

STEP 3

# Obtain Energy Meter Usage Data

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## Data Exchange

Seattle City Light (SCL), Puget Sound Energy (PSE), and CenTrio Seattle (Steam) can upload **whole building energy use data** to your Portfolio Manager account every month via Portfolio Manager data exchange (web services). The following sections provide instructions on how to enroll in your utility's automated data uploading services.



**Manual Meter Entry Option** If only a few energy meters serve your building **AND** you have access to all the bills, you can manually enter the energy for some or all of your utility services by referring to [Entering Utility Data Manually into Portfolio Manager](#).



**Generating solar power on-site?** See [Portfolio Manager Help/Green Power](#) to set-up solar meters.



**Seattle City Light**

## Utility Contact Information

**Seattle City Light** (electricity)

Scl\_portfolio\_manager@seattle.gov • (206) 684-7557  
[www.seattle.gov/light/accounts/energyusage](http://www.seattle.gov/light/accounts/energyusage)



**Puget Sound Energy** (natural gas)

energycap@pse.com  
[www.pse.com/energyCAP](http://www.pse.com/energyCAP)

**CenTrio**

**CenTrio Energy** (steam)

CenTrioSeattle.Accounts@centrioenergy.com • (206) 623-6366  
[www.centrioenergy.com/contact](http://www.centrioenergy.com/contact)

## Key Things to Know

This section explains how to set up automated data exchange services with Seattle City Light, Puget Sound Energy and CenTrio.

**Only building owners can confirm the complete listing of meters that serve a building.** Utilities track the physical location of their meters and the mailing address of the party paying bills, but neither of these provide the information utilities need to definitively determine which meters are associated with a given building.

**Automated data exchange services**, provided by local utilities upon enrollment, directly upload energy usage data into an owner's Portfolio Manager account. These services summarize the entire building's energy use for a specific fuel source, eliminating the need for building owners to gain permission from individual tenants or collect their energy bills for manual data input.

**Portfolio Manager enables an owner to see the total energy use across all meters serving their building.** They cannot see the data from individual meters, thus preserving tenant privacy.



**PSE gas customers**  
If a building has fewer than three tenants who separately receive service from PSE and are individually billed, each needs to sign a release form.