



# 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)

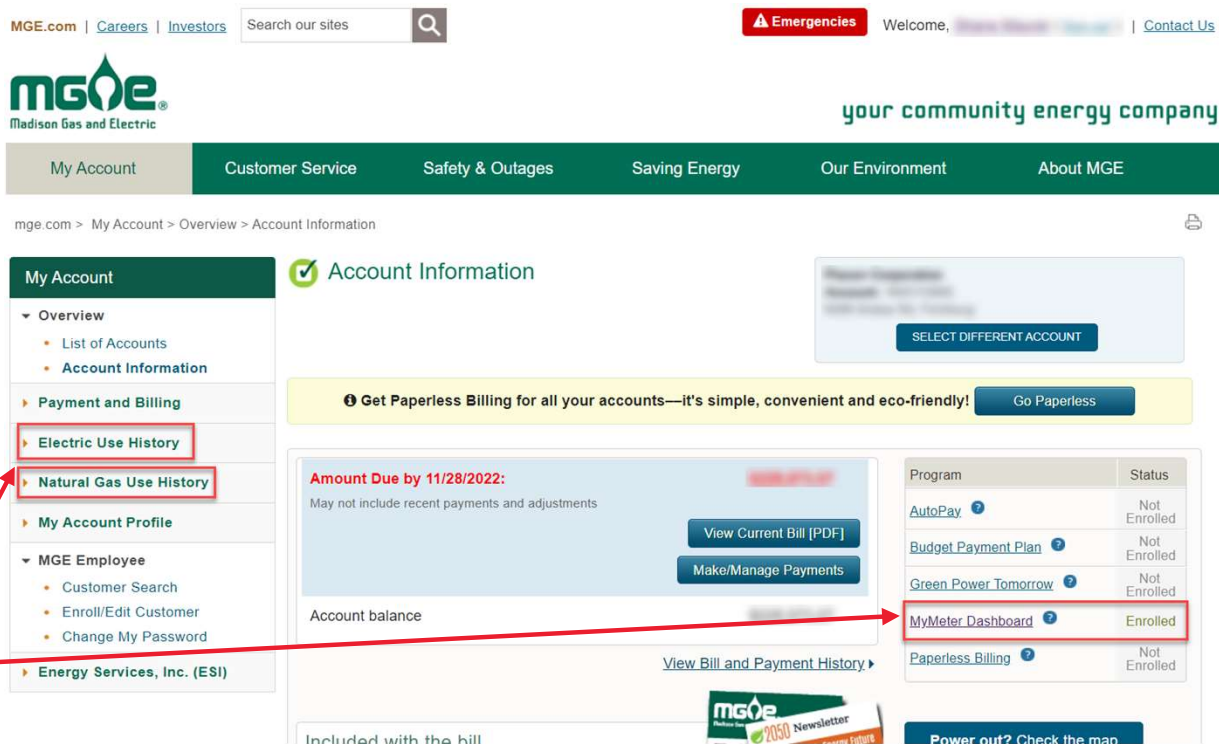
# Step 1: Determine path to access the Benchmarking Portal

## 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 *Programs* in the right-hand navigation. It will also be available under *Electric Use History* and *Natural Gas Use History* (if applicable) in the left-hand navigation.



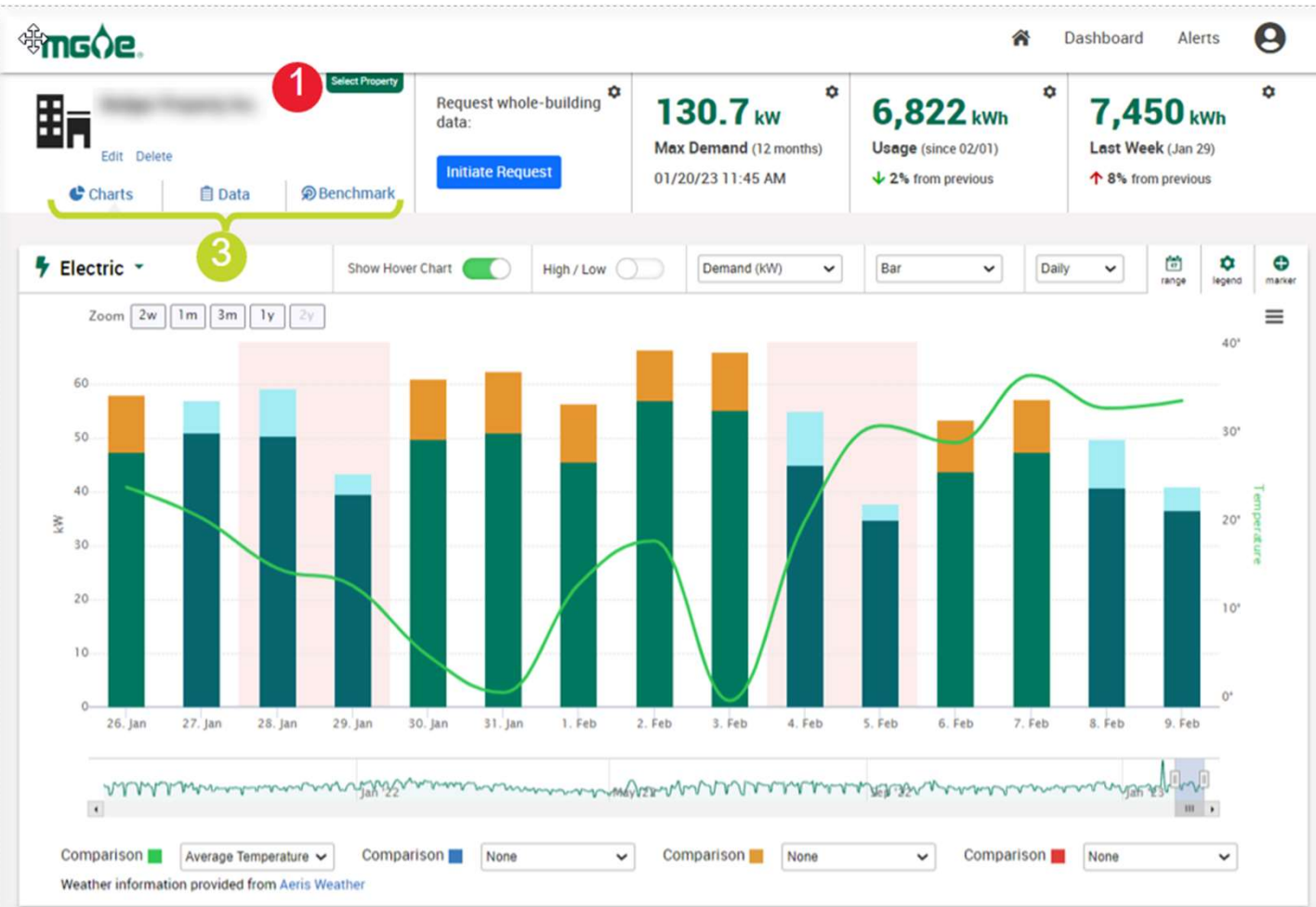
## Non-Account Holders:

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>

Program	Status
<a href="#">AutoPay</a>	Not Enrolled
<a href="#">Budget Payment Plan</a>	Not Enrolled
<a href="#">Green Power Tomorrow</a>	Not Enrolled
<a href="#">MyMeter Dashboard</a>	Enrolled
<a href="#">Paperless Billing</a>	Not Enrolled

# 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 1

Step 2:  
Define your meter  
group

Step 3

Step 4

## 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.

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

**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 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
  - 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

**Request whole-building data access:**


Building Name


INSTRUCTIONS: Initiate access to whole building data by assigning your building name above and completing the form below. Click on each service address to add to the building definition and confirm service location count. Remove a service address from the building definition by clicking on the red trash icon. View service location details by clicking on the arrow icon to right of selected service address. Limit service address options by typing in the 'Search' field. Once form is complete, click Submit button at bottom of form to complete request. Contact [benchmarkingsupport@mge.com](mailto:benchmarkingsupport@mge.com) for assistance in identifying missing service locations.

My Account Locations: Add Other Locations:

Search


Service locations comprising target building:


 Mckee Rd 53719

 Mckee Rd 53719

Service locations comprising target building:

**Total count of locations: 27**

- 27 locations



Step 1

Step 2:  
Define your meter  
group



Step 3

Step 4

## Option 1 - (CONTINUED)

Service locations comprising target building:

**Total count of locations: 115**

 [Redacted address] - 115 locations 

- [Redacted address] Apt 200
- [Redacted address] Apt 201
- [Redacted address] Apt 202
- [Redacted address] Apt 203
- [Redacted address] Apt 204
- [Redacted address] Apt 205
- [Redacted address] 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"




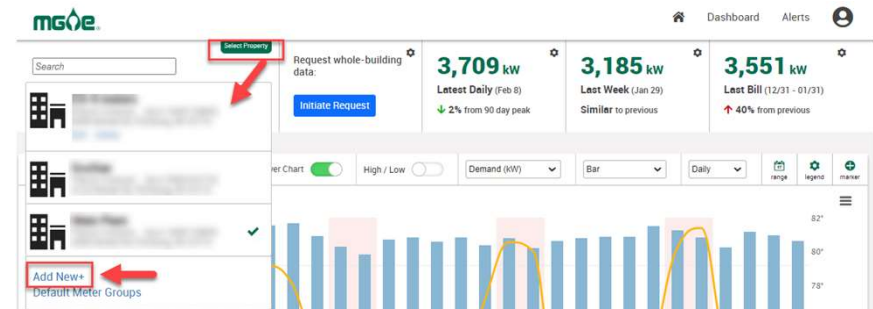
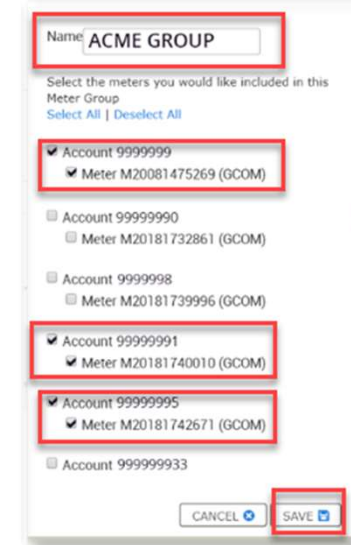
- Click on "Add New+" at bottom of list:



- 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 form shows the following details:

- Name:** ACME GROUP
- Select the meters you would like included in this Meter Group:**
  - Account 9999999 ✓ Meter M20081475269 (GCOM)
  - Account 99999990 ✓ Meter M20181732861 (GCOM)
  - Account 99999998 ✓ Meter M20181739996 (GCOM)
  - Account 99999991 ✓ Meter M20181740010 (GCOM)
  - Account 99999995 ✓ Meter M20181742671 (GCOM)
  - Account 999999933
- Buttons:** CANCEL, SAVE



Step 1


Step 2:  
Define your meter  
group

Step 3

Step 4

## 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.**

 Natural Gas ▾

High / Low

 17  
range

 legend

 marker

**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.

Step 1

Step 2:  
Define your meter  
group

Step 3

Step 4

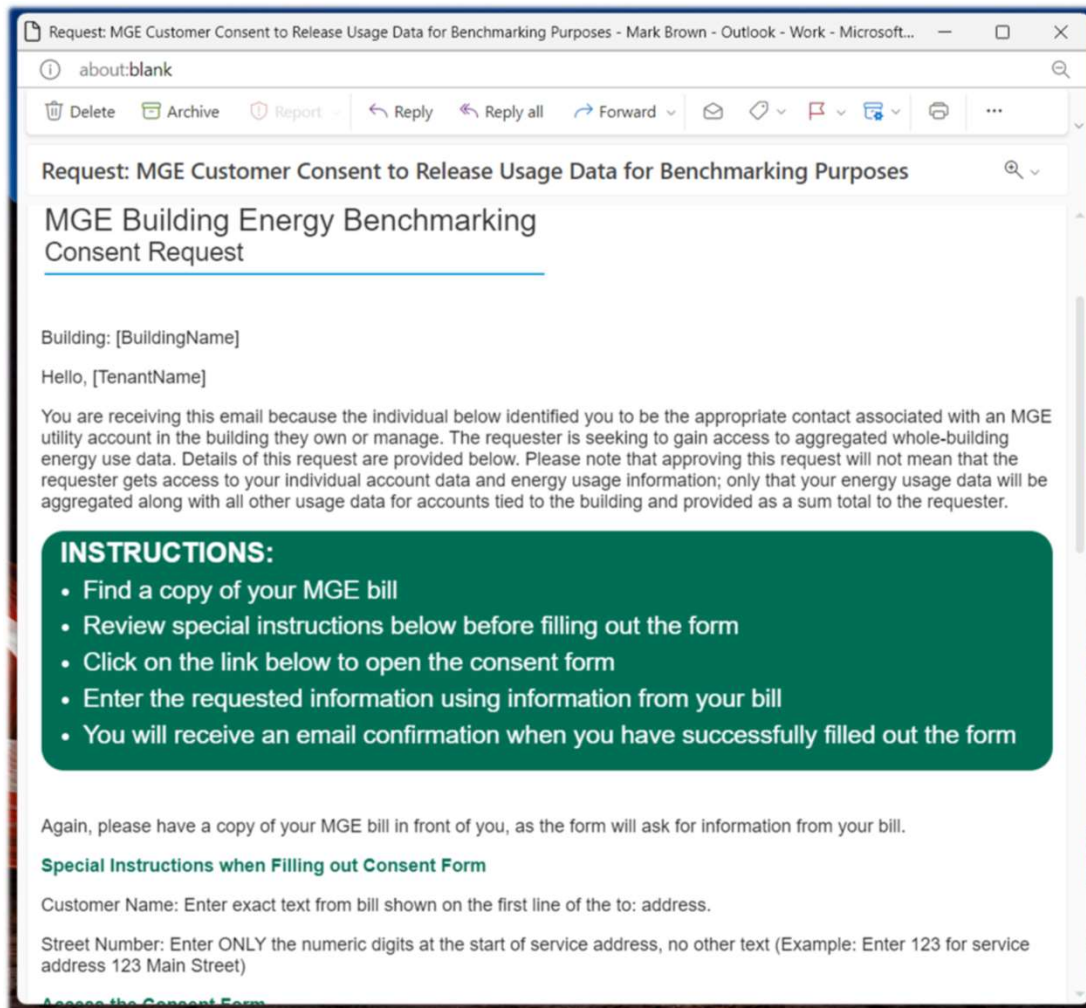
## Request additional account holder consent to aggregate whole-building energy use data (if applicable)

- 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

The screenshot displays a web interface with a notification modal and a main form. The modal, titled "Consent is required from the MGE account holders at the following service addresses:", shows a list of service addresses. The first address is "123 Bucky Badger Way UNIT 102 Madison, WI 53703". To the right of this address is a blue "Request Consent" button. A "Close" button is located at the bottom right of the modal. Below the modal is a form titled "Please provide your information:". The form contains several input fields: "Organization/Trade Name", "Title", "First Name" (with "Mark" entered), "Last Name" (with "Brown" entered), "Physical and Mailing Address", "Phone", and "Email". At the bottom of the form are two buttons: "Send Request" and "Close". A disclaimer at the bottom of the form states: "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." and "By clicking 'Send Request', your information contained on this form will be sent to the contact specified above."

## 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 1

Step 2:  
Define your meter  
group

Step 3

Step 4

## 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

Customer Name

Service Address

Street Number

Street Name

City

State

Zip

Signature

Signature of Customer of Record

Date Signed

*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 1

Step 2

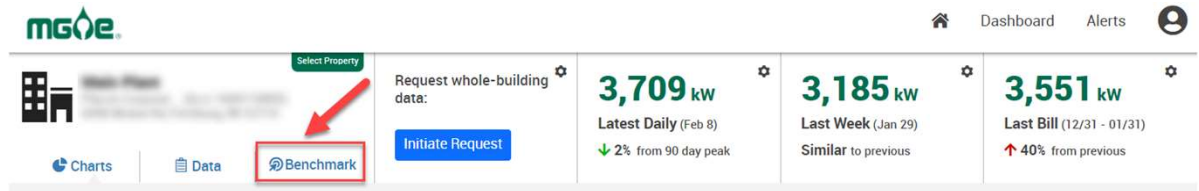
Step 3:

Choose your path to benchmark

Step 4

## 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 Markers

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

“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

The screenshot displays the ENERGY STAR Portfolio Manager interface. At the top, the logo reads "ENERGY STAR PortfolioManager®". Below the logo, the question "Link to an existing ENERGY STAR Portfolio Manager account and property?" is posed. Two radio button options are provided: "Yes, I want to transfer data to an existing property in my ENERGY STAR account" (which is selected) and "No, I want to characterize my property and manage benchmarking here".

Below the options, a section titled "Link this property to an existing ENERGY STAR Portfolio Manager Property to initiate automated data transfer:" contains a numbered list of instructions:

1. First, from your Portfolio Manager account, you must request to Connect with the Madison Gas and Electric web services account Contact. A blue button labeled "Request Connection" is shown below this step.
2. Click the button below to have your ENERGY STAR Contact connection request accepted. A blue button labeled "Check for My Contact Request" is shown below this step.
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. A blue button labeled "Initiate Sharing" is shown below this step.
4. Toggle control below to enter your ENERGY STAR Property ID and initiate meter data transfer. A toggle switch is shown below this step, currently in the "off" position.

At the bottom of the screenshot, a blue button labeled "Send Connection Request" is highlighted with a red rectangular box. Below this button, there are links for "Requirements" and "ENERGY STAR Buildings & Plants Website".

- Send Data from MyMeter to ESPM

## 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.

The screenshot shows the ENERGY STAR Portfolio Manager interface. At the top, there are tabs for 'ENERGY STAR', 'Markers', and 'Energy Challenge'. Below the tabs, the 'ENERGY STAR PortfolioManager' logo is displayed. The main heading is 'Link to an existing ENERGY STAR Portfolio Manager account and property?'. There are two radio button options: 'Yes, I want to transfer data to an existing property in my ENERGY STAR account' (selected) and 'No, I want to characterize my property and manage benchmarking here'. Below this, there is a section titled 'Link this property to an existing ENERGY STAR Portfolio Manager Property to initiate automated data transfer:'. This section contains four numbered steps: 1. 'First, from your Portfolio Manager account, you must request to Connect with the Madison Gas and Electric web services account Contact' with a 'Request Connection' button. 2. 'Click the button below to have your ENERGY STAR Contact connection request accepted' with a 'Check for My Contact Request' button circled in red. 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' with an 'Initiate Sharing' button. 4. 'Toggle control below to enter your ENERGY STAR Property ID and initiate meter data transfer' with a 'Link with Property ID' toggle switch. Below this, there is a section titled 'Check for My Contact Request' with a 'Check for My Contact Request' button. This section contains the same three numbered steps as above, with the 'Initiate Sharing' button circled in red.

- Send Data from MyMeter to ESPM

- 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 Natural Gas Energy Meters and Property Information in order to transfer data to ESPM.

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

**2** Select Properties

Which Properties do you want to share? *Note that while you can share properties that include unsupported meter types, those specific meters will not be shared.*

All Properties

**3** Choose Permissions

If you only need to choose one permission (because you are giving the same permissions for all your shares), you can choose that permission here. Otherwise, you may assign different permissions for different properties and/or contacts on the next screen.

- 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.

**Authorize Exchange** [Cancel](#)



Step 1

Step 2

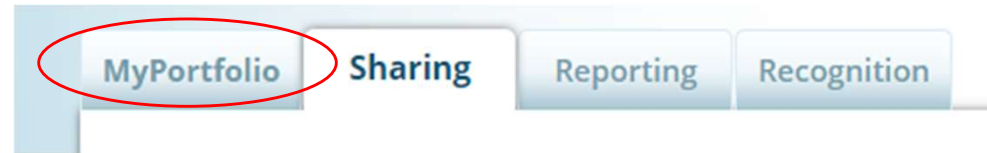
Step 3

Step 4:

- 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



A screenshot of the ESPM Dashboard. At the top, there is a search bar labeled 'Search by ID or Name'. Below it, a message says 'Please refresh to see your current metrics.' There are two dropdown menus: 'View All Properties (6)' and 'Energy Highlights', and a 'Refresh Metrics' button. Below these are links for 'Add/Edit/Delete Groups' and 'Add/Edit/Delete Views'. The main part of the dashboard is a table with the following columns: Name, Energy Current Date, ENERGY STAR Score, Site EUI (kBtu/ft²), and Source EUI (kBtu/ft²). The first row is for 'Sample K-12 School (US)' with a Property ID of 17710886, which is circled in red. The second row is for 'Sample Library (US)' with a Property ID of 17710884.

Name	Energy Current Date	ENERGY STAR Score	Site EUI (kBtu/ft²)	Source EUI (kBtu/ft²)
<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](#)

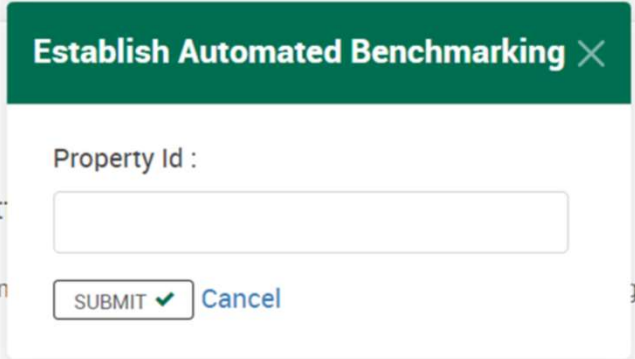
4. Toggle control below to enter your ENERGY STAR Property ID and initiate meter data transfer

[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

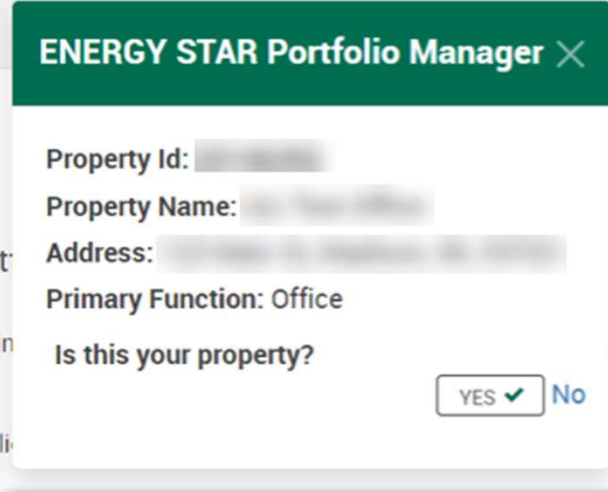
Congratulations! You have now established ongoing automated data transfer to ESPM to facilitate your building benchmarking.



**Establish Automated Benchmarking** ✕

Property Id :

SUBMIT ✓ Cancel



**ENERGY STAR Portfolio Manager** ✕

Property Id: [REDACTED]

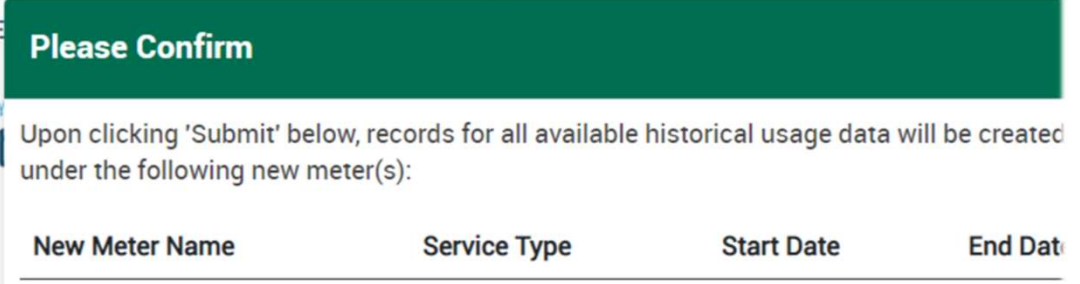
Property Name: [REDACTED]

Address: [REDACTED]

Primary Function: Office

Is this your property?

YES ✓ No



**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 highlighted with a red circle. Below the tabs, there is a 'Meter Summary' section and a 'Meters - Used to Compute Metrics (3)' table. The table has columns for Name, Meter ID, Energy Type, Most Recent Bill Date, and In Use? (Inactive Date). The 'Test 923' meter is highlighted with a red circle.

Name	Meter ID	Energy Type	Most Recent Bill Date	In Use? (Inactive Date)
Electric Grid Meter	115513927	Electric - Grid	01/11/2020	Yes
Electric Solar Meter	115513924	Electric - Solar	12/31/2019	Yes
Test 923	115685542	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):
2. MyMeter will display a form to provide additional end use attributes for the selected end use type:

Name

Primary Use

Total Sq Ft

% Occupied

Year Built

Select your property type to view and edit your profile details.

Office - (Percentage Answered: 0%)

Total Gross Floor Area  Square Feet

Weekly Operation Hours

Number Of Workers

Number of Computers

Percent Office Cooled

Percent Office Heated

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

Step 1

Step 2

Step 3

Step 4:

- Send Data from MyMeter to ESPM

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



ENERGY STAR Markers

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

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

✓  ✓

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

Total Gross Floor Area 250000 Square Feet	Weekly Operation Hours 55	Number Of Workers 1200
Number of Computers 1200	Percent Office Cooled 50% or more	Percent Office Heated 50% or more

Name: Example Building  
Primary Use: Office  
Total Sq Ft: 250000  
% Occupied: 100  
Year Built: 1955

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)

- Send Data from MyMeter to ESPM

In ESPM, users can generate their 'Statement of Energy Performance' (SEP) report by navigating to the Reporting tab and selecting the SEP link:

The screenshot displays the ENERGY STAR Portfolio Manager interface. The top navigation bar includes the logo, user information (Welcome MGE\_Training2), and links for Account, Notifications, ENERGY STAR Notifications, Contacts, Help, and Sign Out. The main navigation tabs are MyPortfolio, Sharing, Reporting (highlighted with a red circle), and Recognition. The Reporting tab is active, showing a section for 'Charts & Graphs' with a large graphic titled 'Weather Normalized Source EUI' and a question: 'How much total primary fuel would be required by my properties, under average weather conditions?'. To the right, the 'ENERGY STAR Performance Documents' section is visible, with the 'Statement of Energy Performance (SEP)' link highlighted by a red circle. Below this, there are tabs for 'Data Requests from Others', 'My Reports and Templates', and 'ENERGY STAR Reports', along with a 'Create a New Template' button. A table with columns for Name, Status, and Action is shown, with a message indicating no data requests are present.

ENERGY STAR Portfolio Manager®

Welcome MGE\_Training2: Account | Notifications | ENERGY STAR Notifications | Contacts | Help | Sign Out

MyPortfolio | Sharing | **Reporting** | Recognition

Charts & Graphs

Weather Normalized Source EUI

How much total primary fuel would be required by my properties, under average weather conditions?

ENERGY STAR Performance Documents

- [Statement of Energy Performance \(SEP\)](#)
- [Statement of Energy Design Intent \(SEDI\)](#)
- [Data Verification Checklist](#)
- [Progress & Goals Report](#)
- [ENERGY STAR Scorecard](#)
- [Water Scorecard](#)

Data Requests from Others | My Reports and Templates | ENERGY STAR Reports | Create a New Template

Name	Status	Action
You do not have any Data Requests in your account. If you need to comply with a benchmarking ordinance you need to go to <a href="#">your local benchmarking program's</a> website and find the link that will load their report template into your account.		

- Send Data from MyMeter to ESPM

**Users complete the 'Generate and Download Reports' form, selecting the SEP option, relevant property and contacts:**

**MyPortfolio** | **Sharing** | **Reporting** | **Recognition**

## Generate and Download Reports

Portfolio Manager offers several standard reports for properties that can be useful in communicating your property's progress with others. These reports offer detailed information about your property for a single time period and are presented in a PDF format. [You can view sample reports here.](#)

**1 Select Report(s) to Download**

- Statement of Energy Performance (SEP)
- ENERGY STAR Data Verification Checklist (Energy data only)
- ENERGY STAR Scorecard
- Progress and Goals Report
- Statement of Energy Design Intent (SEDI)
- Water Scorecard (Multifamily only)

**2 Select Property for Report(s)**

Property: \*

**3 Select Timeframe for Report(s)**

Timeframe: \*  for:

**i Prefer to design your own report?**  
If none of these reports look like what you need, consider creating a [spreadsheet template](#) to pull the data you want and design your own report outside of Portfolio Manager.

**i Are you applying for recognition?**  
Although these reports look similar, if you are applying for either [ENERGY STAR certification](#) or [Designed to Earn](#) recognition, you must generate the required documentation by way of the application process.

**i Metrics on your Reports**  
In order to calculate metrics for your property for a given time period, there must be 12 months of complete meter data and property use detail information. If metrics (including the score) cannot be calculated for any reason, they will appear as "N/A" in your report.

**Generate & Download Report(s)**

*Helpful Hint* – Upon clicking the 'Generate & Download Report(s)' button, SEP report will only be displayed if browser setting do not prevent popups; you may need to adjust browser popup settings for the page to view SEP report

Step 1

Step 2

Step 3

Step 4:

- Send Data from MyMeter to ESPM

**SEP report will present as a separate browser tab with a unique URL to print, save or share for reporting:**

The screenshot shows an ENERGY STAR Statement of Energy Performance report. At the top left is the ENERGY STAR logo with the text "LEARN MORE AT energystar.gov". The main title is "ENERGY STAR® Statement of Energy Performance". A large "95" is displayed as the ENERGY STAR Score<sup>1</sup>. To the right, the building name is redacted with a black box. Below the score, the report lists: "Primary Property Type: Office", "Gross Floor Area (ft²): 82,952", and "Built: 1920". It also specifies "For Year Ending: December 31, 2022" and "Date Generated: March 03, 2023". A footnote explains that the score is a 1-100 assessment of energy efficiency. The report is divided into sections: "Property & Contact Information" (with redacted details), "Energy Consumption and Energy Use Intensity (EUI)", and "Annual Emissions".

Property & Contact Information			
Property Address	Property Owner	Primary Contact	
[Redacted]			
Property ID: 25191619			
Energy Consumption and Energy Use Intensity (EUI)			
<b>Site EUI</b> 58.6 kBtu/ft²	<b>Annual Energy by Fuel</b>		<b>National Median Comparison</b>
	Electric - Grid (kBtu)	1,947,110 (40%)	National Median Site EUI (kBtu/ft²) 157.1
	Natural Gas (kBtu)	2,911,855 (60%)	National Median Source EUI (kBtu/ft²) 275.2
			% Diff from National Median Source EUI -63%
<b>Source EUI</b> 102.6 kBtu/ft²			<b>Annual Emissions</b>
			Total (Location-Based) GHG Emissions (Metric Tons CO2e/year) 552





# 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	Last Name
<input type="text"/>	<input type="text"/>
Employer/Organization	Title
<input type="text"/>	<input type="text"/>
Address	Email
<input type="text"/>	<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!**