enter the Premise ID number found at the top of your SCL Authorization Form.

City of Seattle, Seattle City Light

Portfolio Manager Automated Benchmarking Authorization



PART 1: Authorization Credentials <i>(Information provided by Seattle City Light)</i>	
Please read our Terms and Conditions:	http://seattle.gov/light/accounts/energyusage/docs/abs_tcs.pdf
Meters included in profile:	Verify the meters listed in the attachment are accurate. If you do not agree with the meter list or if there was no attachment, email scl_portfolio_manager@seattle.gov
Authorized Portfolio Manager Username:	USERNAME (SAMPLE)
Virtual Meter Name:	1234_5th_ave_ne_sampleapts_11092017ppi3744506912 (SAMPLE)
Parent Premise ID:	3744506912 (SAMPLE) ←

You need to enter the Premise ID number in TWO places as shown below.

Select Access Permissions to [Sample Office \(US\)](#) for [SCL Portfolio Manager](#).

The following information is required by [SCL Portfolio Manager](#) in order to provide service to your property(ies). If you have any questions about how to complete this information, please contact them directly.

PremiseID:

Example: 1234567890

Parent Premise ID associated with the property and is provided by SCL Portfolio Manager or SCL Representative.; 1 - 10 Characters [More Information](#)

Select the permission level below that you would like to grant [SCL Portfolio Manager](#) for each category.

Item	None	Read Only Access	Full Access	PremiseID ¹
Property Information	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
▼ All Meter Information				
▼ Energy Meters				
1234_5th_ave_ne_sampleapts_11092017ppi3744506912	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text" value="3744506912"/>

2.IMPORTANT: Set the Access Permissions exactly as follows:

Property Information: Read Only Access

SCL Virtual Meter Name: Full Access

For any other meters listed: None


Goals, Improvements: None

Recognition: None

3. Scroll down. For Share Forward, select "No".

4. Scroll down the window and click Apply Selections & Authorize Exchange.

Goals, Improvements, & Checklists	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Recognition	<input checked="" type="radio"/>		<input type="radio"/>	

 The provider with whom you are sharing does not support this meter type.

¹ PremiseID: Example: 1234567890; Parent Premise ID associated with the property and is provided by SCL Portfolio Manager or SCL Representative.; Between 1 and 10 Characters [More Information](#)

Additional Options:

Item	Yes	No
* Share Forward Allow SCL Portfolio Manager to share this property with others and give them any permissions that he/she has, including the right to share with more people.	<input type="radio"/>	<input checked="" type="radio"/>

[Apply Selections & Authorize Exchange](#) [Cancel](#)

.. This will open the Sharing window again. Click on the Share Property(ies) button to finish.

Sort by: Property Name ▾

Name (ID)	No Access <input type="radio"/>	Read Only Access <input type="radio"/>	Full Access <input type="radio"/>	Custom Access	Exchange Data
▾ Sample Office (US) (6246487)					
SCL Portfolio_Manager	<input type="radio"/>				<input type="radio"/>

Share Property(ies) [Cancel](#)

.. You should see data in your Virtual Meter in about four hours. Thereafter, SCL will update this meter monthly


To verify SCL data in your Portfolio Manager account, log in to your Portfolio Manager account and go to your property's Energy tab. Scroll down and click on your SCL meter as shown below:

 [Export Data by Calendar Month](#)

Meters - Used to Compute Metrics (1)

Add A Meter

[Change Meter Selections](#)

 [View as a Diagram](#)

Name Meter ID	Energy Type	Most Recent Bill Date	In Use? (Inactive Date)
41_dravus_st_41dravusapts_10302018ppi564580525250577533	Electric - Grid	09/30/2018	Yes

 [Download Annual Totals by Meter](#)

If you have January 1st - Dec 31st data from the reporting year, you have full data to report to the City of Seattle. (NOTE: You will see a 3-month lag with all SCL Automated Consumption Data.)

<input type="checkbox"/>	5/1/2017	5/31/2017	23,587.7	2,106.93	<input type="checkbox"/>	<input type="checkbox"/>			12/5/2018 SCL Portfolio Manager
<input type="checkbox"/>	6/1/2017	6/30/2017	22,994.08	2,056.12	<input type="checkbox"/>	<input type="checkbox"/>			12/5/2018 SCL Portfolio Manager
<input type="checkbox"/>	7/1/2017	7/31/2017	24,884.02	2,239.90	<input type="checkbox"/>	<input type="checkbox"/>			12/5/2018 SCL Portfolio Manager
<input type="checkbox"/>	8/1/2017	8/31/2017	24,655.42	2,208.97	<input type="checkbox"/>	<input type="checkbox"/>			12/5/2018 SCL Portfolio Manager
<input type="checkbox"/>	9/1/2017	9/30/2017	22,936.97	2,012.92	<input type="checkbox"/>	<input type="checkbox"/>			12/5/2018 SCL Portfolio Manager
<input type="checkbox"/>	10/1/2017	10/31/2017	24,925.37	2,179.30	<input type="checkbox"/>	<input type="checkbox"/>			12/5/2018 SCL Portfolio Manager
<input type="checkbox"/>	11/1/2017	11/30/2017	27,522.35	2,384.99	<input type="checkbox"/>	<input type="checkbox"/>			12/5/2018 SCL Portfolio Manager
<input type="checkbox"/>	12/1/2017	12/31/2017	29,100.35	2,563.06	<input type="checkbox"/>	<input type="checkbox"/>			12/5/2018 SCL Portfolio Manager
<input type="checkbox"/>	1/1/2018	1/31/2018	32,014.22	3,011.43	<input type="checkbox"/>	<input type="checkbox"/>			12/5/2018 SCL Portfolio Manager
<input type="checkbox"/>	2/1/2018	2/28/2018	28,905.62	2,730.40	<input type="checkbox"/>	<input type="checkbox"/>			12/5/2018 SCL Portfolio Manager
<input type="checkbox"/>	3/1/2018	3/31/2018	27,304.97	2,555.25	<input type="checkbox"/>	<input type="checkbox"/>			12/5/2018 SCL Portfolio Manager
<input type="checkbox"/>	4/1/2018	4/30/2018	25,773.05	2,410.27	<input type="checkbox"/>	<input type="checkbox"/>			12/5/2018 SCL Portfolio Manager
<input type="checkbox"/>	5/1/2018	5/31/2018	21,052.55	1,964.90	<input type="checkbox"/>	<input type="checkbox"/>			12/5/2018 SCL Portfolio Manager
<input type="checkbox"/>	6/1/2018	6/30/2018	20,464.22	1,911.50	<input type="checkbox"/>	<input type="checkbox"/>			12/5/2018 SCL Portfolio Manager
<input type="checkbox"/>	7/1/2018	7/31/2018	22,209.5	2,074.82	<input type="checkbox"/>	<input type="checkbox"/>			12/5/2018 SCL Portfolio Manager
<input type="checkbox"/>	8/1/2018	8/31/2018	22,492.37	2,091.22	<input type="checkbox"/>	<input type="checkbox"/>			12/5/2018 SCL Portfolio Manager

**RETURN TO HOW TO GUIDE STEP 3B IF YOUR BUILDING HAS NATURAL GAS -IF NOT-
PROCEED TO STEP 4 OF THE HOW TO GUIDE TO COMPLETE THE BENCHMARKING PROCESS**

City of Seattle, Seattle City Light

Portfolio Manager Automated Benchmarking Consumption Request*



Instructions

1. Typing is preferred, so the information is legible.
2. Before filling out this form, setup your User Account in Portfolio Manager.
3. Do not setup your meter in Portfolio Manager. We will supply your meter information.
4. Read our Terms and Conditions: http://seattle.gov/light/accounts/energyusage/docs/abs_tcs.pdf
5. You do not need the Account Holder signature, if there is more than one account holder in the building.

New Request

Add/Remove/Change Meters

To be completed by Building Owner or Authorized Property Management Agent:

Portfolio Manager Username	<i>(Carefully choose your Userid. We strongly discourage changes in Userids, unless absolutely necessary.)</i>				
Building Name	Primary Address		Zip		
Alternate Address(es)	Example: Side or rear entrance with alternate street address.				
Recent Construction?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Is there more than one electric utility account associated w/building?	Yes <input type="checkbox"/> No** <input type="checkbox"/>	<i>(If No, Account Holder's signature required, below.)</i>	
Additional Comments	List any additional information that will help Seattle City Light with your request.				
Owner/Authorized Management Firm				Tel () - x	
Mailing Address	City	State	Zip		
Email					
Authorized Consultant?	N/A <input type="checkbox"/>			Tel () - x	
Mailing Address	City	State	Zip		
Email					
Account Holder** <i>(Required, if there is only one electric utility account associated w/building.)</i>	I authorize Seattle City Light to release the energy use and/or account data to the Building Owner/Authorized Agent. I agree to release and hold Seattle City Light and the City of Seattle harmless from any liability, claims, or damages related to the release of such data.				
	Print Name	Sign _____		Date	
Owner <input type="checkbox"/> or Authorized Agent <input type="checkbox"/>	Print Name	Sign	_____		Date

EMAIL THIS FORM TO SCL_PORTFOLIO_MANAGER@SEATTLE.GOV OR FAX TO 206.287.5305

New Requests: Please allow 5 business days for processing.

***Add/Remove/Change Meters:** Please allow 5 business days to process meter changes.

***NOTE:** Actual data changes won't occur until the monthly update.