

Utility Data Auto Upload Portal User Guide

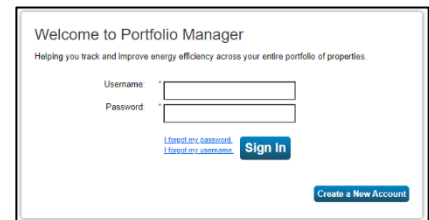
To ensure compliance with Columbus' [Energy & Water Benchmarking Ordinance](#), covered building owners are required to benchmark their energy and water usage in ENERGY STAR® Portfolio Manager® and report it to the City annually. To streamline the process for building owners, Columbus Water & Power offers on-going auto-upload of electric and water utility bills directly into users Portfolio Manager accounts on a monthly basis. This service is available for both single-tenant buildings as well as multi-tenant buildings where utility bills need to be aggregated. Please follow the steps below to complete the setup process and enable auto-upload.

Section 1: ENERGY STAR Portfolio Manager

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

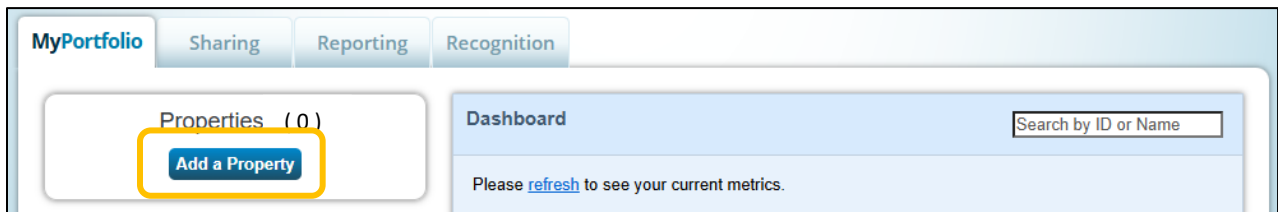
Step 1: Access ENERGY STAR Portfolio Manager

- [Create an ENERGY STAR Portfolio Manager account](#) or [login to an existing account](#).
- For the purposes of account retrieval or employee transition, *set up your Portfolio Manager account using a shared office email*.

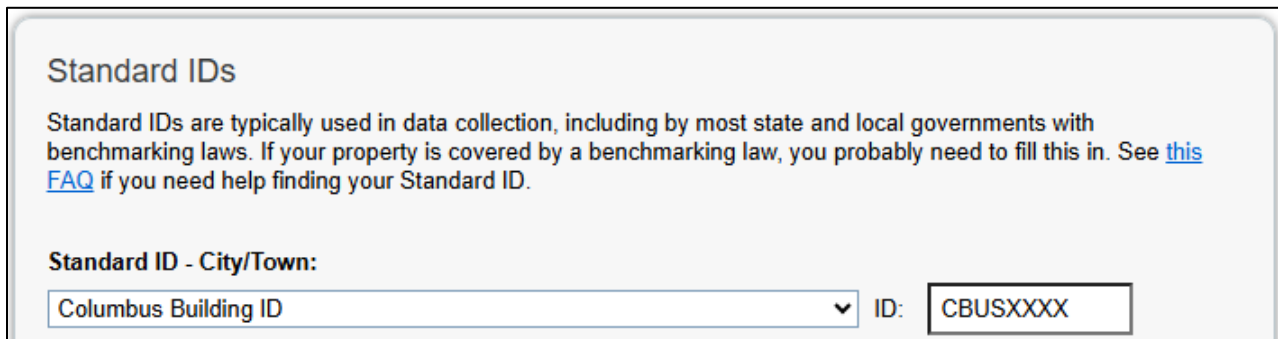


Step 2: Add a Property to Portfolio Manager

- Within the *MyPortfolio* tab click *Add a Property*. Select your building's characteristics, click "Get Started!" to enter Basic Property Information.



- Enter your Columbus Building ID from the *Standard ID – City/Town* dropdown menu. [Find your Building ID](#).



Each CBUSID is 8 characters long. Enter only those 8 characters with no spaces.

- After remaining questions and property use details have been entered, click *Add Property*.

Step 3: Create a Single Virtual Electric and/or Water Meter in Portfolio Manager

The Columbus Water & Power Portal enables aggregate whole-building data export to a *single* meter. If you are an existing Portfolio Manager user, we recommended removing all existing electricity and/or water meters and follow the process below to create a new virtual meter to avoid duplication of records as historical data will be delivered.

- Navigate to the *Energy* and/or *Water* tab and choose *Add A Meter*.

Add A Meter



- From the **Energy** tab, 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

Select **kWh** from the *Units* column and enter the date the meter became active or, if unknown, choose January 1st of the year the building was built.

Meter Name	Type	Other Type	Units	Date Meter became Active
Electric Grid Met	Electric - Grid		kWh (thousanc	1/1/1960

- From the **Water** tab, select *Municipally Supplied Potable Water, Mixed Indoor/Outdoor*, and *1*. Click *Get Started*.

Your Property's Water Usage

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

☒ Municipally Supplied Potable Water

☐ Indoor

☐ Outdoor

☒ Mixed Indoor/Outdoor

How Many Meters?

Select **CCF** from the *Units* column and enter the date the meter became active or, if unknown, choose January 1st of the year the building was built.

Meter Name	Type	Other Type	Units	Date Meter became Active
Potable: Mixed I	Potable: Mixed Ir		ccf (hundred c	1/1/1960

- Click *Create Meters*, skip the meter usage page, and click *Continue*.
- Select the radial button for “These meter(s) account for the total [energy/water] consumption for [property].” If you still have old meters included in metrics, unselect all old duplicate meters at this step.
- Click *Apply Selections* to finalize the meter setup.

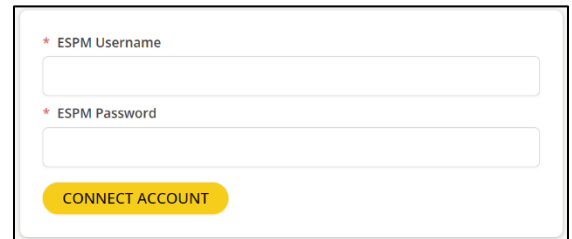
You have completed the initial setup steps required in ENERGY STAR Portfolio Manager. **Continue to Section 2** to complete the remaining steps and enable auto-upload through the Columbus Water & Power Utility Portal.

Section 2: Automated Utility Connection

Now that 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 within the Columbus Water & Power Portal.

Step 1: Connect and Sync with ENERGY STAR Portfolio Manager

- [Register an account](#) with the Columbus Water & Power Utility Data Auto Upload Portal, then [Login to your account](#) by entering your credentials created during registration.
- After logging in to the Portal, enter your **ENERGY STAR Portfolio Manager** credentials and click *Connect Account*.
- Review the list of Portfolio Manager Properties to select buildings that receive Energy and/or Water services from Columbus Water & Power.



* ESPM Username

* ESPM Password

CONNECT ACCOUNT

Click *connect* on the building(s) you would like to add to the Portal for auto-upload services.

ENERGY STAR® Portfolio Manager® Account Properties

SYNC WITH ESPM

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

NAME ↑	ESPM PROPERTY ID	CONNECT
Cambridge Building <i>(Already synced)</i>	20408675	CONNECT
Chicago Building <i>(Already synced)</i>	20251210	CONNECT
Columbus Office	18620144	CONNECT
Cool City Building	20230833	CONNECT
Corporate Office	20150634	CONNECT
Denver Building - Speer	20293709	CONNECT
Denver Office	20165131	CONNECT
Iowa Office	20383274	CONNECT
Multi-Family Apartment	20152755	CONNECT
Philadelphia Building	20251272	CONNECT

Step 2: Add Properties

- Search and claim your utility accounts by Property. Type in the **service 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.

Search Address

Q

- Review the search results and select the unit(s) you want to automate utility data exchange for.

Connect One Utility Account

Find the specific account and click *Claim*.

Enter the exact utility bill account # and click the *Claim* button.

123 BEECHCREEK RD

Utility Bill Account #:

CLOSE

CLAIM

Connect Multiple Accounts

Choose *Select All* or *Select Multiple Units*.

After selecting all accounts, 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

SELECTED

115 NOBLE ST _ HSE
Columbus, OH 43215

SELECT

115 NOBLE ST APT 1
Columbus, OH 43215

SELECTED

115 NOBLE ST APT 3
Columbus, OH 43215

SELECTED

CLAIM 3 PROPERTIES

Step 3: Account Verification

Use the *Verify* button to enter an account number or the *Request from Tenant* button to email the account holder. Due to utility data privacy measures, the number of account numbers needed to verify a group depends on the total number of accounts being aggregated. To successfully verify, Account Numbers and Service Addresses must match.

PM BUILDING ID	REQUEST GROUP	STATUS	PROPERTY	ACCOUNT #	
CONNECT PROPERTY	Group #1	Pending	115 NOBLE ST APT 2 Columbus, OH 43215	VERIFY	REQUEST FROM TENANT
		Pending	115 NOBLE ST APT 3 Columbus, OH 43215	VERIFY	REQUEST FROM TENANT
		Pending	115 NOBLE ST APT 1 Columbus, OH 43215	VERIFY	REQUEST FROM TENANT

- **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 Group has been verified, click *Connect Property* to select the corresponding Property and meter in Portfolio Manager to finalize the automated utility connection.
 - Select the property and meter 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

CLOSE
CONNECT

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 or have any questions, please reach out to us at:

Columbus Water & Power Portal Help Desk Email: columbus.utilities@touchstoneiq.com

Web: [Benchmarking Webpage](#)