

Benchmarking energy and water with ENERGY STAR

It is possible to obtain points associated with performance metrics in the BOMA BEST questionnaire. Specifically, points can be awarded for the ability to calculate a weather-normalized site energy use intensity, water intensity and ENERGY STAR Score.

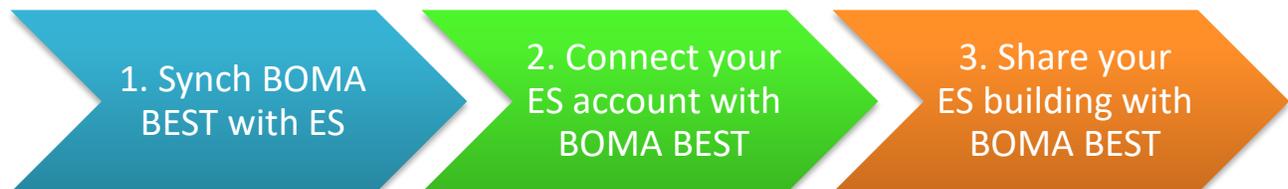
Energy and water consumption data can be entered in the BOMA BEST Online Portal or in an existing ENERGY STAR (or ES) account. In either case, it is necessary to specify your synchronization preference in the BOMA BEST Online Portal so that ENERGY STAR methodology can be used to calculate performance metrics.

Follow the instructions in this present document if you prefer to enter your energy and water consumption data in an existing ES account. Once you have synchronized your accounts, all the data you have entered in ES will be auto-populated in BOMA BEST. It may take up to 72 hours for this to occur. The steps listed in this document are only required for the initial set up.

If you prefer to enter your data directly in BOMA BEST instead, follow [these instructions](#).

Overview

There are 3 steps¹:



1. In BOMA BEST: Synch your BOMA BEST building to Pull data from ES
2. In ENERGY STAR: Connect your ES account with the main BOMA BEST ES account
3. In ENERGY STAR: Share your building with the main BOMA BEST ES account

¹ The steps in this document pre-suppose that energy and water consumption data (24 months for energy; 12 months for water) has already been entered in ES. For more details on completing your ES account:

- ENERGY STAR Quick Start Guide: https://www.energystar.gov/sites/default/files/tools/Portfolio%20Manager%20Quick%20Start%20Guide_0.pdf
- Comprehensive guidelines on ENERGY STAR Portfolio Manager: <https://portfoliomanager.zendesk.com/hc/en-us>



1. Preparing your BOMA BEST account to receive the data

Caution: By following these steps, the system will automatically override any consumption data that was entered directly in the BOMA BEST Portal. It will be replaced with the data that exists in your building's ES account. To avoid confusion, we recommend selecting only one portal in which to enter your data – either ES or BOMA BEST. Continue with these instructions if you choose ES as your central database. If you prefer to use BOMA BEST, follow [these instructions](#).

- 1.1. Log in to you BOMA BEST account (<https://boma.credit360.com>)
- 1.2. Click on **Property** to show the My Properties list.

The screenshot shows the BOMA BEST portal interface. At the top, there is a navigation menu with items: DATA ENTRY, PROPERTY (highlighted with a red box), ANALYSIS, AUDIT MANAGEMENT, FORMS, and ADMIN. Below the menu, there are links for 'My Properties', 'Status', 'Create new', 'Fund types', 'Funds', 'Management companies', and 'Benchmarking'. The main content area is titled 'Properties' and includes a search bar with the text 'Test', a search icon, and a filter dropdown set to 'Showing properties that are Active'. Below this is a table with the following columns: Building Name, ID, Street Address, Town, Gross Area, Asset Type, Status, Management, Pro..., Me..., Cer..., Cer..., and Da. The first row of the table is highlighted and contains the following data: Building Name: 02_test3 (Nova Scotia) (Energy star Push test 18.09.2016) 22:27UKtime; ID: 402...; Street Address: Church Street; Town: Kings; Gross Area: 1,000...; Asset Type: Health Care; Status: Payment overdue / Paiement en retard; Management: To be assigned users/cor... company; Pro...: Man...; Me...: Mem...; Cer...: Bro...; Cer...: 25; Da: 2007.

- 1.3. Click on the building name.
- 1.4. You are now on the building's **Property Characteristics** page. Click **Change**. (Tip: you cannot do this if your building is in "Pending" status. Contact BOMA for more details)

The screenshot shows the 'Office Energy Test' page. The title 'Office Energy Test' is at the top. Below it, there is a section for 'Property characteristics' with a 'Change...' button highlighted in a red box. Below this section, there are two fields: 'Address:' and 'Property Type:'. The 'Property Type:' field has the value 'Office - Office'.



1.5. Scroll down to the ENERGY STAR section.

1.6. Select **Pull from ENERGY STAR** to pull data about the property from ES into BOMA BEST.

1.7. Enter the ENERGY STAR ID for the property in the **Portfolio Manager ID** box.

You can find this ID on your building's ENERGY STAR homepage:

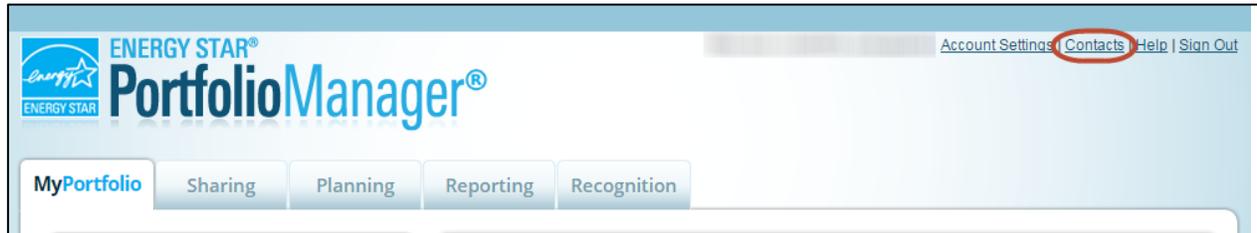
1.8. When you have completed these steps, click **Save** at the bottom of the page. This may take a few moments. Please **do not refresh or close** the page until it has finished saving.



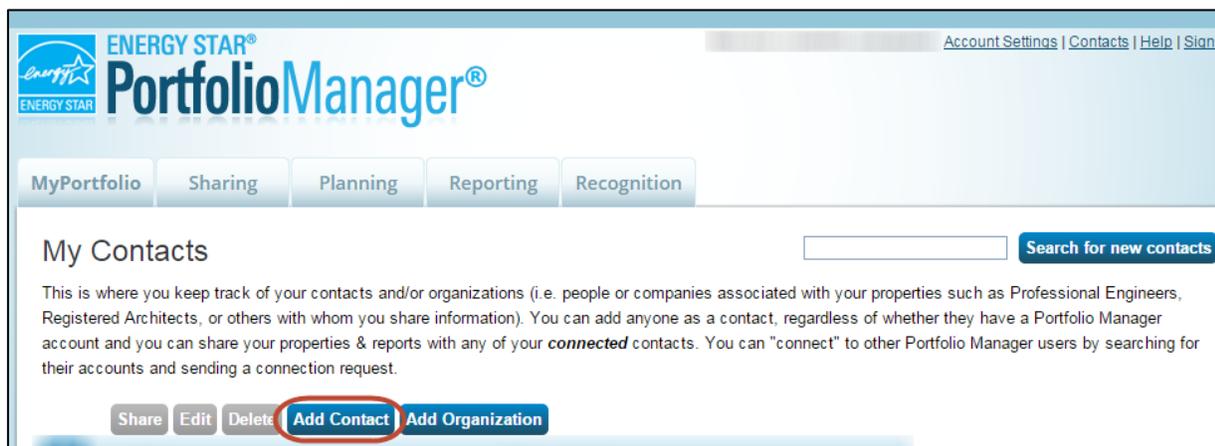
2. Connect your ES account with BOMA BEST ES account

Next, you must connect your ES account with BOMA BEST's ES account.

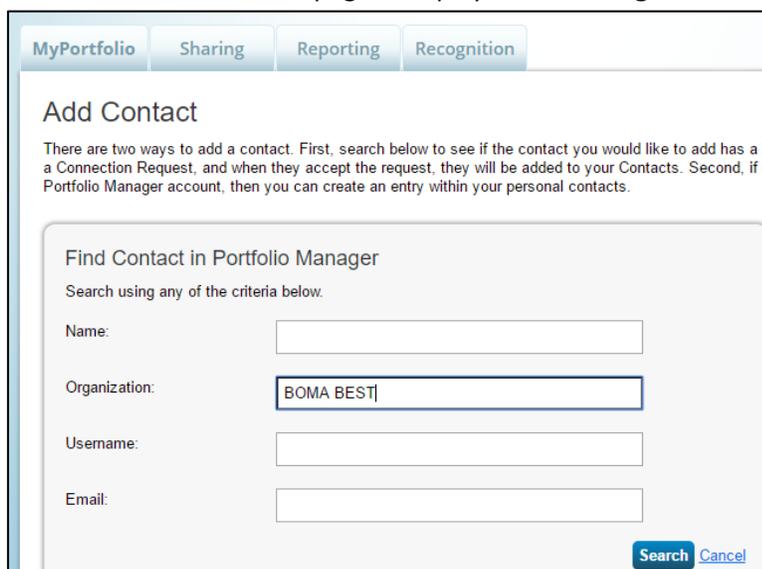
- 2.1. Visit www.energystar.gov and log in to your ES account.
- 2.2. At the top right of the homepage, click **Contacts**.



- 2.3. The My Contacts page is displayed. Click **Add Contact**.



- 2.4. The Add Contact page is displayed. In the **Organization** box type *BOMA BEST* and click **Search**.





2.5. Find **BOMA BEST** in the search results and click **Connect**.

MyPortfolio | Sharing | Reporting | Recognition

Search Results

The results of your search are listed below. Clicking "Connect" will send a request to the person asking them to confirm your request to add them as your contact. If they accept, you will see them listed as a connected contact in your address book. If they do not accept, or have not accepted yet, you will see them as an unconnected contact in your address book. Connecting with contacts will make it easier to share property information within Portfolio Manager.

Your Search Criteria

Name:

Organization:

BOMA BEST
BOMA BEST with BOMA BEST

Connect

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2.6. You will receive a confirmation from the system. Please allow at least 24 hours for the request approval process to be completed.

A connection request has been sent to BOMA BEST

When BOMA accepts your request, you will be able to share property information.

2.7. When your connection request has been approved, a notification appears on your ES homepage or on your notification page.

ENERGY STAR®
ENERGY STAR PortfolioManager®

Welcome boma.test: [Account Settings](#) | [Contacts](#) | [Help](#) | [Sign Out](#)

MyPortfolio | Sharing | Reporting | Recognition

Properties (6) **Add a Property**

Notifications (8) [View All](#)

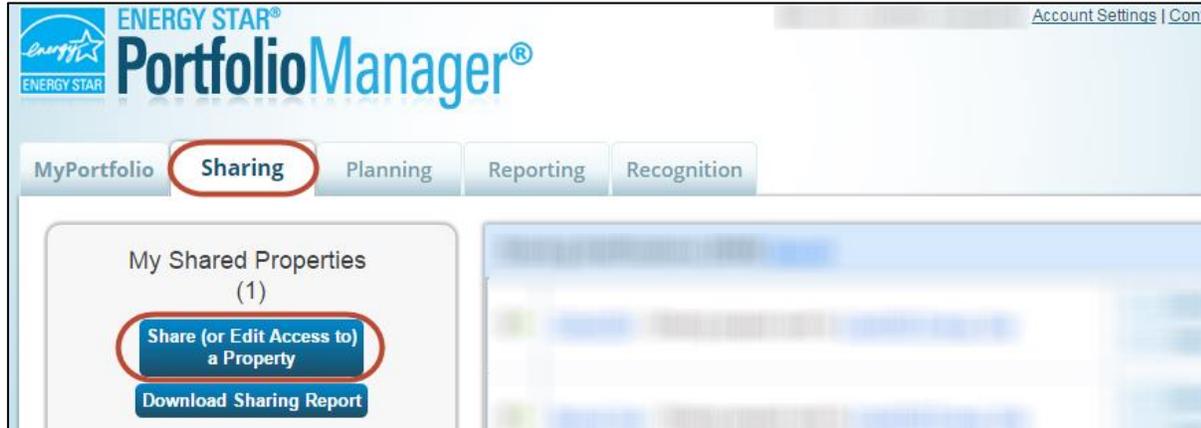
✔	You are connected to BOMA BEST .	Clear
✔	You are connected to Credit360 Energy Star .	Clear



3. Share your buildings with the BOMA BEST ES account

It is time to *share* your building with the BOMA BEST ES account.

- 3.1. Visit www.energystar.gov and log in to your ES account.
- 3.2. Open the **Sharing** tab and click **Share (or Edit Access to) a Property**.





3.3. The **Sharing** page is displayed.

MyPortfolio **Sharing** Reporting Recognition

Share (or Edit Access to) Properties

1 **Select Properties**
We'll get into the details of the level of access later. For now, which properties do you want to share and/or edit access to?

a.

2 **Select People (Accounts)**
Which people (accounts) do you want to share these properties with (or modify their current access to)? The access for each can be different and you'll be able to specify that on the next page.
Select contacts from my contacts book:

b.

3 **Choose Permissions**
If you only need to choose one permission (because you are doing a single share or you want to give the same permissions for all of your shares), select "Bulk Sharing." If you need to assign different permissions or share with Data Exchange providers, select the 2nd option.

* Bulk Sharing ("One-Size-Fits-All") - I only need to choose one permission (either because I am doing a single share OR I want to choose the same permission for all of my share requests).

c. Personalized Sharing & Exchange Data ("Custom Orders") - I need to give different permissions for different share requests, and/or I need to give [Exchange Data](#) permission.

d. [Cancel](#)

- a. Under "Select Properties", specify whether you want to share a single property, multiple properties or all properties (**TIP**: If you have many building that exist in BOMA BEST, select **All Properties**).
- b. Under "Select People (Accounts)", select **BOMA BEST (BOMA BEST)**.
- c. Under "Choose Permissions", select **Personalized Sharing & Exchange Data ("Custom Orders")**.
- d. Click **Continue**.



3.4. The **Share Your Property(ies)** page is displayed. For each property, set the permission for **BOMA BEST** to **Custom Access**

MyPortfolio | **Sharing** | Reporting | Recognition

Edit Sharing Permissions

The table below lists your property (ies) and the type of access you have granted to each person. You may make any necessary edits and click "Edit Permissions".

NEW Who gets to Share Forward?
Full Access - Automatically includes "Share Forward" rights
Read Only - Automatically does NOT include "Share Forward" rights
Custom - You decide, along with the individual permissions for property, meter, goals and recognition permissions.
Exchange Data - You decide, along with the individual permissions for property, meter, goals and recognition permissions.

Sort by:

Name (ID)	No Access	Read Only Access	Full Access	Custom Access	Exchange Data
▼ Heath Care (5869093)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
BOMA BEST	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

3.5. A new window will open. Select **Read Only Access** for each item. (You can select **None** for Recognition)

Select Custom Access Permissions to [Heath Care](#) for [BOMA BEST](#)

Select the permission level below that you would like to grant [BOMA BEST](#) for each category.

Item	None	Read Only Access	Full Access
Property Information	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
▼ All Meter Information	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
▼ Energy Meters	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Natural Gas	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
▼ Water Meters	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Potable Indoor Meter	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Goals, Improvements, & Checklists	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

About Permissions

Select permissions for each category. You must provide Read Only or Full Access to the Property Information to share a property.

Property Information

Includes access to everything on Summary, Details, and Design tabs and all metrics for this property through the Reporting tab, even if you choose None for some of the other options.

- If you want someone to add & delete meters, you need to choose "Full Access" for Property Information

All Meter Information

Includes access to the Meters tab.

- None – suppresses access to



3.6. For “Share Forward”, select Yes (**very important**)

Item	Yes	No
* Share Forward Allow BOMA BEST to share this property with others and give them any permissions that he/she has, including the right to share with more people.	<input checked="" type="radio"/>	<input type="radio"/>

3.7. Click **Apply Selection**

Apply Selection [Cancel](#)

3.8. Now, click **Share Properties**.

▼ [Universal Test \(5859532\)](#)

BOMA BEST	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Share Property(ies) [Cancel](#)

3.9. Once BOMA BEST ES has accepted your request, it will be forwarded to *Credit360 Energy Star* (the IT provider for BOMA BEST). This may take up to 48 hours. Once complete, you will see the following notification on your homepage:

Sharing Notifications (11) [View All](#)

	Light Industrial Test - Share accepted by BOMA BEST	Clear
	Light Industrial Test - Share accepted by Credit360 Energy Star because Connection request accepted by automated system.	Clear
	Office Test - Share accepted by BOMA BEST	Clear



The first time your accounts synchronize, it may take up to 48 hours. Moving forward, it will refresh automatically every 24 hours. If there is sufficient, and correctly entered, data in ES the Weather-normalized Site EUI, Water Use Intensity and ENERGY STAR Score (if applicable) will appear in the grey box on your building's **Property Characteristics** page. These are pulled directly from ENERGY STAR.

Office Energy Test

Property characteristics [Change...](#)

	Address:	26 Sammon Avenue, Toronto, ON, M4J 1Y6, Canada
	Property Type:	Office - Office
	Gross Floor Area (for ENERGY STAR):	200,000 Square Feet
	ENERGY STAR Score:	100
	Total GHG emissions:	250 Metric Tons CO₂e
	Water Use Intensity :	1.25 m³/m²
	Weather-normalized Site Energy Use Intensity:	0.27 GJ/m²