

AUTOMATING DATA TO THE ARC PLATFORM™

ENERGY STAR® PORTFOLIO MANAGER®

SHARING YOUR PORTFOLIO MANAGER ACCOUNT

If you are sharing your Energy Star® PORTFOLIO MANAGER® account with the Arc Platform™ for the first time navigate to the Energy Star® website, login, and follow these steps.

2. Add the LEED project ID under “standard ID” and save

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):

LEED US Project ID ID: 1000000117

+ Add Another

Save Cancel

ADD THE LEED PROJECT ID

1. Navigate to the details tab of the project and click, “edit” under “unique identifiers”

Summary **Details** Energy Wa

Basic Information

Construction Status:
Test property that is one single building

Property GFA - Self-Reported:
200,000 Sq. Ft.

Occupancy:
80%

Edit

Unique Identifiers (IDs)

Portfolio Manager ID:
5070067

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

SHARE YOUR ACCOUNT WITH LEED PERFORMANCE REPORTING

1. Navigate to Energy Star® PORTFOLIO MANAGER® home page and click “Contacts”

Welcome DEMO PROJECT: Account Settings **Contacts** Help Sign Out

2. Click “Add Contact”

and you can share your properties & reports with any of your **connected** contacts. You can connect accounts and sending a connection request.

Share Edit Delete **Add Contact** Add Organization

All	Name	Organization
U	U.S. Green Building Council Other (Please Specify)	U.S. Green Building Council

Share Edit Delete **Add Contact** Add Organization

3. Search by email, "contact@arcskoru.com" and click "connect"

Add Contact

There are two ways to add a contact. First, search below to see if the contact you would like to add has a PC Connection Request, and when they accept the request, they will be added to your Contacts. Second, if the Manager account, then you can create an entry within your personal contacts.

Find Contact in Portfolio Manager

Search using any of the criteria below.

Name:

Organization:

Username:

Email:



USGBC LEED Performance Reporting with USGBC

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4. Agree to the terms and send the connection request
5. You will be notified in PORTFOLIO MANAGER® once USGBC accepts the request

Notifications (1)

You are connected to [USGBC LEED](#).

SHARE YOUR PROJECT METERS

1. Navigate to "sharing" and select "share (or Edit Access to) a Property"

MyPortfolio **Sharing** Planning Reporting Recognition

My Shared Properties (0)

Sharing Notifications (0)

You have no new notifications.

More About Sharing

No properties are currently shared you want to allow other people to about it (e.g. property use details an organization who exchanges d [about exchanging data](#).

2. Select the property you wish to share, the LEED Performance Reporting account as the recipient, and finally the "read only" permission and meters.

SHARING YOUR PORTFOLIO MANAGER® ACCOUNT

Within 24 hours of the request being accepted, energy and water data should sync to the Arc platform.

NEED HELP?

Email contact@arcskoru.com for assistance.