



DENVER
THE MILE HIGH CITY

Denver Benchmarking Data Request

A step-by-step guide on how to submit
your data report in Portfolio Manager

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DENVER
THE MILE HIGH CITY

How to Submit Benchmarking Data

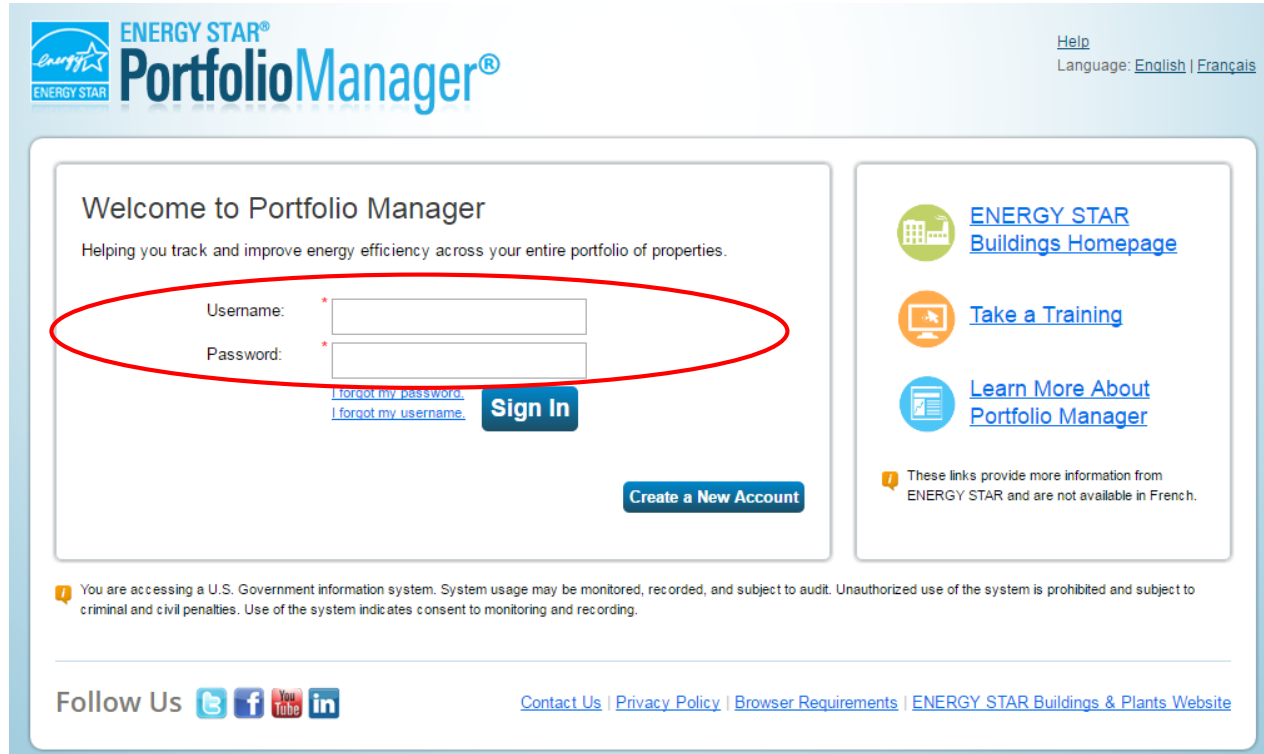
This guide was created for compliance with the City and County of Denver's energy benchmarking ordinance that requires all buildings over 25,000 square feet to report their energy data using ENERGY STAR Portfolio Manager. Inside you will learn how to submit your report using the City's official data request.



Step 1: Follow the Data Request Link

1) Click the link below to load the City's data request template into your Portfolio Manager Account:
<https://portfoliomanager.energystar.gov/pm/reports/dataRequest/accept/a248fb2d-6862-48c2-a624-05a4e8dff803>

2) Login to your Portfolio Manager account.



ENERGY STAR® PortfolioManager®

Help
Language: [English](#) | [Français](#)




Welcome to Portfolio Manager
Helping you track and improve energy efficiency across your entire portfolio of properties.


Username: *


Password: *





[I forgot my password.](#) [I forgot my username.](#) **Sign In**

Create a New Account

-  [ENERGY STAR Buildings Homepage](#)
-  [Take a Training](#)
-  [Learn More About Portfolio Manager](#)

 These links provide more information from ENERGY STAR and are not available in French.

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- 1) Scroll to the bottom of the data request screen and select ‘One Property’ or ‘Multiple Properties’. Choose the appropriate properties that need to comply with the ordinance.
- 2) Click on ‘Generate Response Preview’.

Respond to Data Request: Denver Benchmarking Data Request
from Energize Denver (Denver Dept. of Environmental Health)

About this Data Request

Data Requested By: Energize Denver

Instructions: Before sending your response please check that all field required for your property type are complete and correct. Required fields for each property type can be found at www.denvergov.org/energybenchmarking under 'How to Comply'.

For help, contact: Energize Denver at energizedenver@denvergov.org or 720-913-1311

Responding to Data Requests

You are viewing this screen because someone has asked you to provide data to them in the form of a data request. To respond, simply fill out the information on this screen and select what properties you wish to include (some decisions may have been made by the data requestor.)

Also see the [How to Respond to Data Requests](#) guide.

Submitting Data for Someone Else

Sometimes people delegate their responsibilities for responding to data requests to other people. If you are responding on behalf of someone else, please select their name from your Contacts Book so that they will be attributed to the response.

Previewing Reports

Making selections here will include specific properties and timeframes in your response. You may preview your response before you send it. However, Portfolio Manager will need to prepare the preview in order for you to view it. Large responses may take more time to prepare. Your response preview will be available from the "Templates & Reports" section on the Reporting tab when it is ready.

About Your Response


Who is this data being submitted on behalf of?

- myself
 someone else


Your Response

Select Information to Include:

Timeframe: *

 If the data requestor has specified a timeframe for the request, you will not be able to change it.

Properties: *

 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](#)

Step 3: Preview the Report

Charts & Graphs




ENERGY STAR Performance Documents





-  [Statement of Energy Performance \(SEP\)](#)
-  [Statement of Energy Design Intent \(SEDI\)](#)
-  [Data Verification Checklist](#)
-  [Progress & Goals Report](#)
-  [ENERGY STAR Score Card](#)

1) Under the 'Action' dropdown next to the Denver Benchmarking Data Request, click 'preview response'

Templates & Reports (10)

Create a New Template

 Your new response preview(s) has been generated, however basic metrics could not be calculated for one or more properties in the request. [Read more](#)

◆	Name	◆	Status	▼	Action
	Denver Benchmarking Data Request (Request from Energize Denver)		Response Preview Generated: 2/28/2017 5:09 PM		I want to... ▼
	Performance Highlights		No Report Generated		I want to... ▼
	Energy Performance		No Report Generated		I want to... ▼

Step 4: Verify the Report

View Report: Denver Benchmarking Data Request

Date Generated: 02/28/2017 05:09 PM EST

Number of properties in report: 1

The following displays the data generated from your [report template](#). It includes the information and metrics that you selected for the properties you included. You may "Generate a New Report" to get updated information from the action menu for this report template.

1) Verify your information is correct and accurate.

2) Click 'close' when finished.

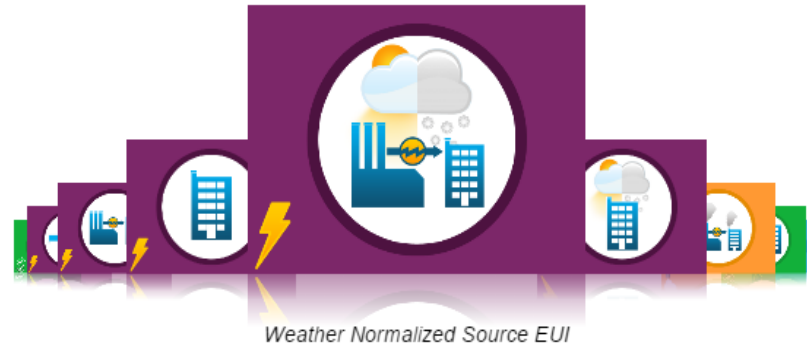
Information and Metrics

Information and Metrics 1 records

Property Id	Property Name	Year Ending	Denver Building ID	CoStar Property ID	Address 1	Address 2	City
4993220	Test Office with Data Center	12/31/2016	Not Available	Not Available	123 Efficiency Street	Not Available	Washington

Step 5: Submit the Report





Charts & Graphs



Weather Normalized Source EUI

How much total primary fuel would be required by my properties, under average weather conditions?


ENERGY STAR Performance Documents






-  [Statement of Energy Performance \(SEP\)](#)
-  [Statement of Energy Design Intent \(SEDI\)](#)
-  [Data Verification Checklist](#)
-  [Progress & Goals Report](#)
-  [ENERGY STAR Score Card](#)

- 1) Under the 'Action' dropdown next to the Data Request, click 'send response'

Templates & Reports (10)

Create a New Template

 Your new response preview(s) has been generated, however basic metrics could not be calculated for one or more properties in the request. [Read more](#)

◆	Name	◆	Status	▼	Action
	Denver Benchmarking Data Request (Request from Energize Denver)		Response Preview Generated: 2/28/2017 5:09 PM		I want to... 
	Performance Highlights		No Report Generated		I want to... 

Step 6: Check for Errors

- 1) If your report has errors, they will be flagged on this screen.

Data Request Response Has Missing Metrics (N/A's)

 Your data response contains 1 properties where **Site EUI** could not be calculated.

When **Site EUI** cannot be calculated, typically it means there is not 12 full months of complete meter data or there is a problem with your property's Gross Floor Area. These metrics are the basis for other more complicated metrics (such as the ENERGY STAR Score), so other metrics may also be unavailable as a result.

Properties With Missing Metrics (N/A's) (1) (response preview generated 02/28/2017 05:09 PM EST)

Property ID	Property Name	Year Ending Date	Site EUI
4993220	Test Office with Data Center	12/31/2016	<p>1) There is not 12 full months of meter data.</p> <p>Problem: The following meters do not have 12 full calendar months of meter entries for the year selected (01/01/2016 - 12/31/2016).</p> <ul style="list-style-type: none"> Electric Grid Meter (missing bills for 01/01/2016 - 01/01/2017) <p>What to do:</p> <ul style="list-style-type: none"> If you think this is a mistake, click the links above to review the entries for each meter and make corrections if necessary.

Page 1 of 1

Step 6: Check for Errors (con.)

What Would You Like To Do?

I Want to Review/Edit these Properties

You can review individual properties/meters by using the links in the table above or [download it to Excel](#) in order to begin troubleshooting these issues.

I Thought I Fixed These Problems- I Want to [Generate an Updated Response](#)

If you have made changes to your data since your response was generated (02/28/2017 05:09 PM EST), you will need to re-generate the report in order for these changes to be reflected.

[Generate Updated Response](#)

I Want to Submit Anyway

If you have verified that any issues listed in the table above are not the result of a mistake, you can continue submitting your response. Note that an incomplete request could be considered invalid or non-compliant by the requestor so it is strongly encouraged that you fix any issue before proceeding.

[Send Response](#)

(You will confirm your response on the next screen)

- 1) Export the file to Excel to more easily determine the source of the error.
- 2) If you make changes after generating the report, you will have to generate a new report before submitting it to the City.

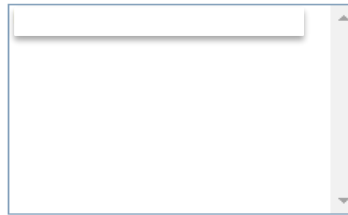
- 3) If you wish to go ahead and send the report, click the third option to 'Send Response'.

Step 7: Finalize and Submit

- 1) Select another name from your account to receive a confirmation email (optional).
- 2) Add additional emails that are not on your account (optional).
- 3) Choose the format in which you would like a copy of your report to sent
- 4) E-sign your response using your account username and password.
- 5) Submit the report.

1 Who (besides you) should we send a confirmation email to?

Select contacts from your contacts book:



To select multiple contacts, hold down your Control (CTRL) key and click on each selection.

Optional- Additional Email Addresses:



Separate multiple emails by a comma or semicolon.

2 What format would you like your data in for the email attachment?

- Excel
- XML

3 E-Sign your Data Response

I hereby certify that I am releasing data about my properties, or on behalf of someone else, to Energize Denver with Denver Dept. of Environmental Health.

Your username:

Your password:

E-Sign Response

Send Data

[Cancel](#)