



DENVER
THE MILE HIGH CITY

Denver Building ID

A step-by-step guide on how to add
your ID in Portfolio Manager

FOR CITY SERVICES VISIT | CALL
DenverGov.org | **311**

Step 1: Login to Portfolio Manager

Buildings & Plants

[about us](#) | [press room](#) | [help desk](#) | [portfolio manager login](#)

Owners and managers

Service providers

Program administrators

Tenants

Tools and Resources

Training

Existing buildings

Commercial new construction

Industrial energy management

Small business

Congregations

IN THIS SECTION

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How Portfolio Manager helps you save

The benchmarking starter kit

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Get help accessing your utility data

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Share and request data

Updates to ENERGY STAR scores with CBCECS data

Track waste and materials

Save energy

Find financing

Earn recognition

Communicate your success

Resources for your property type



ENERGY STAR®
PortfolioManager®

The most-used energy measurement and tracking tool for commercial buildings.

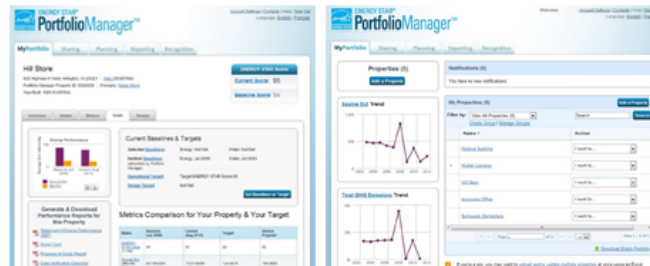
Use Portfolio Manager

You've heard it before: you can't manage what you don't measure. That's why EPA created ENERGY STAR Portfolio Manager®, an online tool you can use to measure and track energy and water consumption, as well as greenhouse gas emissions. Use it to benchmark the performance of one building or a whole portfolio of buildings, all in a secure online environment.

Not sure if Portfolio Manager is for you? It is!

You can use Portfolio Manager to manage the energy and water use of any building. Seriously. Any building. K-12 school? Check. Office building? Check. Stadium? Check. We could keep going. All you need are your energy bills and some basic information about your building to get started.

Are you designing a new commercial building? You can also use Portfolio Manager to set your energy use target and see how your estimated design energy stacks up against similar existing buildings nationwide.



ENERGY STAR®
PortfolioManager®

"Ask The Expert" webinar

Every Wednesday
at 12pm noon ET



ENERGY STAR®

PortfolioManager®

EPA's online energy management and tracking tool enables you to measure and track the energy and water performance of any building over time.
[Register now](#)

Log in

username

password

[Forgot password?](#)

[Forgot username?](#)

LOGIN

**PORTFOLIO MANAGER
DATA COLLECTION
WORKSHEET**



Easily see what information is required for your property and create a PDF or Word worksheet to help collect the data.

Step 2: Select a Property

MyPortfolio

Sharing

Reporting

Recognition

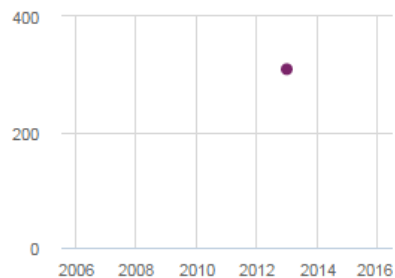
Properties (1)

Add a Property

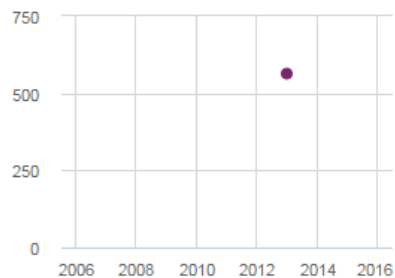
Notifications (0)

You have no new notifications.

Source EUI Trend (kBtu/ft²)



Total GHG Emissions Trend (Metric Tons CO₂e)



Properties (1)

Add a Property

Filter by: View All Properties (1)

Search

Search

[Create Group](#) | [Manage Groups](#)

Name

Action

[Test Office with Data Center](#)

I want to...

Page 1 of 1

View 1 - 1 of 1

[Download Entire Portfolio](#)

Step 3: Select the “Details” Tab


Test Office with Data Center

123 Efficiency Street, Washington, DC 20005 | [Map It](#)

Portfolio Manager Property ID: 4993220

Year Built: 1980

[Edit](#)

 Not eligible to apply for ENERGY STAR Certification

ENERGY STAR Score (1-100)

Current Score: 98

Baseline Score: 98

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

Notifications (0)

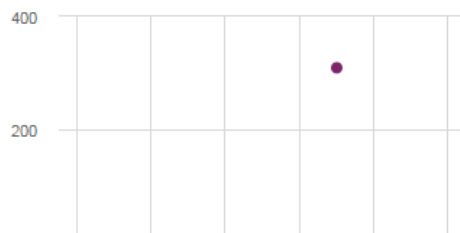
You have no new notifications.

Property Profile

You haven't created a profile for your property yet. Profiles are a way to supplement the information in Portfolio Manager with additional information about your property, including a photo.

[+ Create Profile](#)

Source EUI Trend (kBtu/ft²)



Metrics Summary

[Change Time Period](#)

Metric	Dec 2013 (Energy Baseline)	Dec 2013 (Energy Current)	Change
ENERGY STAR score (1-100)	98	98	0(0.0%)
Source EUI (kBtu/ft ²)	308.6	308.6	0.0(0.0%)
Site EUI (kBtu/ft ²)	98.3	98.3	0.0(0.0%)
Energy Cost (\$)	Not Available	Not Available	N/A
Total GHG Emissions (Metric Tons CO ₂ e)	563.5	563.5	0.0(0.0%)
Water Use (All Water Sources) (kgal)	26,170.6	26,170.6	0.0(0.0%)
Total Waste (Disposed and Diverted) (Tons)	Not Available	Not Available	N/A

Check for Possible Data Errors

Run a check for any 12-month time period to see if there are any possible errors found with your data.

[Check for Possible Errors](#)

Step 4: Under the “Unique Identifiers” Box, Click “Edit”

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

Basic Information

Construction Status:
Existing property that is one single building

! Property GFA - Self-Reported:
40,000 Sq. Ft.

Occupancy:
100%

[Edit](#)

Unique Identifiers (IDs)

Portfolio Manager ID:
4993220

Custom IDs: None

Standard IDs: None

! You can select from Portfolio Manager's **Standard IDs** to provide information to others in data requests. Or you can create up to three **Custom IDs** so that you can cross reference your property in other systems.

[Edit](#)

Property Uses and Use Details

[View as Diagram](#) Add Another Type of Use [Add](#)

Name	Property Use Type	Gross Floor Area	Action
▶ Office Use	Office	40,000 ft²	I want to...
▶ Data Center Use	Data Center	10,000 ft²	I want to...

! Property GFA (Buildings): 50,000 [\(used to calculate EUI\)](#)

Property GFA (Parking): 0

! To add multiple uses and buildings to this property, you can use this [spreadsheet template](#) to upload your information.

Property GFA by Use

Use Type	Gross Floor Area (ft²)	Percentage
Office	40,000	80%
Data Center	10,000	20%

Property Type

Property Type - Self-Selected:
[Office](#) [Edit](#)

Property Type - EPA Calculated:
[Office](#)

! The EPA-Calculated Property Type is used for your metrics. [Learn more about property types.](#)

Step 5: Click the Dropdown Menu under the “Standard IDs” Box

Edit Test Office with Data Center's Property Identifiers (IDs)

There are several different types of IDs that you can assign to your property. These IDs to help you cross-reference your property in any other systems you may be using in addition to Portfolio Manager.

Portfolio Manager Property ID

Your Portfolio Manager Property ID was assigned when your property was entered into Portfolio Manager and identifies your property to EPA.

Portfolio Manager Property ID: 4993220

Your Portfolio Manager Property ID

Your Portfolio Manager Property ID is set by EPA and unique to your property. Use this number when communicating with EPA about any questions you have about this property.



Custom IDs

You can add up to three custom IDs as long as they have different names. Only people who have access to this property data will be able to see these custom IDs.

Custom ID 1:

Name: ID:

Custom ID 2:

Name: ID:

Custom ID 3:

Name: ID:

Custom IDs

The Custom IDs are for you to use as you wish. In addition to your Portfolio Manager Property ID, you may have internal tracking numbers you use in your organization that you want to cross-reference to facilitate reporting. Only people who have access to this property data will be able to see these custom IDs.



Standard IDs

Standard IDs are those typically used as part of a data request by an organization (such as a State or local government, or LEED). If you know your property is going to be part of a data request, you may need to select and specify the relevant ID here.

Standard ID(s):

ID:

[+ Add Another](#)

Standard ID Types

The list of standard ID types is maintained by EPA. Standard IDs are for national organizations and state and local governments with benchmarking programs.

Step 6: Select “Denver Building ID” and Press “Save”

Custom IDs

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Custom ID 1:

Name:

ID:

Cus

Cus

St

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or I

ma

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- Atlanta Building ID
- Austin Building ID
- Austin Property ID
- BOMA BEST Building ID
- Boston Energy Reporting ID
- Boulder Energy Reporting ID
- Cambridge Building Energy Reporting ID
- Chicago Energy Benchmarking ID
- CoStar Property ID
- Denver Building ID**
- District of Columbia Building Unique ID
- District of Columbia Real Property Unique ID
- Evanston Building ID
- Green Globes CIEB Project ID
- Green Globes NC Project ID
- HUD Property REMS ID
- Kansas City Building Reporting ID
- LEED Canada Project ID
- LEED US Project ID

by an organization (such as a State
to be part of a data request, you

ID:

[+ Add Another](#)

Save

[Cancel](#)

Custom IDs

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