

# Automated Benchmarking Portal User Guide

For Columbia Gas of Ohio Commercial Customers

## Automated Benchmarking Portal Process Overview:

(A high-level overview of the steps in the process covered in depth in this User Guide)

### Step 1: In ENERGY STAR Portfolio Manager® (ESPM)

#### Prepare your ESPM property

- Create your ESPM property

### Step 2: In Automated Benchmarking Portal (ABP)

#### Register your user and link all accounts

- Register for the Automated Benchmarking Portal
- Add all Columbia Gas of Ohio accounts that YOU pay for with your building

### Step 3: In Automated Benchmarking Portal (ABP)

#### Send data from portal to ESPM

- Complete Contact connection with Columbia Gas of Ohio Web Services
- Enable property sharing for Data Exchange
- Link your portal buildings with ESPM Building IDs
- Confirm usage data transfer

# WHO CAN USE THE AUTOMATED BENCHMARKING PORTAL?

- Commercial customers of Columbia Gas of Ohio are eligible to use the portal
- At this time, residential customers, including those with multi-family buildings such as condos and apartments are **not** eligible.

# Table of Contents

**Step 1. Prepare your property in ENERGY STAR Portfolio Manager® (ESPM).....Page 4**

    Step 1.1 Log in to ESPM or create a new account.....Page 4

    Step 1.2 Create your property in ESPM.....Page 4

**Step 2. Register your Automated Benchmarking Portal user and link all accounts.....Page 5**

    Step 2.1 Access the portal.....Page 5

    Step 2.2 Register to use the portal.....Page 6

    Step 2.3 Get oriented to the portal Dashboard.....Page 8

    Step 2.4 Add additional accounts (if applicable).....Page 9

    Step 2.5 Combine multiple meters to define a building (if applicable).....Page 10

**Step 3. Send Data from the Automated Benchmarking Portal to ESPM.....Page 11**

    Step 3.1 Initiate connection to your ESPM account.....Page 12

    Step 3.2 Send and check for Contact connection request.....Page 13

    Step 3.3 Initiate ESPM property sharing.....Page 14

    Step 3.4 Set ESPM access permissions.....Page 15

    Step 3.5 Link ESPM Property ID to portal property.....Page 16

    Step 3.6 Confirm data transfer to ESPM.....Page 18

**Frequently Asked Questions.....Page 19**

## Step 1:

- Prepare your property in Portfolio Manager

Step 2

Step 3

## Step 1: Prepare your property in ENERGY STAR Portfolio Manager®

### Step 1.1 Log in to ENERGY STAR Portfolio Manager

- Login or create a new account at <https://portfoliomanager.energystar.gov/pm>

### Step 1.2 Create your property in ENERGY STAR Portfolio Manager®

- If you have not previously benchmarked, set up your property in ENERGY STAR Portfolio Manager®, instructions can be found at:

[https://www.energystar.gov/buildings/tools-and-resources/how\\_set\\_your\\_property\\_portfolio\\_manager](https://www.energystar.gov/buildings/tools-and-resources/how_set_your_property_portfolio_manager)

*Helpful Hint* - You do NOT need to set up gas meters in ENERGY STAR Portfolio Manager. These meters will be automatically created when you send your gas data from the Automated Benchmarking Portal to ESPM by following the instructions in this user guide.

Step 1

Step 2

- Register your portal user and link all accounts

Step 3

## Step 2: Register your Automated Benchmarking Portal user and link all accounts

Step 2.1 Access the portal here: <https://benchmarking.columbiagasohio.com/>

*Helpful Hint:* Click 'Create an Account' to register with your Columbia Gas of Ohio account:



Email Address

Password

Login

Remember Me

☐

[Forgot your Password?](#)

[Create an Account](#)

- Register your portal user and link all accounts

## Step 2.2 Register to use the Automated Benchmarking Portal

- Use your Columbia Gas of Ohio bill and an email address to register for the Automated Benchmarking Portal.
- Gather the Columbia Gas of Ohio bills for the properties you'd like to benchmark.
- Use the following from your bill to register:
  - **Last Bill Period CCF**
  - **Meter Number**

*Helpful Hint - For example, if the current month is March, use the usage amount from your February bill as the Last Bill Period CCF value.*

Last bill period CCF	<input type="text" value="enter total billed CCF amount from last bill (example: 54.80)"/>
Meter Number	<input type="text" value="enter Meter Number from bill"/>
Email Address	<input type="text" value="name@domain.com"/>

See the following page for guidance and visual instructions on locating required information for the registration form fields.

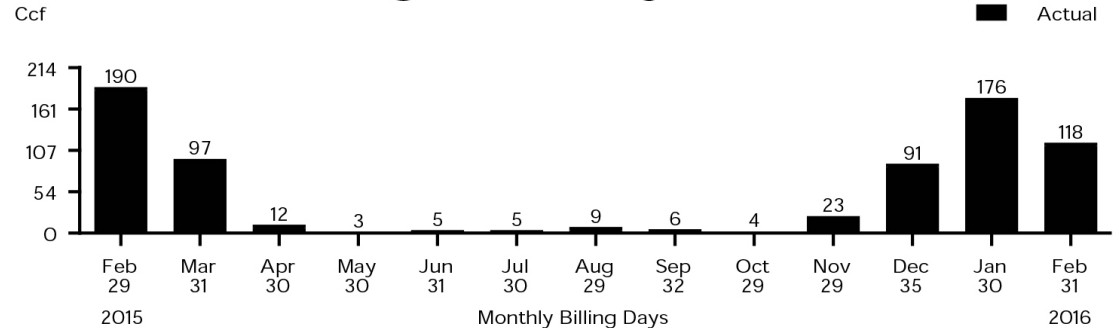
# Step 1

# Step 2

- Register your portal user and link all accounts

# Step 3

## 13 Month Usage History



**Meter Number:**  
999999

**Service Address:**  
123 Main St.  
Anytown, OH 12345-6789

### Meter Readings - 31 Billing Days

Actual Reading on 2/29 3778  
Actual Reading on 1/29 3660

**Gas Used (Ccf)**

**118**

### Usage Comparison - Ccf

Month	Ccf	Avg Temp	Ccf Per Day
Feb 15	190	20.5°	6.6
Jan 16	176	27.5°	5.9
<b>Feb 16</b>	<b>118</b>	<b>34.0°</b>	<b>3.8</b>

Your Average Monthly Usage = 46 Ccf.  
Your Total Annual Usage = 549 Ccf.  
Your next meter reading date is 03/30/2016.

## METER NUMBER

Use the listed Meter Number for the account and service location(s) you would like to register. Number of characters may vary.

## LAST BILL PERIOD CCF

Use the listed Gas Used (CCF) to populate the 'Last bill period CCF' field on the Registration form..

**Columbia Gas of Ohio**  
A NISource Company

Account Number: 12345678 901 234 5  
Statement Date: 03/01/2016  
Page 1 of 2

**Contact Us**

**Phone**  
Emergency Service 24/7  
1-800-344-4077  
For gas leaks or odors of gas.  
Customer Service  
1-800-344-4077  
7 a.m. - 7 p.m. Mon. - Fri.  
8 a.m. - 12 p.m. Sat.  
For hearing impaired relay call TTY.

**Web**  
Make payments and access your account at [ColumbiaGasOhio.com](http://ColumbiaGasOhio.com)

**Mobile**  
Make payments and access your account at [m.ColumbiaGasOhio.com](http://m.ColumbiaGasOhio.com)

**Mail Payments**  
Columbia Gas of Ohio  
P.O. Box 742510  
Cincinnati, OH 45274-2510

**Authorized Payment Locations**  
Find locations online at [ColumbiaGasOhio.com](http://ColumbiaGasOhio.com)

**Account Profile**

Customer Name: John Doe  
Your Contact Information: 123 Main St.  
Anytown, OH 12345-6789  
Type of Customer: Residential  
Standard Choice Offer  
Account Number: 12345678 901 234 5  
• Is your contact information correct? Make all changes on the reverse side.

**Account Summary**

Previous Amount Due on 02/15/2016 \$106.95  
Payments Received by 02/08/2016 Thank you -\$106.95  
Balance on 02/29/2016 \$0.00  
Charges for Gas Service This Period +\$77.87  
**Current Charges Due by 03/15/2016 \$77.87**  
• If paid after 03/15/16, a late payment charge of 1.5% may be applied.  
• For more information regarding these charges, see the Detail Charges on the back.

**13 Month Usage History**

**Your Safety**

In case of an emergency, such as odor of gas, carbon monoxide or fire:

1. Leave the area immediately.
2. Leave windows and doors in their positions and avoid doing anything that could cause a spark.
3. From a safe area, call 811 and Columbia Gas at 1-800-344-4077.

**Always Call 8-1-1 Before You Dig**  
If you're planning a home or landscaping project, call 811 at 8-1-1 at least two business days before digging. A representative will mark the approximate location of underground utility lines for free.

**811**  
Know what's below. Call before you dig.

**Employee Identification**  
All of our employees and contractors carry photo identification. If someone claims to represent us, ask to see identification. Call the police if you see suspicious activity.

Please fold on the perforation below, detach and return with your payment.

**Web**  
[ColumbiaGasOhio.com](http://ColumbiaGasOhio.com)

**Mobile**  
[m.ColumbiaGasOhio.com](http://m.ColumbiaGasOhio.com)

**Phone**  
1-800-344-4077

Account Number: 12345678 901 234 5  
Amount Due by 03/15/2016 \$77.87  
Amount Enclosed: \$

**Make check payable to:**  
COLUMBIA GAS  
P.O. BOX 742510  
CINCINNATI OH 45274-2510

JOHN DOE  
123 MAIN ST.  
ANYTOWN, OH 12345-6789

JOHN DOE  
123 MAIN ST.  
ANYTOWN, OH 12345-6789

168140290010008000000778761325

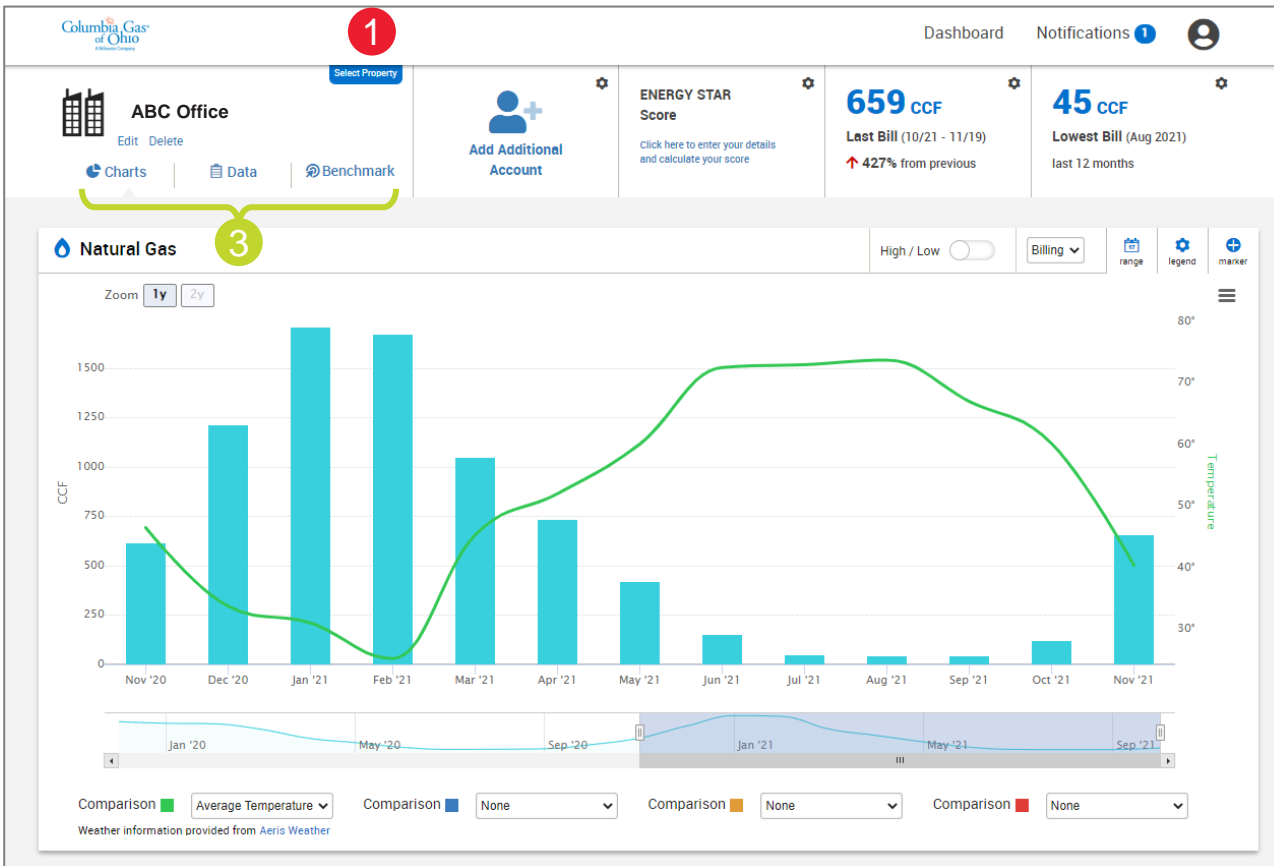
## Step 1

## Step 2

- Register your portal user and link all accounts

## Step 3

### Step 2.3 Get oriented with the Automated Benchmarking Portal Dashboard



1

Use 'Select Property' dropdown control to select and view properties and accounts

2

Use Widget panels to add accounts, connect to ESPM, and get information about your billed usage

3

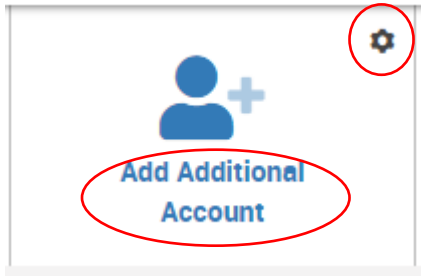
Navigate between Charts, Data, and Benchmark pages from the Dashboard

4

Use Charts and Data Dashboard pages to visualize/explore billed usage trends and make comparisons to weather variables and historical usage

## Step 2.4 Add additional accounts (if applicable)

- If you want to add another account (i.e., different meter number for a separate address), please follow the directions to **add additional accounts**.



**Step 2.4.1 Click on the ‘Add Additional Account’ widget link in the widget panel above the Dashboard.**

*Helpful Hint* - If you do not see the “Add Additional Account” option, click on the gear: ⚙ symbol on any of the widgets to display all available options, and select the “Add Additional Account” widget.

The system will preserve your widget setting preferences for future login sessions.

**Step 2.4.2 Provide the last bill period CCF amount and Meter Number for at least one meter associated with the separate address then click ‘Add Account’.**

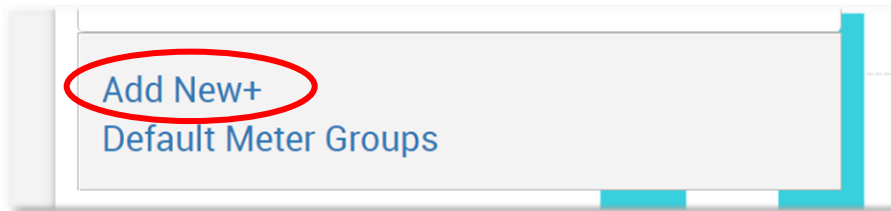
A screenshot of a web form titled 'Connect Additional Columbia Gas of Ohio Account'. The form has two input fields: 'Last bill period CCF' with a placeholder 'enter total billed CCF amount from last bill (example: 54.80)' and 'Meter Number' with a placeholder 'enter Meter Number from bill'. Below these fields is a blue button labeled 'Add Account'. At the bottom of the form, it says 'Linked Accounts:'.

- Register your portal user and link all accounts


## Step 2.5 Combine multiple meters to define a building (if applicable)

- If your building has multiple meters for gas service delivery, you can use the portal's Meter Group feature to combine all meters into one property for connection and data transfer to ESPM.

**Step 2.5.1 Use the Select Property tab and choose the 'Add New+' option at the bottom of the form:**



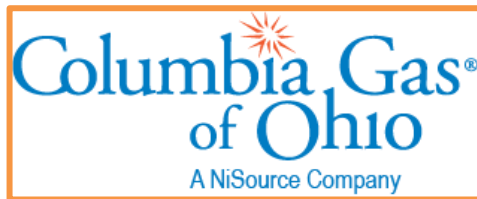
**Step 2.5.2 Enter a 'Name' for your property and select individual meters to be grouped for the building, then click 'Save'.**

*Helpful Hint* – You can use the search (  ) field to limit the results displayed for meter selection by typing in values for street number/name, meter number, etc.

A screenshot of a web form for creating a meter group. The 'Name' field is filled with 'Main Street Office' and is circled in red. Below the name field, there is a search bar and a list of meter selection options. The first option is 'Account 11111112' with address '366 Jackson St, ste 101, St. Paul, MN 55101', which is checked. It includes two sub-items: 'Meter 22222225 (General Service Energy)' and 'Meter 22222226 (Energy - Off Peak)', both checked. The second option is 'Account 11111114' with address '366 Jackson St, ste 103, St. Paul, MN 55101', also checked, with a sub-item 'Meter 22222228 (General Service Energy)' checked. At the bottom right, there are 'CANCEL' and 'SAVE' buttons, with the 'SAVE' button circled in red.

## Step 3: Send Data from the Automated Benchmarking Portal to ESPM

- To automatically transfer monthly billed usage data from the portal you must first establish a connection between your Energy Star Portfolio Manager (ESPM) account and Columbia Gas of Ohio's web services account on ESPM.
- After the connection is in place you will be able to share your ESPM Property with the portal and initiate automated data transfer.




**Automated Benchmarking Portal**

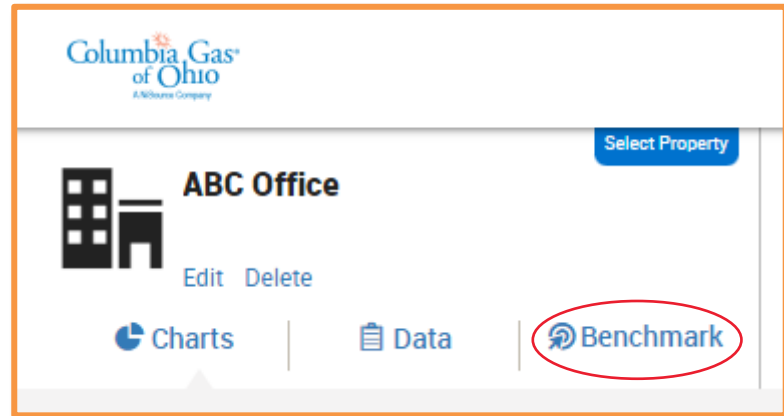
**ESPM**

*Helpful Hint* - In the following pages, images outlined in Orange are from the Automated Benchmarking Portal, and images outlined in Green are from the Energy Star Portfolio Manager (ESPM) site.

- Send Data from Automated Benchmarking Portal to ESPM

### Step 3.1 Initiate connection to your ESPM account

- Select  **Benchmark** from the Automated Benchmarking Portal Dashboard
- Select the radio button to answer 'Yes'



Link to an existing ENERGY STAR Portfolio Manager account and property?



Yes, I want to transfer existing building data to my ENERGY STAR account



No, I want to characterize my property and manage benchmarking here

- Send Data from Automated Benchmarking Portal to ESPM

## Step 3.2 Send and check for connection request

- Click on the 'Request Connection' button to open the Automated Benchmarking Portal's Connection Request page on the ESPM website. This will open as a new tab on your web browser.

*Helpful Hint* – If you are not currently logged on to the ESPM site, you may first be prompted to enter your username and password before you are transferred to the Connection Request page.

- Click 'Send Connection Request'

Link to an existing ENERGY STAR Portfolio Manager account and property?

- ☒ Yes, I want to transfer existing building data to my ENERGY STAR account ☐ No, I want to characterize my property and manage benchmarking here

Link this property to an existing ENERGY STAR Portfolio Manager Property to initiate automated data transfer:

1. First, from your Portfolio Manager account, you must request to Connect with Columbia Gas of Ohio web services

[Request Connection](#)

2. Click the button below to have your ENERGY STAR connection request accepted

[Check for My Connection Request](#)

3. From your ENERGY STAR Portfolio Manager account, now select to enable Sharing for the Property where you would like billing data to transfer - requires Share Properties for Exchanging Data to be completed

[Initiate Sharing](#)

4. Toggle control below to enter your ENERGY STAR Property ID and initiate meter data transfer

☐ Link with Property ID

The screenshot shows the 'Send a Connection Request' page in the ENERGY STAR Portfolio Manager interface. The header includes the ENERGY STAR logo and 'PortfolioManager®'. The main heading is 'Send a Connection Request to [Columbia Gas of Ohio](#) to Begin Exchanging Data'. Below this, a paragraph explains that Columbia Gas of Ohio requires specific information for data exchange and provides a link to their website for more details. The 'Terms of Use' section shows 'None Provided'. The 'Agreement' section has a checkbox for 'I agree to my provider's (Columbia Gas of Ohio) Terms of Use', which is currently unchecked. At the bottom right, there is a blue button labeled 'Send Connection Request' and a link for 'Cancel'. The footer includes social media links for Twitter, Facebook, YouTube, and LinkedIn, along with links for 'Contact Us', 'Privacy Policy', 'Browser Requirements', and 'ENERGY STAR Buildings & Plants Website'.

- Send Data from Automated Benchmarking Portal to ESPM

### Step 3.2.1 Return to the Automated Benchmarking Portal (by selecting the tab on your web browser)

- Click 'Check for My Connection Request'

*Helpful Hint* - A green checkmark will appear to indicate that the system has accepted any submitted and pending connection requests.

Link to an existing ENERGY STAR Portfolio Manager account and property?

- ☒ Yes, I want to transfer existing building data to my ENERGY STAR account ☐ No, I want to characterize my property and manage benchmarking here

Link this property to an existing ENERGY STAR Portfolio Manager Property to initiate automated data transfer:

1. First, from your Portfolio Manager account, you must request to Connect with Columbia Gas of Ohio web services

[Request Connection](#)

2. Click the button below to have your ENERGY STAR connection request accepted

[Check for My Connection Request](#)

3. From your ENERGY STAR Portfolio Manager account, now select to enable Sharing for the Property where you would like billing data to transfer - requires Share Properties for Exchanging Data to be completed

[Initiate Sharing](#)

4. Toggle control below to enter your ENERGY STAR Property ID and initiate meter data transfer

☐ [Link with Property ID](#)

### Step 3.3 Initiate ESPM Property Sharing

- Click 'Initiate Sharing' to link to the Share Properties for Exchanging Data page on the ENERGY STAR web site

3. From your ENERGY STAR Portfolio Manager account, now select to enable Sharing for the Property where you would like billing data to transfer - requires Share Properties for Exchanging Data to be completed

[Initiate Sharing](#)

4. Toggle control below to enter your ENERGY STAR Property ID and initiate meter data transfer

☐ [Link with Property ID](#)

- Send Data from Automated Benchmarking Portal to ESPM

- Complete the form to select 'One Property' or 'All Properties' to share with Columbia Gas of Ohio

## Step 3.4 Set ESPM access permissions

*Helpful Hint* - The easiest option to ensure successful data transfer is to opt for 'Bulk Sharing' and assign 'Exchange Data Full Access' permission.

Custom settings may be applied if desired. At a minimum, the Columbia Gas of Ohio contact needs to be assigned 'Exchange Data Full Access' permission to Natural Gas Energy Meters and Property Information in order to transfer data to ESPM.

The screenshot shows a two-step process for setting ESPM access permissions. Step 2, 'Select Properties', includes a dropdown menu currently set to 'All Properties'. Step 3, 'Choose Permissions', presents two main options: 'Bulk Sharing (Simple Option)' and 'Personalized Sharing ("Custom Orders")'. Under 'Bulk Sharing', there are four radio button options: 'Exchange Data Full Access' (selected), 'Exchange Data Read Only Access', 'Exchange Data Custom Access', and 'Remove Access'. The 'Personalized Sharing' option is also present. At the bottom right, there is a blue 'Authorize Exchange' button and a 'Cancel' link. The 'Authorize Exchange' button is circled in red.

**Select Properties**

Which Properties do you want to share? *Note that while you can share properties that include unsupported meter types, those specific meters will not be shared.*

All Properties

**Choose Permissions**

If you only need to choose one permission (because you are giving the same permissions for all your shares), you can choose that permission here. Otherwise, you may assign different permissions for different properties and/or contacts on the next screen.

☒ **Bulk Sharing (Simple Option)** - I want to give all my properties and meters the same permissions.

- ☒ Exchange Data Full Access (with full access to all properties and meters)
- ☐ Exchange Data Read Only Access (with read only access to all properties and meters)
- ☐ Exchange Data Custom Access (customized access by meter type, such as electricity and gas, for all properties)
- ☐ Remove Access (i.e. remove existing access to all properties)

☐ **Personalized Sharing ("Custom Orders")** - I want to give different permissions for each property and/or meter.

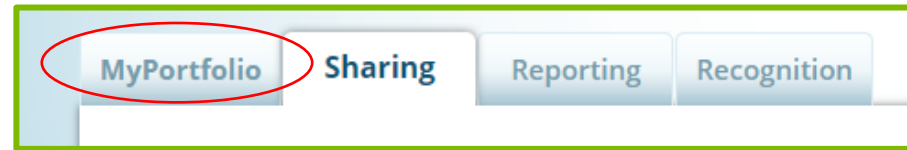
**Authorize Exchange** [Cancel](#)

- Click the 'Authorize Exchange' button to complete the sharing process

- Send Data from Automated Benchmarking Portal to ESPM

### Step 3.5 Link ESPM Property ID to portal property

- Click on the 'MyPortfolio' tab to view your ESPM building list
- Find and copy the Property ID for the ESPM property you are trying to link to your Automated Benchmarking Portal property
- Return to the Automated Benchmarking Portal and toggle the 'Link with Property ID' slider control on



Dashboard

Search by ID or Name

Please [refresh](#) to see your current metrics.

View All Properties (6) Energy Highlights Refresh Metrics

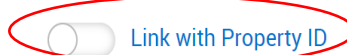
[Add/Edit/Delete Groups](#) [Add/Edit/Delete Views](#)

Name	Energy Current Date	ENERGY STAR Score	Site EUI (kBtu/ft²)	Source EUI (kBtu/ft²)
<a href="#">Sample K-12 School (US)</a> 17710886				
<a href="#">Sample Library (US)</a> 17710884				

3. From your ENERGY STAR Portfolio Manager account, now select to enable Sharing for the Property where you would like billing data to transfer - requires Share Properties for Exchanging Data to be completed

Initiate Sharing

4. Toggle control below to enter your ENERGY STAR Property ID and initiate meter data transfer



## Step 1

## Step 2

## Step 3:

- Send Data from Automated Benchmarking Portal to ESPM

- Enter your building's ESPM Property ID and click 'Submit'

The dialog box has a blue header with the title "Establish Automated Benchmarking" and a close button (X). Below the header is a text input field labeled "Property Id:" with a small icon to its right. Below the input field are two buttons: "SUBMIT" with a checkmark icon and "Cancel". At the bottom of the dialog, there are two radio buttons: "Yes, I want to transfer data to an existing building" (which is selected) and "No, I want to characterize n".

- Confirm your property's information and click 'Yes'

The screen has a blue header with the title "ENERGY STAR Portfolio Manager" and a close button (X). Below the header, the following information is displayed: "Property Id: 17710886", "Property Name: Sample K-12 School (US)", "Address: 321 Education Way, Phoenix, AZ, 85005", and "Primary Function: K-12 School". Below this information is the question "Is this your property?" followed by two buttons: "YES" with a checkmark icon and "No".

- Confirm the meter data to be transferred and click 'Submit' to initiate data transfer process

The dialog box has a blue header with the title "Please Confirm". Below the header, there is a paragraph of text: "Upon clicking 'Submit' below, records for all available historical usage data will be created and associated with this property in Portfolio Manager under the following new meter(s):". Below this text is a table with four columns: "New Meter Name", "Start Date", "End Date", and "Months of data being sent". The table contains one row of data: "Test 923", "01/01/2019", "12/01/2020", and "24". Below the table, there is a paragraph of text: "Going forward, the system will automatically create new usage records in Portfolio Manager as additional billed usage data becomes available." followed by another paragraph: "Please be sure to check whether this transfer may result in duplication of existing usage records. If necessary, assign an appropriate meter deactivation date to existing meters in Portfolio Manager or change meter selections in Portfolio Manager for which meters are included in the calculation of benchmarking score metrics." At the bottom right of the dialog, there are two buttons: "SUBMIT" with a checkmark icon and "CANCEL" with a checkmark icon.

New Meter Name	Start Date	End Date	Months of data being sent
Test 923	01/01/2019	12/01/2020	24

**Congratulations! You have now established ongoing automated data transfer to ESPM to facilitate your building benchmarking.**

- Send Data from Automated Benchmarking Portal to ESPM

## Step 3.6 Confirm data transfer to ESPM

- Return to your ESPM account and select your target property from the MyPortfolio dashboard

The screenshot shows the ENERGY STAR Portfolio Manager interface for a 'Sample K-12 School (US)'. The 'Energy' tab is selected in the navigation bar. The 'Meters' table lists three meters: Electric Grid Meter, Electric Solar Meter, and Test 923 (Natural Gas). The 'Test 923' meter is circled in red, and a red arrow points to the 'Change Meter Selections' link above the table.

Name	Meter ID	Energy Type	Most Recent Bill Date	In Use? (Inactive Date)
Electric Grid Meter	115513927	Electric - Grid	01/11/2020	Yes
Electric Solar Meter	115513924	Electric - Solar	12/31/2019	Yes
Test 923	115588542	Natural Gas	01/01/2021	Yes

- Select the 'Energy' tab for your property to confirm that the new Automated Benchmarking Portal meter is showing with recent bill information in the 'Meters' table

**Helpful Hint** - In the case that your billed natural gas usage had been previously entered manually on a separate ESPM natural gas meter, it may be necessary to use the 'Change Meter Selections' to only include the new Automated Benchmarking Portal meter and avoid double entry of historical usage. This is because the Automated Benchmarking Portal will transfer a full history of billing data to ESPM.

# FREQUENTLY ASKED QUESTIONS

**Problem:** I am trying to add an account, but the Automated Benchmarking Portal keeps giving me an error message (e.g., “Meter number or Last Bill Period CCF does not match our records”).

**Solution:**

- Check that you are using the correct information on your bills – see Page 6 of user guide for a visual guide for where to find the correct information.
- Last Bill Period CCF: Make sure you are entering the consumption value from the last bill period on your bill. For example, if the current month is March, use the usage amount from your February bill.

**Problem:** The Automated Benchmarking Portal does not recognize my ENERGY STAR Portfolio Manager® property.

**Solution:**

- Check that you have shared the ENERGY STAR Portfolio Manager® property with Columbia Gas of Ohio.
- See Step 3.3 on Page 12 of this User Guide.

**Problem:** Columbia Gas of Ohio has not accepted my PROPERTY SHARE request in ENERGY STAR Portfolio Manager®.

**Solution:**

- You do NOT need to wait for the property share request to be manually accepted.
- You can move on immediately to the next step, and your share request will be accepted automatically.

# FREQUENTLY ASKED QUESTIONS CONT.

**Problem:** After I click submit when sending my property's energy use data to ESPM, the screen freezes. No gas meters were created in ESPM, or I see that a meter was created, but no usage data was transferred.

**Solution:** The transfer process was interrupted, and you must correct it by following these steps:

- In ESPM, delete any gas meters that have been created by the Automated Benchmarking Portal.
- In the Automated Benchmarking Portal, on the property tab, toggle the "Use Existing Account" slider back to the left.
- Restart Step 3 beginning on page 9 of this User guide.
- After clicking "Submit", PLEASE BE PATIENT AS THE DATA TRANSFERS AND DO NOT REFRESH YOUR SCREEN, EVEN IF THE SCREEN APPEARS TO BE FROZEN. Depending on the size of your building, the transfer process may take up to 10 minutes.

**Problem:** My data appears to be duplicating in ESPM. What is going on?

## **Solution:**

If you previously had entered usage data into ESPM either manually or through spreadsheet uploads and you've connected the Automated Benchmarking Portal, you may see data duplicates. To prevent this, above the Meters table, click "Change Meter Selection". Then, tick the check box for the meter associated with the Automated Benchmarking Portal and uncheck the meter associated with previously entered data.

### Energy Meters

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

<input type="checkbox"/>	Name Meter ID	Type
<input checked="" type="checkbox"/>	<a href="#">Electric Grid Meter</a> 14620170	Electric - Grid
<input type="checkbox"/>	<a href="#">Gas Meter manually entered 2</a> 14620169	Natural Gas
<input type="checkbox"/>	<a href="#">Gas Meter manually entered</a> 56374384	Natural Gas
<input checked="" type="checkbox"/>	<a href="#">Gas Meter connected to ABP</a> 56374386	Natural Gas

**Total of 2 meter(s).** Tell us what this represents:

\* ☒ These meter(s) account for the total energy consumption for [Grocery Store](#) (a single building).  
☐ These meter(s) do not account for the total energy consumption for [Grocery Store](#) (a single building).

## CONTACT INFORMATION AND USEFUL LINKS

User Support:

(855) 335-5835

cohbenchmarking@mncee.org

Automated Benchmarking Portal:

<https://benchmarking.columbiagasohio.com/>

**THANK YOU!**