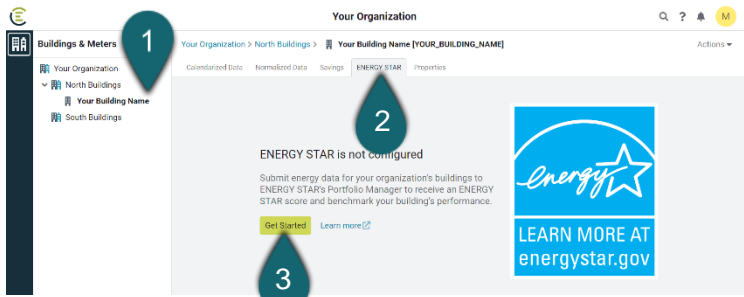
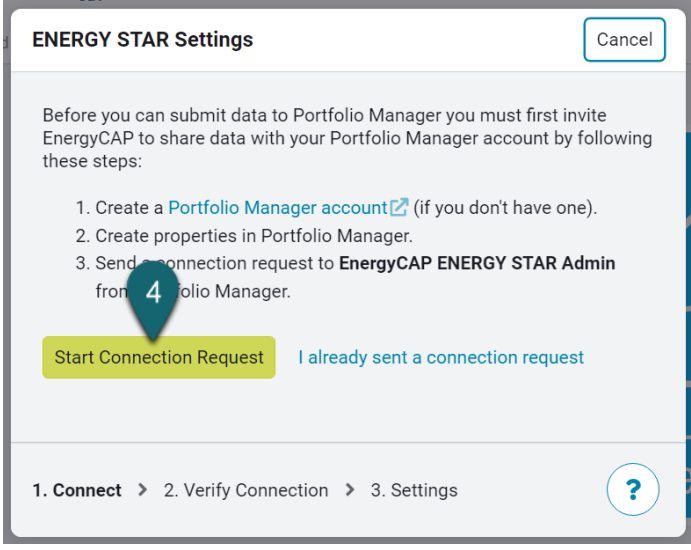
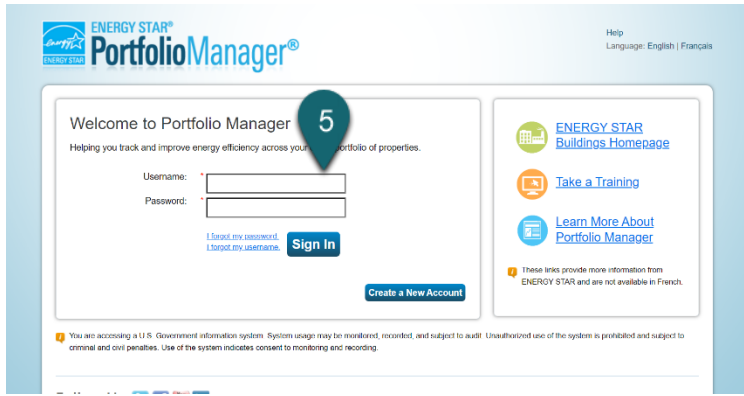
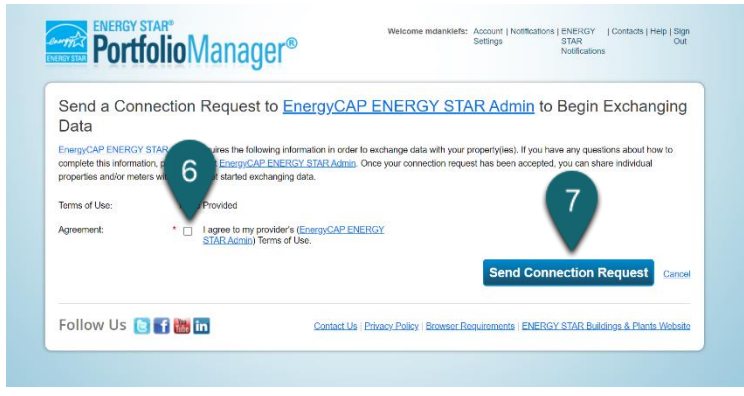
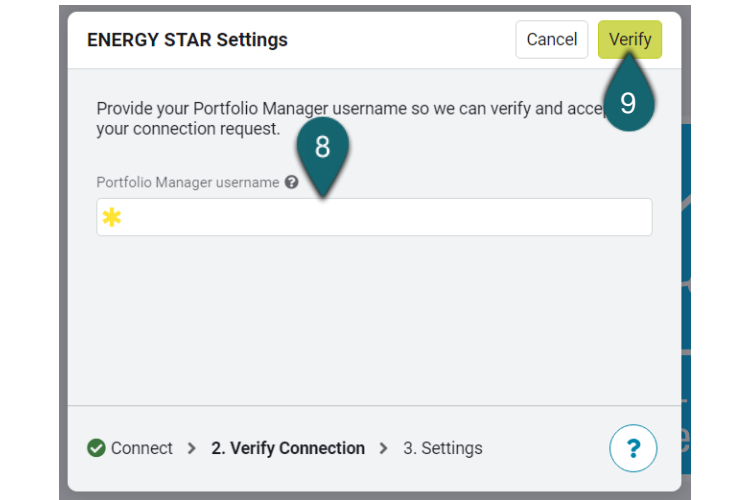


EnergyCAP: Link an account and a building to ENERGY STAR® Portfolio Manager®

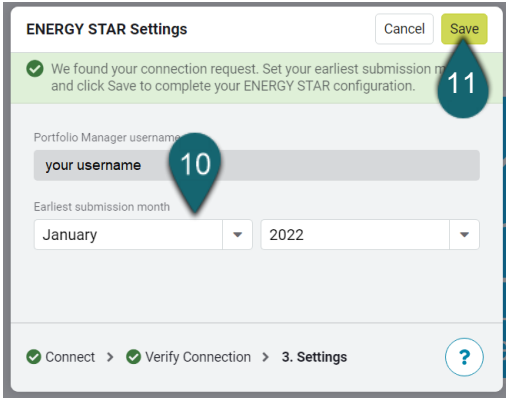
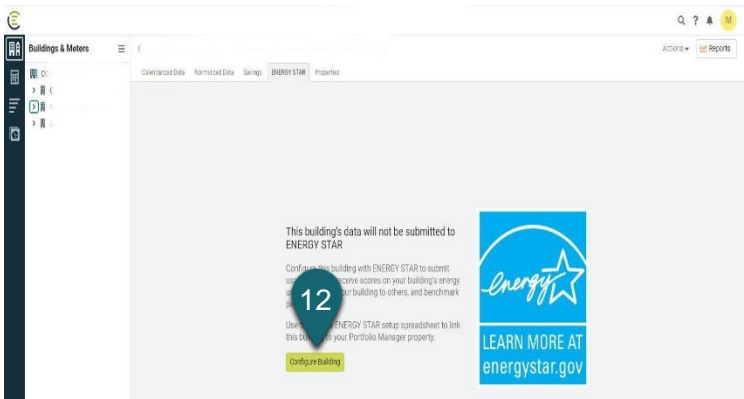
Purpose	By the end of this job aid you will be able to link an account and building in EnergyCAP to an account and building in ENERGY STAR® Portfolio Manager®.
Audience	EnergyCAP customers and PSE users.

	<p>Link an EnergyCAP account to an ENERGY STAR® Portfolio Manager® account</p>
	<p>1 Select a building in EnergyCAP.</p> <p>2 Click the building's ENERGY STAR tab.</p> <p>3 Click the Get Started button.</p>
	<p>4 Click the Start Connection Request button.</p> <p>(Note: If you do not yet have an ENERGY STAR® Portfolio Manager® account, follow the steps shown to Create a Portfolio Manager Account.</p> <p>Or see 2a_JobAid_EnergySTAR-AddProperty to add a property in Energy Star.)</p>

EnergyCAP: Link an account and a building to ENERGY STAR® Portfolio Manager®, continued

	<p>5</p> <p>Enter your username and password.</p>
	<p>6</p> <p>Click the Agreement Terms of Use check box.</p> <p>7</p> <p>Click the Send Connection Request button.</p>
	<p>8</p> <p>Now return to the EnergyCAP browser, enter your ENERGY STAR® Portfolio Manager® username.</p> <p>9</p> <p>Click Verify.</p>

EnergyCAP: Link an account and a building to ENERGY STAR® Portfolio Manager®, continued

	<p>10</p>	<p>Select the Earliest submission month and year for which you would like EnergyCAP to submit data.</p>
	<p>11</p>	<p>Click Save.</p>
	<p>12</p> <p>13</p> <p>14</p> <p>15</p>	<p>Click Configure Building</p> <p>Select Meter(s)</p> <p>From the dropdown menu, select (existing) Portfolio Manager meter that you want the data to upload to</p> <p>Or Create a new meter in Portfolio Manager.</p> <p>Click Save</p>

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