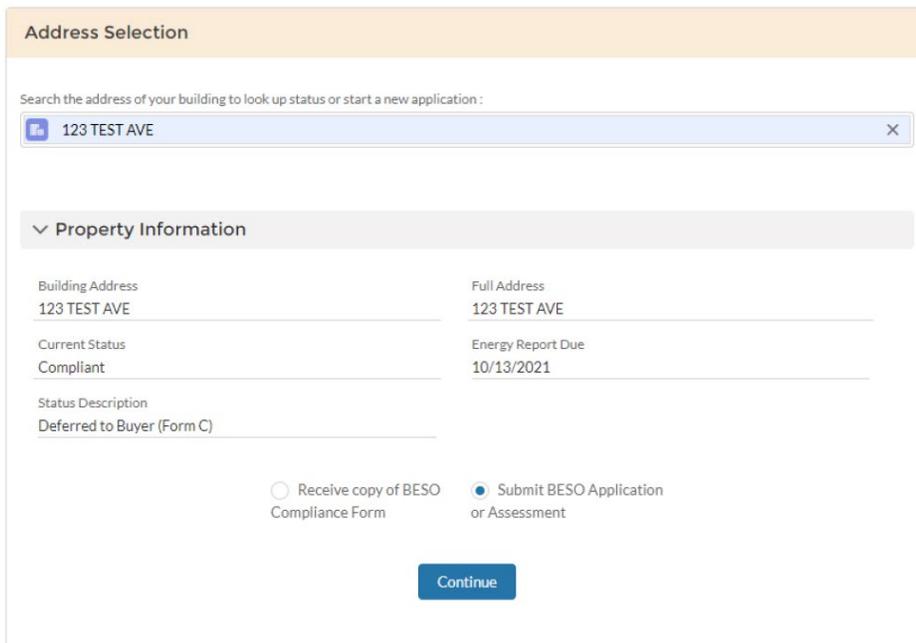


# BESO GUIDE: HOW TO SUBMIT AN ENERGY ASSESEMENT

All assessments for buildings less than 25,000 sqft must be submitted through the online BESO Portal. If the assessment is a Home Energy Score, please submit the report after it's been approved by Earth Advantage. The portal is linked directly to our compliance database and can be used to look-up the current status of a property.

1. Open the BESO Portal (<https://beso.my.site.com/s/>).
2. Input the building address. If the building has submitted an application, an updated status will be available.
3. Click "Continue".



4. Select "Yes" to **Are you an Assessor?** and click "Continue".
5. Input your name under "Select Assessor Contact". If your name is not shown please contact the BESO Helpdesk.



**Energy Report Submission**

Select Assessor Contact

Ammon Reagan

Address Information

|       |              |
|-------|--------------|
| APN   | Full Address |
| 12365 | Test Berkely |

- 6. Enter the contact information for the main contact at the property. Be sure to input this correctly as all correspondence will be sent to this contact.

Property Contact Information

|                      |                |
|----------------------|----------------|
| * First Name         | * Last Name    |
| Jane                 | Doe            |
| * Contact Type       | * Phone        |
| Owner/Buyer          | (000) 000-0000 |
| * Email              | Company        |
| test.email@gmail.com |                |

- 7. Input the building information.

Building Information

Please fill out whole building information, not information pertaining to a single unit, based on your assessment. If value unknown, please provide estimate or lookup information in the City's Community GIS Portal.

|                                 |                   |
|---------------------------------|-------------------|
| * Number of Buildings on Parcel | Alternate Address |
| 1                               |                   |
| * BESO Property Type            | * Floor Area      |
| House (1-4 Units)               | 1,234             |
| * Number Of Residential Units   |                   |
| 2                               |                   |

If submitting applications for more than one building with the exact same address, please include a building identifier here (i.e. "back unit", "ADU", "main house"). Please note you need to submit one application per building (each separate structure).



8. Input the energy assessment information.
  - Home Energy Score: Please provide the HES Label # under “Assessment ID”
  - Asset Score Audit Template: Please provide the Asset Score Building ID # under “Assessment ID”

∨ Please fill out Energy Form once per report submitted

|   |   |
|---|---|
| * Audit Date                            | * Audit Type                                |
| <input type="text" value="mm/dd/yyyy"/> | <input type="text" value="ASHRAE Level 1"/> |
| Audit Software                          | * Audit Cost                                |
| <input type="text" value="--None--"/>   | <input type="text"/>                        |
| Assessor Notes                          | Assessment ID                               |
| <input type="text"/>                    | <input type="text"/>                        |

9. Upload a copy of the energy assessment and be sure to upload the required attachments for the building type.\*
  - a. **Single Family Homes and Duplexes (Home Energy Scores):**
    - i. Once the assessments have been approved by the HES team, upload a copy of the Custom Report and provide the label # under “Assessment ID”.
    - ii. **Scoring Duplexes:**
      1. Each unit in a duplex needs to complete a separate Home Energy Score.
      2. Upload all Home Energy Scores for the building.
      3. Input the highest Score of the two units in the HES Score field.
      4. Input all Label #s under Assessment ID
  - b. **3-4 Unit Residential Buildings (Triplexes and Quadplexes):**
    - i. PDF report (any format, but must include all required aspects listed in administrative regulations) OR
    - ii. Home Energy Score report for each unit (See scoring duplexes above)
  - c. **Commercial/Mixed Use:**
    - i. PDF report (any format, but must include all required aspects listed in administrative regulations) for specified ASHRAE standard
  - d. **5+ Unit Multifamily:**
    - i. PDF report (any format, but must include all required aspects listed in administrative regulations) for specified ASHRAE standard



\*Multiple documents can be uploaded but only one will be listed on the portal at a time.

∨ Please fill out Energy Form once per report submitted

|                            |                                   |
|----------------------------|-----------------------------------|
| * Audit Date<br>1/12/2020  | * Audit Type<br>Home Energy Score |
| Audit Software<br>--None-- | * Audit Cost<br>\$123.00          |
| * Home Energy Score<br>3   | Assessor Notes                    |

Attachments

[Upload Files](#) Or drop files

December Dashboard.pdf

[Submit Assessment](#)

10. Click "Submit Assessment". Once submitted, BESO staff will review the assessment and provide feedback as needed.