

Gid Pratik Analiz Konparativ Efikasite Bilding 305 (BE305)

Enstriksyon kontwòl etap pa etap ki pèmèt pwopriyetè bilding yo fè yon analiz konparativ sou itilizasyon enèji ak dlo nan bilding nan atravè ENERGY STAR® Portfolio Manager® (Jesyon Pòtfèy).

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Jesyon Pòtfèy

1ye Etap. Kreye yon Kont nan Jesyon Pòtfèy ENERGY STAR

Pou respekte estanda Konstriksyon Efikasite 305 (BE305), pwopriyete bilding ki kouvri yo dwe kreye yon kont nan Jesyon Pòtfèy ENERGY STAR pou antre epi rapòte itilizasyon enèji ak dlo anyèl pou tout bilding lan.

1. Ale nan paj enskripsyon Jesyonè Pòtfèy la nan: <https://portfoliomanager.energystar.gov/pm/signup>
2. Kreye yon non itilizatè ak modpas ki inik. Ou pa ka chanje non itilizatè ou an lè w fin kreye kont lan. Pou òganizasyon ki gen plizyè pwopriyete, kreye yon kont "kòporasyon" ki "posede" tout pwopriyete yo.
3. Antre enfòmasyon "Sou tèt ou" ak "Konsènan òganizasyon w lan"
4. Nan kare a ki mande "Èske w vle lòt itilizatè Jesyonè Pòtfèy gen aksè pou chèche non kont ou a (ak non itilizatè)?" chwazi "Wi".
5. Klike sou "Kreye kont mwen" nan pati ki anba nan paj la

Accessing Your Account

Username:

Password:

Create a password that is at least 8 characters long and includes at least three of the following: lowercase letters, uppercase letters, numbers and/or special characters (such as !, #, %, etc.).

Confirm Password:

About Yourself

First Name:

Last Name:

Job Title:

Email:

Confirm Email:

Note: We never share your email address with third parties.

Phone:

Country:

Language:

Reporting Units: Conventional EPA Units (e.g., kBtu/ft²)
 Metric Units (e.g., GJ/m²)

About Your Organization

Organization Name:

Primary Business or Service of Your Organization:

Is your organization an ENERGY STAR Partner? Yes
 No

Do you want your Account Name (and username) to be searchable by other Portfolio Manager users?


Do you want your username to be searchable by other Portfolio Manager users? You must select "Yes" if you want to connect with other users to allow automatic upload of utility data or to share properties.

Yes
 No

Confirm Your Identity

Please confirm that you are a human

I'm not a robot

 reCAPTCHA
Privacy - Terms

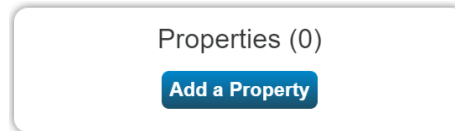
[Create My Account](#) [Cancel](#)

2yèm Etap. Ajoute yon Pwopriyete nan Jesyon pòtfèy ENERGY STAR

Yon fwa yo kreye yon kont, pwopriyete yo ka ajoute bilding yo lè yo swiv etap sa yo:

1. Konekte nan Pòtfèy Jesyonè ENERGY STAR la: portfoliomanager.energystar.gov/pm/login

2. Klike sou "Ajoute yon pwopriyete"



3. Antre karakteristik aplikab pwopriyete w la
4. Klike sou "Kòmansè!"
5. Antre Enfòmasyon Debaz Pwopriyete
6. Antre " Idantifikasyon Miami Building " ou a.
 - a. Vizite: <https://buildingid.touchstoneiq.com> pou jwenn Idantifikasyon w lan
7. Klike sou "Kontinye"
8. Antre detay itilizasyon pwopriyete
 - a. Ou ka kolekte done itilizasyon nan men lokatè w yo lè l [sèvi avèk Fichye travay koleksyon done Yo](#)
 - b. Pa chwazi 'Sèvi ak yon default.'
 - c. Pa chwazi 'Valè Tanporè.'
 - d. Pa chanje dat la 'Kounye a'.

A screenshot of the "Add Property Use For BPC Bulding" form. The form includes a "Name" field with "Bank Branch Use" entered. Below is a table with columns for "Property Use Detail", "Value", "Current As Of", and "Temporary Value". Annotations include a yellow box with the text "Unselect Both of These Values" pointing to the "Use a default" checkboxes in the "Value" column and the "Temporary Value" checkboxes in the "Temporary Value" column. Red circles highlight these checkboxes.

Property Use Detail	Value	Current As Of	Temporary Value
★ Gross Floor Area	50,000 Sq. Ft.	1/1/1823	<input checked="" type="checkbox"/>
★ Weekly Operating Hours	65 <input checked="" type="checkbox"/> Use a default	1/1/1823	<input checked="" type="checkbox"/>
★ Number of Workers on Main Shift	115 <input checked="" type="checkbox"/> Use a default	1/1/1823	<input checked="" type="checkbox"/>
★ Number of Computers	100 <input checked="" type="checkbox"/> Use a default	1/1/1823	<input checked="" type="checkbox"/>

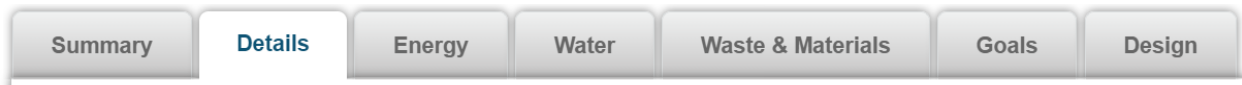
9. Klike nan "Ajoute pwopriyete"

3yèm Etap. Ajoute Idantifikasyon bilding Miami ou a nan Jesyon Pòtfèy

Pou jwenn idantite Miami Building ou a, vizite: <https://buildingid.touchstoneiq.com/>

Yo bay chak bilding ki fè pati BE305 yon Idantifikasyon inik Miami Building. Yo dwe ajoute Idantifikasyon Miami Building nan bilding ou an pou asire yo atribiye itilizasyon yo rapòte yo nan bilding ki kòrèk la.

1. Konekte nan Jesyonè Pòtfèy. Vizite portfoliomanager.energystar.gov/pm/login
2. Chwazi bilding ou an nan tablo MyPortfolio ou a.
3. Klike sou tab "Detay" la.



4. Jwenn bwat "Idantifikatè inik (ID)" sou bò gòch la epi klike sou "Modifye." Apre w fin klike sou "Modifye," ale nan pati anba a pou jwenn ti bwat ki gen tit "Idantifikasyon estanda." Le sa a "Idantifikasyon estanda - Vil la/Vil."

The image contains two screenshots of the Portfolio Manager interface. The left screenshot shows the 'Unique Identifiers (IDs)' section. It includes a 'Portfolio Manager ID' field, 'Standard IDs: None', and 'Custom IDs: None'. A red arrow points to the 'Edit' button at the bottom right. The right screenshot shows the 'Standard IDs' section. It has a title and a paragraph of text. Below the text are four rows, each with a dropdown menu and an 'ID' input field. The first dropdown menu is labeled 'Standard ID - City/Town' and has a red arrow pointing to it. The other dropdown menus are labeled 'Standard ID - County/District', 'Standard ID - State/Province', and 'Standard ID - Other'. There is an 'Add Another' link at the bottom right of the section.

5. Klike sou meni ki "Standard ID - City/Town" nan kare bwat sa a epi chwazi "Miami Building ID".

Standard IDs

Standard IDs are typically used in data collection, including by most state and local governments with benchmarking laws. If your property is covered by a benchmarking law, you probably need to fill this in. See [this FAQ](#) if you need help finding your Standard ID.

Standard ID - City/Town:

ID:

ID:

Longmont CO Energy Benchmarking Building ID
Los Angeles Building ID
Miami Building ID
Montréal - Disclosure Building ID
Newton, MA, BERDO ID
NYC Borough, Block and Lot (BBL)

- 6. Nan bwat vid ki akote "Miami Building ID", antre Idantifikasyon Miami Building ou, epi klike sou "Save".

Standard IDs

Standard IDs are typically used in data collection, including by most state and local governments with benchmarking laws. If your property is covered by a benchmarking law, you probably need to fill this in. See [this FAQ](#) if you need help finding your Standard ID.

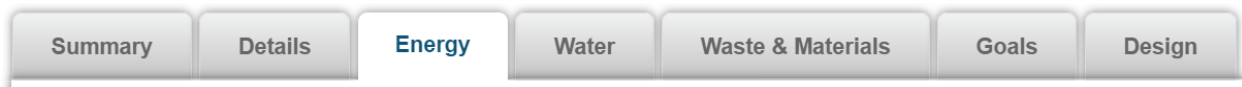
Standard ID - City/Town:

ID:

4yèm Etap: Kreye yon kontè elektrisite vityèl

Si pwopriyete w la konsome elektrisite, w ap bezwen kreye yon kontè elektrisite vityèl nan Jesyonè Pòtfèy ou a si w suiv etap ki anba yo:

1. Klike sou pati "Enèji".



2. Klike sou "Ajoute yon kontè"

Meters - Used to Compute Metrics (0)

Add A Meter

[View as a Diagram](#)

3. Chwazi "Elèktrik" anlè lis sous enèji yo.

A form titled "Sources of Your Property's Energy" with a lightning bolt icon. It asks "What kind of energy do you want to track? Please select all that apply." There are two checkboxes: "Electric" and "Natural Gas". A red arrow points to the "Electric" checkbox, which is checked.

4. Anba bwat "Elèktrisite", chwazi "achte nan rezo a" epi antre "1" nan espas ki akote "Konbyen mètr?".

The same form as above, but now with "Electric" checked and a sub-option "purchased from the grid" also checked. Below this, there is a text input field labeled "How Many Meters?" with the number "1" entered. A red arrow points to this input field.

5. Klike sou "Kòmanse!"
6. Klike sou tablo a pou antre nan espas sa yo pou kontè an:
 - a. Inite yo: Inite yo chwazi yo ta dwe konbine ak sa ki sou bòdwo elektrisite w yo, sa ki pi komen yo se "kWh" (milye de èdtan watt)
 - b. Dat kontè a te vin aktif: Dat kòmansman premye antre done nan kontè a (pa egzanp, si w ap soumèt rapò 2022 la epi premye bòdwo 2022 ou te kòmanse 1ye janvyè, yo dwe antre dat la fason sa 01/01/2022). Dat sa a ap rete endefini jiskaske sèvis la fini oswa chanje.)

<input type="checkbox"/>	Meter Name	Type	Other Type	Units	Date Meter became Active	In Use?
<input type="checkbox"/>	Electric Grid Meter	Electric - Grid		kWh (thousand Watt-hours)	01/01/2021	<input checked="" type="checkbox"/>

7. Klike sou "Kreye kontè"
8. Sote antre itilizasyon yo epi klike sou "Kontinye"
9. Lè w chwazi kaz ki akote kontè ki fèk kreye a, chwazi "Kontè ki reprezante (yo) total konsomasyon enèji" pou pwopriyete sa.

Energy Meters

Select all meters to be included in your metrics. (Hint: Most meters should be included unless they are [sub-meters.](#))

<input type="checkbox"/>	Name Meter ID	Type
<input checked="" type="checkbox"/>	Electric Grid Meter 97606866	Electric - Grid

Total of 1 meter(s). Tell us what this represents:

* These meter(s) account for the total energy consumption for [Test](#) (a single building).

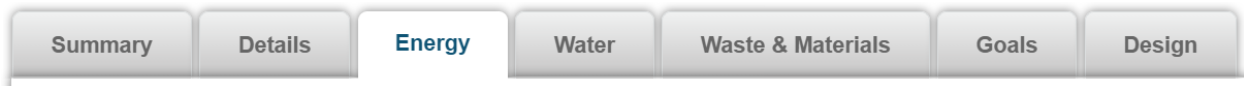
These meter(s) do not account for the total energy consumption for [Test](#) (a single building).

10. Klike sou "Aplike Seleksyon"

5yèm Etap. Kreye yon kontè vityèl gaz natirèl

Si pwopriyete w la konsome gaz natirèl, w ap bezwen kreye yon kontè vityèl gaz natirèl nan Jesyonè Pòtfèy la si w suiv etap ki anba yo:

1. Klike sou tablo "Enèji a".



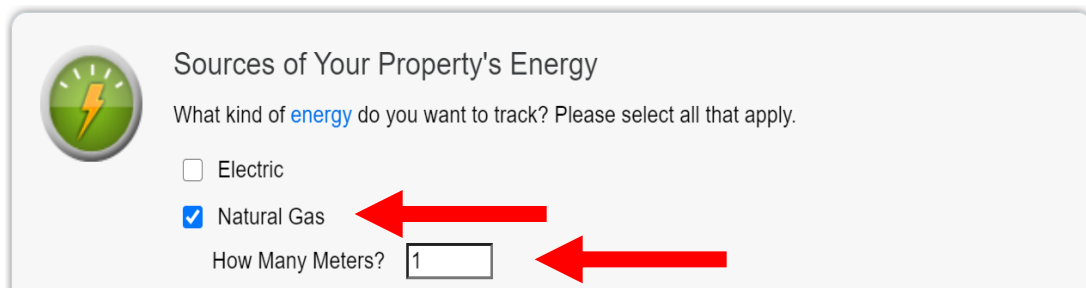
2. Klike sou "Ajoute yon kontè"

Meters - Used to Compute Metrics (0)

Add A Meter

[View as a Diagram](#)

3. Chwazi "Gaz natirèl" nan lis sous enèji yo.
4. Anba kare "Gaz natirèl" ki chwazi a, antre "1" nan espas akote "Konbyen mè?"



Sources of Your Property's Energy

What kind of [energy](#) do you want to track? Please select all that apply.

Electric

Natural Gas

How Many Meters?


5. Klike sou "Kòmpanse!"
6. Klike sou tablo a pou antre nan espas sa yo pou kontè an:
 - a. Inite yo: Inite yo chwazi yo ta dwe matche ak sa yo montre sou bòdwo gaz natirèl ou yo
 - a. Dat kontè a te vin aktif: Dat kòmansman premye antre done nan kontè a (pa egzanp, si w ap soumèt rapò 2022 la epi premye bòdwo 2022 ou te kòmpanse 1ye janvye, yo dwe antre dat la fason sa 01/01/. 2022). Dat sa a ap rete endefini jiskaske sèvis la fini oswa chanje.)

<input type="checkbox"/>	Meter Name	Type	Other Type	Units	Date Meter became Active	In Use?
<input type="checkbox"/>	Natural Gas	Natural Gas		therms	01/01/2022	<input checked="" type="checkbox"/>

- Klike sou "Kreye kontè"
- Sote antre itilizasyon yo epi klike sou "Kontinye"
- Avèk bwat ki deja verifye ki akote kontè ou fèk kreye yo, chwazi "Kontè ki reprezante konsomasyon enèji total" pou pwopriyete sa a.

<input checked="" type="checkbox"/>	Name Meter ID	Type
<input checked="" type="checkbox"/>	Natural Gas 101098583	Natural Gas
<input checked="" type="checkbox"/>	Electric Grid Meter 100121918	Electric - Grid

Total of 2 meter(s). Tell us what this represents:

-  These meter(s) account for the total energy consumption for [Test](#) (a single building).
- These meter(s) do not account for the total energy consumption for [Test](#) (a single building).

- Klike sou "Aplike Seleksyon"

6yèm Etap. Kreye yon kontè dlo vityèl

Si pwopriyete w la konsome dlo, w ap bezwen kreye yon kontè dlo vityèl nan Jesyonè Pòtfèy la si w suiv etap ki anba yo:

1. Klike sou tablo "Dlo a".




2. Klike sou "Ajoute yon kontè"

Meters - Used to Compute Metrics (0)

[Add A Meter](#)

[View as a Diagram](#)

3. Anba bwat yo deja chwazi "Dlo pou bwè minisipal yo founi", chwazi "Melanj andedan kay la/deyò" epi antre "1" nan espas ki akote "Konbyen mè?" Chwazi "Potab: Melanj Andedan/Deyò kay" pou rapòte itilizasyon potab andedan kay la ak itilizasyon ki gen risk. Chwazi andedan ak deyò Kay olye "melanj andedan/deyò kay" si w vle separe itilizasyon sa a oswa gen plizyè kontè.

 Your Property's Water Usage

What kind of [water](#) do you want to track? Please select all that apply.

Municipally Supplied Potable Water

Indoor

Outdoor

Mixed Indoor/Outdoor

How Many Meters?

Municipally Supplied Reclaimed Water

Well Water

Other:

4. Klike sou "Kòmanse!"

5. Klike sou tablo a pou antre nan espas sa yo pou kontè an:
 - a. Inite yo: Inite yo chwazi yo dwe lye ak sa ki nan lis sou bòdwo dlo w yo
 - b. Dat kontè a te vin aktif: Dat kòmansman premye antre done nan kontè a

(pa egzanp, si w ap soumèt rapò 2022 la epi premye bòdwo 2022 ou te kòmanse 1ye janvyè, yo dwe antre dat la fason sa 01/01/2022). Dat sa a ap rete endefini jiskaske sèvis la fini oswa chanje.)

<input type="checkbox"/>	Meter Name	Type	Other Type	Units	Date Meter became Active	In Use?
<input type="checkbox"/>	Potable: Mixed Indoor/Outdoor Meter	Potable: Mixed Indoor/Outdoor		Gallons (US)	01/01/2022	<input checked="" type="checkbox"/>

6. Klike sou "Kreye kontè"

7. Sote antre itilizasyon yo epi klike sou "Kontinye"

8. Avèk kare yo deja verifye yo ki akote kontè ou fèk kreye yo, chwazi "Kontè sa yo reprezante total itilizasyon dlo" pou pwopriyete sa a.

Water Meters

Select all meters to be included in your metrics. (Hint: Most meters should be included unless they are [sub-meters](#).)

<input type="checkbox"/>	Name Meter ID	Type
<input checked="" type="checkbox"/>	Potable: Mixed Indoor/Outdoor Meter 142726950	Potable: Mixed Indoor/Outdoor

Total of 1 water meter(s). Tell us what these meter(s) measure:

- * These meter(s) account for the total water consumption for [Building_1](#) (a campus of 2 buildings).
- These meter(s) do not account for the total water consumption for [Building_1](#) (a campus of 2 buildings).

9. Klike sou "Aplike Seleksyon"

Done sèvis piblik

7yèm Etap. Jwenn done sèvis piblik pou tout bilding lan:

Pou plis enfòmasyon sou fason pou w jwenn done enèji w pou w chaje nan Jesyonè Pòtfèy, tanpri vizite: <https://www.benchmark305.com/utility-data>

3 fason pou antre bòdwo sèvis piblik yo nan Jesyonè Pòtfèy:

Chajman Otomatik

- Si founisè sèvis piblik ou a ofri chajman done otomatik itilizasyon ou yo, swiv enstriksyon founisè w la pou konfigirasyon an. Yon fwa yo mete e chaje done yo sou kontè w yo, kontinye ak [etap 8. Lanse Verifikatè Kalite Done yo](#)

Fèy Kalkil

- Si pwofesyonèl k ap bay sèvis piblik ou a ofri w done itilizasyon ou yo nan yon fèy kalkil pou w chaje yo, ale nan 7yèm etap a: [Fason chaje konsomasyon enèji nan yon kalkil.](#)

Antre Manyèl

- Si pwofesyonèl k ap bay sèvis piblik ou a pa ofri chajman otomatik oswa yon kalkil, ale nan [7yèm etap b: Antre Manyèlman nan Itilizasyon Bilding.](#)

7yèm etap A. Chaje enèji ak dlo konsomasyon pou chak kalkil

Si w jwenn tout done enèji bilding ou ak/oswa dlo nan men pwofesyonèl ki bay sevis ou a nan yon fòm kalkil, swiv enstriksyon ki anba yo pou chaje fichye sa a nan Jesyonè Pòtfèy.

Pwopriyetè bilding yo dwe rapòte ane kalandriye anvan an (1 janvye jiska 31 desanm) sou itilizasyon enèji ak dlo nan tout bilding lan bay Vil Miami sou baz chak ane. Kounye a ou te ajoute yon kontè vityèl pou chak sous enèji, ou ka telechaje yon kalkil nan enèji oswa konsomasyon dlo. Fèy kalkil la dwe yon sèl kalkil kontab Jesyonè Pòtfèy bay (gade anba a). Si fichye konpayi w la bay la pa koresponn ak modèl Jesyonè Pòtfèy la, li p ap gen fòm a kòrèkteman epi done yo p ap chaje kòrèkteman. Si w te resevwa done konsomasyon enèji yo nan yon fòm diferan, w ap bezwen refòmante l nan modèl sa yo:

[Fèy kalkil done elektrik ki nan yon kontè](#)

Fèy kalkil done gaz natirèl
Fèy kalkil yon kontè dlo

Konfime done yo te antre kòrèkteman nan fèy kalkil la epi chaje l nan kontab vityèl ou a

1. Konfime tout kat (4) kolòn "Obligatwa" yo ranpli konplètman. Remake byen "Estimasyon" ta dwe li antanke "Non."

Start Date (Required)	End Date (Required)	Usage (Required)	Cost (Optional)	Estimation (Required)	Demand (Optional)	Demand Cost (Optional)
1/1/2022	1/31/2022	3654		No		
2/1/2022	2/28/2022	3456		No		
3/1/2022	3/31/2022	3042		No		
4/1/2022	4/30/2022	2456		No		
5/1/2022	5/31/2022	2322		No		
6/1/2022	6/30/2022	2567		No		
7/1/2022	7/31/2022	2896		No		
8/1/2022	8/31/2022	2994		No		
9/1/2022	9/30/2022	2755		No		
10/1/2022	10/31/2022	3089		No		
11/1/2022	11/30/2022	3261		No		
12/1/2022	12/31/2022	3517		No		

Egzanp fèy kalkil done elektrik pou 2022.

2. Anrejistre fèy kalkil la sou òdinatè w lan (tit la ak kote yo pa gen pwoblèm, depi w sonje kote w te anrejistre l).
3. Louvri kontè vityèl ki enpòtan nan Manadjè Portfolio (elektrik, gaz, vapè distri, elatriye) epi klike sou "Chwazi Fichye", lè sa a, lokalize epi chwazi fèy kalkil ou anrejistre a.

4. Klike "Chaje" pou ranpli done sou itilizasyon enèji ki soti nan fèy kalkil kontè w la.

5. Done yo pral ranpli nan kontè enèji vityèl ou a (gade anba a). Konfime inite yo te antre kòrèkteman nan kontè vityèl la pou kalite enèji ou jis chaje. Ou ka jwenn inite done yo sou bòdwo sèvis piblik ou yo.

	Start Date	End Date	Usage kWh (thousand Watt-hours)	Total Cost (\$)	Estimation	Green Power	Demand (kW)	Demand Cost (\$)
<input type="checkbox"/>	01/01/2022	01/31/2022	3,654.00		<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	02/01/2022	02/28/2022	3,456.00		<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	03/01/2022	03/31/2022	3,042.00		<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	04/01/2022	04/30/2022	2,456.00		<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	05/01/2022	05/31/2022	2,322.00		<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	06/01/2022	06/30/2022	2,567.00		<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	07/01/2022	07/31/2022	2,896.00		<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	08/01/2022	08/31/2022	2,994.00		<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	09/01/2022	09/30/2022	2,755.00		<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	10/01/2022	10/31/2022	3,089.00		<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	11/01/2022	11/30/2022	3,261.00		<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	12/01/2022	12/31/2022	3,517.00		<input type="checkbox"/>	<input type="checkbox"/>		

6. Klike sou "anrejistre fakti (Save Bills)"

Kounye a ou te fini chajman done yo nan kontè sa a atravè metòd kalkil. Tanpri swiv menm etap sa yo pou chaje fèy kalkil yo nan lòt kontè vityèl si yo gen rapò ak ou.

Etap 7b. Antre Manyèlman Itilizasyon Dlo ak Enèji

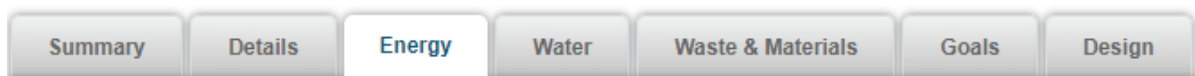
Si ou pa t 'kapab enstale chajman oswa done otomatikman lè w sèvi avèk yon kalkil pou TOUT kontè, tanpri swiv enstriksyon ki anba a pou antre itilizasyon ou manyèlman .

Pwopriyetè bilding yo dwe rapòte ane kalandriye anvan an (1 janvyè jiska 31 desanm) sou itilizasyon enèji ak dlo nan tout bilding lan bay Vil Miami sou baz chak ane. Kounye a ou te ajoute pwòp kontè vityèl ou pou chak sous enèji ou kapab antre manyèlman nan itilizasyon

ou. Pwosis la se menm bagay la pou tout kontè. Pou antre done elekrisite, gaz natirèl, oswa dlo ou manyèlman, tanpri swiv etap ki apwopriye ki endike anba a pou chak mè.

Elektrik (Antre Manyèl)

1. Rasanble oswa mande pou pi piti 12-mwa itilizasyon elektrik nan ane anvan an (egzanp, Si w ap eseye soumèt rapò 2023 ou a, w ap bezwen omwen 12-mwa done ki konte pou tout ane kalandriye 2022 a, 1ye janvyè - 31 desanm 2022).
2. Nan Manadjè Portfolio, chwazi bilding ou a nan tablo bòn pòtfèy mwen (Dashboard Pòtfèy mwen (MyPortfolio)).
3. Klike sou tablo "Enèji a".



4. Jwenn kontè ou a nan tablo "Kontè - Yo itilize pou kalkile itilizasyon enèji". Klike sou non kontè elektrik la pou ouvri kontè w la.

Meters - Used to Compute Metrics (2)

[Add A Meter](#)

[Change Meter Selections](#)

[View as a Diagram](#)

Name Meter ID	Energy Type	Most Recent Bill Date	In Use? (Inactive Date)
Electric Grid Meter 98825779	Electric - Grid		Yes
Natural Gas 101266608	Natural Gas		Yes

5. Nan kontè w la, klike sou flèch "Enfòmasyon debaz sou kontè" pou elaji seksyon sa a.

▶ **Basic Meter Information** (**click on the arrow to the left to expand this section)

6. Verifie "Inite" kontè a asosye ak inite yo te bay done w yo. Si kòrèk, pa gen okenn lòt aksyon ki nesèsè. Si inite done yo diferan de inite yo chwazi pou kontè w la, klike sou meni ki dewoule "Inite" yo epi chwazi inite ki kòrèk yo pou asosye ak done ou te resevwa yo.




Basic Meter Information (**click on the arrow to the left to expand this section)

Name: * Electric Grid Meter ✕ Delete Meter

Meter ID: 117740221

Type: Electric - Grid [Need to change?](#)

Units: * kWh (thousand Watt-hours) ▼

Date Meter became Active: * 01/01/2021  Still In Use

7. Klike sou "Anrejistre Chanjman yo"

8. Desann pou w wè seksyon "Antre chak mwa" ak "Klike pou ajoute yon antre"

Monthly Entries

Display Year(s):

	Start Date	End Date	Usage kWh (thousand Watt-hours)	Total Cost (\$)	Estimation	Green Power	Demand (kW)	Demand Cost (\$)	Last Upd
	Click to add an entry								



9. Kòmanse ak premye dat bòdwo w la, antre sa nan kare "Dat Kòmansman an".

	Start Date	End Date	Usage kWh (thousand Watt-hours)	Total Cost (\$)	Estimation	Green Power	Demand (kW)	Demand Cost (\$)
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Lè sa a, "Dat Fen" an pral ranpli otomatikman, pa ajiste li. Klike sou tablo ki anba "Itilizasyon kWh (mil Watt-èdtan)" epi antre nan itilizasyon mwa sa a.

	Start Date	End Date	Usage kWh (thousand Watt-hours)	Total Cost (\$)	Estimation	Green Power	Demand (kW)	Demand Cost (\$)
<input type="checkbox"/>	1/1/2021	2/1/2021	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

10. Anba tablo a, klike sou "Ajoute yon lòt antre". Ranje dat pwochen mwa yo pral ranpli otomatikman, pa ajiste li. Ajoute done itilizasyon pou mwa sa a. Repete etap sa a lè w klike sou "Ajoute yon lòt antre" epi antre nan itilizasyon ou jiskaske ou gen, omwen, yon done konplè 12 mwa.

	Start Date	End Date	Usage kWh (thousand Watt-hours)	Total Cost (\$)	Estimation	Green Power	Demand (kW)	Demand Cost (\$)
<input type="checkbox"/>	1/1/2021	2/1/2021	12,398		<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="text" value="02/01/2021"/>	<input type="text" value="03/01/2021"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

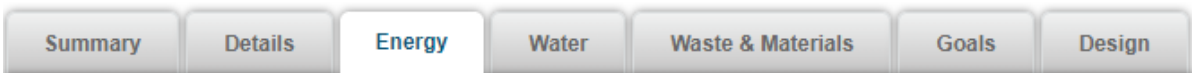
Delete Selected Entries
 Add Another Entry



11. Klike sou "anrejistre fakti (Save Bills)"

Gaz natirèl (Antre Manyèl)

1. Rasanble oswa mande pou omwen 12-mwa itilizasyon gaz nan ane anvan an (egzanp, Si w ap eseye soumèt rapò 2023 ou a, w ap mande omwen 12-mwa nan done ki konte pou tout ane kalandriye 2022 a apati 1ye janvyè - 31 desanm 2022).
2. Konekte nan Manadjè Portfolio epi chwazi bilding ou an nan tablobdò pòtfèy mwen (Dashboard MyPortfolio).
3. Klike sou tablo "Enèji a".



4. Jwenn kontè gaz ou a nan tablo "Mèt - Yo itilize pou kalkile paramèt yo". Klike sou non mèl la pou ouvri kontè w la.

Meters - Used to Compute Metrics (2)

[Add A Meter](#)

[Change Meter Selections](#)

[View as a Diagram](#)

Name Meter ID	Energy Type	Most Recent Bill Date	In Use? (Inactive Date)
Electric Grid Meter 98825779	Electric - Grid		Yes
Natural Gas 101266608	Natural Gas		Yes



5. Nan kontè w la, klike sou flèch "Enfòmasyon debaz sou kontè" pou elaji seksyon sa a.



Basic Meter Information (**click on the arrow to the left to expand this section)

6. Verifie "Inite" mèt la matche ak inite yo te bay done w yo. Si kòrèk, pa gen okenn lòt aksyon ki nesese. Si inite done yo diferan de inite yo chwazi pou kontè w la, klike sou meni ki dewoule "Inite" yo epi chwazi inite ki kòrèk yo pou asosye ak done ou te resevwa yo.

Basic Meter Information (**click on the arrow to the left to expand this section)

Name: * Natural Gas ✖ Delete Meter

Meter ID: 117740220

Type: Natural Gas [Need to change?](#)

Units: * therms

Date Meter became Active: * 01/01/2021 Still In Use

7. Klike sou "Anrejistre Chanjman yo"
8. Desann pou w wè seksyon "Antre chak mwa" ak "Klike pou ajoute yon antre"

Monthly Entries

Display Year(s): Show All Years ✕

Start Date	End Date	Usage therms	Total Cost (\$)	Estimation	Last Updated
Click to add an entry					



9. Kòmanse ak premye dat bòdwo w la epi antre sa nan bwat "Dat Kòmansman an".

Start Date	End Date	Usage therms	Total Cost (\$)	Estimation	Last Updated
 <input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	



Lè sa a, "Dat Fen" an pral ranpli otomatikman, pa ajiste li. Klike sou tablo ki anba "Itilizasyon kWh (mil Watt-èdtan)" epi antre nan itilizasyon mwa sa a.

Start Date	End Date	Usage therms	Total Cost (\$)	Estimation	Last Updated
<input type="checkbox"/> 1/1/2021	2/1/2021			<input type="checkbox"/>	

10. Anba tablo a, klike sou "Ajoute yon lòt antre". Ranje dat pwochen mwa yo pral ranpli otomatikman, pa ajiste li. Ajoute done itilizasyon pou mwa sa a. **Repete etap sa a lè w klike sou "Ajoute yon lòt antre" epi antre nan itilizasyon ou jiskaske ou gen,**

omwen, yon done konplè 12 mwa.

	Start Date	End Date	Usage therms	Total Cost (\$)	Estimation	Last Updated
<input type="checkbox"/>	1/1/2021	2/1/2021	4,936		<input type="checkbox"/>	
<input type="checkbox"/>	2/1/2021	3/1/2021			<input type="checkbox"/>	

Delete Selected Entries
 Add Another Entry

11. Klike sou "anrejistre fakti (Save Bills)"

Dlo (Antre Manyèl)

1. Rasanble oswa mande pou pi piti 12-mwa itilizasyon dlo nan ane anvan an (egzanp, Si w ap eseye soumèt rapò 2023 ou a, w ap mande omwen 12-mwa nan done ki konte pou tout ane kalandriye 2022 a apati 1ye janvyè - 31 desanm 2022).
2. Yon fwa ou resevwa, konekte nan Manadjè Portfolio. Vizite portfoliomanager.energystar.gov/pm/login
3. Chwazi bilding ou an nan MyPortfolio Dashboard la.
4. Klike sou tablo "Dlo a".



5. Jwenn kontè dlo ou a nan tablo "Mèt - Yo itilize pou kalkile paramèt yo". Klike sou non mèl la pou ouvri kontè w la.

Water Meters - Used to Compute Metrics (3)

Add A Meter

[Change Meter Selections](#)

[View as a Diagram](#)

Name Meter ID	Water Meter Type	Most Recent Bill Date	In Use? (Inactive Date)
Potable Indoor Meter 128519740	Potable Indoor		Yes
Potable Outdoor Meter 142696102	Potable Outdoor		Yes
Potable: Mixed Indoor/Outdoor M eter 129002887	Potable: Mixed Indoor/Outdoor		Yes



6. Nan kontè w la, klike sou flèch "Enfòmasyon debaz sou kontè" pou elaji seksyon sa a.



Basic Meter Information (**click on the arrow to the left to expand this section)

7. Verifye "Inite" mèl la matche ak inite yo te bay done w yo. Si kòrèk, pa gen okenn lòt aksyon ki nesèsè. Si inite done yo diferan de inite yo chwazi pou kontè w la, klike sou meni ki dewoule "Inite" yo epi chwazi inite ki kòrèk yo pou asosye ak done ou te resevwa yo.

Basic Meter Information (**click on the arrow to the left to expand this section)

Name: Potable: Mixed Indoor/Outdoor Meter ✖ [Delete Meter](#)

Meter ID: 129002887

Type: Potable: Mixed Indoor/Outdoor

Units: Gallons (US)

Date Meter became Active: 01/01/2021 Still In Use

Date Meter became Inactive:

Custom Meter IDs: None [+ Add Another Custom Meter ID](#)

Save Changes

8. Klike sou "Anrejistre Chanjman yo"

9. Desann pou w wè seksyon "Antre chak mwa" ak "Klike pou ajoute yon antre"

Monthly Entries

Display Year(s):

Start Date	End Date	Usage Gallons (US)	Total Cost (\$)	Estimation	Last Updated
Click to add an entry					

10. Kòmanse ak premye dat bòdwo w la epi antre sa nan bwat "Dat Kòmansman an".

Start Date	End Date	Usage Gallons (US)	Total Cost (\$)	Estimation	Last Updated
1/1/2022	2/1/2022	155,280		<input type="checkbox"/>	

11. Anba tablo a, klike sou "Ajoute yon lòt antre". Ranje dat pwochen mwa yo pral ranpli otomatikman, pa ajiste li. Ajoute done itilizasyon pou mwa sa a. Repete etap sa a lè w klike sou "Ajoute yon lòt antre" epi antre nan itilizasyon ou jiskaske ou gen, omwen, yon done konplè 12 mwa.

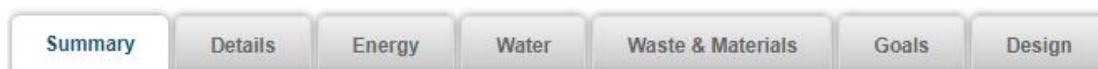
Start Date	End Date	Usage Gallons (US)	Total Cost (\$)	Estimation	Last Updated
<input type="checkbox"/> 1/1/2022	2/1/2022	155,280		<input type="checkbox"/>	
<input type="checkbox"/> 2/1/2022	3/1/2022			<input type="checkbox"/>	

12. Klike sou "anrejistre fakti (Save Bills)"

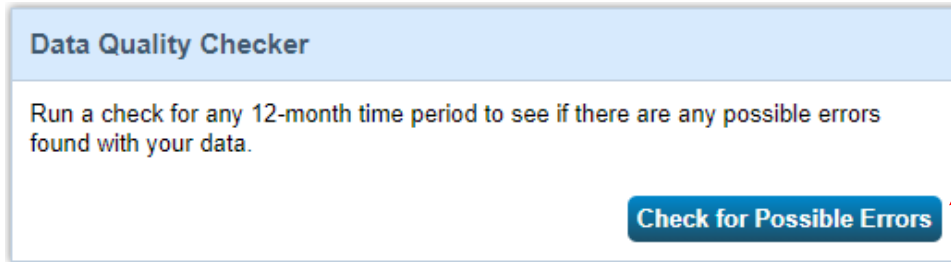
8yèm Etap. Lanse Verifikatè Kalite Done yo

Yon fwa ou gen omwen 12 mwa konplè done enèjetik tout bilding lan pou ane kalandriye anvan an nan kontè ou yo, kouri Egzekite Verifikatè Kalite Done a pou idantifye erè komen nan rapò ou anvan w soumèt yo.

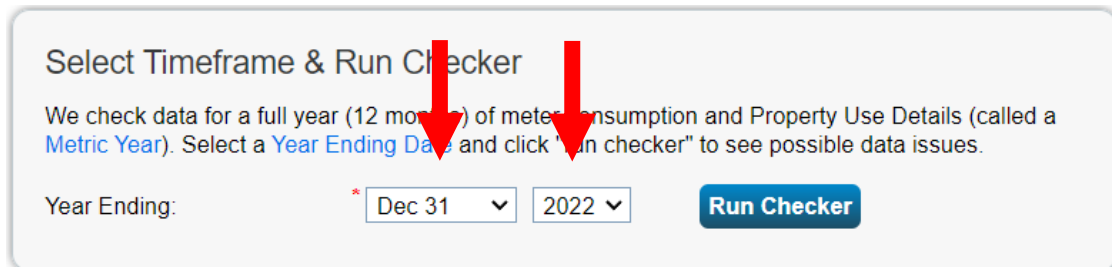
1. Konekte nan Manadjè Portfolio epi chwazi bilding ou an nan tablodbò pòtfèy mwen (Dashboard MyPortfolio).
2. Nan tablo "Rezime" pwopriyete a



Desann paj la pou jwenn Verifikatè Kalite Done (Data Quality Checker), chwazi "Tcheke si gen erè."



3. Chwazi "31 desanm" nan premye dewoulman an, apres a chwazi ane anvan an nan dezyèm dewoulman an (egzanp, si bilding lan ap soumèt rapò 2022, ane done rapò yo ta dwe fikse sou 2022) epi klike sou "Kouri verifye (Run Checker)"



4. Revize lis alèt yo (si genyen) ak sijesyon pou adrese pwoblèm (yo).
 - Ou ka inyore alèt kont fatra ak materyèl.
5. Swiv lyen ki nan eksplikasyon yo, fè koreksyon oswa mizajou nan detay pwopriyete w la pou adrese anpil avètisman posib.
 - *Lè yo soumèt, tout rapò yo dwe sibi yon revizyon kontwòl kalite epi yo pral rejte si yo jwenn erè nan done ki antre yo. Si yo jwenn erè, yo pral avize pwopriyete yo epi yo dwe korije erè sa yo, jenere yon mizajou repons, epi resoumèt rapò a bay vil miami (City of Miami). Pou sipò, kontakte [Building Efficiency 305](#).*
6. Yon fwa ou te fè tout chanjman ki aplikab yo, re-kouri chèk la pou asire alèt yo te adrese.

9yèm Etap. Soumèt yon rapò evalyasyon konparativ



Pou fè bilding ou an (yo) an règ ak Vil Miami, ou dwe soumèt rapò ou chak ane nan ENERGY STAR Portfolio Manager:

1. Louvri lyen pou demann done yo, ou jwenn sou entènèt isit la: <https://portfoliomanager.energystar.gov/pm/reports/dataRequest/respond/70127?testEnv=false>
- 2.
3. Lyen demann done a pral mennen w nan Manadjè Portfolio. Enskri, si yo mande w. Yon fwa ou siyen, lyen an pral lanse paj soumisyon ki mande done a
4. Nan pati anba paj la, w ap bezwen chwazi pwopriyete yo rapòte lè w sèvi avèk

fenèt kontekstyèl la epi klike sou "jenere yon apès repons"

5. Lè w fin jenere repons lan, l ap mennen w nan tablo rapò a. Jwenn Demann Done Miami yo nan tèt tablo a.

Your new response preview(s) has been generated.

Name	Status	Action
 [Redacted] Data Request: All (Request from S [Redacted] Office)	Response Preview Generated: 2/16/2022 5:48 PM No errors found	I want to... I want to... Edit Properties and Timeframe Preview Response Download Preview in Excel Generate an Updated Response Send Response Delete Response 

Page 1 of 1

 10

6. Pou soumèt, sèvi ak meni ki nan kolòn "Aksyon" pou chwazi "Voye Repons (Send Response)."
7. Nan paj ki parèt la, ou dwe siyen rapò w la elektwonikman lè w tcheke bwat sètifikasyon an, w ap antre enfòmasyon pou w konekte Manadjè Portfolio w la epi klike sou "repons siyati elektwonik ("E-Sign Response)". Ou te siyen avèk siksè lè ou wè yon alèt koulè vèt ak yon mak.
8. Klike sou "Voye done" epi konfime soumèt pou klike "Kontinye" sou popup la. Rapò w la kounye a te soumèt bay Vil Miami!
9. Apre w fin soumèt rapò w la, w ap resevwa de imèl. Premye imèl la pral soti nan Manadjè Portfolio, ki konfime ou te soumèt rapò ou a. Dezyèm imèl la ap rive nan demen nan Building Efficiency 305, ki pral fè w konnen sitiyasyon aplikasyon ou. Li enpòtan pou asire w resevwa imèl konfimasyon ki soti nan Building Efficiency 305 pou konfime si w an règ oswa si w bezwen plis aksyon.