BESO GUIDE: HOW TO SETUP YOUR BUILDING IN PORTFOLIO MANAGER

The Building Emissions Saving Ordinance (BESO) requires annual building energy benchmarking through Energy Star Portfolio Manager for all buildings in Berkeley greater than 15,000 sqft.

Benchmarking is the first step towards making buildings more energy efficient. Through tracking building energy performance, you can identify ways to lower energy use and associated costs. Benefits of benchmarking include:

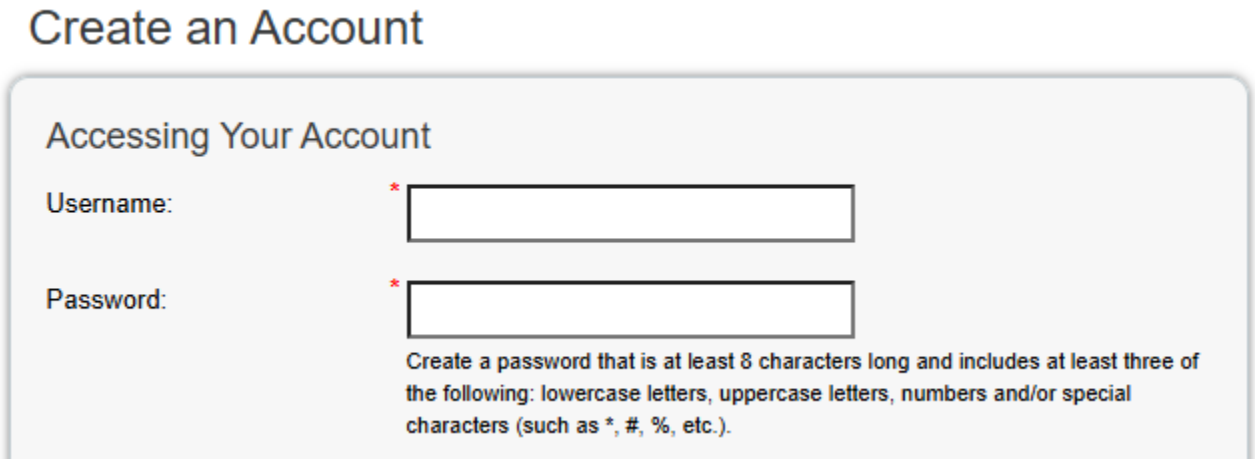
- Inform investment decisions
- Identify opportunities to lower energy costs
- Buildings with a verified benchmark score of 80 or above are exempt from assessment requirements
- Help Berkeley meet our community climate action goals

This guide is a simplified walk through of the steps to set up your building and submit the energy benchmark. For more detailed instructions see PG&E's Guide to Benchmarking.

For a video walk-through on how to complete Step 1 go to the following link.

Step 1: Create an ENERGY STAR Portfolio Manager Account

1) Go to https://www.energystar.gov/buildings/benchmark/portfolio-manager-login and login or register for a new account.
2) Input the required fields to finish registering your account.

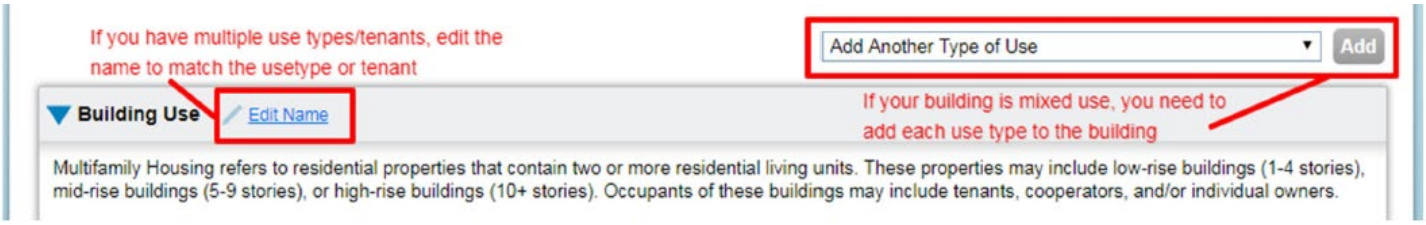


Step 2: Add your property to Portfolio Manager

1) Click the "Add Property" button and fill in the fields for main property use type, number of buildings, and status.
    a. Typically you will set up one building per property unless you have a campus-style set-up with shared energy meters between buildings.
2) On the next page fill out more general details about your property, such as the Building Name, Address, Year Built, Floor Area, etc.
3) Review the check boxes at the bottom of the page and check any that apply.

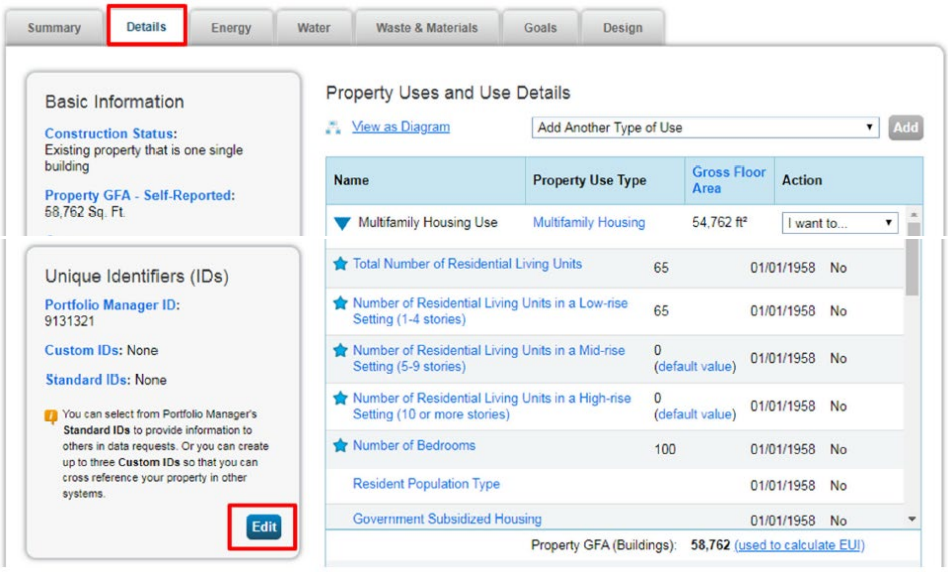
Step 3: Input the Property Details

1) Here you will input the various details that are specific to each use type in your building. Review each of the fields and input the data for the main use type for the building.
2) Fields with a star on the left are required fields.
3) If your building has multiple use types, add a new use type for each one and adjust the Gross Floor Area so it accurately represents each use type and sum of the floor area for each use type totals the Gross Floor Area for the building.

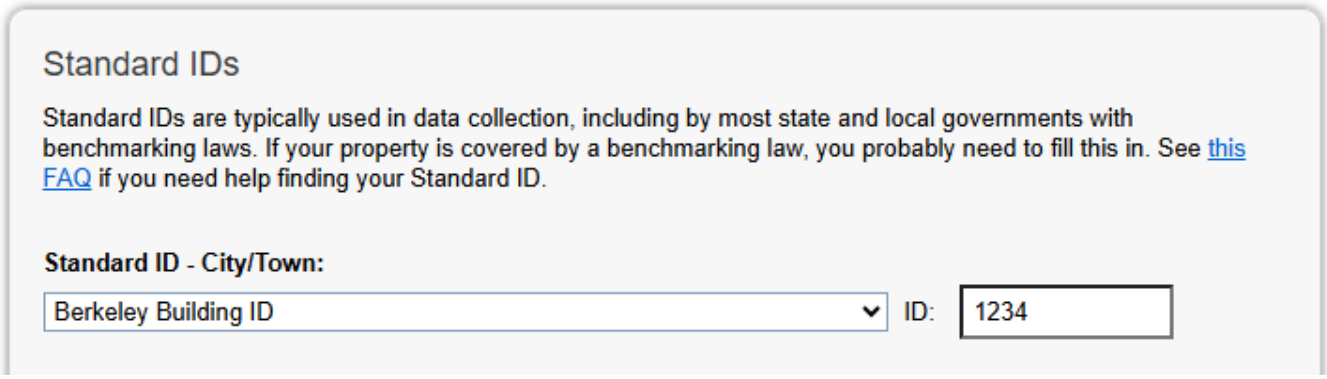


Step 4: Input your BESO ID

1) Go to the details tab of your property and click edit under the Unique Identifiers (IDs).

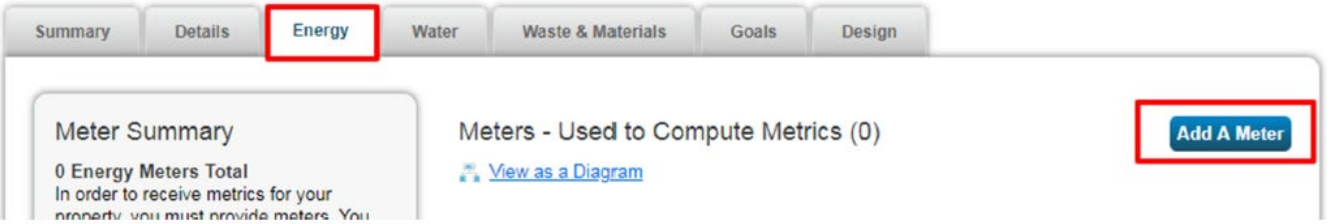


2) Scroll down near the bottom of the "Standard ID – City/Town" Section, select "Berkeley Building ID" and input your building's 4 digit BESO ID. The BESO ID is located on any written notification from us or can be found on the BESO Property Status Dashboard.



Step 5: Add energy meters to your building

1) Go to the "Energy" tab and select "Add a Meter".

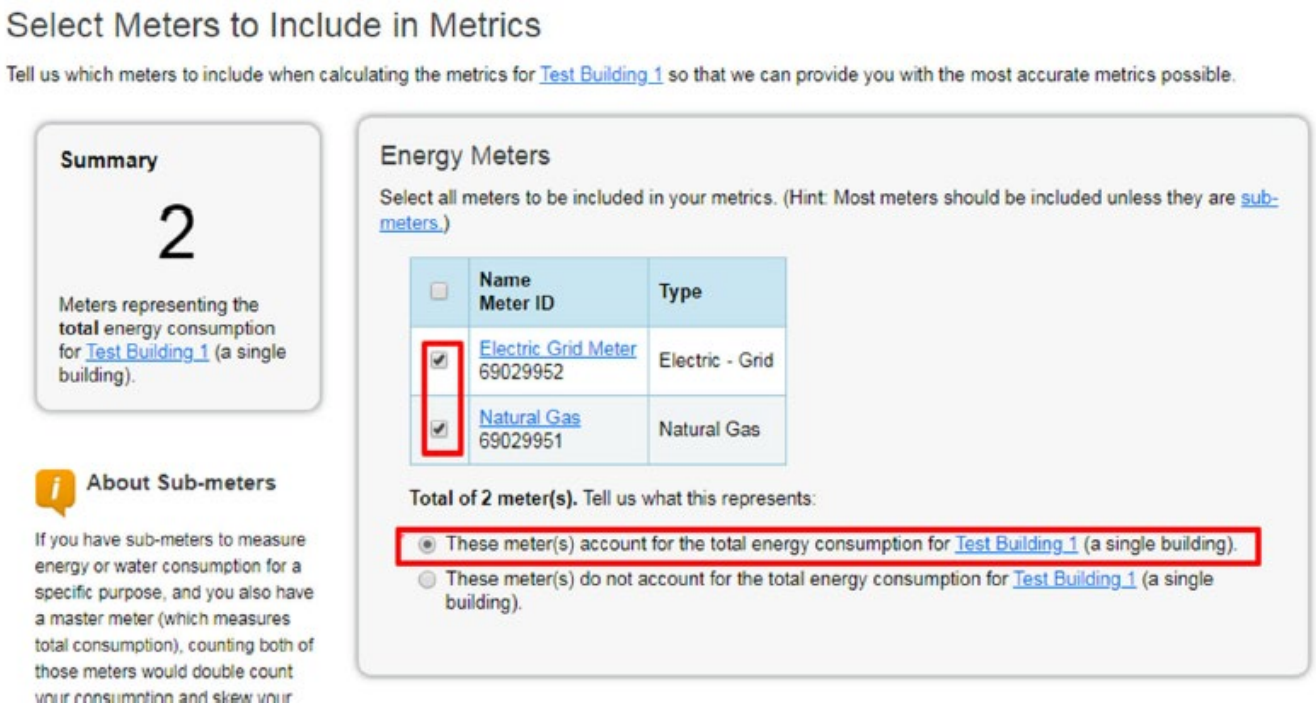


2) Select the sources of energy your building has (this is typically natural gas and electricity)
3) Input the number of meters for each fuel
    a. If you don't have access to bills for each meter or would like PG&E to automatically populate the whole building's energy use data, then **select 1 Electric Meter and 1 Gas Meter**
4) On the next table, input the "Units" and "Date Meter became Active" for each meter. For PG&E meters natural gas is in **therms** and electricity is in **kWh**. Set the active date at least three years back since PG&E will input 2 full years of data. Click "Create Meters".

2 Energy Meters for Test Building 1 (click table to edit)

Meter Name	Type	Other Type	Units	Date Meter became Active	In Use?	Date Meter became Inactive	Enter as Delivery?	Custom Met ID 1 Name
Natural Gas	Natural Gas		therms	1/1/2017	☑		☐	
Electric Grid Meter	Electric - Grid		kWh (thousand Watt-hours)	1/1/2017	☑		☐	

5) After creating one electric and one natural gas meter, click the CREATE METERS button, then click CONTINUE
6) After the meters have been created, select the newly added meters and mark the bubble stating that these meters account for the total energy use of the building.



The property and meters are now set up. You will need to use PG&Es Building Benchmarking Portal to select the energy meters for your building and initiate the automatic data transfer.