



# Benchmarking User Guide

For MGE Customers

## Automated Benchmarking Process Overview:

(A high-level overview of the steps in the process covered in depth in this User Guide)

### Step 1

#### Gain access to the MyMeter Dashboard:

Link via your MGE My Account user login

OR

Non-account holders can complete the whole-building request form outside of login

### Step 2

#### Define your meter group in MyMeter Dashboard:

Request whole-building aggregated usage

OR

Select your individual account(s) and meter(s) comprising your building's usage

### Step 3

#### Choose your path for property characterization:

Link to your individual ENERGY STAR® Portfolio Manager® (ESPM) account and Property ID

OR

Utilize the portal for property end use characterization

### Step 4

#### Transfer data and retrieve your benchmarking score:

- Complete Contact connection and Property Sharing requests
- Link your building(s) with ESPM Property IDs
- Confirm usage data transfer and metrics reporting

# WELCOME



This guide serves to support MGE's business customers in making use of the automated ENERGY STAR® benchmarking capabilities provided through MGE's MyMeter Dashboard.

Please contact us with any questions or support requests:

[business@mge.com](mailto:business@mge.com)

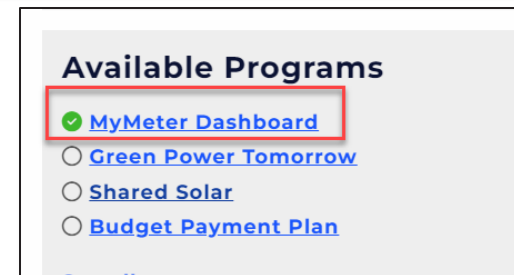
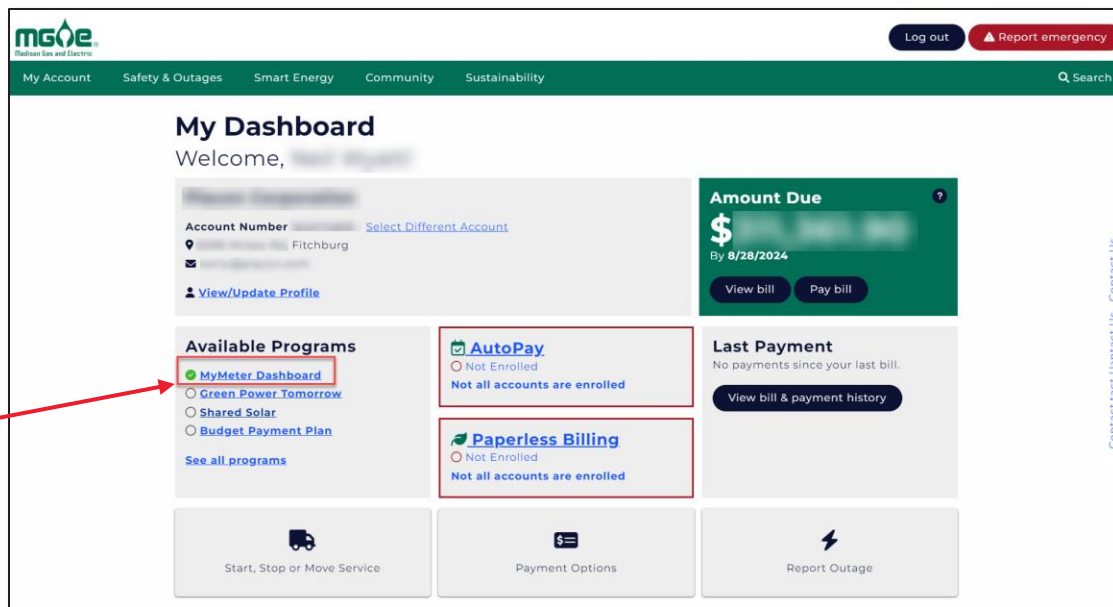
# Step 1: Determine path to access the Benchmarking Portal

## MGE Account Holders:

MGE commercial customers can access their MyMeter Dashboard to benchmark their property(ies) via MGE's My Account portal.

Visit [mge.com/myaccount](https://mge.com/myaccount) to log in or register.

The MyMeter Dashboard link will be available under *Available Programs* in the left-hand navigation.

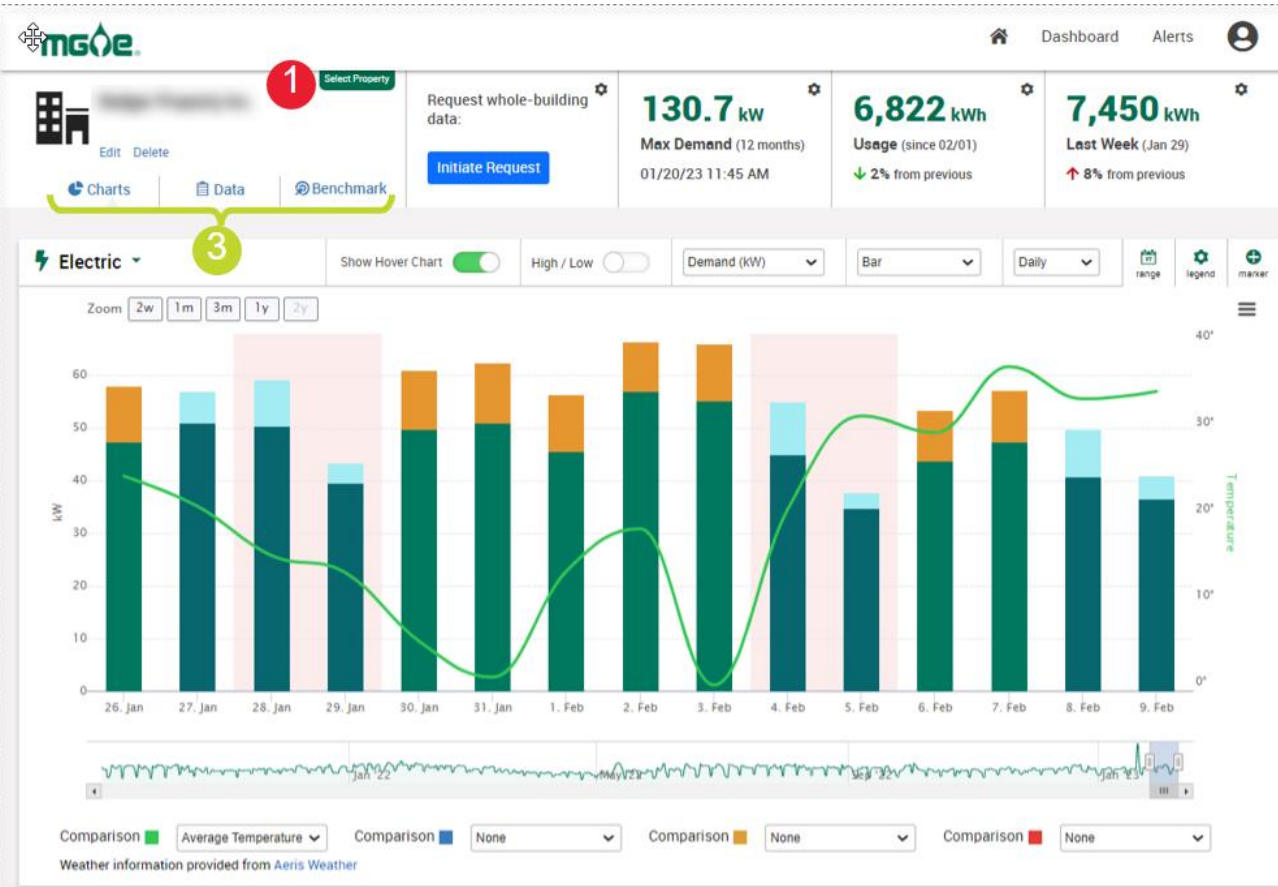


## Non-Account Holders:

Property managers and third-party users can request aggregated whole-building usage access at the following Web site (detailed on page 25):

<https://mymeter.mge.com/WholeBuilding/RequestOwnerPermission>

## Step 2: Get oriented to the MyMeter Dashboard



- 1 • Use 'Select Property' drop down control to select and view properties and accounts
- 2 • Use Widget panels to swap metrics displayed and request whole-building data for benchmarking
- 3 • Toggle between Charts (usage presentation), Data (data, download) and Benchmark (ENERGY STAR® benchmarking) dashboard pages
- 4 • Use charting and data dashboard pages to visualize/explore usage and cost trends and make comparisons to weather variables and historical usage

## Step 2: Create your Benchmarking Portal meter group

### Determine the best meter group request path for your building:

#### Option 1 – Whole-Building Approach

Use this method in any cases where tenant-metered spaces exist, or to avoid the need to combine individual accounts and meters in a multiple meter scenarios.

**OR**

#### Option 2 – Individual Meter Approach

Use this method in cases where user has access to all metered usage in the building and there is a preference to transfer usage to ENERGY STAR® Portfolio Manager® at the individual meter level.



*See pages 6-7 below for more details.*

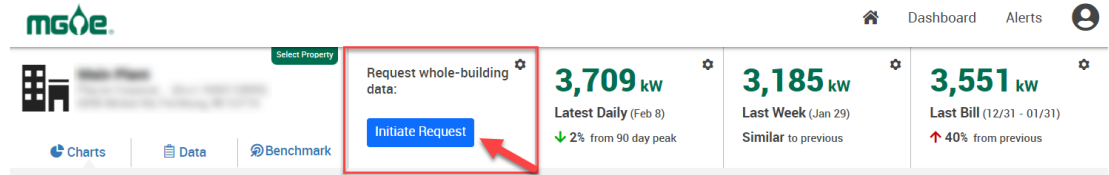
*See page 8 for more details.*

## Option 1 - SIMPLIFIED WHOLE - BUILDING BENCHMARKING (RECOMMENDED)

- Click on the "Initiate Request" button from the "Request whole-building data" widget in the portal
- Complete the whole-building data access form:
  - Assign a name in the "Building Name" field
  - If applicable, include the assigned Madison Building ID
  - Click each relevant service address that comprises the building, from the "My Service Addresses" list and confirm unit count details.
  - Use the "Add Other Locations" tab to search for and select service addresses where you do not have an authenticated account.

*Helpful Hint* - In some cases for buildings with multiple accounts/meters, there may be more than one service address associated with a single building – please refer to your MGE bills to confirm relevant service addresses.

- Clicking  will remove selected locations from the target list
- Clicking  will show additional service address unit details



Building Name \*

(Optional) Madison Building ID

My Account Locations: [Add Other Locations:](#)



Search

Mckee Rd 53719

Mckee Rd 53719

Service locations comprising target building:



**Total count of locations: 27**

  - 27 locations 

## Option 1 - (CONTINUED)

Service locations comprising target building:

**Total count of locations: 115**

 **115 University Ave 02128** - 115 locations 

- 115 University Ave** Apt 200
- 115 University Ave** Apt 201
- 115 University Ave** Apt 202
- 115 University Ave** Apt 203
- 115 University Ave** Apt 204
- 115 University Ave** Apt 205
- 115 University Ave** Apt 206

- Confirm the expected number of meters at the property

*Helpful Hint* – In some multi-tenant buildings, a meter will be shown for each individual unit or meter at a property. If you're not sure, consider: Does each unit/suite have its own meter (this is likely if tenants pay their own gas bill)? Or is there a master/house meter(s) for the whole building?

- Click "Submit" to complete the whole-building data access request

By clicking 'Submit' below, I attest that:


I am requesting whole-building data for a building comprising the above address(es).

My relationship to this building is:

Employer/Organization

Title

All information currently contained in my account profile is true and accurate.



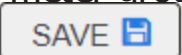


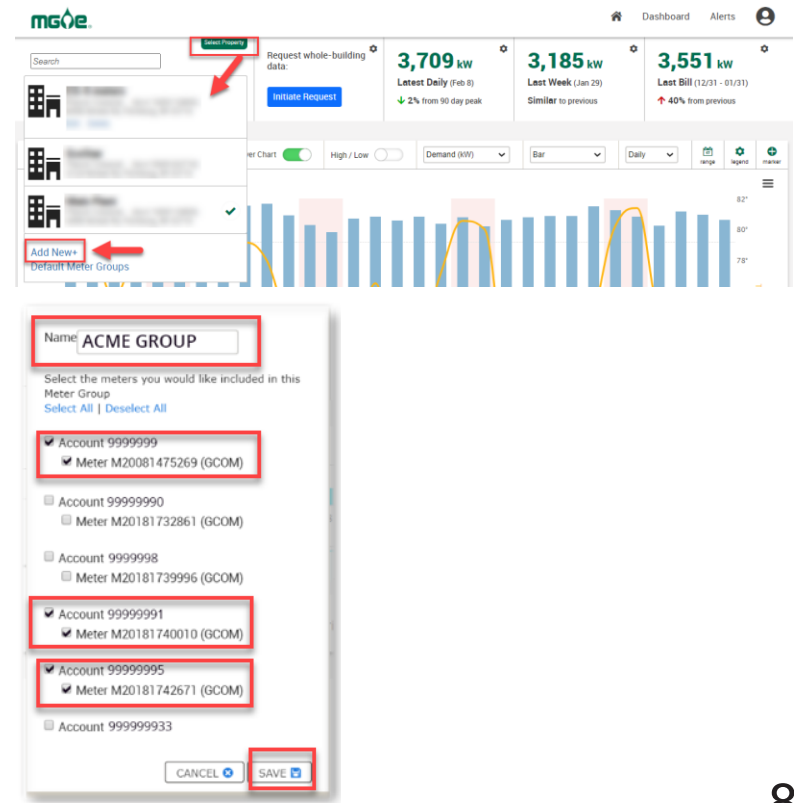
## Option 2 - DETAILED METER LEVEL DATA

Choose this option only if you wish to have detailed energy use for each of your building's meters, rather than aggregated totals for your building. This option should only be used if you pay all of the MGE Bill(s) for your building and want to track energy use data individually for each meter.

This option can require more on-going maintenance. This option can also be used to create customized grouping of accounts, such as a grouping of all accounts at a campus of buildings, or a grouping of all accounts to track total energy use

### • Create New Meter Group

- Determine which accounts are relevant to your building or customized grouping of accounts, and note each account number/meter number
- Click on "Select Property" 
- Click on "Add New+" at bottom of list: 
- Enter a name for the building or grouping of accounts
- Select applicable accounts
- Click "Save" at the bottom of the account listings to create the new meter group and return to dashboard access:  multiple accounts and associated meters together

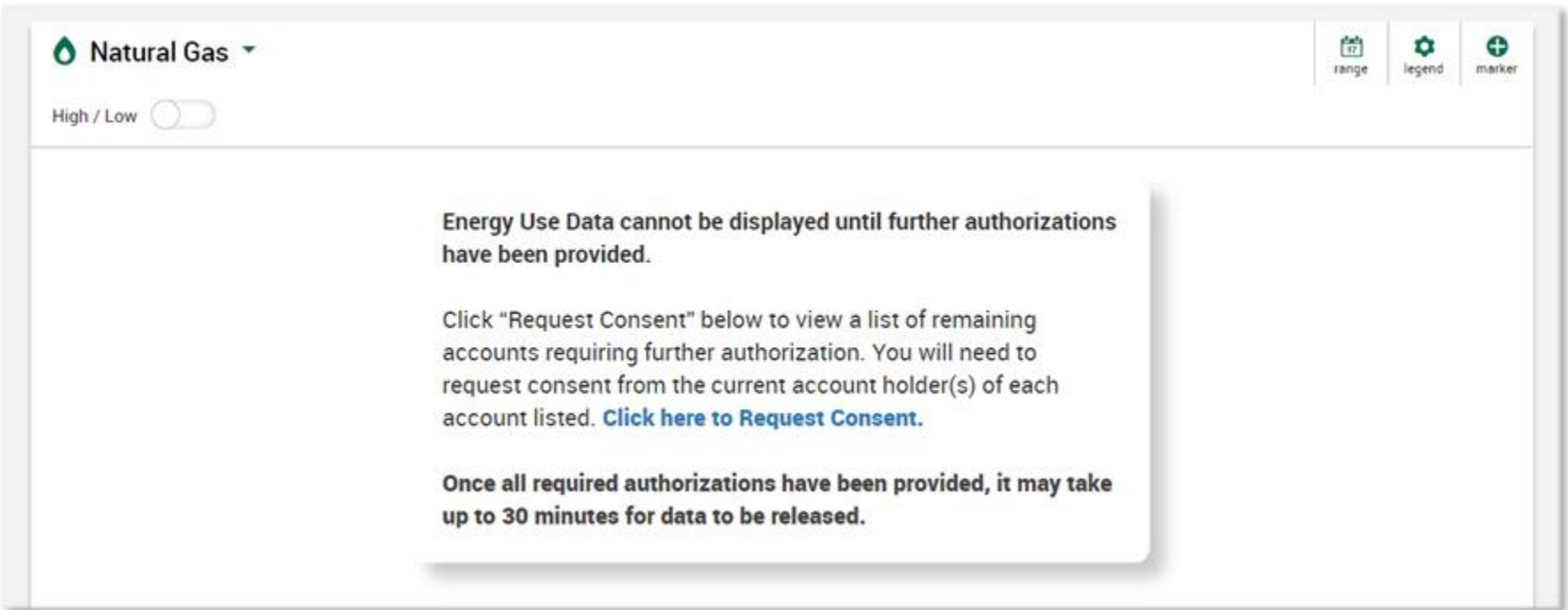


The screenshot displays the MGE dashboard interface. At the top, there are three energy usage cards: 3,709 kW (Latest Daily, Feb 8), 3,185 kW (Last Week, Jan 29), and 3,551 kW (Last Bill, 12/31 - 01/31). Below these is a bar chart showing demand (kW) over time. A red arrow points to the 'Select Property' button in the top right corner of the dashboard. Another red arrow points to the 'Add New+' button at the bottom of the 'Default Meter Groups' list. The 'Create New Meter Group' dialog box is open, showing the name 'ACME GROUP' and a list of accounts and meters. The 'Name' field is highlighted with a red box. The list includes several accounts, with the first three selected (checked). The 'SAVE' button at the bottom right of the dialog is also highlighted with a red box.



## Request further authorizations (if applicable)

You will see the below message if further authorization is required. Follow the instructions on the screen to make applicable requests. **If you do not see this message, skip to Step 3.**



The screenshot shows a web interface for "Natural Gas" with a "High / Low" toggle switch. In the top right corner, there are three icons: "range", "legend", and "marker". A central message box contains the following text:

Energy Use Data cannot be displayed until further authorizations have been provided.

Click "Request Consent" below to view a list of remaining accounts requiring further authorization. You will need to request consent from the current account holder(s) of each account listed. [Click here to Request Consent.](#)

**Once all required authorizations have been provided, it may take up to 30 minutes for data to be released.**

MGE is bound by regulatory policy to require additional authorizations from all tenant accounts prior to disclosure of aggregated whole-building usage.

## Request additional account holder consent to aggregate whole-building energy use data (if applicable)

- When required, consent is needed from current account holders (i.e., tenants) at the service location
- Complete and send requests to all account holders required to provide access to aggregated whole building data

Consent is required from the MGE account holders at the following service addresses:

123 Bucky Badger Way UNIT 102 Madison, WI 53703 [Request Consent](#)

Tenant Email

Tenant Name

Please provide your information:

Organization/Trade Name

Title

First Name

Last Name

Physical and Mailing Address

Phone

Email

If you do not want to use the automated electronic authorization process, please click [here](#) to access and print or download the form for offline processing.

By clicking "Send Request", your information contained on this form will be sent to the contact specified above.

[Send Request](#) [Close](#)

## Account holders provide consent to release aggregated whole-building data to MyMeter user

Additional account holders, such as renters, complete the following form to provide their consent to release aggregated whole-building data to requestors

**TO BE COMPLETED BY THE CUSTOMER**

**PLEASE READ THE ABOVE CUSTOMER DISCLOSURES BEFORE SIGNING THIS FORM**

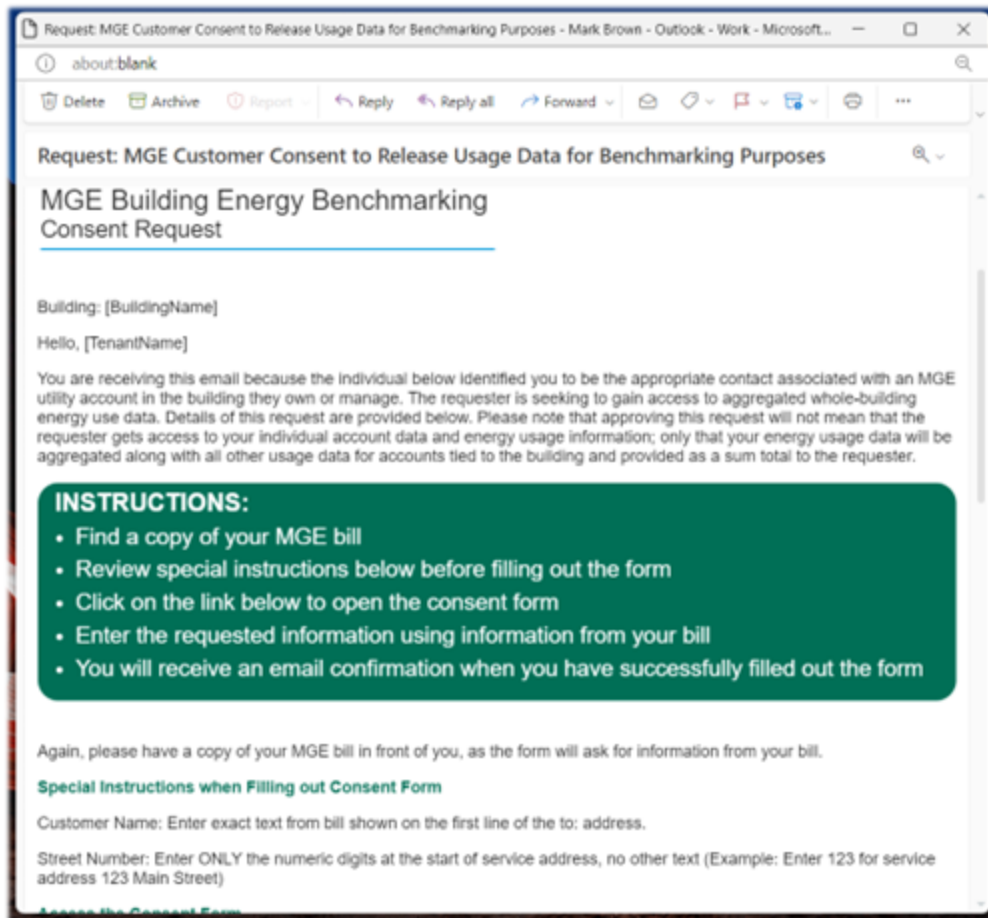
By signing this form you acknowledge and agree that you are the customer of record for this account and that you authorize your utility service provider to disclose your customer data as specified in this form.

Customer Account Number	<input type="text"/>
Customer Name	<input type="text"/>
Service Address	
Street Number	<input type="text"/>
Street Name	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip	<input type="text"/>
Signature	
Signature of Customer of Record	<input type="text"/>
Date Signed	<input type="text" value="03/27/2020"/>

*Helpful Hint* - If you have any questions related to the account holder authorization request process, please contact an MGE team member at [business@mge.com](mailto:business@mge.com).

## Account holders receive Consent Request email (if applicable)

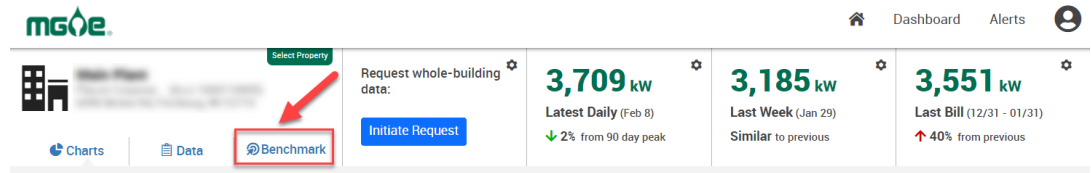
- Identified account holder contacts will receive a Consent Request email, with copies sent to the Requestor and the MGE Team, including a link for contacts to complete the online authorization process



*Helpful Hint* – MyMeter Dashboard generated emails may be flagged as Spam; the data requestor should follow-up with the account holder contact to ensure the Consent Request was received.

## Step 3: Users have the option to automate data transfers to their existing ENERGY STAR® Portfolio Manager properties OR characterize and benchmark within the MyMeter Dashboard

Select preferred path by answering an initial question on the ENERGY STAR® tab of the Benchmark page:



ENERGY STAR Energy Challenge

**ENERGY STAR® Portfolio Manager®**

Link to an existing ENERGY STAR Portfolio Manager account and property?

Yes, I want to transfer data to an existing property in my ENERGY STAR account
 
 No, I do not have an ENERGY STAR Portfolio Manager account and want to manage benchmarking here. In the case that I have included a Madison, WI Building ID at right, I authorize Madison Gas and Electric to share my property's benchmarking metrics for the purposes of compliance with the City of Madison's code requirements as part of the Building Energy Savings Program (BESP).

**“Yes” path users see instructions on next page.**

**“No” path users jump to instructions on page 20.**

*Helpful Hint* - If you have any questions related to the account holder authorization request process, please contact an MGE team member at [business@mge.com](mailto:business@mge.com)

## Step 4 instructions for users opting the “Yes” path, characterizing their property through the MyMeter Dashboard:

### Send and check for Contact connection request

- Click on the ‘Request Connection’ button to link to MGE’s Contact page on the ENERGY STAR® Portfolio Manager (ESPM)) (opens as a new tab on your web browser)

*Helpful Hint* - In the case that you are not currently logged on to the ESPM site, you may first be prompted to enter your username and password before you are transferred to the Contact connection page.

- Click on the ‘Send Connection Request’ button

ENERGY STAR®  
PortfolioManager®

Link to an existing ENERGY STAR Portfolio Manager account and property?

Yes, I want to transfer data to an existing property in my ENERGY STAR account  No, I want to characterize my property and manage benchmarking here

Link this property to an existing ENERGY STAR Portfolio Manager Property to initiate automated data transfer:

1. First, from your Portfolio Manager account, you must request to Connect with the Madison Gas and Electric web services account Contact  
[Request Connection](#)
2. Click the button below to have your ENERGY STAR Contact connection request accepted  
[Check for My Contact Request](#)
3. From your ENERGY STAR Portfolio Manager account, now select to enable Sharing for the Property where you would like billing data to transfer - requires Share Properties for Exchanging Data to be completed  
[Initiate Sharing](#)
4. Toggle control below to enter your ENERGY STAR Property ID and initiate meter data transfer  
 Link with Property ID



## Check for My Contact Request

- Return to the MyMeter Dashboard (by selecting the tab on your web browser) and click on the 'Check for My Contact Request' button.

*Helpful Hint* - A green checkmark will appear to indicate that the system has accepted any submitted and pending contact connection requests.

## Initiate Sharing

- Click on the 'Initiate Sharing' button to link to the Share Properties for Exchanging Data page on the ESPM web site.

ENERGY STAR Markers Energy Challenge

ENERGY STAR PortfolioManager®

Link to an existing ENERGY STAR Portfolio Manager account and property?

Yes, I want to transfer data to an existing property in my ENERGY STAR account  No, I want to characterize my property and manage benchmarking here

Link this property to an existing ENERGY STAR Portfolio Manager Property to initiate automated data transfer:

1. First, from your Portfolio Manager account, you must request to Connect with the Madison Gas and Electric web services account Contact  
[Request Connection](#)
2. Click the button below to have your ENERGY STAR Contact connection request accepted  
[Check for My Contact Request](#)
3. From your ENERGY STAR Portfolio Manager account, now select to enable Sharing for the Property where you would like billing data to transfer - requires Share Properties for Exchanging Data to be completed  
[Initiate Sharing](#)
4. Toggle control below to enter your ENERGY STAR Property ID and initiate meter data transfer  
 Link with Property ID

Check for My Contact Request

3. From your ENERGY STAR Portfolio Manager account, now select to enable Sharing for the Property where you would like billing data to transfer - requires Share Properties for Exchanging Data to be completed  
[Initiate Sharing](#)
4. Toggle control below to enter your ENERGY STAR Property ID and initiate meter data transfer  
 Link with Property ID

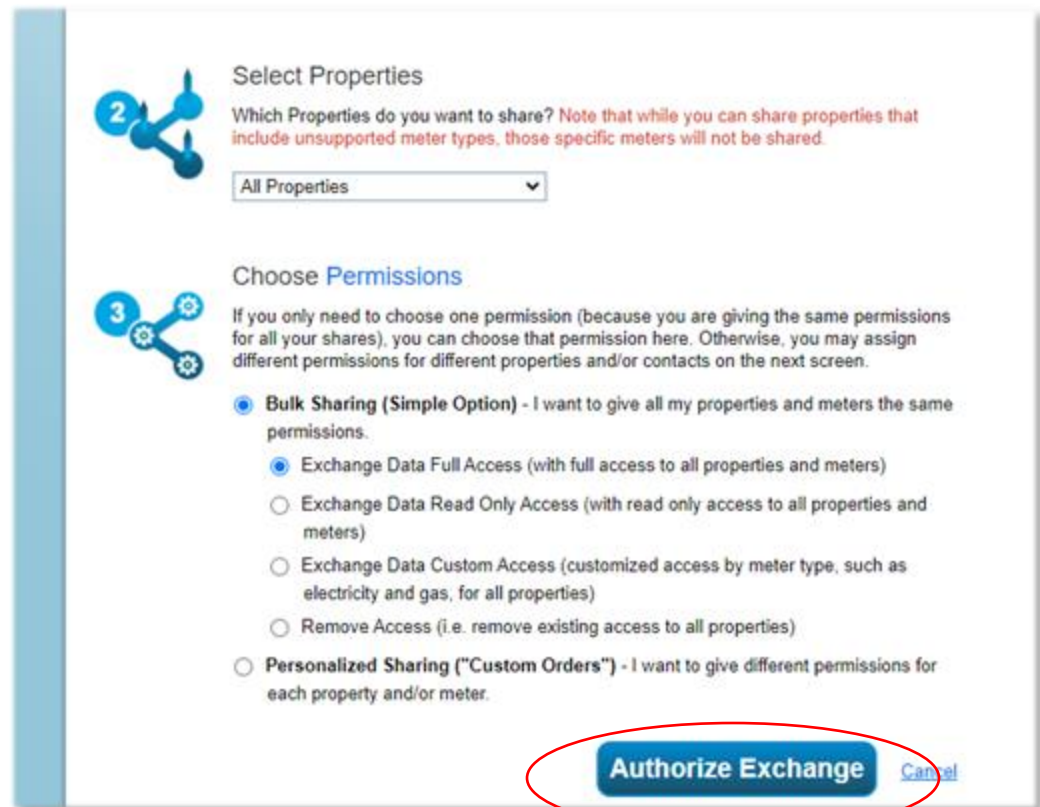
- Complete form to select 'One Property' or 'All Properties' to share with MGE

## Step 4.4 Set ESPM access permissions

*Helpful Hint* - The easiest option to ensure successful data transfer is to opt for 'Bulk Sharing' and assign 'Exchange Data Full Access' permission.

Custom settings may be applied if desired. At a minimum, the MGE contact needs to be assigned 'Exchange Data Full Access' permission to access Energy Meters and Property Information in order to transfer data to ESPM.

- Click the 'Authorize Exchange' button to complete the sharing process



The screenshot displays a web interface for setting ESPM access permissions. It is divided into two main sections: 'Select Properties' and 'Choose Permissions'.

**Select Properties:** This section is marked with a blue '2' in a circle. It asks, 'Which Properties do you want to share?' and includes a note: 'Note that while you can share properties that include unsupported meter types, those specific meters will not be shared.' Below the text is a dropdown menu currently set to 'All Properties'.

**Choose Permissions:** This section is marked with a blue '3' in a circle. It explains that if only one permission is needed, it can be chosen here, otherwise, different permissions can be assigned for different properties or contacts. It lists five options:

- Bulk Sharing (Simple Option)** - I want to give all my properties and meters the same permissions.
  - Exchange Data Full Access (with full access to all properties and meters)
  - Exchange Data Read Only Access (with read only access to all properties and meters)
  - Exchange Data Custom Access (customized access by meter type, such as electricity and gas, for all properties)
  - Remove Access (i.e. remove existing access to all properties)
- Personalized Sharing ("Custom Orders")** - I want to give different permissions for each property and/or meter.

At the bottom right of the form, there is a blue button labeled 'Authorize Exchange' which is circled in red, and a 'Cancel' link next to it.



- Send Data from MyMeter to ESPM

## Link ESPM Property ID to MyMeter property

- Click on the 'MyPortfolio' tab to view your ESPM building list
- Find and copy the Property ID for the ESPM property you are trying to link to your MyMeter property
- Return to the MyMeter Dashboard and toggle the 'Link with Property ID' slider control



Dashboard Search by ID or Name

Please [refresh](#) to see your current metrics.

View All Properties (6) Energy Highlights Refresh Metrics

[Add/Edit/Delete Groups](#) [Add/Edit/Delete Views](#)

Name	Energy Current Date	ENERGY STAR Score	Site EUI (kBtu/ft <sup>2</sup> )	Source EUI (kBtu/ft <sup>2</sup> )
<a href="#">Sample K-12 School (US)</a> 17710886				
<a href="#">Sample Library (US)</a> 17710884				

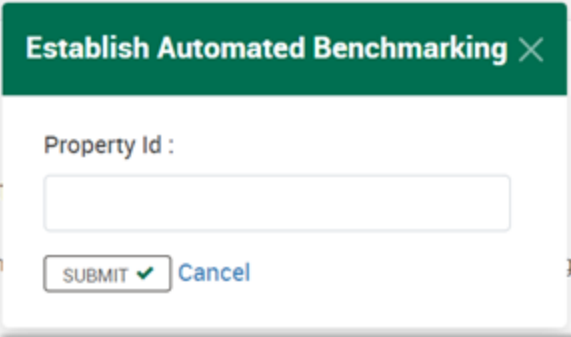
2. Click the button below to have your ENERGY STAR Contact connection request accepted  
[Check for My Contact Request](#)
3. From your ENERGY STAR Portfolio Manager account, now select to enable Sharing for the Property where you would like billing data to transfer - requires Share Properties for Exchanging Data to be completed  
[Initiate Sharing](#)
4. Toggle control below to enter your ENERGY STAR Property ID and initiate meter data transfer

Link with Property ID

- Send Data from MyMeter to ESPM

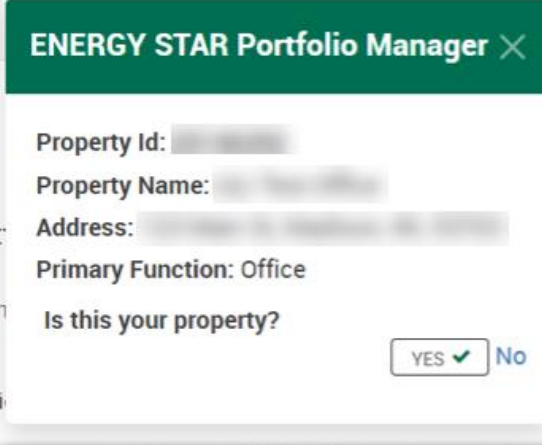
- Enter your building's ESPM Property ID and click 'Submit'
- Confirm your property's information and click 'Yes'
- Confirm the meter data to be transferred and click 'Submit' to initiate data transfer process

Congratulations! You have now established ongoing automated data transfer to ESPM to facilitate your building benchmarking.



**Establish Automated Benchmarking** ✕

Property Id :



**ENERGY STAR Portfolio Manager** ✕

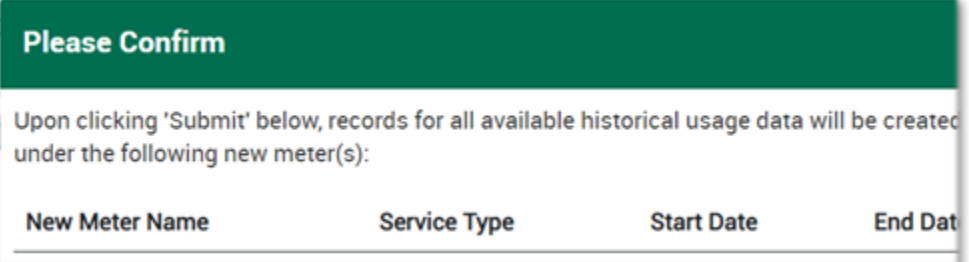
Property Id: [REDACTED]

Property Name: [REDACTED]

Address: [REDACTED]

Primary Function: Office

Is this your property?



**Please Confirm**

Upon clicking 'Submit' below, records for all available historical usage data will be created under the following new meter(s):

New Meter Name	Service Type	Start Date	End Date

- Send Data from MyMeter to ESPM

## Confirm data transfer to ESPM

- Return to your ESPM account and select your target property from the MyPortfolio dashboard
- Select the 'Energy' tab for your property to confirm that the new MyMeter meter is showing with recent bill information in the 'Meters' table

The screenshot shows the ENERGY STAR Portfolio Manager interface for a property named 'Sample K-12 School (US)'. The 'Energy' tab is selected and circled in red. Below the tabs, there is a 'Meter Summary' section with a note about data transfer from Salt River Project. The 'Meters - Used to Compute Metrics (3)' table is also visible, with the 'Natural Gas' meter circled in red.

Name Meter ID	Energy Type	Most Recent Bill Date	In Use? (Inactive Date)
<a href="#">Electric Grid Meter</a> 115513627	Electric - Grid	01/11/2020	Yes
<a href="#">Electric Solar Meter</a> 115513624	Electric - Solar	12/31/2019	Yes
<a href="#">1991 923</a> 115588542	Natural Gas	01/01/2021	Yes

*Helpful Hint* - In the case that your MGE account billed electric and natural gas usage had been previously entered manually on separate ESPM meter(s), because MyMeter will transfer a full history of billing data it may be necessary to use the 'Change Meter Selections' to only include the new MyMeter meter and avoid double entry of historical usage.

## Step 4 instructions for users opting the “No” path, characterizing their property through the MyMeter Dashboard:

1. After selecting ‘No’ option, select Primary Use type from dropdown list and input values for floor area (Total Sq Ft), occupancy (%) and construction vintage (Year Built).

*Please Note* - You may also input the Madison Building ID in the Details section, if applicable to your building, but this is not a required field.

2. MyMeter will display a form to provide additional end use attributes for the selected end use type:

**Office** - (Percentage Answered: 0%)

Total Gross Floor Area <input type="text"/> Square Feet	Weekly Operation Hours <input type="text"/>	Number Of Workers <input type="text"/>
Number of Computers <input type="text"/>	Percent Office Cooled -- Make a selection -- ▾	Percent Office Heated -- Make a selection -- ▾

3. The system allows for the input of any number of additional end use types in order to allocate all floor area and capture associated attributes:

Add Another Type of Use:

*Helpful Hint* – The option to ‘Add Another Type of Use’ will appear if floor area for previously entered end use type(s) is less than the value for Total Sq Ft

**Details**

Name

Madison Building ID

Primary Use  
 ▾

Total Sq Ft

% Occupied  
 ▾

Year Built

**After characterizing building end use(es), click the 'Score' button that is displayed to execute send to ESPM and retrieve your benchmarking metrics:**

Score

ENERGY STAR

9999 JOHN NOLEN DR - HOUSE1  
MADISON, WI 53700

Link to an existing ENERGY STAR Portfolio Manager account and property?

Yes, I want to transfer data to an existing property in my ENERGY STAR account

No, I do not have an ENERGY STAR Portfolio Manager account and want to manage benchmarking here. In the case that I have included a Madison, WI Building ID at right, I authorize Madison Gas and Electric to share my property's benchmarking metrics for the purposes of compliance with the City of Madison's code requirements as part of the Building Energy Savings Program (BESP).

Complete the Property Details form at right and provide attribute information for all applicable end use types below.

**Score** **Add Meter**

**Details**

Name  
My Building

Madison Building ID  
1234567

Primary Use  
Office

Total Sq Ft  
100000

% Occupied  
100

Year Built  
1950

**Office - (Percentage Answered: 100%)**

Total Gross Floor Area	Weekly Operation Hours	Number Of Workers
100000 Square Feet	55	500

**Current Score** : 66

**Site EUI (kbtu/ft<sup>2</sup>)** : 71.3

**Total GHG Emissions** : 985.10 (Metric Tons CO<sub>2</sub>e)

**Score Date** : 12-31-2022

**Last Bill Date** : 02-02-2023

More information on ESPM metrics and calculations is available here:

[https://www.energystar.gov/buildings/benchmark/understand\\_metrics](https://www.energystar.gov/buildings/benchmark/understand_metrics)



# Step 1 instructions for non-account holder users requesting whole-building benchmarking access:

Follow instructions and provide all required information on the Request for Whole-Building Energy Usage Data form

Define your building request by using the address 'Search' function:

- Enter street number/name to display available service location groups
- Click each relevant service address that comprises the building, from the "My Service Addresses" list and confirm unit count details.
- Use the "Add Other Locations" tab to search for and select service addresses where you do not have an authenticated account.

*Helpful Hint* - In some cases for buildings with multiple accounts/meters, there may be more than one service address associated with a single building – please refer to your MGE bills to confirm relevant service addresses.

- Clicking  will remove selected locations from the target list
- Clicking  will show additional service address unit details

Building Name

Search:



Street

Requestor Attestation

First Name <input type="text"/>	Last Name <input type="text"/>
Employer/Organization <input type="text"/>	Title <input type="text"/>
Address <input type="text"/>	Email <input type="text"/>

Service locations comprising target building:

**Total count of locations: 27**

  - 27 locations 

# CONTACT INFORMATION AND USEFUL LINKS

User Support:

[business@mge.com](mailto:business@mge.com)

MGE My Account login/registration:

[mge.com/myaccount](http://mge.com/myaccount)

**THANK YOU!**