

## Reference Guide to

# Fort Collins Building Energy and Water Scoring

Step-by-step instructions for commercial and multi-family building owners to benchmark their building's energy and water usage using ENERGY STAR® Portfolio Manager®

## Portfolio Manager

Step 1. Create an account in ENERGY STAR Portfolio Manager® (Portfolio Manager) [2](#)

Step 2. Create properties in Portfolio Manager [3](#)

## Obtaining Electric Data from Fort Collins Utilities

Step 3: Submit data request to Fort Collins Utilities [4](#)

Step 4. Import data into Portfolio Manager [6](#)

## Natural Gas Data from Other Utilities (if needed)

Step 5. Follow Xcel's instructions to obtain natural gas data [8](#)

## Reporting

Step 6. Run the data quality checker [9](#)

Step 7. Submit your report to the city [10](#)

## Appendices

Appendix A: Connect to Fort Collins Utilities web services [12](#)

Appendix B: Share properties in Portfolio Manager [13](#)

Appendix C: Add your Fort Collins Building ID to Portfolio Manager [14](#)

Appendix D: Getting and giving consent [16](#)

Appendix E: Manually create virtual meters in Portfolio Manager [18](#)

Appendix F: Manually enter building usage in Portfolio Manager [19](#)

Appendix G: Interested in benchmarking water use? [21](#)

## ***Additional Resources***

**Building Energy and Water Scoring Help Center**

(970) 416-2733 | [BuildingScoring@fcgov.com](mailto:BuildingScoring@fcgov.com)

## Step 1. Create an account in ENERGY STAR Portfolio Manager

You'll need an ENERGY STAR Portfolio Manager account to comply with Building Energy and Water Scoring annual reporting requirements. If you already have a Portfolio Manager account, skip to [Step 2](#).

### Here's how to create an account in ENERGY STAR Portfolio Manager:

1. Sign up for ENERGY STAR Portfolio Manager website at: [portfoliomanager.energystar.gov/pm/signup](https://portfoliomanager.energystar.gov/pm/signup)
2. Create a unique username and password in the box titled "Accessing Your Account." Write this information down so it is documented. **You cannot change your username** after your account is created. For organizations with multiple properties, create a "corporate" account which "owns" all relevant properties.
3. Enter information about yourself in the box titled "About Yourself."
  - a. If you are creating this account on behalf of an organization or corporation, follow the sidebar instructions for recommendations.
  - b. For the option to select "Reporting Units," choose "Conventional EPA Units (e.g. kBtu/ft<sup>2</sup>)"
4. Enter information about your organization in the box titled "About Your Organization."
5. In the box asking, "Do you want your Account Name (and username) to be searchable by other Portfolio Manager users?" **choose "Yes."**
6. In the box titled "Confirm Your Identity," click the box next to "I'm not a robot."
7. Click "Create My Account" at the bottom of the page.

Accessing Your Account

Username:

Password:

Create a password that is at least 8 characters long and includes at least three of the following: lowercase letters, uppercase letters, numbers and/or special characters (such as \*, #, %, etc.).

Confirm Password:

About Yourself

First Name:

Last Name:

Job Title:

Email:

Confirm Email:

Note: We never share your email address with third parties.

Phone:

Country:

Language:

Reporting Units:

Conventional EPA Units (e.g., kBtu/ft<sup>2</sup>)

Metric Units (e.g., GJ/m<sup>2</sup>)

Street Address:

City/Municipality:

State/Province:

Postal Code:

About Your Organization

Organization Name:

Primary Business or Service of Your Organization:

Is your organization an ENERGY STAR Partner?  Yes  No

Do you want your Account Name (and username) to be searchable by other Portfolio Manager users?


Yes  No

Do you want your username to be searchable by other Portfolio Manager users? You must select "Yes" if you want to connect with other users to allow automatic upload of utility data or to share properties.

Confirm Your Identity

Please confirm that you are a human

I'm not a robot

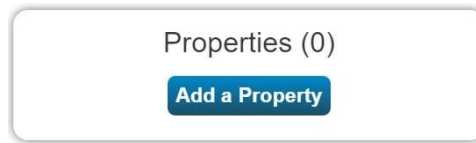



reCAPTCHA  
Privacy - Terms

## Step 2. Create properties in Portfolio Manager

Once you create an account, you can add your building(s) to the account following these next steps. If you already have a Portfolio Manager account with existing properties, go to [Appendix C](#) to add Building IDs to those properties. Once you've completed that step, go on to Step 3.

1. Log in to ENERGY STAR Portfolio Manager at [portfoliomanager.energystar.gov/pm/login](https://portfoliomanager.energystar.gov/pm/login)
2. Click "Add a Property"




3. Enter your property's applicable characteristics.
4. Click on "Get Started!" 
5. Enter Basic Property Information.
6. Enter your 'Fort Collins Building ID' under Standard ID - City/Town. To find your ID, visit [fcgov.com/BuildingID](https://fcgov.com/BuildingID)


### 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 - City/Town:**

Fort Collins Building ID  ID:

7. Click "Continue" 
8. Enter values for the information required by Portfolio Manager on how your building is used.
  - a. You can collect use details from your tenants using the [Data Collection Worksheets](#).
  - b. *If you do not know exact values during this step*, enter in your best guess and check the "Temporary Value" box. This is a virtual indicator reminding you to update this value later.
  - c. **Do not** select 'Use a default'.
  - d. **Do not** change 'Current As Of' dates.

Property Use Detail	Value	Current As Of	Temporary Value
★ Weekly Operating Hours	<input type="text" value="40"/> <input type="checkbox"/> Use a default	<input type="text" value="1/1/1979"/> 	<input checked="" type="checkbox"/>

9. Click on 'Add Property'. 

## Step 3: Submit a data request to Fort Collins Utilities

To submit a benchmarking report, you're going to need aggregate, or "whole building" electric data. Submit a data request to get that information.

1. **Go to the Fort Collins Building Data Request page** [fcgov.com/MyData](https://fcgov.com/MyData) to fill out the building data request. You must answer all questions to get building data.
2. **Enter your name, email and the name of your company or organization.** The email address you enter is where we will send all notices about your data request, including your receipt with your confirmation number.

**Your name**  
Use your name, not the name of your organization.

**Your email**  
This address is where we will send all notices about your data request.

**Your company/organization**  
Use the name of your organization.

3. **Put in the building ID** for each building you are reporting. If you don't know the ID, the page will look them up for you when you enter the building's address.
4. **To add a building from the drop-down search, click on its name or Building ID.** You can also click the blue '+ add' to the right of the gray address field. Enter as many buildings as you need. If the page cannot find your building's address, email support: [buildingscoring@fcgov.com](mailto:buildingscoring@fcgov.com)

**Building(s)**  
You can input a Building id directly, if you know it. If you don't, you can [look it up](#) from an address.

[+ add](#)

FC1514
<b>100</b> Locust St
FC2727
<b>100</b> W Mountain Ave
FC1049
<b>100</b> W Troutman Pkwy

5. **Select the year(s)** for which you want to get data. You can select more than one. *Note: we recommend selecting the "ongoing" option in addition to the current reporting year. This will eliminate the need for you to submit a data request in the following year(s).*

### Years requested

2019  2020  2021  2022  2023  Ongoing

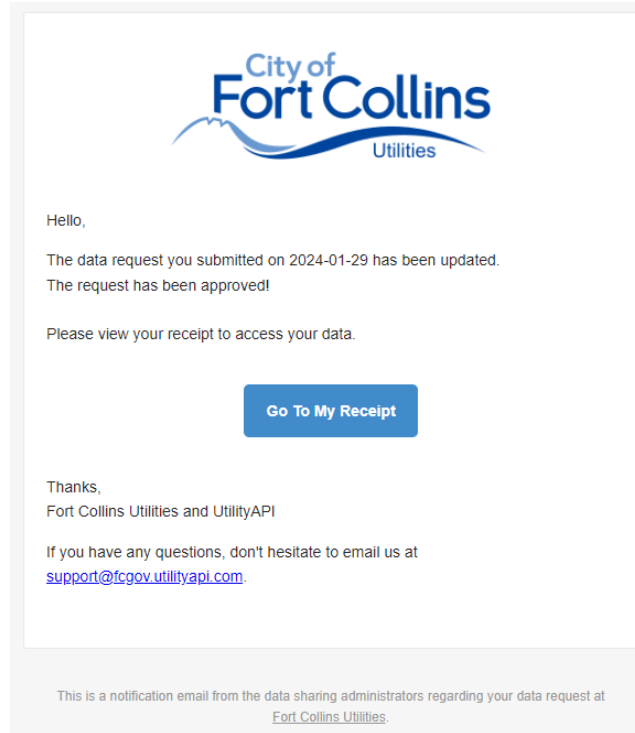
6. **Click the green 'Submit request' button.**

## Building Data Request Receipt

Your “Building Data Request Receipt” will include your confirmation number. To check on the status of your request, click on the “View Receipt” link in your emailed receipt.

## Is my Data Ready? Data Request Status Changes

Fort Collins Utilities will email you when your Data Request has been approved, or if there’s something else you need to do (for example, obtain account holder consent).

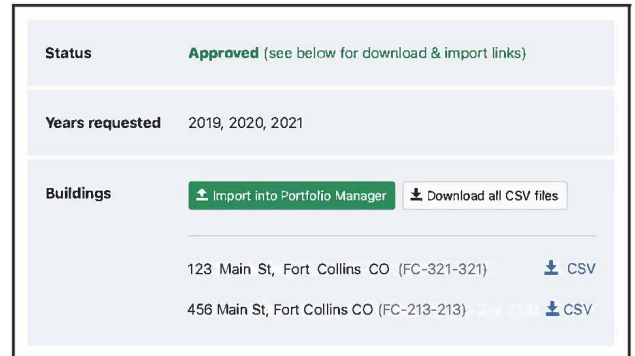


## Step 4: Import data into ENERGY STAR Portfolio Manager

When your building data request is approved, you'll receive a notification by email. Congratulations! You have data! Now you have a choice to make about how you want to get the data into Portfolio Manager:

### Options for importing data into Portfolio Manager:

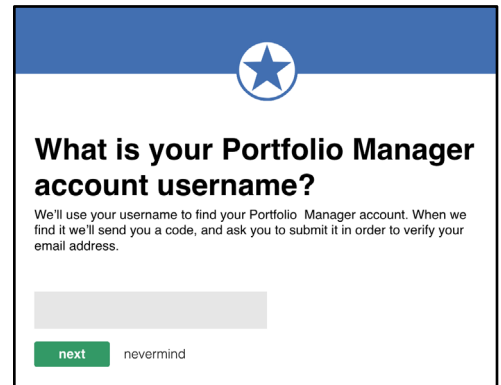
- **Automatically** by clicking 'Import into Portfolio Manager' (which will take you to [Step 4a](#) below), or
- **Manually** by clicking 'Download all CSV files' and follow [Appendix F: Manually enter building usage](#) to upload your usage data into Portfolio Manager.



### Step 4a: Enter your username in the import data window

Clicking the green 'Import into Portfolio Manager' button will start the import process. It will walk you through everything you need to do to get your data into Portfolio Manager.

1. **Enter your Portfolio Manager username** when asked.
2. Then **click the green 'next' button**. The site will use your username to make sure your account is connected to Fort Collins Utilities web services.
  - a. **Account already connected:**  
Awesome! You'll be taken automatically to [Step 4b: Matching up Building IDs to Portfolio Manager properties](#), below.
  - b. **Account not yet connected:**  
No problem! Go to [Appendix A: Connect to Fort Collins Utilities web services](#). Follow the steps outlined there to connect your account, then return here and try entering your Portfolio Manager username again.
3. **Email verification**  
You may be asked to verify the email account associated with your Portfolio Manager account. If so, we'll ask you to enter a code that we've emailed to the address on file.



## Step 4b: Match-up Building IDs to Portfolio Manager properties

You'll need to share your Portfolio Manager properties before you can match them up with their Building IDs. The site will check automatically to see if you have shared your properties. If you have *not* yet shared your properties, go to [Appendix B: Share properties in Portfolio Manager](#) and complete the steps there. Then come back here to match them up with the correct Building IDs.

If you've shared your Portfolio Manager properties, you'll see a pop-up window that asks you to match each of your buildings to the correct Portfolio Manager property.

### Buildings column

The left column contains a list of all your buildings with approved data requests. The buildings are listed by address and Fort Collins Utilities Building ID. If any of your buildings are missing from this list, please contact support at [buildingscoring@fcgov.com](mailto:buildingscoring@fcgov.com).

**Match up buildings to Portfolio Manager properties**

Use the drop down menus to match up each of your buildings with Building IDs to a unique Portfolio Manager property. You'll need to match them all up in order to move on to the next step. If you have trouble, please contact support at [buildingscoring@fcgov.com](mailto:buildingscoring@fcgov.com).

Buildings	Portfolio Manager properties
FC12311 (123 MAIN ST...)	select Portfolio Manager property
FC12311 (123 MAIN ST...)	select Portfolio Manager property

[save match ups and import data](#) [nevermind](#)

### Portfolio Manager properties column

The right column is a series of drop-down menus with a list of all the properties you have shared in Portfolio Manager. If any of your buildings are missing from this list, you'll need to login to your Portfolio Manager account and share them (see [Appendix B: Share properties in Portfolio Manager](#)).

### Matching

**Use the drop down to select the property that matches the building on the left, on that same line.** Once you have matched a property to a building, it is no longer available to be matched to another building.

FC12311 (123 MAIN ST...) → select Portfolio Manager property

- AAA Building 123
- BBB Building 555

### Unmatching

Use the red X to the right of a matched Portfolio Manager property to un-match that property from a building. Once a property is unmatched from a building, it becomes available to be matched to a different building.

FC12311 (123 MAIN ST...) → AAA Building 123

Electric: create new aggregate meter [change](#)

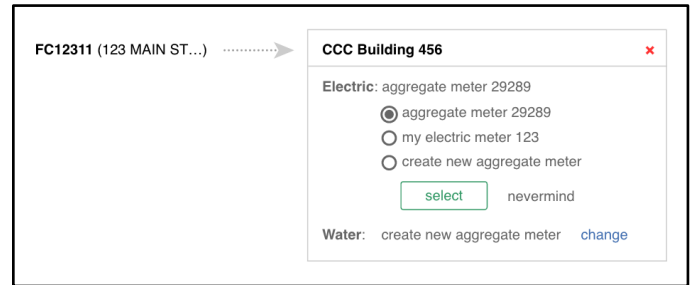
Water: create new aggregate meter [change](#)

### Creating aggregate electric meters **\*Water is not required for reporting\***

Virtual aggregate (or whole building) meters are necessary for benchmarking. Once you've matched a property to a building, we'll need to create those aggregate electric meters for each property. First, we'll check your Portfolio Manager account to see if you already have an existing meter. If so, it will be listed. If not, we will create new aggregate meters for you by default, unless you select a different option.

## Changing the default aggregate meter

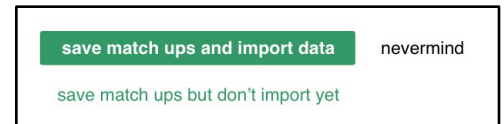
1. Click the blue **'change'** link to the right of each aggregate meter choice to override the default. This will bring up a series of choices for your aggregate meters.
2. **Select your preferred option.** You can only select one option.
3. Click the **'select'** button outlined in green to save your choice and collapse the menu.



The screenshot shows a dropdown menu for 'CCC Building 456'. Under the 'Electric' section, there are three radio button options: 'aggregate meter 29289' (selected), 'my electric meter 123', and 'create new aggregate meter'. A green 'select' button is positioned below these options, followed by a 'nevermind' link. Under the 'Water' section, there are two links: 'create new aggregate meter' and 'change'.

## Step 4c: Import data

Click the green **'save match ups and import data'** button. You're done!



The screenshot shows three buttons: a green button labeled 'save match ups and import data', a grey button labeled 'nevermind', and a grey button labeled 'save match ups but don't import yet'.

## Step 5: Follow Xcel's instructions to obtain natural gas data

Xcel Energy customers should now follow the instructions in the [Xcel Energy Benchmarking Services User Guide](#) to obtain natural gas data.

<https://www.xcelenergy.com/staticfiles/xcelenergy/PDF/Marketing/BUS-Solutions-Benchmark-User-Guide.pdf>

Once you have completed the steps, return to [Step 6: Run the Data Quality Checker](#) in this guide to complete the benchmarking compliance process.

If Xcel Energy does not provide natural gas services to this building, contact your natural gas utility and request at least 12 months of natural gas usage. Then consult [Appendix F: Manually Enter Building Usage in Portfolio Manager](#) for directions on how to manually enter your monthly usage.

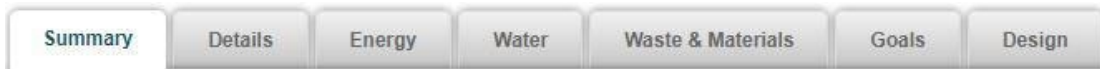


## Step 6: Run the Data Quality Checker

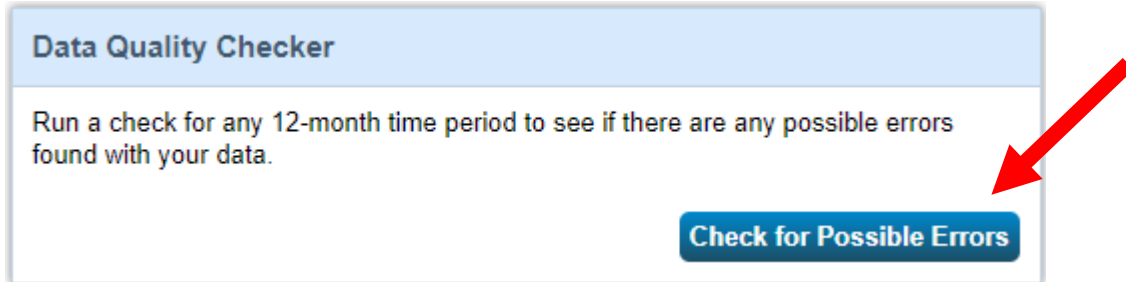
Once you have at least 12 full months of electric and gas data in your meters for the calendar year you are trying to report, run the Data Quality Checker to check for any common errors in your report before submitting.

**\*Water is not required for reporting: please disregard error messages regarding missing and incomplete water and waste data\***

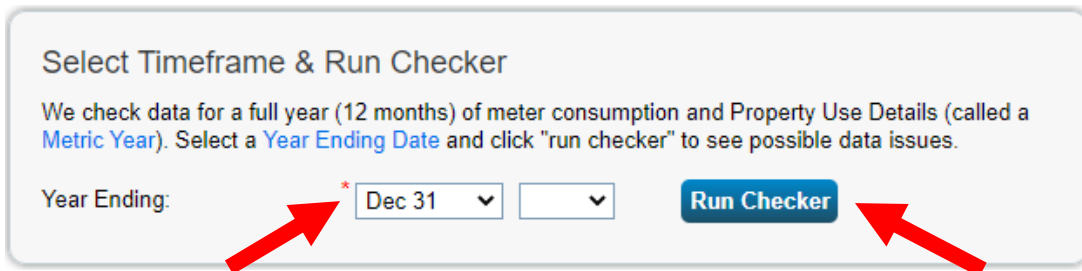
1. Log in to Portfolio Manager. Visit [portfoliomanager.energystar.gov/pm/login](https://portfoliomanager.energystar.gov/pm/login)
2. Select your building from the MyPortfolio Dashboard.
3. On the property's "Summary" tab:



Scroll down to find the **Data Quality Checker** section, then select "Check for Possible Errors."



4. Select "Dec 31" in the first drop down, then select the data year you are reporting for in the second drop down (e.g. if the building is submitting the 2024 report, the data reporting year should be set to 2023) then click "Run Checker":




5. Review the list of alerts (if any) and Portfolio Manager's suggestions to address the issue(s).
  - Common alerts include temporary or estimated values or less than 12 full calendar months of energy bills.
  - **You can ignore waste and materials meter alerts and water alerts.**
6. Following the links in the explanations, make corrections or updates to your property details to address as many alerts as possible.
  - *Submittals will be subject to a quality control review and submissions will be rejected if data input errors are found. If errors are found, owners will have 30 days to correct the errors and resubmit the data to the City.*
7. Once you have made all applicable changes, re-run the checker to make sure that the alerts have been addressed.

## Step 7. Submit Your Report to the City

You must manually submit your report to the City through Portfolio Manager every year to be in compliance with the Building Energy and Water Scoring ordinance.

1. Locate the required reporting link on the program webpage: <https://www.fcgov.com/bews/>
2. The reporting link will take you to Portfolio Manager. Sign in, if prompted. Once signed in, the link will launch a page titled **Respond to Data Request**.
3. At the bottom of the page, you will need to choose the properties to report using the drop-down menu(s) and click "Generate Response Preview"


Properties: \* [Select Properties](#) [Selected Properties: 1](#)

 The data requestor may have asked for one or more [standard IDs](#) to be included with the property information. Make sure you have entered the requested standard IDs for each property before sending your response.

[Generate Response Preview](#) [Cancel](#)

4. Upon generating the response, you will be taken to the Reporting tab. Select the 'Data Request from Others' tab and find the correct data request in the table:

[Data Requests from Others](#) [My Reports and Templates](#) [ENERGY STAR Reports](#) [Create a New Template](#)

 Your new response preview(s) has been generated.

Name	Status	Action
<b>20XX</b> Fort Collins BEWS (Request from Building Energy and Water Scoring Ordinance)	Response Preview Generated: No errors found	I want to...

5. To submit, use the drop-down menu in the **"Action" column to select "Send Response."**

Name	Status	Action
<b>20XX</b> Fort Collins BEWS (Request from Building Energy and Water Scoring Ordinance)	Response Preview Generated: No errors found	I want to... I want to... Edit Properties and Timeframe Preview Response Download Preview in Excel Generate a New Response <b>Send Response</b> Delete Response
	Closed:	
	Closed:	

6. On the page that appears, you must electronically sign your report by checking the certification box, entering your Portfolio Manager login information, and clicking "E-Sign Response." You have signed successfully when you see a green alert with a check mark.

7. Click “Send Data” and confirm submission by clicking “Continue” on the popup.

Your report has now been submitted to the City!

I hereby certify that I am releasing data about my properties, or on behalf of someone else, to Kimberlee Rankin with City of Boulder.

Your username:

Your password:

✔ Signed

[Cancel](#)

The EPA will send you an email confirming that your data has been submitted to the City of Fort Collins. **But you aren't yet in compliance.** The City of Fort Collins will send you an official status notification email after we have reviewed your submission. **Your building is not in compliance until you receive an email from Fort Collins confirming that the status of your building is “In Compliance.”** Additional steps may be required.

**Errors or updates?** If, after submitting your data to the City, you discover that any information or data is inaccurate, make the necessary corrections in Portfolio Manager. Then ‘Generate a New Response’ from the ‘Action’ drop down, then re-submit to the City ([page 10, Step 7-5](#)).

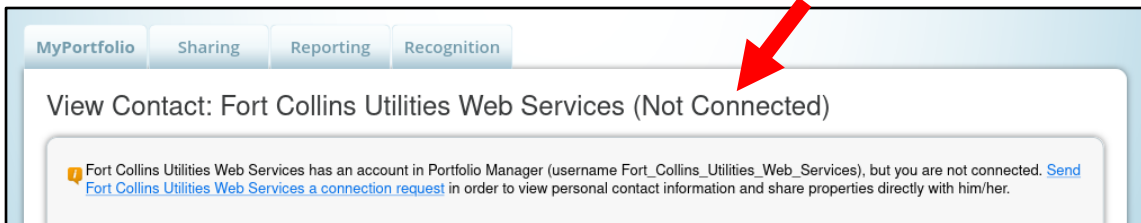
For help, please contact the BEWS Help Center, (970) 416-2733 or [buildingscoring@fcgov.com](mailto:buildingscoring@fcgov.com).

## Appendix A: Connect to Fort Collins Utilities web services

To import your data request directly into your Portfolio Manager account, you must first request to connect to Fort Collins Utilities.

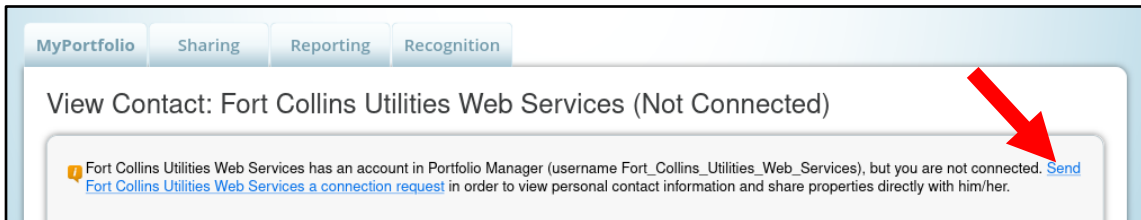
1. Visit the contact page for Fort Collins Utilities Web Services (you may be asked to login):  
<https://portfoliomanager.energystar.gov/pm/contact/view/411770>

2. Check the connection status:

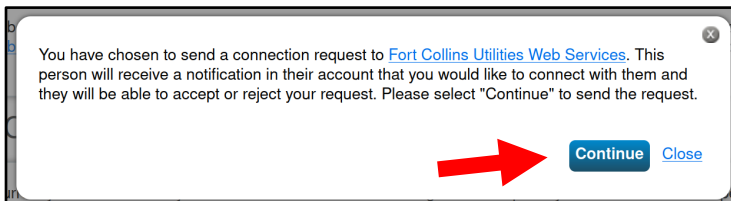


- If "Connected", you are done! We have accepted your connection.
- If "connection pending", you are done! We will accept your connection soon.
- If "Not Connected", proceed to the next step below.

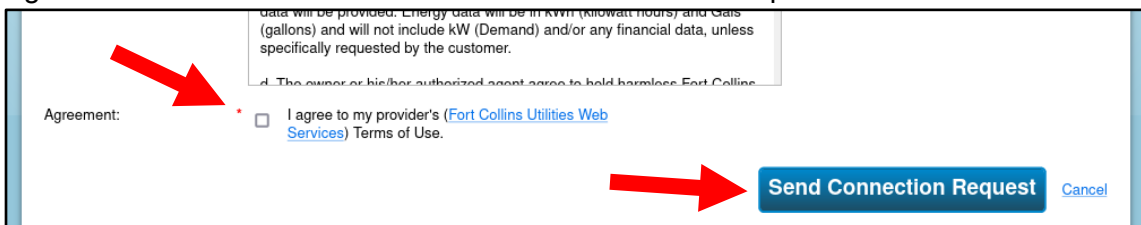
3. If "Not Connected", click "Send Fort Collins Utilities Web Services a connection request"



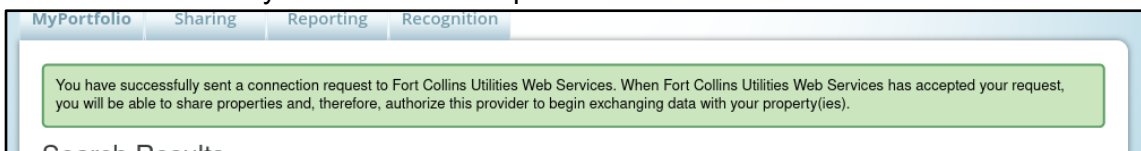
4. Click "Continue"



5. Agree to the Terms of Use and click "Send Connection Request"



6. You have now sent your connection request to Fort Collins Utilities Web Services!



## Appendix B: Share properties in Portfolio Manager

To import your data request directly into your Portfolio Manager account, you must share your properties with Fort Collins Utilities.

1. Visit the web services data sharing page (you may be asked to login):  
<https://portfoliomanager.energystar.gov/pm/sharing/wsBulkSharing>

2. Select **"Fort Collins Utilities Web Services"** for the web services provider.
3. Select the properties you want to share with Fort Collins Utilities.
4. Select **"Bulk Sharing" > "Exchange Data Full Access"** under Choose Permissions.
5. Click **"Authorize Exchange"**

MyPortfolio Sharing Reporting Recognition

### Share Properties for Exchanging Data

Choose Permissions Set Up Connections Check Existing Permissions

Sometimes it's really important to be able to share your property with someone else. Use this option to set up autor provider.

**1** Select Web Services Provider (Account)  
Which web services provider (account) do you want to share these properties with in order to exchange data? You can share multiple properties at once with a single provider.  
Select web services provider from my contacts book:  
Fort Collins Utilities Web Services (Fort...)

**2** 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.  
Select Properties  
Selected Properties: 2

**3** 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 prop.../or meter.

Authorize Exchange Cancel

6. You're done! You should see a confirmation of the property sharing.

MyPortfolio Sharing Reporting Recognition

### Bulk Share Properties for Exchanging Data: Results

Choose Permissions Set Up Connections Check Existing Permissions View Results/ Confirmation

✔ Congratulations! You have successfully shared/edited access to your property(ies).  
A total of 2 share requests were sent.  
If you shared properties, you will receive a notification when your contact has accepted the share. If you edited access to current permissions, the edits have been made, no acceptance is required.

Close

## Appendix C: Add your Fort Collins Building ID to Portfolio Manager

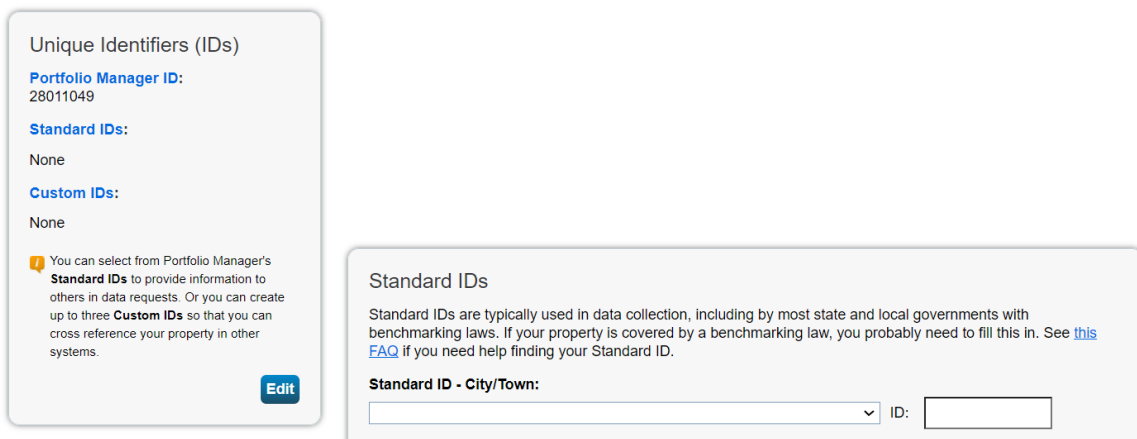
Each building that's required to benchmark under the Building Energy and Water Scoring ordinance has been assigned a unique ID, called the "Fort Collins Building ID." **You must add this ID to every Portfolio Manager building you've shared to make sure the usage that you've reported gets attributed to the correct building during compliance checks.**

**To find your Fort Collins Building ID**, review your ordinance notification letter from the City, look at your Building Data Request Receipt, or find your building using the Touchstone Benchmarking Building ID Lookup Tool at [fcgov.com/BuildingID](http://fcgov.com/BuildingID)

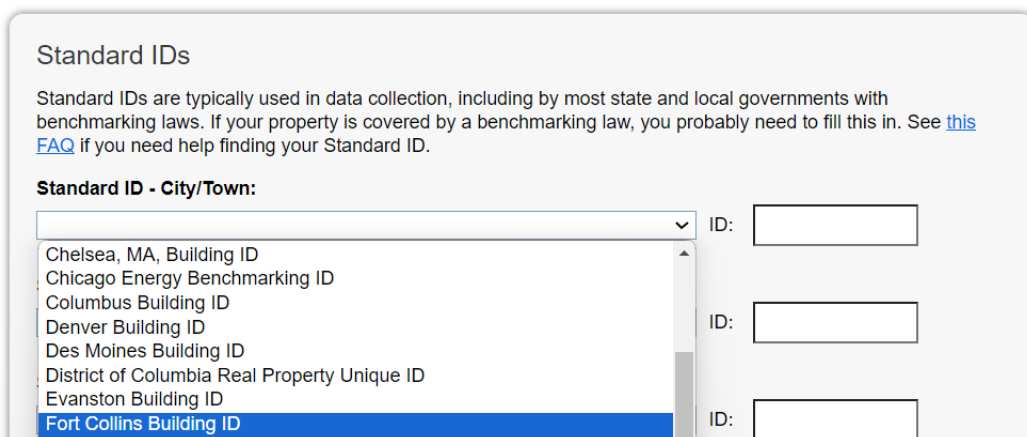
1. Log in to ENERGY STAR Portfolio Manager. Visit [portfoliomanager.energystar.gov/pm/login](http://portfoliomanager.energystar.gov/pm/login)
2. Select your building from your MyPortfolio Dashboard.
3. Click on the "Details" tab.



4. Locate the "Unique Identifiers (IDs)" box on the left and click "Edit." After clicking 'Edit,' scroll to find the box titled 'Standard IDs', then "Standard ID – City/Town".



5. Click on the 'Standard ID – City/Town' dropdown menu in the box and select 'Fort Collins Building ID':



6. In the empty box next to “Fort Collins Building ID,” enter your Fort Collins Building ID, which is the letters “FC” followed by four numbers that are unique to each building. **Click Save.**

### 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 - City/Town:**


Fort Collins Building ID  ID:

## Appendix D: Getting and giving consent

### Step D-1: Getting consent

If your building has 3 meters or fewer, Fort Collins Utilities will require that you get consent from the utility account holders. You'll get an email notification to load your receipt, which will include links to start the consent process. Clicking on the link will begin the authorization process.

The authorization process begins with a consent request to the customer of record. You have 3 options to send a consent request from the pop-up, as shown below.

I'm the utility customer, so I can **give consent myself** 

**Send an email** to the utility customer

**Copy a link** I can give to the customer myself

- a) If you're the utility account holder, you can provide consent yourself. **Click "Provide Consent"** and follow the steps to authorize sharing.
- b) This option allows you to send a pre-written email to the account holder asking for their consent. Since this email will not come from you personally, you should reach out to the contact to make sure they know you'll be sending — or already have sent — them a consent request to securely share their utility data. **Click "Preview Email"** to edit optional fields before **clicking "Send Data Request"** to send the email.
- c) This option allows you to personally send a data consent request email using a unique URL. **Click "Get Link"** to copy this URL into your own email to personalize the consent request to the tenant/occupant/utility customer. Each link is unique — **repeat the "Get Link" step for each address.**

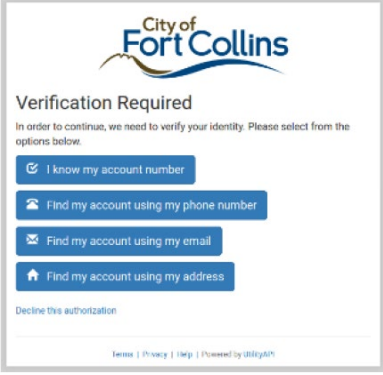


## Step D-2: Giving Consent

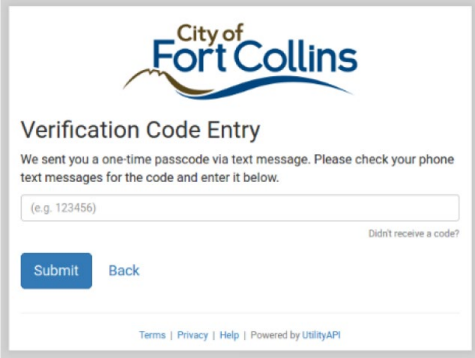
The above instructions in this appendix on giving consent can be given to the utility account holder to walk them through the consent process. Once the building owner sends a data consent request, **the MyAuthorizations dashboard will ask the customer to look up their Fort Collins Utilities account number by entering ONE of four pieces of information:**

- their account number,
  - their phone number,
  - their email address, or
  - their physical address
- 1) The account holder will select whichever option they prefer to look up their Fort Collins Utilities account.

If the account holder's information is not accurate, they may call Fort Collins Utilities to update at 970-212-2900.



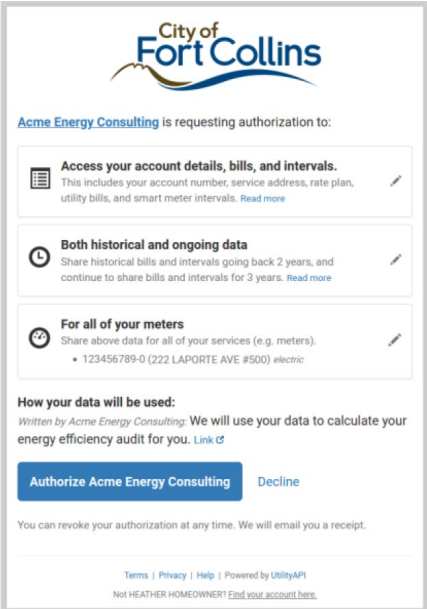
- 2) Fort Collins Utilities will then send the customer a verification code via text message, phone call, or email that will need to be entered in the next page, after which they'll click "Submit".



- 3) Fort Collins Utilities will request the customer's authorization to provide the owner with access to their data for aggregation and sharing. They will click the "Authorize..." button.

That's it. The customer is done!

They'll get a receipt from Fort Collins Utilities once they've authorized owner access.




## Appendix E: Manually create virtual meters in Portfolio Manager


To manually enter usage data for your property you'll need to add a virtual whole building (aggregate) meter. **For this appendix, we're going to demonstrate adding an electric meter.** You can use similar steps to add a water or natural gas meter.

1. Click on the tab for the source of usage you're reporting. Here, we're showing "Energy" (select this option for electric or natural gas). For water, click on the "Water" tab to the right of "Energy".





2. Click on "Add A Meter" 
3. Select the following variables for each usage source. **For "How Many Meters", always enter "1"**

For Electric Meters	For Natural Gas Meters:	For Water Meters:
<ol style="list-style-type: none"> <li>1. Select "Electric"</li> <li>2. Select "Purchased from grid"</li> </ol>	<ol style="list-style-type: none"> <li>1. Select "Natural Gas"</li> </ol>	<ol style="list-style-type: none"> <li>1. Select "Municipally Supplied Potable Water"</li> <li>2. Select "Indoor"</li> </ol>

4. Click on "Get Started!" 
5. Enter the following fields for the meter:
  - a. Units – For Gas: "Therms (therm)," For Electric: "Kilowatt Hours (kwh)," For water, select "Gallons (US)"
  - b. Date Meter became Active – **January 1 of the earliest year being reported** (e.g. if the building is submitting the 2024 report, this date should be entered as 01/01/2023)

<input type="checkbox"/>	Meter Name	Type	Other Type	Units	Date Meter became Active	In Use?
<input type="checkbox"/>	Electric Grid Meter	Electric - Grid		kWh (thousand Watt-hours)	01/01/2023	<input checked="" type="checkbox"/>

6. Click on "Create Meters" 
7. Skip the usage entries and click on "Continue" 
8. With the boxed checked next to the meter name just created, select "These meter(s) account for the total water (or electric or gas) consumption for this property"

<input type="checkbox"/>	Name Meter ID	Type
<input checked="" type="checkbox"/>	Electric Grid Meter 181820816	Electric - Grid

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

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

9. Click on "Apply Selections" 

**You've now manually added virtual meters to Portfolio Manager!** If you don't have data pushing automatically from your utility providers, you'll now need to manually enter at least 12 months of usage data from your provider to generate a report that complies with the benchmarking ordinance. To do that, move on to Appendix F: How to manually enter building usage in Portfolio Manager.


## Appendix F: Manually enter building usage in Portfolio Manager

Building owners must report the previous calendar year (Jan 1 through Dec 31) whole-building usage data to the city each year. Now that you've added your one virtual meter per usage source you can manually enter your usage. The general process is the same for each source. **As a reminder, water is not required for reporting.**

1. Request at least 12 months of usage data for the year you are trying to report from your provider (e.g. If you are trying to submit your 2024 report, you will request at least 12 months of data that accounts for the entire 2023 calendar year).
2. Once received, log in to Portfolio Manager. Visit [portfoliomanager.energystar.gov/pm/login](https://portfoliomanager.energystar.gov/pm/login)
3. Select your building from the MyPortfolio Dashboard. Choose the Energy tab for Electric and Gas usage.
4. Find your electric or natural gas in the "Meters – Used to Compute Metrics" table. Click on the meter name to open your meter. *Here's how it looks under Energy:*

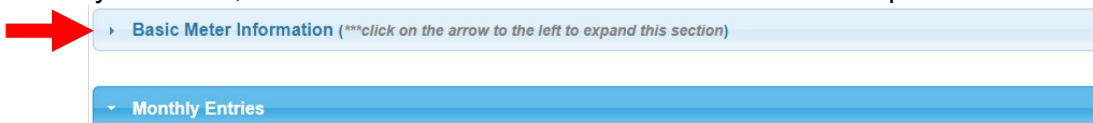
Meters - Used to Compute Metrics (2) [Add A Meter](#)

[Change Meter Selections](#)

 [View as a Diagram](#)

Name Meter ID	Energy Type	Most Recent Bill Date	In Use? (Inactive Date)
<a href="#">Electric Grid Meter</a> 98825779	Electric - Grid		Yes
<a href="#">Natural Gas</a> 101266608	Natural Gas		Yes

5. Within your meter, click on the "Basic Meter Information" arrow to expand this section.



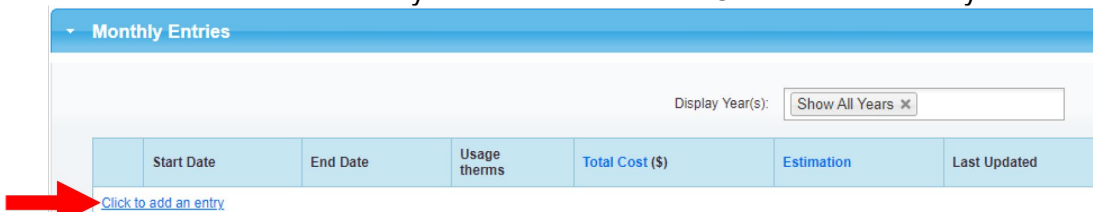
Basic Meter Information (\*\*click on the arrow to the left to expand this section)

Monthly Entries

6. Verify the meter "Units" match the units that your data was provided in. For Electric: "Kilowatt Hours (kwh)"; for Gas: "Therms (therm)". If correct, no further action is needed. If the units of the data differ from the units selected for your meter, click on the "Units" drop down menu and select the correct units to match the data you received.

7. Click "Save Changes". [Save Changes](#)

8. Scroll down to view the "Monthly Entries" section and "Click to add an entry".



Monthly Entries

Display Year(s):

Start Date	End Date	Usage therms	Total Cost (\$)	Estimation	Last Updated
<a href="#">Click to add an entry</a>					

9. Beginning with your earliest bill date and enter that into the “Start Date” box.

Start Date	End Date	Usage terms	Total Cost (\$)	Estimation	Last Updated
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	

The “End Date” will then automatically populate, do not adjust it. Click on the table under “Usage (*with the appropriate units*)” and enter in that month's usage.

Start Date	End Date	Usage terms	Total Cost (\$)	Estimation	Last Updated
<input type="checkbox"/> 1/1/2020	2/1/2020	<input type="text"/>		<input type="checkbox"/>	

10. Below the table, click “Add Another Entry”. The next month's date range will automatically populate, do not adjust it. Add in the usage data for this month. **Repeat this step by clicking “Add Another Entry” and entering in your usage until you have, at least, a full 12-months of data.**

Start Date	End Date	Usage terms	Total Cost (\$)	Estimation	Last Updated
<input type="checkbox"/> 1/1/2020	2/1/2020	5,678		<input type="checkbox"/>	
<input type="checkbox"/> 02/01/2020	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	

[Delete Selected Entries](#)  
[+ Add Another Entry](#)

Click “Save Bills” [Save Bills](#)

## Appendix G: Interested in benchmarking water use?

### Obtain data from your water utility

**\*Obtaining water data is NOT required for compliance.\***

Contact your water utility and request at least 12 months of indoor water usage. Water data is not required or currently provided for benchmarking, so you can disregard any water meters and submit your report without water data. If your building has Fort Collins Utilities water and you are interested in tracking water usage, you can do so at [fcgov.com/MyWater](http://fcgov.com/MyWater). For all water-related inquiries, please contact [savewater@fcgov.com](mailto:savewater@fcgov.com).

After obtaining your water usage data, consult [Appendix F: Manually Enter Building Usage in Portfolio Manager](#) for directions on how to manually enter your monthly usage.