



DTE Energy Data Hub

ENERGY STAR® Portfolio Manager® Guide

Table of Contents

| | |
|---|-----------|
| 1. ENERGY STAR® Portfolio Manager® Overview | 4 |
| 2. Initial Energy Star Portfolio Manager Connection | 4 |
| 2.1 Download your ENERGY STAR Profile | 4 |
| 2.2 Create a New Energy Star Portfolio Manager Meter | 6 |
| 2.3 Connect Your Building Between Energy Star Portfolio Manager and the DTE Energy Data Hub | 9 |
| 3. ENERGY STAR Portfolio Manager Metrics | 22 |
| 3.1 ENERGY STAR Portfolio Manager Metrics | 22 |
| 3.1.1 What is an ENERGY STAR Score? | 23 |
| 3.1.2 What is Energy Use Intensity (EUI)? | 23 |
| 3.2 ENERGY STAR Portfolio Manager FAQs | 24 |

1. ENERGY STAR® Portfolio Manager® Overview

ENERGY STAR Portfolio Manager is the U.S. EPA application used to enter your building's energy usage to benchmark your building. With ENERGY STAR Portfolio Manager, you provide complete details about your building, including energy use, to receive an ENERGY STAR Score. For information on how to sign up for ENERGY STAR Portfolio Manager, create a building profile, etc., please visit: <https://www.energystar.gov/buildings/facility-owners-and-managers/existing-buildings/use-portfolio-manager>.

Monthly energy usage data for the building is made available through the DTE Energy Data Hub and can be submitted to the ENERGY STAR Portfolio Manager from within the DTE Energy Data Hub software. The high-level steps are as follows, with detailed instructions provided further below:

- Register with ENERGY STAR Portfolio Manager.
- Add a property to your account.
- Add your energy service provider (DTE) as a contact.
- Create/share virtual meter(s) for DTE electric and DTE gas data.
- Link the building data between the DTE Energy Data Hub and ENERGY STAR Portfolio Manager.

2. Initial Energy Star Portfolio Manager Connection

You will have to take numerous steps to set up the initial connection between your building profile in the DTE Energy Data Hub and ENERGY STAR Portfolio Manager. We also recommend that a new meter is created in ENERGY STAR Portfolio Manager so that once you get to the meter mapping step, data is pushed into this new meter.

2.1 Download your ENERGY STAR Profile

Once a connection request is set up between the DTE Energy Data Hub and ENERGY STAR Portfolio Manager, any existing data in the ENERGY STAR Portfolio Manager meter that the DTE Energy Data Hub is mapped to will be overwritten. It is good practice to download your current ENERGY STAR profile in case the wrong meter is mapped and its data gets overwritten. To download your building's current ENERGY STAR profile:

1. On your property's ENERGY STAR Portfolio Manager page, click on the **Summary** tab.

2. Click the **Download Property to Excel** link on the bottom-right of the page.

MyPortfolio | [Sharing](#) | [Reporting](#) | [Recognition](#)

1234 Jefferson St

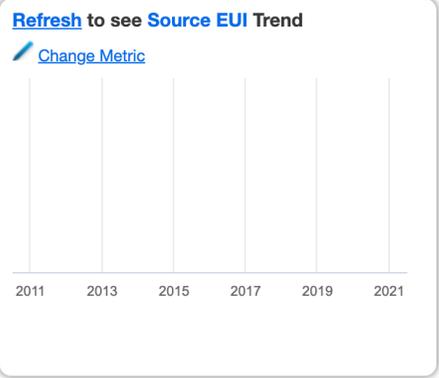
1234 Jefferson St, Detroit, MI 48207 | [Map It](#)
Portfolio Manager Property ID: 24260875
Year Built: 1980
[Edit](#)

[Change Metric](#)

Weather Normalized Source EUI (kBtu/ft²) Why not score?
Current: [N/A](#)
Baseline: [N/A](#)

[Summary](#) | [Details](#) | [Energy](#) | [Water](#) | [Waste & Materials](#) | [Goals](#) | [Design](#)

[Refresh](#) to see **Source EUI Trend**
[Change Metric](#)



2011 2013 2015 2017 2019 2021

[Change Metrics](#)
[Change Time Periods](#)

| Metric | Not Available (Energy Baseline) | Not Available (Energy Current) | Change |
|--|---------------------------------|--------------------------------|--------|
| ENERGY STAR Score (1-100) | Not Available | Not Available | N/A |
| Source EUI (kBtu/ft ²) | Not Available | Not Available | N/A |
| Site EUI (kBtu/ft ²) | Not Available | Not Available | N/A |
| Energy Cost (\$) | Not Available | Not Available | N/A |
| Total GHG Emissions Intensity (kgCO ₂ e/ft ²) | Not Available | Not Available | N/A |
| Water Use (All Water Sources) (kgal) | Not Available | Not Available | N/A |
| Total Waste (Disposed and Diverted) (Tons) | Not Available | Not Available | N/A |

Data Quality Checker

Run a check for any 12-month time period to see if there are any possible errors found with your data.

[Check for Possible Errors](#)

Sharing this Property

[Share](#)

More About Sharing
You haven't [shared your property](#) yet. Sharing can be helpful if you want to allow other people to view your property or help maintain or update information about it (e.g. property use details or meter data). You may also want to consider sharing with an organization who exchanges data to automatically update your meter information. [Learn more about exchanging data.](#)

[Copy Property](#) | [Transfer Ownership](#) | [Download Property to Excel](#)

- a. An Excel copy of your building's current ENERGY STAR profile will download. The different sections of your building's ENERGY STAR profile will show up in separate tabs in the spreadsheet.

2.2 Create a New Energy Star Portfolio Manager Meter

Once a connection is set up between the DTE Energy Data Hub and ENERGY STAR Portfolio Manager, any existing data in the ENERGY STAR Portfolio Manager meter that the DTE Energy Data Hub is mapped to will be overwritten. To prevent any existing data from being overwritten, we recommend creating a new electric meter in ENERGY STAR Portfolio Manager to push the aggregated data from the DTE Energy Data Hub to. To create a new meter:

1. On your property's ENERGY STAR Portfolio Manager page, click on the *Energy* tab.
2. Click on the **Add a Meter** button on the right-side of the page.

1234 Jefferson St

1234 Jefferson St, Detroit, MI 48207 | [Map It](#)

Portfolio Manager Property ID: 24260875

Year Built: 1980

[Edit](#)

[Change Metric](#)

Weather Normalized Source EUI (kBtu/ft²) Why not score?

Current: [N/A](#)

Baseline: [N/A](#)

Summary | **Details** | **Energy** | Water | Waste & Materials | Goals | Design

Meter Summary

0 Energy Meters Total

In order to receive metrics for your property, you must provide meters. You have not entered any meters yet.

[Add A Meter](#)

Current Energy Date

Not Available

[Enter Your Bills](#)

Meters - Used to Compute Metrics (0)

[View as a Diagram](#)

[Add A Meter](#)

! There are currently no energy meters entered for this property/building. In order to track energy usage and receive energy metrics, you must provide an energy meter. [Enter information about your energy meters](#) to begin tracking energy usage. After entering the meter, you will need to [choose to include it in your metrics](#).

For a step-by-step guide to entering meter data, see [How to get Utility Data into Portfolio Manager](#).

Five Ways to Enter Bill Data

1. Manual ([Instructions here](#))
2. Use our [simple spreadsheet](#) (on the bottom of each meter's Manage Bills page) to upload or Copy/Paste
3. Use our [complex spreadsheet](#) (multiple meters + multiple properties)
4. [Hire an organization](#) to electronically enter your data
5. See if your [utility offers this service](#)

Your Property is: [Edit](#)

A Single Building

Part of a Building

A Campus of Multiple Buildings

You Are Tracking: [Edit](#)

Before you can tell us what you are tracking, you must [provide meters](#). You have not entered any meters yet for this property.

- The *Get Started Setting Up Meters* page will display. Click the **Electric** box, the **purchased from the grid** box, and then put in "1" next to **How Many Meters?** Click the **Get Started!** button.

Get Started Setting Up Meters for 1234 Jefferson St

There are five ways to enter meter data. First, you can enter manually, starting below. Second, you can set up your meters below, then upload a specially formatted spreadsheet with just your bill data. Third, for advanced users, you can use our upload tool that allows you to set up all of your meters and enter bill data. Fourth, you can [hire a company to update your data electronically](#). And finally, you can see if your [utility offers the service to update your energy data automatically](#).



Sources of Your Property's Energy

What kind of **energy** do you want to track? Please select all that apply.

- Electric**
 - purchased from the grid
How Many Meters?
 - generated from onsite solar panels
 - generated from onsite wind turbines
- Natural Gas
- Propane
- Fuel Oil (No. 2)
- Diesel
- District Steam
- District Hot Water
- District Chilled Water
- Fuel Oil (No. 4)
- Fuel Oil (No. 5 and No. 6)
- Coal (anthracite)
- Coal (bituminous)
- Coke
- Wood
- Kerosene
- Fuel Oil (No. 1)
- Other:



Tracking Energy

To track your energy, create an energy meter for each source of energy from a utility, a neighboring building, or an onsite solar or wind panel. If you purchase a raw fuel (e.g. gas) and produce your own fuel (e.g., electricity or chilled water), you only need a meter for the fuel you purchased (e.g. gas), and not for the fuel you produce.



Two Meters Needed for Onsite Solar/Wind

If you've got onsite Solar (or Wind), you still need to enter an Electric Grid Meter. [Learn More.](#)



Automate Your Meter Entries

There are many organizations that will electronically enter your utility data into Portfolio Manager. Many utilities provide this service for free. Service providers integrate this service into their own software and value-added offerings. [Learn more.](#)

Get Started!
[Cancel](#)

- The *About Your Meters* page will display. Fill out a meter name, specify kWh as the units, and enter a first bill date. Click the **Create Meters** button.

About Your Meters for 1234 Jefferson St

Enter the information below about your new meters. The meter's **Units** and **Date Meter became Active** are required. You can also change the meter's name.

1 Energy Meter for 1234 Jefferson St (click table to edit)

| | Meter Name | Type | Other Type | Units | Date Meter became Active | In Use? | Date Meter became Inactive | Enter as Delivery? | |
|--------------------------|-------------------|-----------------|------------|---------------|--------------------------|-------------------------------------|----------------------------|--------------------------|---|
| <input type="checkbox"/> | Electric Grid Met | Electric - Grid | | kWh (thousanc | 01/01/2005 | <input checked="" type="checkbox"/> | | <input type="checkbox"/> | 1 |

[✖ Delete Selected Entries](#)
[+ Add Another Entry](#)

Back
Create Meters
[Cancel](#)

5. The *Your Meter Entries* page will display. Skip this step and click the **Continue** button.

Your meters have been created! If you have your energy consumption information for these meters, you can enter it below. Or, you can [continue with setting up your meters](#) and enter your energy bills later.

Your Meter Entries for 1234 Jefferson St

Now we need actual energy consumption information in order to start providing you with your metrics and, possibly, your score!

1 Energy Meter(s) for 1234 Jefferson St

▼ Electric Grid Meter

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

[✖ Delete Selected Entries](#)
[+ Add Another Entry](#)
[📄 Learn how to copy/paste](#)

Upload data in bulk for this meter:

i Use this [single-meter spreadsheet](#) to:

- Upload the completed file below
- Copy and Paste the data into the table above

Choose File

No file chosen

Upload

Continue
Cancel

6. The *Select Meters to Include in Metrics* page will display. Select the new energy meter you created and ensure **“These meter(s) account for the total energy consumption...”** box has been selected. Uncheck the box next to any pre-existing partial energy meters so that they are not used to compute metrics. Click the **Apply Selections** button.

Your meter entries have been added to your meters!

Select Meters to Include in Metrics

Tell us which meters to include when calculating the metrics for [1234 Jefferson St](#) so that we can provide you with the most accurate metrics possible.

Summary

1

Meters representing the **total** energy consumption for [1234 Jefferson St](#) (a single building).

i **About Sub-meters**

If you have sub-meters to measure energy or water consumption for a specific purpose, and you also have a master meter (which measures total consumption), counting both of those meters would double count your consumption and skew your metrics (e.g., artificially increase your Site Energy Use Intensity). [Learn More about configuring meters for performance metrics.](#)

Energy Meters

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

| | Name Meter ID | Type |
|-------------------------------------|--|-----------------|
| <input type="checkbox"/> | | |
| <input checked="" type="checkbox"/> | Electric Grid Meter 148283027 | Electric - Grid |

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

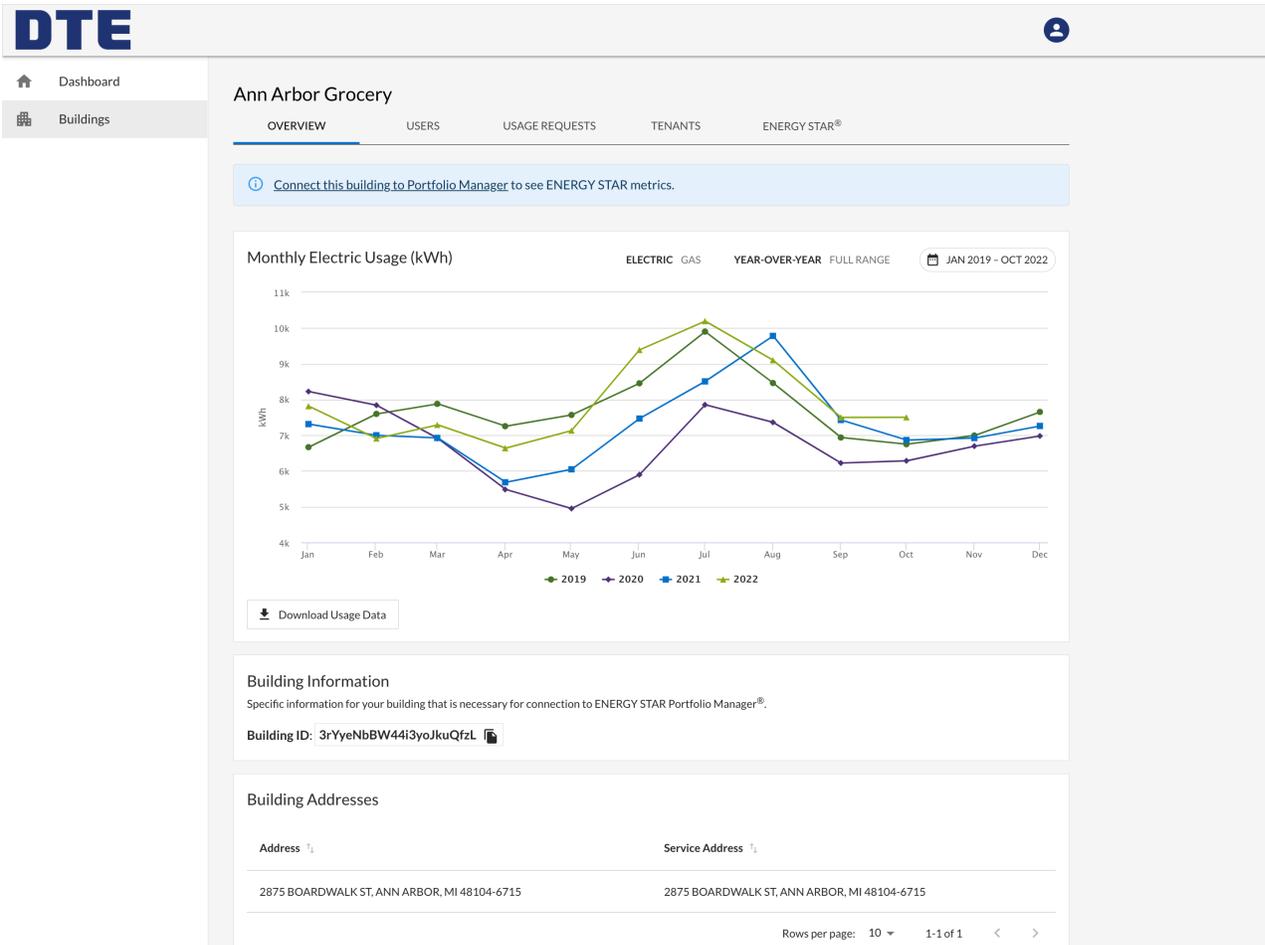
These meter(s) account for the total energy consumption for [1234 Jefferson St](#) (a single building).

 These meter(s) do not account for the total energy consumption for [1234 Jefferson St](#) (a single building).

Apply Selections
Cancel

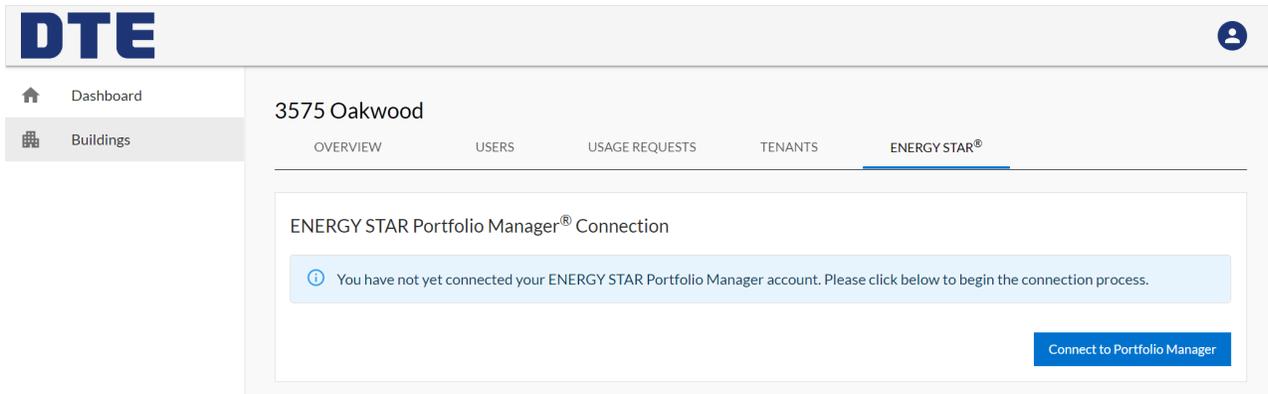
2.3 Connect Your Building Between Energy Star Portfolio Manager and the DTE Energy Data Hub

1. Launch the portal from energyusage.dteenergy.com. If you have a login for dteenergy.com, click the **Login with DTEEnergy.com account** button. If you have a login set up just for the benchmarking tool, click the **Login with email address** button.
2. Navigate to the *Buildings* page by clicking the **Buildings** link on the left-side navigation pane of the Dashboard.
3. From the main *Buildings* page, click on the desired building. You will be brought to the **Overview** tab where you will see an alert, “Connect this building to Portfolio Manager to see ENERGY STAR metrics.” These metrics include “Gross Floor Area,” “Energy Star Score,” “Source EUI,” and “Primary Function.”

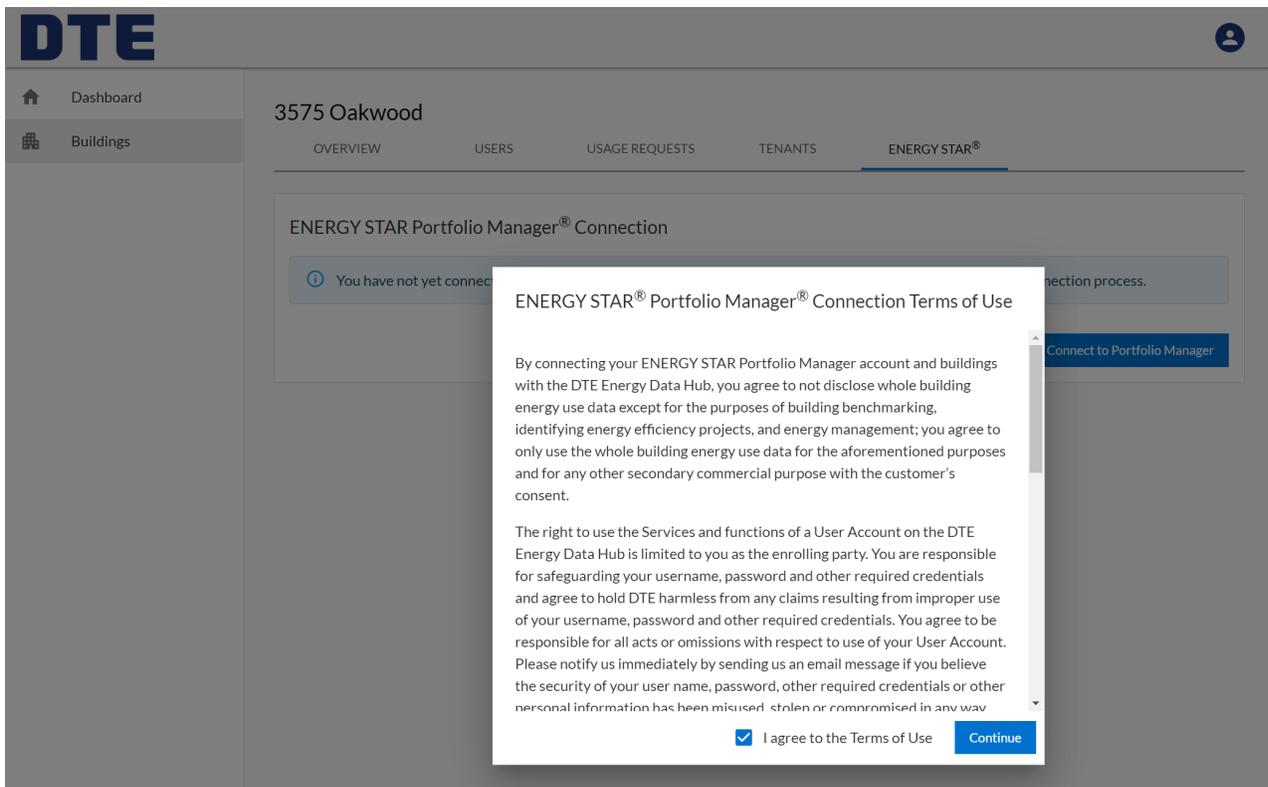


4. To setup/view the building's connection with ENERGY STAR Portfolio Manager, click on the **ENERGY STAR** tab.

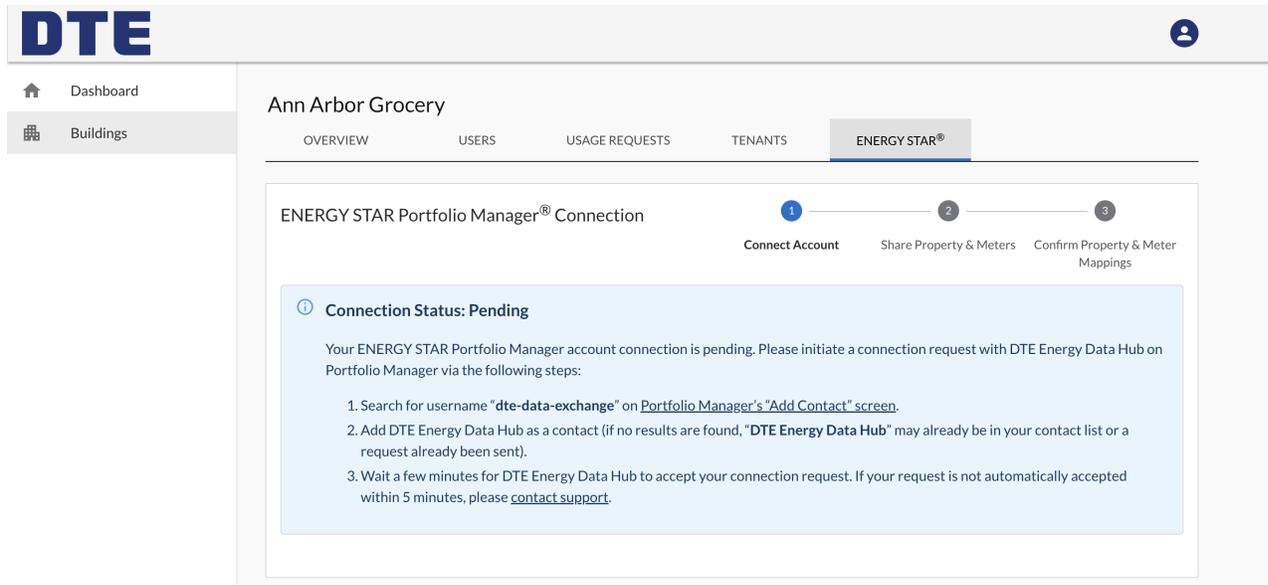
5. To begin the ENERGY STAR Portfolio Manager connection process, click the **Connect to Portfolio Manager** button.



6. You will then be asked to accept the ENERGY STAR Portfolio Manager Connection Terms of Use. Review the terms of use, then click the checkbox to agree and click the Continue button.



7. Next, you will have to log into your ENERGY STAR Portfolio Manager account and take a few steps within that platform.



DTE

Ann Arbor Grocery

OVERVIEW USERS USAGE REQUESTS TENANTS ENERGY STAR®

ENERGY STAR Portfolio Manager® Connection

1 Connect Account 2 Share Property & Meters 3 Confirm Property & Meter Mappings

Connection Status: Pending

Your ENERGY STAR Portfolio Manager account connection is pending. Please initiate a connection request with DTE Energy Data Hub on Portfolio Manager via the following steps:

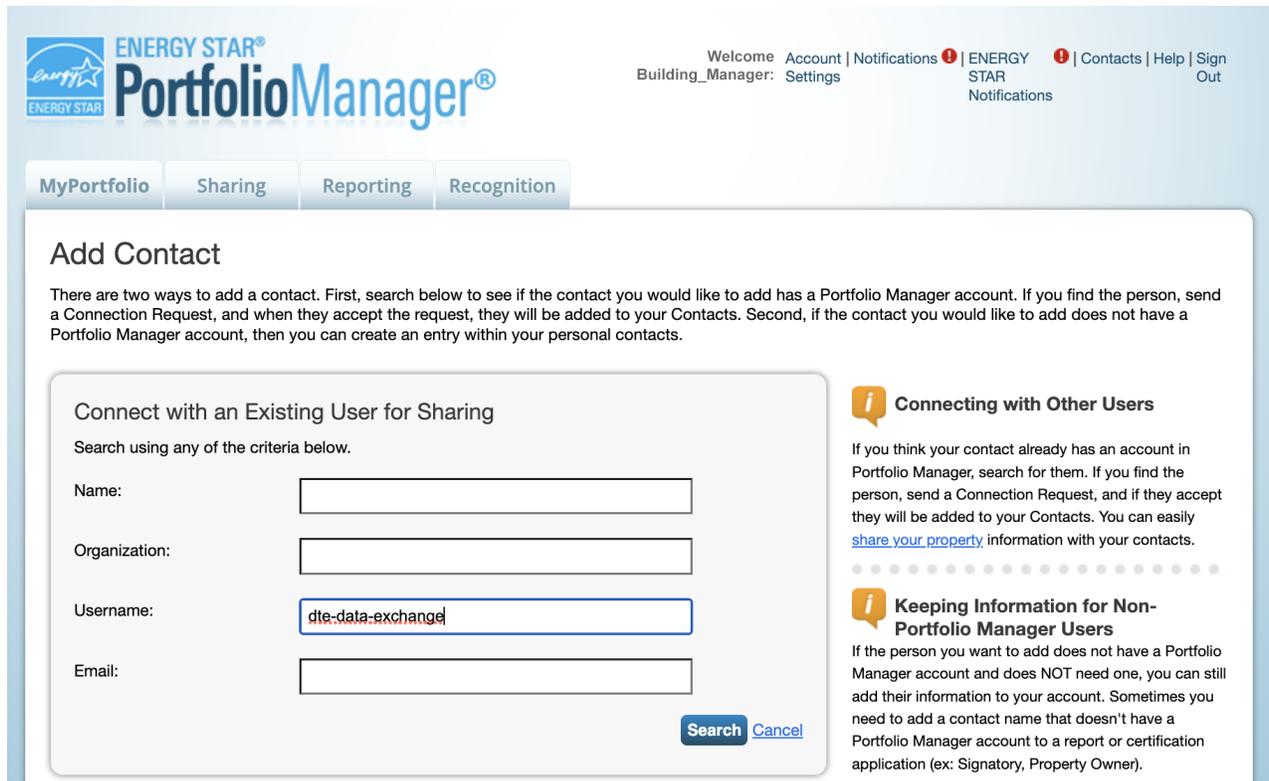
1. Search for username "dte-data-exchange" on [Portfolio Manager's "Add Contact" screen](#).
2. Add DTE Energy Data Hub as a contact (if no results are found, "DTE Energy Data Hub" may already be in your contact list or a request already been sent).
3. Wait a few minutes for DTE Energy Data Hub to accept your connection request. If your request is not automatically accepted within 5 minutes, please [contact support](#).

- a. Login at: <https://portfoliomanager.energystar.gov/>.
- i. Please Note: The email address listed for your ENERGY STAR Portfolio Manager account must also be associated with an ENERGY STAR Portfolio Manager account with access to the building.

b. Click on the **Contacts** link at the top-right of the page.



c. Search for username 'dte-data-exchange.'



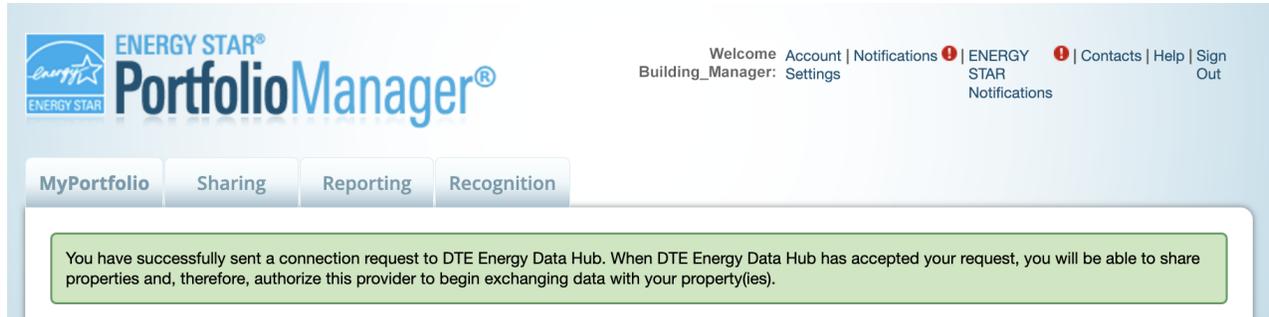
d. Click the **Connect** button next to “Data Exchange (Whole Building Benchmarking) DTE Energy.”

The screenshot shows the Energy Star Portfolio Manager interface. At the top, there is a navigation bar with the Energy Star logo and 'PortfolioManager' text. On the right, there are links for 'Welcome', 'Account', 'Notifications', 'ENERGY STAR', 'Contacts', 'Help', and 'Sign Out'. Below the navigation bar, there are tabs for 'MyPortfolio', 'Sharing', 'Reporting', and 'Recognition'. The main content area is titled 'Search Results' and contains a paragraph explaining the search process. Below this, there is a 'Your Search Criteria' section with input fields for Name, Organization, Username (filled with 'dte-data-exchange'), and Email Address, along with a 'Search' button. To the right of the search criteria, a search result is displayed in a table-like format, highlighted with a red box. The result is 'DTE Energy Data Hub (dte-data-exchange) n/a with DTE Energy' with a 'Connect' button next to it. Below the search results, there is a pagination control showing 'Page 1 of 1' and a dropdown menu set to '50'. A 'Tip' section at the bottom left provides advice on adjusting search criteria.

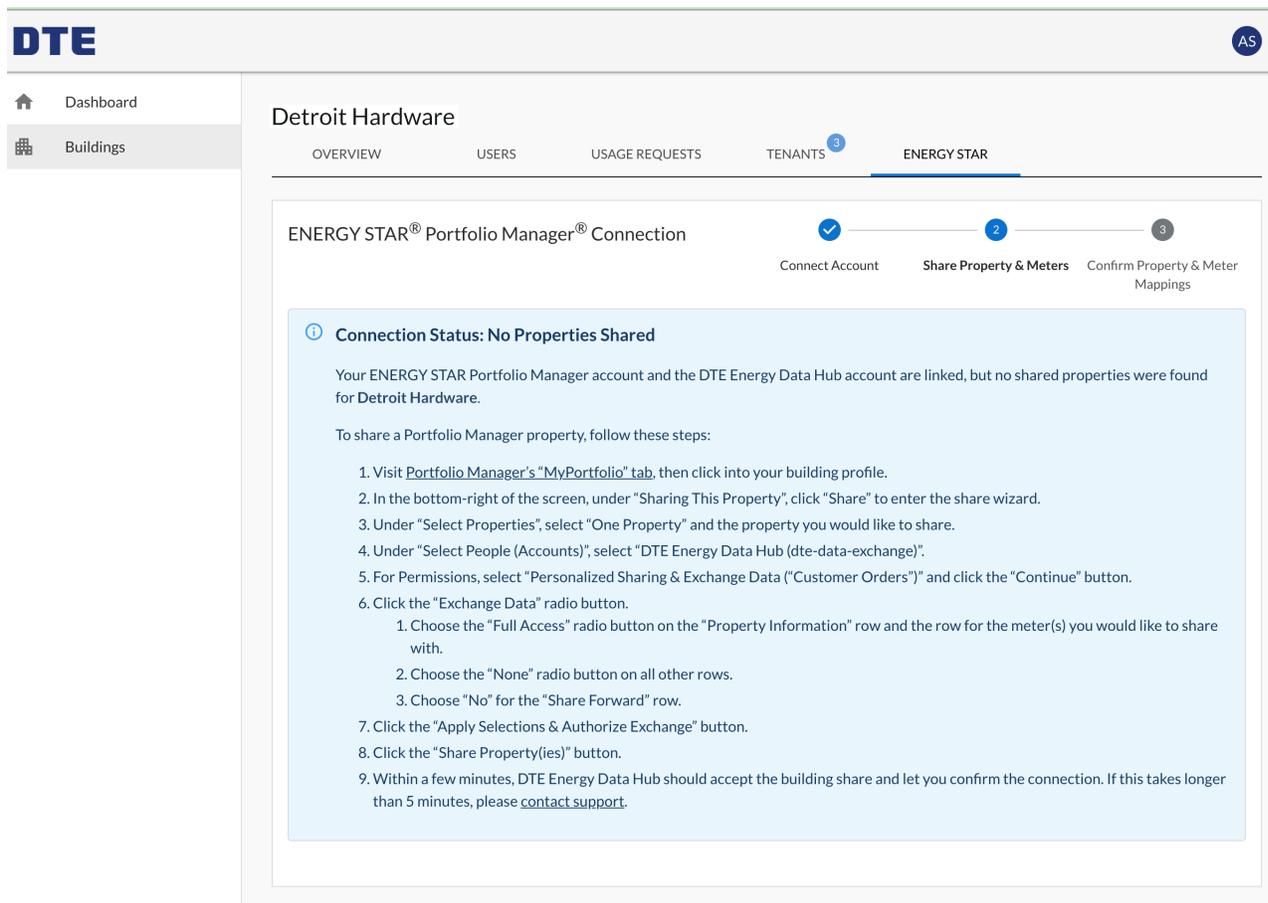
e. Click the checkbox next to the “Agreement” section, and click the **Send Connection Request** button.

The screenshot shows the Energy Star Portfolio Manager interface for sending a connection request. At the top, there is a navigation bar with the Energy Star logo and 'PortfolioManager' text. On the right, there are links for 'Welcome', 'Account', 'Notifications', 'ENERGY STAR', 'Contacts', 'Help', and 'Sign Out'. Below the navigation bar, there is a heading 'Send a Connection Request to [DTE Energy Data Hub](#) to Begin Exchanging Data'. Below the heading, there is a paragraph explaining the requirements for exchanging data. Below this, there is a 'Terms of Use' section with the text 'None Provided'. Below the terms of use, there is an 'Agreement' section with a checkbox checked and the text 'I agree to my provider's ([DTE Energy Data Hub](#)) Terms of Use.' At the bottom right, there is a large blue button labeled 'Send Connection Request' and a smaller blue link labeled 'Cancel'.

- f. You will then be brought to a screen confirming the successful connection with “Data Exchange (Whole Building Benchmarking) DTE Energy.”
- g. Wait a few minutes for the DTE Energy Data Hub to accept your connection request. **If your e-mail address is different between the DTE Energy Data Hub Tool and ENERGY STAR Portfolio Manager, or if your connection is not accepted in five minutes, please contact DTE Energy Waste Reduction Team at ENERGYPARTNERSHIP_Account@dteenergy.com.**



8. Go back to the DTE Energy Data Hub and refresh the **ENERGY STAR** tab. You will see an alert that your ENERGY STAR Portfolio Manager account is now linked, but no properties are shared. You will have to again log into your ENERGY STAR Portfolio Manager account and take a few steps within that platform.



- a. Login at: <https://portfoliomanager.energystar.gov/>.
- b. Click on the **My Portfolio** tab.
- c. Click on the building link for the building profile you would like to share with DTE.
- d. On the bottom-right of the building's *Summary* page, under "Sharing this Property," click the **Share** button.
- e. On the *Share (or Edit Access to) Properties* page:
 - i. Ensure that under "Select Properties," "One Property" is selected from the drop-down and your desired property is chosen.
 - ii. Under "Select People (Accounts)," highlight "DTE Energy (dte-data-exchange)."
 - iii. Under "Choose Permissions" click the radio button next to "Personalized Sharing & Exchange Data ("Custom Orders")" and click the **Continue** button.

MyPortfolio
Sharing
Reporting
Recognition

Share (or Edit Access to) Properties

Sometimes it's really important to be able to share your property with someone else. Maybe they need to help monitor your property, enter energy information (perhaps automatically) or process applications for recognition. If this sounds like what you need, start out by selecting the property(ies) that you'd like to share and who you'd like to share with them. If you have already shared properties, you can also use this form to edit people's access to your properties.



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?

Select Properties
Selected Properties: 1



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:

| |
|---|
| DTE Energy Data Hub (dte-data-exchange) |
| |

To select multiple contacts, hold down your Control (CTRL) key and click on each selection. Only your [connected contacts](#) appear in this list.



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, 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).
- 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.



Sharing with Accounts

In order to share properties with others (either individuals or organizations), you need to be "connected" with them. To make a connection, go to the "Contacts" page and search for them under "Add Contact" or "Add Organization" (they need to have a Portfolio Manager account). Once you find them, send a "Connection" request. When they accept your connection request, they will show up on the list to the left.



Exchanging Data with Web Service Providers?

If you need to share your property(ies) with a Web Service Provider or Utility, use the ["Set Up Web Services/Data Exchange"](#) page.



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.

Continue
Cancel

15

- iv. Click the “Exchange Data” radio button.

ENERGY STAR Portfolio Manager

Welcome Account | Notifications | ENERGY STAR | Contacts | Help | Sign Out
 Building_Manager: Settings Notifications

MyPortfolio **Sharing** Reporting Recognition

Share Your Property(ies)

To finish up, tell us what type of access the people you have selected should have for each of the properties that you have selected. The option to exchange data is only available for authorized accounts.

4 Select Permissions for Each Contact
 The access levels you select do not have to be the same for each property or each person.

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: Property Name

| Name (ID) | No Access | Read Only Access | Full Access | Custom Access | Exchange Data |
|------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|----------------------------------|
| 1234 Jefferson St (24260875) | <input type="radio"/> |
| DTE Energy Data Hub | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |

Share Property(ies) Cancel

- v. A pop-up will appear that allows you to set access levels for different aspects of the ENERGY STAR Portfolio Manager profile:
 - Choose the “Read Only Access” radio button on the “Property Information” row and the “Full Access” radio button on the row for the meter(s) you would like to share.
 - Choose the “None” radio button on all other rows.
 - Choose “No” for the “Share Forward” row.
 - Click the **Apply Selections & Authorize Exchange** button.

Select Access Permissions to [1234 Jefferson St](#) for [DTE Energy Data Hub](#).
 The following information is required by [DTE Energy Data Hub](#) in order to provide service to your property(ies). If you have any questions about how to complete this information, please contact them directly.

Select the permission level below that you would like to grant [DTE Energy Data Hub](#) 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 | | | |
| Energy Meters | | | |
| Electric Grid Meter | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| Goals, Improvements, & Checklists | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Recognition | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Additional Options:

permissions.

Select Access Permissions to [1234 Jefferson St](#) for [DTE Energy Data Hub](#).

| All Meter Information | | | |
|-----------------------------------|----------------------------------|-----------------------|----------------------------------|
| Energy Meters | | | |
| Electric Grid Meter | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| Goals, Improvements, & Checklists | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Recognition | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Additional Options:

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

[Apply Selections & Authorize Exchange](#) [Cancel](#)

vi. Click the **Share Property(ies)** button.



Welcome Account | Notifications ! | ENERGY ! | Contacts | Help | Sign Out

Building_Manager: Settings STAR Notifications

MyPortfolio
Sharing
Reporting
Recognition

Share Your Property(ies)

To finish up, tell us what type of access the people you have selected should have for each of the properties that you have selected. The option to exchange data is only available for authorized accounts.



4

Select Permissions for Each Contact

The access levels you select do not have to be the same for each property or each person.

Sort by: Property Name ▾

| Name (ID) | No Access | Read Only Access | Full Access | Custom Access | Exchange Data |
|--|-----------------------|-----------------------|-----------------------|-----------------------|---|
| <p>▾ 1234 Jefferson St (24260875)</p> <p>DTE Energy Data Hub</p> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> Edit |

NEW Who gets to Share Forward?

Full Access - Automatically includes "Share Forward" rights

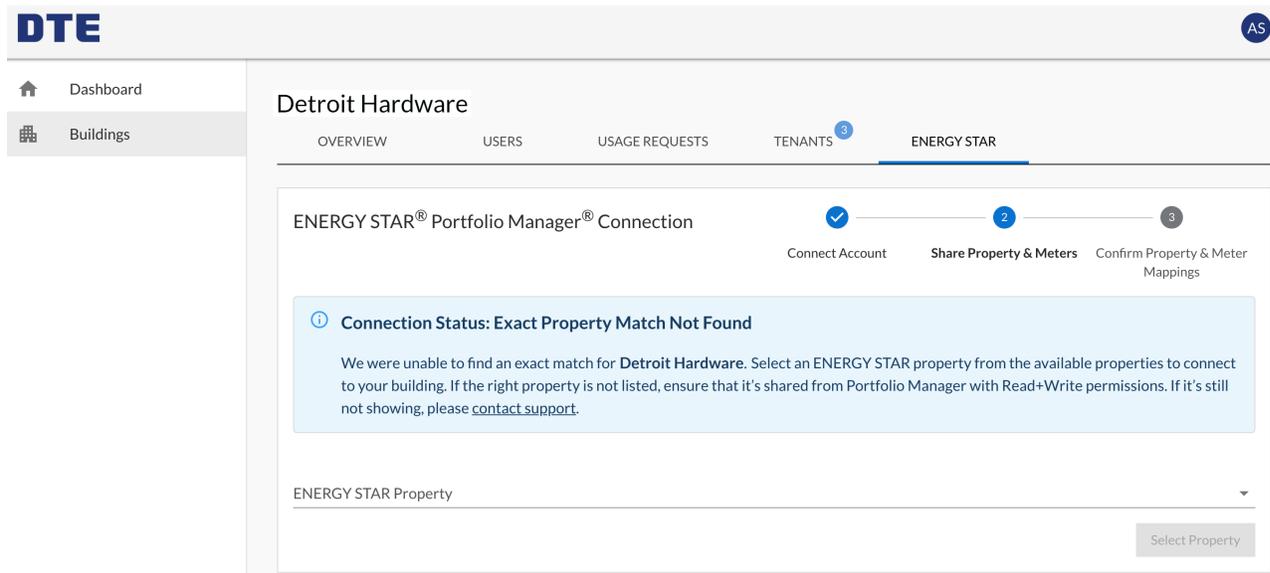
Read Only - Automatically does NOT include "Share Forward" rights

Custom - You decide, along with the individual permissions for property, meter, goals and recognition permissions.

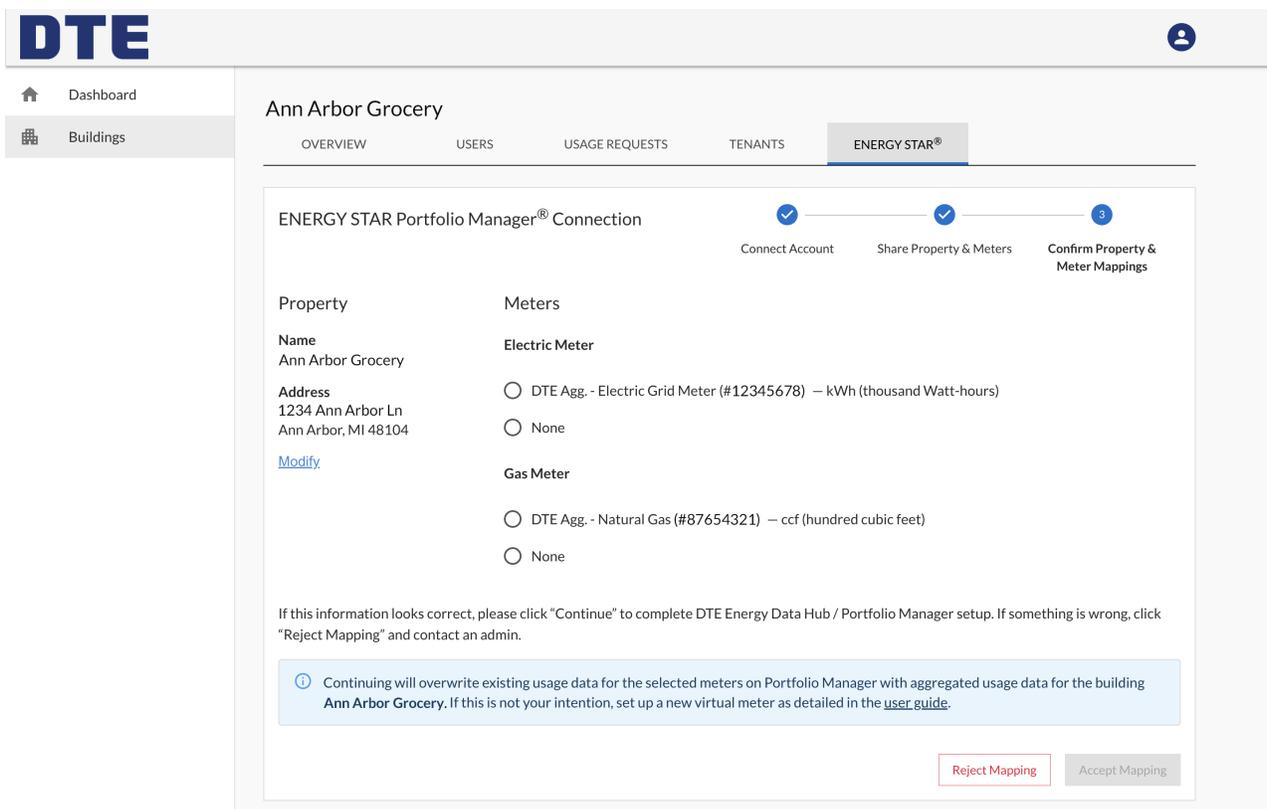
Exchange Data - You decide, along with the individual permissions for property, meter, goals and recognition permissions.

[Share Property\(ies\)](#) [Cancel](#)

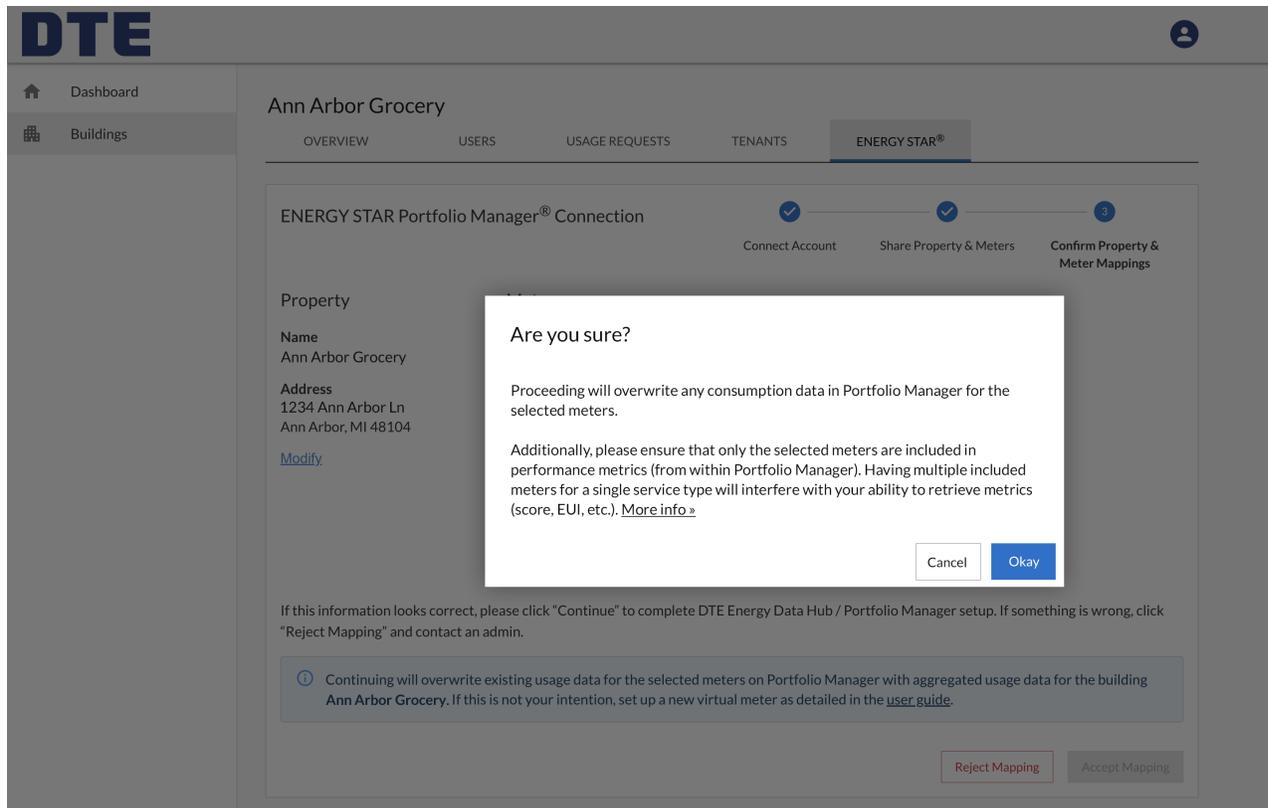
- f. Within a few minutes, the DTE Energy Data Hub should accept the building share and let you confirm the connection. If an exact property match is not found, the screen below will appear and allow you to choose an ENERGY STAR property that has been shared with “DTE Energy Data Hub (dte-data-exchange).” If there are issues connecting with the property, please contact the DTE Energy Waste Reduction Team at ENERGYPARTNERSHIP_Account@dteenergy.com.



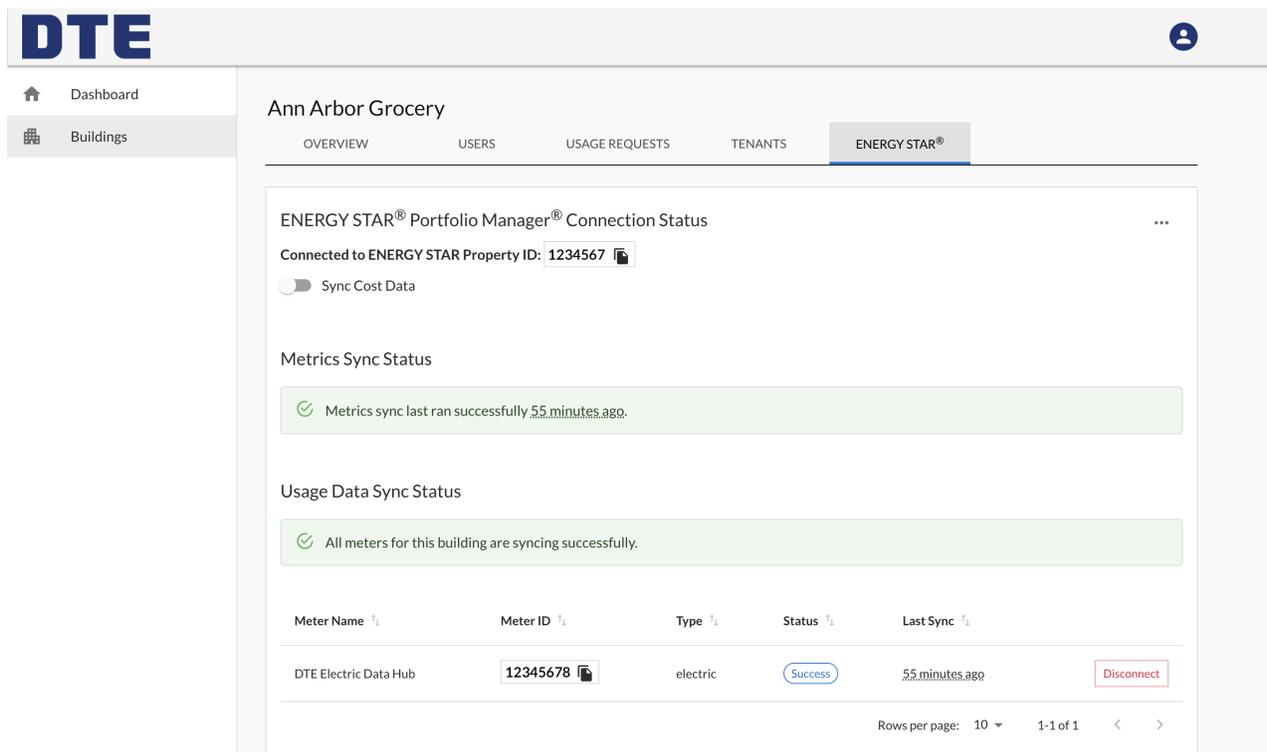
9. Go back into the DTE Energy Data Hub and refresh the *Energy Star* tab. You will need to confirm or reject the property and meter mapping that the DTE Energy Data Hub has done. If everything looks good, click the **Accept Mapping** button. If something does not look correct, click the **Reject Mapping** button and contact the DTE Energy Waste Reduction Team at ENERGYPARTNERSHIP_Account@dteenergy.com.



- a. A pop-up will appear asking you if you are sure the meter mapping is correct. **If the wrong ENERGY STAR Portfolio Manager meter is mapped to and it has pre-existing data, the meter will be overwritten.**



10. Once you confirm property and meter mappings, the DTE Energy Data Hub will begin its first data sync.
11. Once the first sync completes, you will see the page change to alert when the last successful sync has been completed.



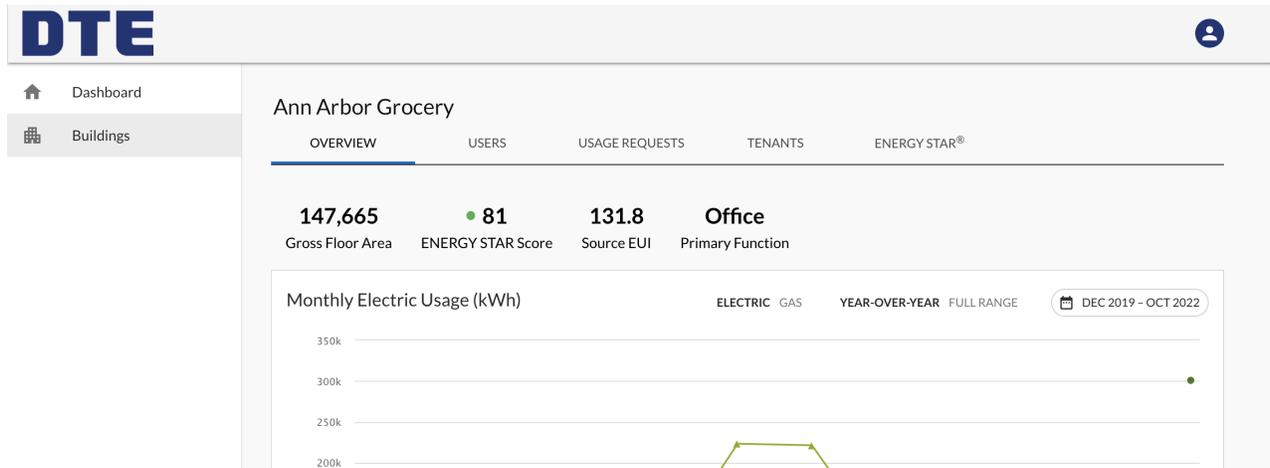
- a. Once your profiles are synced between the DTE Energy Data Hub and ENERGY STAR Portfolio Manager, any metrics errors present on your ENERGY STAR Portfolio Manager profile will also be pushed to the “Metrics Sync Status” section on your building’s ENERGY STAR tab in the DTE Energy Data Hub. You cannot make changes within the DTE Energy Data Hub to make these errors go away. Errors must be addressed within the ENERGY STAR Portfolio Manager. For further information on ENERGY STAR Portfolio Manager, please visit: https://energystar.gov/buildings/tools-and-resources/list_portfolio_manager_alerts.

The screenshot shows the DTE Energy Data Hub interface for a building named "Ann Arbor Grocery". The "ENERGY STAR" tab is selected. The connection status is "Connected to ENERGY STAR Property ID: 12345678". A toggle for "Sync Cost Data" is currently turned off. The "Metrics Sync Status" section displays a warning message: "The following errors occurred during metrics sync: Insufficient data for Baseline or Current Date". The problem is explained as not having 12 full months of data. Five reasons are listed: gaps, overlaps, date meter active/inactive timing, and missing data. A list of meters is provided with their active periods and entry counts. Recommendations include fixing gaps and overlaps.

- b. If your building has cost data available, you can opt to sync this data to ENERGY STAR Portfolio Manager by turning on “Sync Cost Data.”

This screenshot is similar to the one above but shows the "Sync Cost Data" toggle turned on. The connection status remains "Connected to ENERGY STAR Property ID: 12345678".

12. Now that the ENERGY STAR Portfolio Manager building profile and meters have successfully synced with the DTE Energy Data Hub, the metrics on the building's *Overview* page will populate. "Gross Floor Area," "Energy Star Score," "Source EUI," and "Primary Function" will now be populated with information from your ENERGY STAR Portfolio Manager building profile.



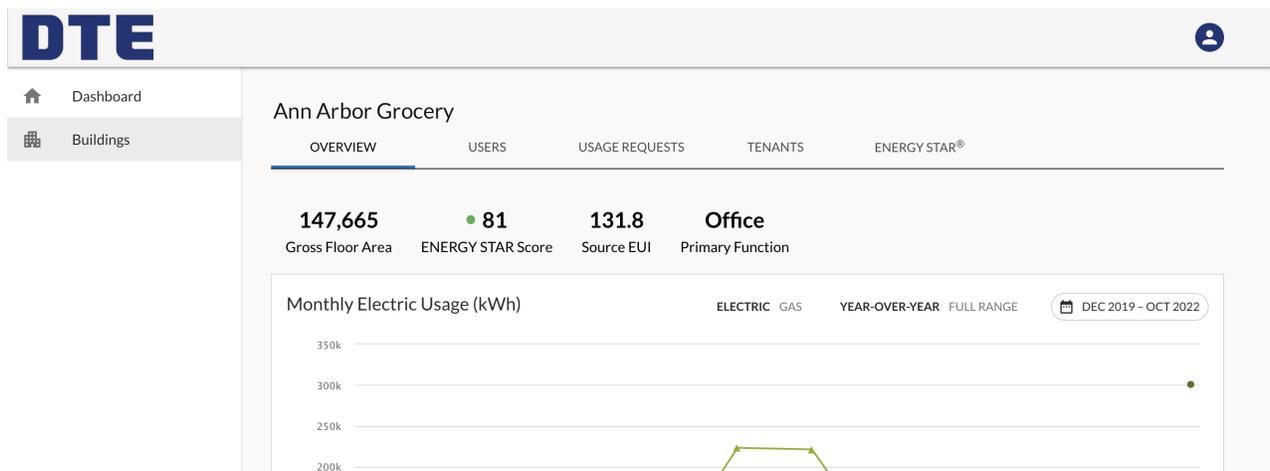
3. ENERGY STAR Portfolio Manager Metrics

ENERGY STAR Portfolio Manager is an interactive resource management tool that enables you to benchmark the energy use of any type of building. It is known as the industry standard for benchmarking commercial buildings. ENERGY STAR Portfolio Manager metrics allow you to compare your building’s energy use to a yearly baseline, national medians, or similar buildings in your profile.

3.1 ENERGY STAR Portfolio Manager Metrics

To view a building’s Energy Star Score and building Source Energy Usage Intensity (EUI):

1. Navigate to the *Overview* page for the building whose Energy Star score and EUI you would like to view. The Energy Star Score and Source EUI can be found at the top of the *Overview* page.



OR

2. Navigate to the *Buildings* page. From here, you can view the Energy Star Score and Source EUI for each building in your building list.

DTE

Dashboard Buildings

Buildings

Search Filter results by: Address ES Score Reset Search

| Building Name | Owner | Address | City | State | Zip | ENERGY STAR® Score | EUI |
|-------------------|------------------|-------------------|-----------|-------|-------|--------------------|-------|
| 4321 Ann Arbor Ln | Building Manager | 4321 Ann Arbor Ln | Ann Arbor | MI | 48104 | 63 | 139 |
| Ann Arbor Grocery | Building Manager | 1234 Ann Arbor Ln | Ann Arbor | MI | 48104 | 81 | 131.8 |

Rows per page: 10 1-2 of 2

3.1.1 What is an ENERGY STAR Score?

The 1 – 100 ENERGY STAR Score is populated once complete and accurate energy and property detail information is entered into an ENERGY STAR Portfolio Manager building profile. An ENERGY STAR score of 50 is the median, so a score above 50 means your building is performing better than 50% of its peers, while a score below 50 means your building is performing worse than 50% of similar buildings nationwide. A score above 75 or higher designates a building as a top performer, making it eligible for an ENERGY STAR building award. An ENERGY STAR score helps you assess how your building is performing and allows you to identify which buildings in your portfolio should be targeted for upgrades or recognition.

Further information on ENERGY STAR scores can be found here:

<https://energystar.gov/buildings/facility-owners-and-managers/existing-buildings/use-portfolio-manager/interpret-your-results/what>.

3.1.2 What is Energy Use Intensity (EUI)?

There are two types of energy usage intensity (EUI), Site EUI and Source EUI. Site energy is the amount of heat and electricity consumed by a building usage as you would see on your energy bills. Source energy represents the total amount of raw fuel that is required to operate the building, including transmission, delivery, and production losses. Energy Use Intensity is expressed as energy per square foot per year. Site EUI uses the site energy per square foot per year, while Source EUI uses the source energy per square foot per year.

The U.S. EPA has determined that Source EUI is the most equitable unit of evaluation, therefore, this is one of the metrics the DTE Energy Data Hub pulls back from an ENERGY STAR Portfolio Manager building profile.

For further information on the difference between Site and Source energy, please visit: <https://energystar.gov/buildings/facility-owners-and-managers/existing-buildings/use-portfolio-manager/understand-metrics/difference>. For further information on energy use intensity, please visit: <https://www.energystar.gov/buildings/facility-owners-and-managers/existing-buildings/use-portfolio-manager/understand-metrics/what-energy>.

3.2 ENERGY STAR Portfolio Manager FAQs

Many questions may arise as you use the ENERGY STAR Portfolio Manager, such as the best way to set up a mixed-use building, how to set up a campus of buildings, how to associate meters to get accurate metrics, etc. ENERGY STAR Portfolio Manager has extensive online resources to assist you:

- How to get started, understanding metrics, training, etc.: <https://energystar.gov/buildings/benchmark>
- Technical support: <https://energystar.gov/buildingshelp>

In addition to the online resources available for consultation, the ENERGY STAR Portfolio Manager Help Desk can be contacted here: <https://energystar-mesa.force.com/PortfolioManager/s/contactsupport>.

- a. It may be unclear when it is appropriate to reach out to the DTE Energy Waste Reduction Team for support at ENERGYPARTNERSHIP_Account@dteenergy.com, or consult ENERGY STAR Portfolio Manager Resources or reach out to the ENERGY STAR Portfolio Manager Help Desk. Please consult the table below for examples (please note: this is not an exhaustive list of situations that may arise):

| Example Situation | DTE Energy Waste Reduction Team | ENERGY STAR Portfolio Manager Resources or Help Desk |
|---|--|---|
| ENERGY STAR Portfolio Manager profile setup questions (inputting property information, creating meters, etc.) | | X |
| Issues sharing an ENERGY STAR Portfolio Manager profile with DTE (including meter access level questions) | X | |
| ENERGY STAR Portfolio Manager metrics alerts (including no ENERGY STAR score) | | X |
| ENERGY STAR Portfolio Manager login issues | | X |
| Altering the meters used in metrics | | X |
| Missing tenants in DTE Energy Data Hub Tenants tab | X | |

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