

Step 1: Collect Building & Energy Data

Gather Your Building Information

Use the Prince George's County version of the Portfolio Manager Data Collection Worksheet to pre-assemble your information.

- [Prince George's County Benchmarking Resources](#): This worksheet provides a quick overview of information you will need to benchmark your building in Portfolio Manager.

Gather Your Energy Data

You will need whole-building energy data for all your meters to benchmark properly in Portfolio Manager. There are two ways to obtain your energy data:

(1) Gather your utility bills

- If you are the account holder of all your meters and all your energy data is available to you, we recommend collecting your bills for manual input. (Portfolio Manager provides a bulk-upload option to easily upload multiple meters at the same time.)
- If you have tenants, you can request that they share/send their energy data to you for the purposes of benchmarking. Or, read below for information on requesting data from your utility/utilities.

(2) Request data from your utility/utilities

If you have multiple meters in your building, it is possible to request whole-building/aggregate data from your utilities for benchmarking purposes. This service is most beneficial to building owners with several buildings and more than 5 meters in each building, particularly where tenants pay the utility bills.

- If you have 5 or more meters, you can usually request whole-building/aggregate data without tenant authorization.
- If you have 4 or fewer meters, you can request data from your utility but must obtain authorization from tenants to obtain their energy data. Building owners will need to

receive authorization from each tenant, which are available on on your utility's energy benchmarking pages below.

Utility-Specific Information

- **Pepco** customers can find information on getting their Pepco data at [Pepco Energy Benchmarking](#). Pepco's Resource Advisor tool allows you to access electronic electricity consumption data using account and/or meter numbers and have it automatically loaded to Portfolio Manager every month. Building owners can learn more about the Resource Advisor tool by reviewing the [overview document](#) and [fact sheet](#).
- **Washington Gas** customers with 5 or more meters can find information on getting their gas bill data at [Washington Gas Energy Benchmarking](#).
 - For less than 5 meters, the customer of record must send a letter requesting the data and or authorizing its release to another party. This information can be sent to Customersupport@washgas.com or custsrv@washgas.com and must be received before or in concert with requesting data through [Washington Gas Energy Benchmarking](#).

When to Request Utility Data

Utilities will take up to 30 business days to provide your data, but typically complete requests within 10 business days. The wait can be longer as we approach compliance deadlines. Building owners are encouraged to request their data early.

Step 2: Benchmark Your Building in Portfolio Manager

In order to streamline the process of benchmarking, the Benchmarking Law has identified U.S. EPA's free, industry-standard ENERGY STAR® Portfolio Manager Tool as the standard software for benchmarking and reporting. Read about it at energystar.gov/benchmark.

Benchmarking on Your Own

Portfolio Manager is built to be user-friendly and accessible for in-house staff to benchmark their buildings. In many cases, ENERGY STAR has found accounting, operations, and building management

staff are entering data into Portfolio Manager. If you choose to Do-It-Yourself, below are some helpful tools to guide you.

Portfolio Manager Resources:

- **Portfolio Manager Quick Start Guide** (PDF, 508KB) offers the basics to setting up your Portfolio Manager account, including adding your property, entering your energy data, and seeing your results.
- **Details on Entering Your Utility Bill Data** (PDF, 567KB) walks you through the steps to set up a meter and correctly enter data, add data to an existing meter, complete spreadsheet uploads, and information on Web Services (automated benchmarking).
- **Portfolio Manager Trainings** offers both live and recorded webinars, written and video tutorials, and how-to's for specific functions of the software.
- **Portfolio Manager Technical Support** offers expert advice and guidance on how to benchmark your building(s) in Portfolio Manager.

Prince George's County OCS Sustainable Energy Program is working very closely with ENERGY STAR and defers to their technical support for guidance in benchmarking in the software. Benchmarking per the ENERGY STAR Portfolio Manager guidelines are a best practice for compliance with the Benchmarking Law.