Step-by-Step Instructions for Applying to the 2012 ENERGY STAR® National Building Competition

Thank you for your interest in applying for the 2012 ENERGY STAR National Building Competition! Follow the step-by-step instructions below to generate a data release report in Portfolio Manager and register your building(s) for the competition.

Answers to Frequently Asked Questions are available for download at www.energystar.gov/BattleOfTheBuildings. For technical support, please contact buildings@energystar.gov.

Step 1: Access the Data Release Report

To nominate a building(s) to compete in the *energy use category only* of the competition, click this link to start reporting your data:
https://www.energystar.gov/istar/pmpam/index.cfm?fuseaction=login.loginExtRpt&reportuuid=ADEA8B4A-188B-36F7-214C50A92F60F93A&permtype=REQ

To nominate a building(s) to compete in *both the energy and water categories*, click this link to start reporting your data: https://www.energystar.gov/istar/pmpam/index.cfm?fuseaction=login.loginExtRpt&reportuuid=E5EA2512-1EC9-2E06-C17AEB33EBF45587&permtype=REQ

Step 2: Log in to Portfolio Manager

You will automatically be taken to Portfolio Manager's login page. If you already have an account, log in to the account that includes the data for the building(s) you wish to nominate.

If this is your first time using Portfolio Manager, you will need to set up an account and benchmark the building(s) you wish to nominate. There are several helpful resources to help you get started. The Benchmarking Starter Kit contains useful information for collecting the necessary data, registering an account, and inputting your information. You can also attend Live and Self-guided Training for help with benchmarking. Lastly, learn more about the tool by reading an Overview of Portfolio Manager.

Step 3: Review Instructions

Instructions for sharing your data will automatically pop up when you log in to Portfolio Manager. These instructions are the same as those included in this document. Click "OK" to close the window. Note that you can go back and review them anytime by clicking "View Instructions" in the top right corner of the window.

Step 4 – Review and Complete Benchmarking Data

After you click "OK," you will see the report screen. *Prior to completing the report, please review all information for the building(s) you wish to nominate to verify it was entered accurately and completely.* The report is automatically saved as a template option, so you can navigate away from the report screen and come back when you are ready to submit your data.

When you first open the report, it will automatically populate with ALL buildings that have data for the 12-month period of performance (calendar year 2011). Note that this list may not include buildings you wish to submit (if they don't have complete data) and/or may include others that you do not want to enter into the competition.

The report will collect the following fields for each nominated building. The fields in bold are **required**. If the report generates an "N/A" for any of the bolded fields, the building will NOT be eligible to compete.

• **Building ID**	• Current 1-100 Rating (if applicable)
• **Facility Name**	• Years Labeled
• **Facility Type**	• Eligibility for the ENERGY STAR
• **Facility Owner**	• Current Source Energy Intensity
• Service and Product Provider (if provided)	• **Current Weather Normalized Source Energy Intensity**
• Notes (Other Space Type and Building Manager)**	• Current Site Energy Intensity
	• Current Weather Normalized Site EUI
• **City**	• **Current Total GHG Emissions**
• **State**	• Indoor Water Use (kGal)
• **Zip code**	• Outdoor Water Use (kGal)
• **Year Built**	• **Total Indoor and Outdoor Water Use (kGal)** (if
• **Total Floor Space (sq. ft.)**	competing in the water use category)

If your space type is Other, please include the type of building you are nominating by editing the Notes section to include "For competition: Other--<*insert Building Type*>". To do so, navigate to the Facility Summary page, and click on "Edit" in the General Information section in the upper right corner of the page.

If you wish to include the name of a Building Manager, please edit the Notes section to include "For competition: Building Manager--<*insert Building Manager Name*>".

If you make any changes to your data, you must wait **24 hours** before submitting your report to EPA. Data used in Portfolio Manager Reports is updated nightly; therefore, the report will not reflect any changes you make to your account until the next day. For example, if you add a facility or update energy data in your account today, you will have to wait until tomorrow to include it in the report.

If you have navigated away from the report page to revise your data, you can return to it by navigating to the "My Portfolio" page and clicking "Generate Reports and Graphs" on the right side of the page.
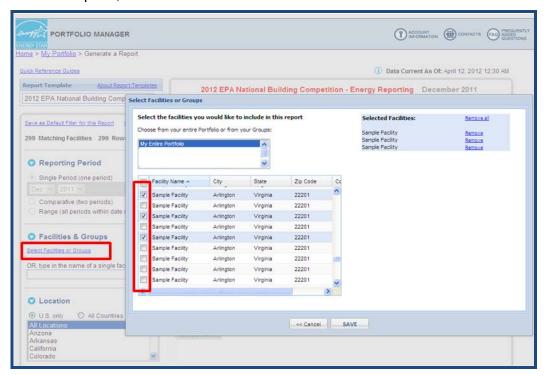

From the drop-down list of report templates, choose the template to nominate your building(s) in the energy use only or energy and water use categories of the 2012 National Building Competition.

Step 5 – Complete the Report with Your Building Data
Select the building(s) in your Portfolio Manager account that you wish to enter into the competition by clicking on the hyperlink under the "Facilities and Groups" heading on the left hand side of the page and checking next to each building you'd like to add to the report. You may nominate as many buildings in your portfolio as you want. When your selection is complete, click "Save."

The buildings you have selected to enter to the competition that have complete energy data for the 2011 calendar year will now appear in the table in the middle of the page. If you see "N/A" in any of the required fields (noted above), review and fix your data in Portfolio Manager before submitting your report. Only reports with complete data for the required fields will be included in the competition. You may resubmit your report if you notice a field was "N/A" after you submitted it. When you resubmit a report, it will only update the data that you changed. All other information will remain the same as you initially submitted it. Portfolio Manager will not remove or erase data that was previously submitted.

Step 6 – Submit Report
Once you are satisfied that each of the buildings you would like to enter in the competition has been properly benchmarked and selected for the National Building Competition Report, click the "Release Data" button in the upper right corner of the window.

Step 7 – Provide Contact Information
You will be directed to a page where you will be asked to enter contact information so that EPA can send you confirmation of your data submission, as well as a copy of the report. **Please include the email address of the primary point of contact for the competition in this space**. This is how EPA will communicate with you for the duration of the competition.

When contact information is complete, click "Release."

Note: By submitting your report to EPA, you acknowledge that you are willing to share information publicly about your energy use intensity and carbon emissions, including percentage change and related savings. If you do not wish to share this information publicly, do not submit the data release report.

Step 8 – Confirmation
The next page asks if you would like a confirmation email sent to you or another party along with a copy of the report you submitted. Please enter the email address of the primary point of contact and anyone else you would like to receive a receipt or a copy of the application to keep on file.

Congratulations! An email will be sent to all competing organizations in June with welcome materials and an invitation to join a webinar to prepare for competition launch!