

## Utility Data Auto Upload User Guide

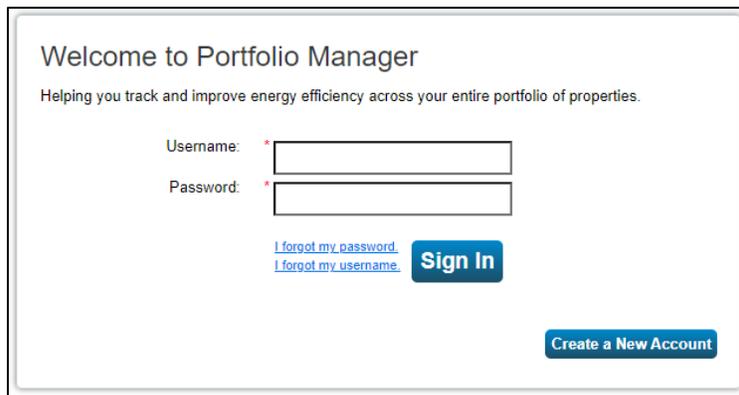
To ensure compliance with Columbus' [Energy & Water Benchmarking Ordinance](#), covered building owners are required to benchmark their energy and water usage in ENERGY STAR® Portfolio Manager® and report it to the City. To streamline the process for building owners, the City of Columbus Department of Public Utilities is offering auto-upload of electric and water utility bills directly into users Portfolio Manager accounts. Once the connection is established, utility data will be automatically updated on a monthly basis and imported into the users Portfolio Manager account. Please follow the steps below to complete the setup process.

### Section 1: ENERGY STAR Portfolio Manager

*If you are already benchmarking your property in Portfolio Manager, you can skip to Step 3 below.*

#### Step 1: Access ENERGY STAR Portfolio Manager

- [Create an ENERGY STAR Portfolio Manager account](#) or [login to an existing account](#).



The screenshot shows the 'Welcome to Portfolio Manager' login page. It includes a header with the title and a sub-header: 'Helping you track and improve energy efficiency across your entire portfolio of properties.' Below this are two input fields: 'Username:' and 'Password:', each with a red asterisk and a text box. Under the password field are two links: '[I forgot my password.](#)' and '[I forgot my username.](#)'. To the right of these links is a blue 'Sign In' button. At the bottom right of the form area is a blue 'Create a New Account' button.

#### Step 2: Add a Property to Portfolio Manager

- Within the *MyPortfolio* tab click *Add a Property*.
- Choose Columbus Building ID from the *Standard IDs* dropdown menu.
  - [Find your Building ID](#) and input it to Portfolio Manager.
- After the property use details have been entered, click *Add Property*.

### Standard IDs

Standard IDs are typically used in data collection, including by most state and local governments with benchmarking laws. If your property is covered by a benchmarking law, you probably need to fill this in. See [this FAQ](#) if you need help finding your Standard ID.

Standard ID(s):

ID:

[+ Add Another](#)

### Step 3: Create a Virtual Electric Meter in Portfolio Manager

- If you are an existing Portfolio Manager user and have a property that has more than one electric meter it is important to note that the new virtual meter for utility connection will be a singular aggregate meter and will replace what may have previously been multiple electricity meters. For example, 3 prior electric meters will be replaced with 1 new virtual meter for utility connection.
  - To avoid duplication of electricity records, it is recommended that you delete all of the existing electricity meters and follow the process below to create a new virtual electric meter. Please note that the new virtual electric meter will be able to provide historical data back to January 1, 2021.
- Navigate to the *Energy* tab and choose *Add A Meter*.

Summary Details **Energy** Water Waste & Materials Goals Design

Meters - Used to Compute Metrics (1) [Add A Meter](#)

[Change Meter Selections](#)

[View as a Diagram](#)

- Select *Electric*, *purchased from the grid*, and *1*. Click *Get Started*.



### 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 from onsite solar panels

generated from onsite wind turbines

- On the next page, select *kWh* from the *Units* column and enter the date the meter became active or, if unknown, choose January 1<sup>st</sup> of the year the building was built.

<input type="checkbox"/>	Meter Name	Type	Other Type	Units	Date Meter became Active
<input type="checkbox"/>	Electric Grid Met	Electric - Grid		kWh (thousand	<input type="text"/> 

- Click *Create Meters*, skip the meter usage page, and click *Continue*.
- Select the radial button for “These meter(s) account for the total energy consumption for this property.” Click *Apply Selections* to finalize the meter setup.

### 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> 127959328	Electric - Grid

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

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

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

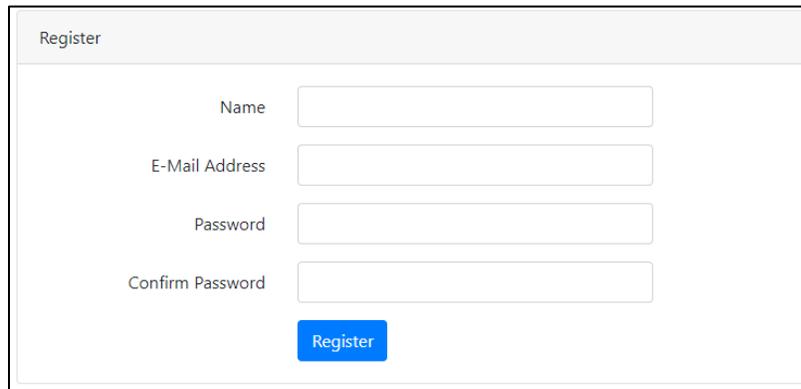
**Note:** The City of Columbus Department of Public Utilities also offers a automated utility connection for water. Similar to the process for setting up a Virtual Electric Meter, please create a Virtual Water Meter by setting up a Water Meter in the Water tab of Portfolio Manager. Water meters should be set up to track consumption in ccf.

## Section 2: Automated Utility Connection

Once your ENERGY STAR Portfolio Manager account has been setup and your property has meter(s) associated with it, please follow the steps below to complete the automated utility setup. This service is available for both single-tenant buildings as well as multi-tenant buildings where utility bills need to be aggregated.

### Step 1: Connect and Sync with ENERGY STAR Portfolio Manager

- [Register an account](#) with the City of Columbus Department of Public Utilities.



Register

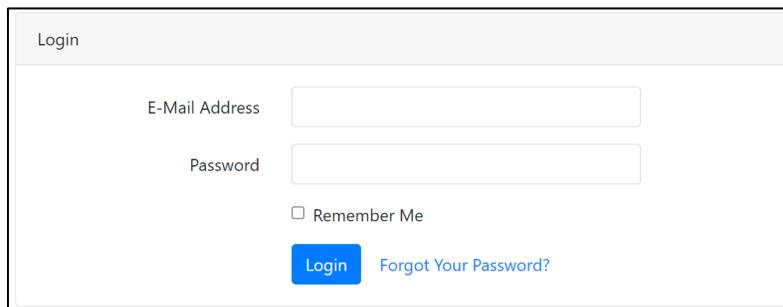
Name

E-Mail Address

Password

Confirm Password

- [Login to your account](#) by entering your credentials from the prior step.



Login

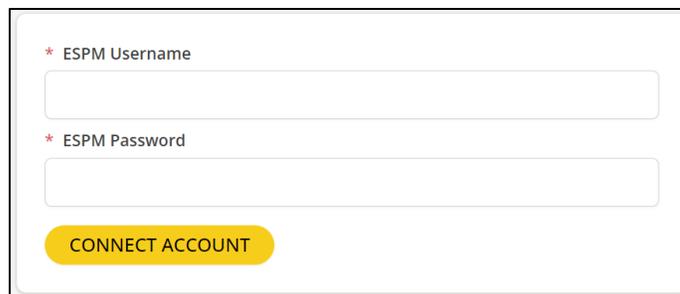
E-Mail Address

Password

Remember Me

[Forgot Your Password?](#)

- Enter your **ENERGY STAR Portfolio Manager** credentials and click *Connect Account*.



\* ESPM Username

\* ESPM Password

- Within the list of buildings, click *connect* on the building you would like to sync.

ENERGY STAR® Portfolio Manager® Account Properties

Select the building(s) that you want to connect: SYNC WITH ESPM

NAME ↑	ESPM PROPERTY ID	CONNECT
Cambridge Building	20408675	<span style="background-color: #4CAF50; color: white; padding: 5px 15px; border-radius: 10px;">CONNECT</span>
Chicago Building	20251210	<span style="background-color: #4CAF50; color: white; padding: 5px 15px; border-radius: 10px;">CONNECT</span>
Cool City Test Building	20230833	<span style="background-color: #4CAF50; color: white; padding: 5px 15px; border-radius: 10px;">CONNECT</span>
Corporate Office	20150634	<span style="background-color: #4CAF50; color: white; padding: 5px 15px; border-radius: 10px;">CONNECT</span>
Denver Building - Speer	20293709	<span style="background-color: #4CAF50; color: white; padding: 5px 15px; border-radius: 10px;">CONNECT</span>
Florida Office / Changed To Denver	20165131	<span style="background-color: #4CAF50; color: white; padding: 5px 15px; border-radius: 10px;">CONNECT</span>
Iowa Test	20383274	<span style="background-color: #4CAF50; color: white; padding: 5px 15px; border-radius: 10px;">CONNECT</span>
Jonathan Paul Dierking	18620144	<span style="background-color: #4CAF50; color: white; padding: 5px 15px; border-radius: 10px;">CONNECT</span>
Multi-Family Apartment	20152755	<span style="background-color: #4CAF50; color: white; padding: 5px 15px; border-radius: 10px;">CONNECT</span>
Philadelphia Building	20251272	<span style="background-color: #4CAF50; color: white; padding: 5px 15px; border-radius: 10px;">CONNECT</span>

< 1 2 >

## Step 2: Add Properties

- Type in the address of your building as it is documented on your utility bill and click the magnifying glass to search.

Claim Your Properties

Search for a property's address to start the claim process.

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- Review the search results and select which unit(s) you want to automate utility data exchange for.
  - If you are connecting one utility account, find the specific account and click *Claim*.

- Now, enter the utility bill account # and click the *Claim* button.

123 BEECHCREEK RD

Utility Bill Account #:

CLOSE
CLAIM

- If you are connecting multiple accounts, choose *Select All* or *Select Multiple Units*.
- At the bottom of the screen, choose *Claim Properties* to advance to the next step.

115 noble
Q

Search Results:

SELECT ALL
SELECT MULTIPLE UNITS

115 NOBLE ST APT 2 Columbus, OH 43215	<span style="background-color: #ffc107; border-radius: 10px; padding: 2px 10px;">SELECTED</span>
115 NOBLE ST _ HSE Columbus, OH 43215	<span style="border: 1px solid #ccc; border-radius: 10px; padding: 2px 10px;">SELECT</span>
115 NOBLE ST APT 1 Columbus, OH 43215	<span style="background-color: #ffc107; border-radius: 10px; padding: 2px 10px;">SELECTED</span>
115 NOBLE ST APT 3 Columbus, OH 43215	<span style="background-color: #ffc107; border-radius: 10px; padding: 2px 10px;">SELECTED</span>

CLAIM 3 PROPERTIES

### Step 3: Account Verification

In this section you will verify the accounts you want to connect. Due to utility data privacy measures, the next steps depend on how many accounts you are looking to connect.

PM BUILDING ID	REQUEST GROUP	STATUS	PROPERTY	ACCOUNT #
<span style="background-color: #004a99; color: white; border-radius: 10px; padding: 5px 15px;">CONNECT PROPERTY</span>	Group #1	Pending	115 NOBLE ST APT 2 Columbus, OH 43215	<span style="background-color: #4db6ac; border-radius: 10px; padding: 5px 10px; margin-right: 10px;">VERIFY</span> <span style="border: 1px solid #ccc; border-radius: 10px; padding: 5px 15px;">REQUEST FROM TENANT</span>
		Pending	115 NOBLE ST APT 3 Columbus, OH 43215	<span style="background-color: #4db6ac; border-radius: 10px; padding: 5px 10px; margin-right: 10px;">VERIFY</span> <span style="border: 1px solid #ccc; border-radius: 10px; padding: 5px 15px;">REQUEST FROM TENANT</span>
		Pending	115 NOBLE ST APT 1 Columbus, OH 43215	<span style="background-color: #4db6ac; border-radius: 10px; padding: 5px 10px; margin-right: 10px;">VERIFY</span> <span style="border: 1px solid #ccc; border-radius: 10px; padding: 5px 15px;">REQUEST FROM TENANT</span>

- **Connecting 2 or 3 accounts:** If you know the account #'s for the accounts, you can enter them within the *Verify* row of each unit. You will need to verify each of the accounts in order to complete the automated connection.
  - If you do not know the account #'s, select *Request from Tenant* in each applicable row.
  - Enter the email address of the tenant associated with each account and click *Send*.
- **Connecting 4 or more accounts:** Enter the account # for one of the accounts within the *Verify* row of one of the units. Only one account verification is needed but the account # entered needs to correlate with the unit being verified.
  - If you do not know the account #, select *Request from Tenant* in one of the rows.
  - Enter the email address of the tenant associated with the account and click *Send*.
- After a property has been verified, click *Connect Property* to finalize the automated utility connection.
  - Select the property and meters you would like to connect with the chosen group and click "CONNECT" to complete the auto-upload process.

Select your ESPM Property to Connect  
Please select a property and the corresponding meter(s).

Property	Meters
<input type="radio"/> Seattle Building 231 Dexter Ave N Seattle	<input type="checkbox"/> Electricity - 1 <input type="checkbox"/> Natural Gas - 1
<input checked="" type="radio"/> Touchstone Iq Corporate Office 2840 Blake St Denver	<input checked="" type="checkbox"/> Electricity - 1

Once the auto-upload connection has been established, building owners will receive updated electric and/or water data directly in their ENERGY STAR Portfolio Manager account on a monthly basis.

### Section 3: Benchmarking Help Desk

If you'd like assistance with the steps outlined above, please reach out to us at:

**Email:** [columbus.utilities@touchstoneiq.com](mailto:columbus.utilities@touchstoneiq.com)

**Web:** [Benchmarking Webpage](#)