

To enroll in SCL's services,

## Download and Complete the Consumption Request Form



For detailed instructions, watch [Obtaining Data Usage: Seattle City Light training video](#)

Visit [www.seattle.gov/light/accounts/energyusage](http://www.seattle.gov/light/accounts/energyusage) to complete and submit the Portfolio Manager Automated Benchmarking Consumption Request form and agree to the Terms and Conditions.

### Fill out the Request Form

Mark **New Request** for all new buildings or if you want to benchmark under a new account and username.

Enter the **Portfolio Manager Username** you used to set-up your account in Step 2 above.

Enter the **Building Name** you used in Step 2 above when setting-up your property in Portfolio Manager.

Enter the **Primary Address** of the building.

City of Seattle, Seattle City Light		Portfolio Manager Automated Benchmarking Consumption Request*	
<b>Instructions</b>			
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: <a href="http://seattle.gov/city-light/business-solutions/business-billing-and-account-information/building-energy-consumption-data">seattle.gov/city-light/business-solutions/business-billing-and-account-information/building-energy-consumption-data</a> 5. You do not need the Account Holder signature, if there is more than one account holder in the building.			
<input type="checkbox"/> <b>New Request</b>		<input type="checkbox"/> <b>Add/Remove/Change Meters</b>	
<b>To be completed by Building Owner or Authorized Property Management Agent:</b>			
<b>Portfolio Manager Username</b> (Carefully choose your UserID. We strongly discourage changes in Userids, unless absolutely necessary.)			
<b>Building Name</b>		<b>Primary Address</b>	
Alternate Address(es) Example: Side or rear entrance with alternate street address.		Zip	
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"/> (If No, Account Holder's signature required, below.) No** <input type="checkbox"/>	
Additional Comments List any additional information that will help Seattle City Light with your request.			
<b>Owner/Authorized Management Firm</b>		Tel ( ) -	
Mailing Address		City State Zip	
Email			
<b>Authorized Consultant?</b> N/A <input type="checkbox"/>		Tel ( ) -	
Mailing Address		City State Zip	
Email			
<b>Account Holder**</b> (Required if there is only one electric utility account associated w/building.) 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			
<b>Owner or Authorized Agent</b> <input type="checkbox"/>		Print Name	
Sign		Date	
EMAIL THIS FORM TO <a href="mailto:SCL_PORTFOLIO_MANAGER@SEATTLE.GOV">SCL_PORTFOLIO_MANAGER@SEATTLE.GOV</a> OR FAX TO 206.287.5305			
<b>New Requests:</b> Please allow 5 business days for processing.			
<b>*Add/Remove/Change Meters:</b> Please allow 5 business days to process meter changes.			
<b>**NOTE:</b> Actual data changes won't occur until the monthly update.			
700 Fifth Avenue, Suite 3200, P.O. Box 34023, Seattle, WA 98124-4023 Tel: (206) 684-7557, Fax: (206) 287-5305, E-mail: <a href="mailto:SCL_Portfolio_Manager@seattle.gov">SCL_Portfolio_Manager@seattle.gov</a>			

Download and complete the [Portfolio Manager Automated Benchmarking Consumption Request form](#).

**City of Seattle, Seattle City Light**  
Portfolio Manager Automated Benchmarking Consumption Request\*

**Instructions**

- Typing is preferred, so the information is legible.
- Before filling out this form, setup your User Account in Portfolio Manager.
- Do not setup your meter in Portfolio Manager. We will supply your meter information.
- Read our Terms and Conditions: [seattle.gov/city-light/business-solutions/business-billing-and-account-information/building-energy-consumption-data](http://seattle.gov/city-light/business-solutions/business-billing-and-account-information/building-energy-consumption-data)
- 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** (Carefully choose your Userid. We strongly discourage changes in Userids, unless absolutely necessary.)

Building Name Primary Address Zip

Alternate Address(es) Example: Side or rear entrance with alternate street address.

Recent Construction? Yes  No  Is there more than one electric utility account associated w/building? Yes  No  (If No, Account Holder's signature required, below.)

Additional Comments List any additional information that will help Seattle City Light with your request.

**Owner/Authorized Management Firm** Tel ( ) -

Mailing Address City State Zip

Email

**Authorized Consultant?** N/A  Tel ( ) -

Mailing Address City State Zip

Email

**Account Holder\*\*** (Required, if there is only one electric utility account associated w/building.) 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  or Authorized Agent**  Print Name Sign Date

EMAIL THIS FORM TO [SCL\\_PORTFOLIO\\_MANAGER@SEATTLE.GOV](mailto: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.

700 Fifth Avenue, Suite 3200, P.O. Box 34023, Seattle, WA 98124-4023  
Tel: (206) 694-7557, Fax: (206) 297-5305, E-mail: [SCL\\_Portfolio\\_Manager@seattle.gov](mailto:SCL_Portfolio_Manager@seattle.gov)

Download and complete the [Portfolio Manager Automated Benchmarking Consumption Request form](#).

For **Alternate Address**, provide additional street addresses that are part of your property, including those for all resident and commercial spaces. If you are unable to fit all addresses for your building under the Alternate Address line, attach a separate Word document with a complete list of addresses.

For **Recent Construction**, mark **Yes** if your building was constructed within the last three years. If it was built more than three years ago, mark **No**.

For **Is there more than one electric utility account associated w/building?**, mark **Yes** if the building has multiple Seattle City Light account holders (such as tenants on separate meters). Mark **No** if the building has only one account holder.

For **Owner/Authorized Management Firm**, enter your contact information. Seattle City Light will send the authorization credentials form and meter list to the email address listed here.

For **Authorized Consultant**, if you are hiring a third-party consultant to benchmark the property for you, have them complete this section. Otherwise mark **N/A**.



If your building has multiple addresses, refer to [Identify Alternative Addresses](#).



**Note:** Seattle City Light can only enroll one authorized user (per building) at a time in automated data exchange. If there is already an authorized user receiving consumption data in Portfolio Manager for the building you are trying to enroll, Seattle City Light may need to clarify who the authorized user is before completing the enrollment process.

**City of Seattle, Seattle City Light**  
Portfolio Manager Automated Benchmarking Consumption Request\*

**Instructions**

- Typing is preferred, so the information is legible.
- Before filling out this form, setup your User Account in Portfolio Manager.
- Do not setup your meter in Portfolio Manager. We will supply your meter information.
- Read our Terms and Conditions: [seattle.gov/city-light/business-solutions/business-billing-and-account-information/building-energy-consumption-data](http://seattle.gov/city-light/business-solutions/business-billing-and-account-information/building-energy-consumption-data)
- 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** (Carefully choose your Username. We strongly discourage changes in Userids, unless absolutely necessary.)

Building Name Primary Address Zip

Alternate Address(es) Example: Side or rear entrance with alternate street address.

Recent Construction? Yes  No  Is there more than one electric utility account associated w/building? Yes  No  (If No, Account Holder's signature required, below.)

Additional Comments List any additional information that will help Seattle City Light with your request.

**Owner/Authorized Management Firm** Mailing Address City State Zip Email

**Authorized Consultant?** N/A  Mailing Address City State Zip Email

**Account Holder\*\*** (Required, if there is only one electric utility account associated w/building.) 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  or Authorized Agent**  Print Name Sign Date

EMAIL THIS FORM TO [SCL\\_PORTFOLIO\\_MANAGER@SEATTLE.GOV](mailto: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.

700 Fifth Avenue, Suite 3200, P.O. Box 34023, Seattle, WA 98124-4023  
Tel: (206) 694-7557, Fax: (206) 297-5305, E-mail: [SCL\\_Portfolio\\_Manager@seattle.gov](mailto:SCL_Portfolio_Manager@seattle.gov)

Identify the appropriate authorization option below, then complete that portion of the form.

**Option 1:** If your building has **only one SCL account holder** (the entity responsible for paying the bill), have them sign in the **Account Holder\*\*** section.

**Option 2:** If your building has **multiple SCL account holders**, skip the Account Holder\*\* section and instead sign in the **Owner or Authorized Agent** section. The person responsible for benchmarking the property should sign here.

### Submit the Request Form

Email the completed Consumption Request form to [SCL\\_Portfolio\\_Manager@seattle.gov](mailto:SCL_Portfolio_Manager@seattle.gov) (SCL\_Portfolio\_Manager@seattle.gov) and copy energybenchmarking@seattle.gov.

#### Authorization Option 1 Examples

- a. commercial building with a single tenant
- b. a senior housing facility where the SCL bill for all residents is paid by the facility

#### Authorization Option 2 Examples

- a. commercial building where tenants individually pay their own SCL bills
- b. multifamily housing (e.g., condos or apartments) where residents individually pay their own SCL bills

Download and complete the [Portfolio Manager Automated Benchmarking Consumption Request form](#).

	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	4E+07	446055	ACTIVE	1234 5TH AVE NE APT 101, SEATTLE, WA, 98105-6454				
5	4E+07	446022	ACTIVE	1234 5TH AVE NE APT 102, SEATTLE, WA, 98105-6454				
6	4E+07	445991	ACTIVE	1234 5TH AVE NE APT 103, SEATTLE, WA, 98105-6454				
7	4E+07	446058	ACTIVE	1234 5TH AVE NE APT 104, SEATTLE, WA, 98105-6454				
8	4E+07	446015	ACTIVE	1234 5TH AVE NE APT 105, SEATTLE, WA, 98105-6454				

Example of Seattle City Light meter list.



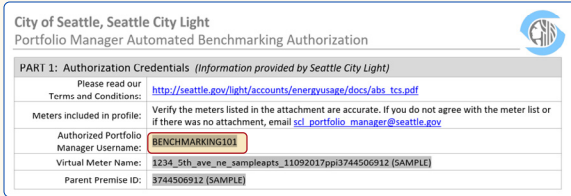
**Before you can proceed**, you must receive an Automated Benchmarking Authorization form and Meter List. If after five (5) business days you do not receive an email from Seattle City Light titled Automated Benchmarking Authorization, email [SCL\\_Portfolio\\_Manager@seattle.gov](mailto:SCL_Portfolio_Manager@seattle.gov) (SCL\_Portfolio\_Manager@seattle.gov) to check the status of your request.

Complete the steps below only **AFTER** you receive an email from Seattle City Light with the Automated Benchmarking Authorization form and a list of meters attached for your review.

Confirm that your meter list is complete and accurate. If any are missing or incorrect, email [SCL\\_Portfolio\\_Manager@seattle.gov](mailto:SCL_Portfolio_Manager@seattle.gov) (SCL\_Portfolio\_Manager@seattle.gov) with details.



If your building is enrolled in Seattle City Light (SCL) data exchange with multiple meters aggregated into one virtual meter, ensure the number of meters on the list match the total number of electric meters serving the building. For example, if you are a 30-unit multifamily building and tenants are individually metered, verify that SCL has listed 30 tenant meters plus any additional common area meters.



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](http://seattle.gov/light/accounts/energyusage/docs/abs_tcs.pdf)

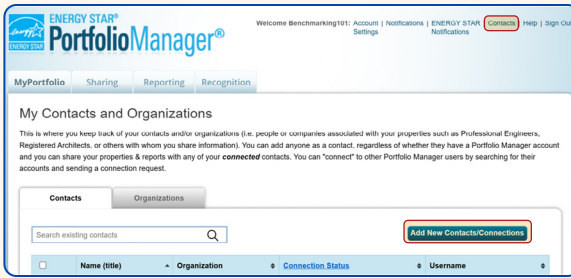
Meters included in profile: Verify the meters listed in the attachment are accurate. If you do not agree with the meter list or if there was no attachment, email [scl\\_portfolio\\_manager@seattle.gov](mailto:scl_portfolio_manager@seattle.gov)

Authorized Portfolio Manager Username: **BENCHMARKING101**

Virtual Meter Name: **1234\_5th\_ave\_ne\_samplepts\_11092017ppi3744506912 (SAMPLE)**

Parent Premise ID: **9744506912 (SAMPLE)**

Example of Seattle City Light Authorization form with Authorized Portfolio Manager Username listed.



ENERGY STAR Portfolio Manager

Welcome Benchmarking101! Account | Notifications | ENERGY STAR Settings | **Contacts** | Help | Sign Out

MyPortfolio | Sharing | Reporting | Recognition

My Contacts and Organizations

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.

Contacts | Organizations

Search existing contacts

**Add New Contacts/Connections**

Name (title) | Organization | Connection Status | Username

Select **Add New Contacts/Connections** to begin connection process.

## Connect Portfolio Manager to Seattle City Light

After you have an Excel file with an accurate list of Seattle City Light meters in your building, log into your Portfolio Manager account using the **Authorized Portfolio Manager Username** as listed on your Seattle City Light Authorization form.



*If you have already added Seattle City Light as a contact for another property or meter, skip the next two steps.*

Select **Contacts** in the upper right, then, leaving the search box empty, click the **Add New Contacts/Connections** button.

# Obtain Seattle City Light Meter Usage Data

Connect with an Existing User for Sharing

Search using any of the criteria below.

Name:

Organization:

Username:

Email:

Enter **SCL\_Portfolio\_Manager@seattle.gov** in the Email field, then select **Search**.

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	Search Results	Action
Name: <input type="text"/>	Dom Cwen (test@omgwen) President with SCL TEST	<input type="button" value="Connect"/>
Organization: <input type="text"/>	gwen scott (SEPT19THTEST) city light employee with City of Seattle	<input type="button" value="Connect"/>
Username: <input type="text"/>	gwen gwen (GWEN2012) Not Available with city light	<input type="button" value="Connect"/>
Email Address: <input type="text" value="SCL_Portfolio_Manager@sear"/>	gwen test test (GWENTEST1) citylight esa with city light test group	<input type="button" value="Connect"/>
	M Redmond (TEST_ACCT_MYKAEI_REDMOND) Not Available with Analyst for Seattle City Light	<input type="button" value="Connect"/>
	SCL Portfolio_Manager (SCL_PORTFOLIO_MANAGER) Seattle City Light with Seattle City Light	<input type="button" value="Connect"/>

Page 1 of 1 1 - 6 of 6

Select **Connect** on the SCL Portfolio\_Manager entry.

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\_USER  
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/lookup\\_data.pdf](http://www.seattle.gov/light/accounts/energyusage/lookup_data.pdf)

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

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Enter your Portfolio Manager Username in **uppercase**, check the Terms of Use, then select **Send Connection Request**.

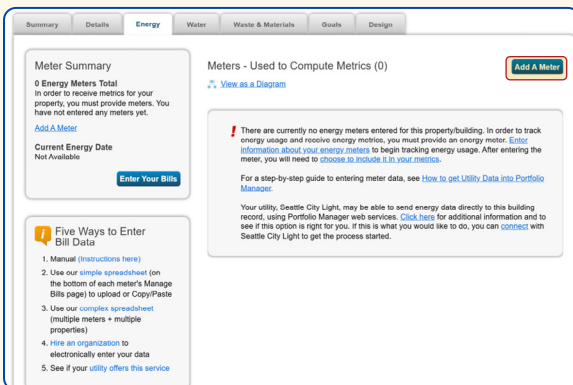
Under Your Search Criteria, enter SCL\_Portfolio\_Manager@seattle.gov under **Email**, then click **Search**.

From the list of contacts, locate **SCL\_Portfolio\_Manager** and click the **Connect** button on the right.

When prompted, enter your **Portfolio Manager Username** in **UPPERCASE**, check the Terms of Use, then select **Send Connection Request**.

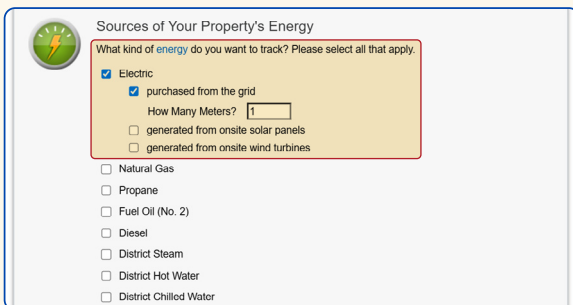


**Wait about an hour for the connection request to be accepted before proceeding.**



The screenshot shows the 'Energy' tab in Portfolio Manager. On the left, there is a 'Meter Summary' section with a red warning icon and the text: '0 Energy Meters Total. In order to receive metrics for your property, you must provide meters. You have not entered any meters yet.' Below this is an 'Add A Meter' button. To the right, there is a section titled 'Meters - Used to Compute Metrics (0)' with a red warning icon and the text: '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.' Below this is a link to 'View as a Diagram' and another 'Add A Meter' button. At the bottom left, there is a section titled 'Five Ways to Enter Bill Data' with five numbered options.

Select **Add A Meter** on the Energy tab.



The screenshot shows the 'Sources of Your Property's Energy' section. It asks 'What kind of energy do you want to track? Please select all that apply.' Under the 'Electric' section, the 'purchased from the grid' option is checked, and the 'How Many Meters?' field is set to '1'. Other options include 'generated from onsite solar panels', 'generated from onsite wind turbines', 'Natural Gas', 'Propane', 'Fuel Oil (No. 2)', 'Diesel', 'District Steam', 'District Hot Water', and 'District Chilled Water'.

**Complete Electric portion** of Get Started Setting Up Meters section.

In Portfolio Manager under the **Notifications** tab, in the upper right corner look for confirmation that the connection request has been accepted by selecting **Contacts**. If successfully connected, the **Connection Status** field adjacent to Seattle City Light will indicate **Web Services Connection**.

## Connection Approval and Virtual Meter Setup

In Portfolio Manager under the **MyPortfolio** tab, in the My Properties section, select the name of the building with the meter you are setting up.

While on MyPortfolio tab, select the Energy tab, then select **Add A Meter**.

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

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



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

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Please read our Terms and Conditions: [http://seattle.gov/light/accounts/energyusage/docs/abs\\_tcs.pdf](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](mailto:scl_portfolio_manager@seattle.gov)

Authorized Portfolio Manager Username: BENCHMARKING101

Virtual Meter Name: 1234\_5th\_ave\_ne\_samplepts\_11092017ppi3744506912 [SAMPLE]

Parent Premise ID: 3744506912 [SAMPLE]

Replace the words **Electric Grid Meter** with the unique **Virtual Meter Name SCL** provided on the authorization form.

About Your Meters for Test Building

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 Building (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?	Custom Meter ID # Name
<input type="checkbox"/>	1234_5th_ave_ne_samplepts_11092017ppi3744506912	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

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Copy the **Virtual Meter name** directly from the SCL authorization form (shown below) into paste it into the Meter Name field, select **kWh** and enter **1/1/2009**.

On the next screen, in the Meter Name column, select **Electric Grid Meter**.

- Replace the words Electric Grid Meter with the unique **Virtual Meter Name SCL** provided on the authorization form.
- Under Units, select **kWh** (thousand kilowatt hours).
- Under Date Meter Became Active, type in: **01/01/2009** to be certain that all required consumption data is reported.
- Leave the rest as-is, with **In use?** checked, **Date meter became inactive?** blank, and **Enter as delivery?** unchecked.

After all of your building's meters have been entered, select **Create Meters**.



If you are signed up for the aggregated automated meter with SCL, you will not be required to manually enter your individual meters.



Select Meters to Include in Metrics

Tell us which meters to include when calculating the metrics for **Test Building** so that we can provide you with the most accurate metrics possible.

**Summary**

1

Meters representing the total energy consumption for **Test Building** (a single building).

**1** 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 those meters would double count your consumption and skew your metrics (e.g., artificially increase your Site Energy Use Intensity). [Learn More about configuring meters for performance metrics.](#)

**Energy Meters**

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

Name	Meter ID	Type
<input checked="" type="checkbox"/>	1234_5th_ave_ne_sampleapts_11092017pp13744506912	Electric - Grid
<input checked="" type="checkbox"/>	203012274	

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

These meter(s) account for the total energy consumption for **Test Building** (a single building).

These meter(s) do not account for the total energy consumption for **Test Building** (a single building).

**Apply Selections**

Check all of the meters and **These meter(s) account for the total energy consumption for this property**, then select **Apply Selections**.

Congratulations! Any energy meters you selected have been successfully associated to your property(ies).

**Share Additional Meters with Web Services Provider**

You have successfully created additional meters for your property. We notice that your property is shared with companies that exchange data directly through Portfolio Manager web services. If you want these companies to be able to access/edit your new meters, you must share these meters directly with them. If you do not want to grant access to this meter, please select "None" as the permissions level and the meter(s) will not be shared at this time. To share in the future you will need to select "Edit Contact's Permissions" from the Sharing table on the Summary tab for your property.

Select the permission levels you would like to grant each web services provider below:

**EnergyCAP ENERGY STAR Admin**

The following information is required by **EnergyCAP ENERGY STAR Admin** in order to provide service to your property(ies). If you have questions about how to complete this information, please contact them directly.

Meter Name	None	Read Only	Full Access
1234_5th_ave_ne_sampleapts_11092017pp13744506912	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Apply Selections and Authorize Exchange** skip for now

Select **None** for Puget Sound Energy EnergyCAP.

On the screen titled Select Energy Meters to Include in Metrics:

- Check **ALL** applicable meters.
- Select **These meter(s) account for the total energy consumption for this property**.
- At the bottom of the screen, select **Apply Selections**.

On the Share Additional Meters with Web Services Provider page, select **None**. (Each utility has a unique set of instructions.)

Select the **Read Only** option if City of Seattle Annual Reporting also appears in the Meter Name list.

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



Share Your Property(ies)

Select Permissions for Each Contact

Name (ID)	No Access	Read Only Access	Full Access	Custom Access	Exchange Data
Test Building (98220092)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
SCL Portfolio_Manager	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Select the **Exchange Data** button to open the Access Permissions pop-up window.

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

**PART 1: Authorization Credentials** (Information provided by Seattle City Light)

Authorized Portfolio Manager Username: **BENCHMARKING101**

Virtual Meter Name: **1234\_5th\_ave\_ne\_sampleapts\_11092017ppi3744506912 (SAMPLE)**

Parent Premise ID: **3744506912 (SAMPLE)**

Enter the **Premise ID** shown in Part 1 of the SCL Authorization Form (above) into in **BOTH** fields (below).

Select Access Permissions to Test Building for SCL Portfolio\_Manager

PremiseID: **3744506912** Example: 1234567890

Item	None	Read Only Access	Full Access	PremiseID
Property Information	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
All Meter Information				
Energy Meters			<input checked="" type="radio"/>	
1234_5th_ave_ne_sampleapts_11092017ppi3744506912	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<b>3744506912</b>
AUTO_0333a4e270eb42599ceeebb5dc8a97d	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Goals, Improvements, & Checklists	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Recognition	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

On the next screen, select the **Exchange Data** button.

In the Access Permissions pop-up window, enter the **Premise ID** number found at the top of your SCL Authorization Form in **BOTH** fields shown.

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**

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](#)

Select **No** for Share Forward, then select **Apply Selections & Authorize Exchange**.

Name (ID)	No Access	Read Only Access	Full Access	Custom Access	Exchange Data
* Test Building (38220092)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
SCL_Portfolio_Manager	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

[Share Property\(ies\)](#) [Cancel](#)

Select your building's SCL meter to complete the request.

<input type="checkbox"/>	1/1/2023	1/31/2023	8,869.16	972.17	<input type="checkbox"/>			4/3/2023 SCL Portfolio_Manager
<input type="checkbox"/>	2/1/2023	2/28/2023	9,385.07	1,035.17	<input type="checkbox"/>			5/3/2023 SCL Portfolio_Manager
<input type="checkbox"/>	3/1/2023	3/31/2023	11,249.8	1,240.85	<input type="checkbox"/>			6/3/2023 SCL Portfolio_Manager
<input type="checkbox"/>	4/1/2023	4/30/2023	10,739.61	1,184.58	<input type="checkbox"/>			7/3/2023 SCL Portfolio_Manager
<input type="checkbox"/>	5/1/2023	5/31/2023	11,714.38	1,292.09	<input type="checkbox"/>			8/3/2023 SCL Portfolio_Manager
<input type="checkbox"/>	6/1/2023	6/30/2023	11,770.62	1,299.16	<input type="checkbox"/>			9/3/2023 SCL Portfolio_Manager
<input type="checkbox"/>	7/1/2023	7/31/2023	12,864.22	1,418.93	<input type="checkbox"/>			10/3/2023 SCL Portfolio_Manager
<input type="checkbox"/>	8/1/2023	8/31/2023	13,208.71	1,456.92	<input type="checkbox"/>			11/3/2023 SCL Portfolio_Manager
<input type="checkbox"/>	9/1/2023	9/30/2023	10,996.07	1,212.87	<input type="checkbox"/>			12/3/2023 SCL Portfolio_Manager
<input type="checkbox"/>	10/1/2023	10/31/2023	10,558.66	1,164.62	<input type="checkbox"/>			1/3/2024 SCL Portfolio_Manager
<input type="checkbox"/>	11/1/2023	11/30/2023	10,383.55	1,145.31	<input type="checkbox"/>			2/3/2024 SCL Portfolio_Manager
<input type="checkbox"/>	12/1/2023	12/31/2023	10,647.21	1,224.7	<input type="checkbox"/>			3/3/2024 SCL Portfolio_Manager

Successful automated data exchange report showing an entire calendar year of meter data.

Scroll down, then select **No** for Share Forward.

Select **Apply Selections & Authorize Exchange**.

Select **Share Property(ies)** to complete the request.



**Wait awhile** (up to 4 hours) for the connection request to be accepted before proceeding.

Verify Seattle City Light data has been uploaded to your Portfolio Manager account by selecting the **Energy** tab, scrolling down, and selecting your building's SCL meter.

**If you see entries from Jan. 1 through Dec. 31** of last year (the current reporting year), you have successfully established automated data exchange to report your building's electric energy consumption to the City of Seattle. **If you see that some months are missing** (such as for low energy use), contact Seattle City Light at [scl\\_portfolio\\_manager@seattle.gov](mailto:scl_portfolio_manager@seattle.gov) or (206) 684-7557.



**Due to Seattle City Light's 2-month billing cycle, 12 months of complete data will not be available until March of the following year.**