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# ACCESSING NATURAL GAS DATA USING ENERGY DATA PORTAL

INSTRUCTIONS FOR THIRD PARTY SERVICE PROVIDERS  
ASSISTING CENTERPOINT ENERGY CUSTOMERS

# MATERIAL PRESENTED ON A COURTESY BASIS

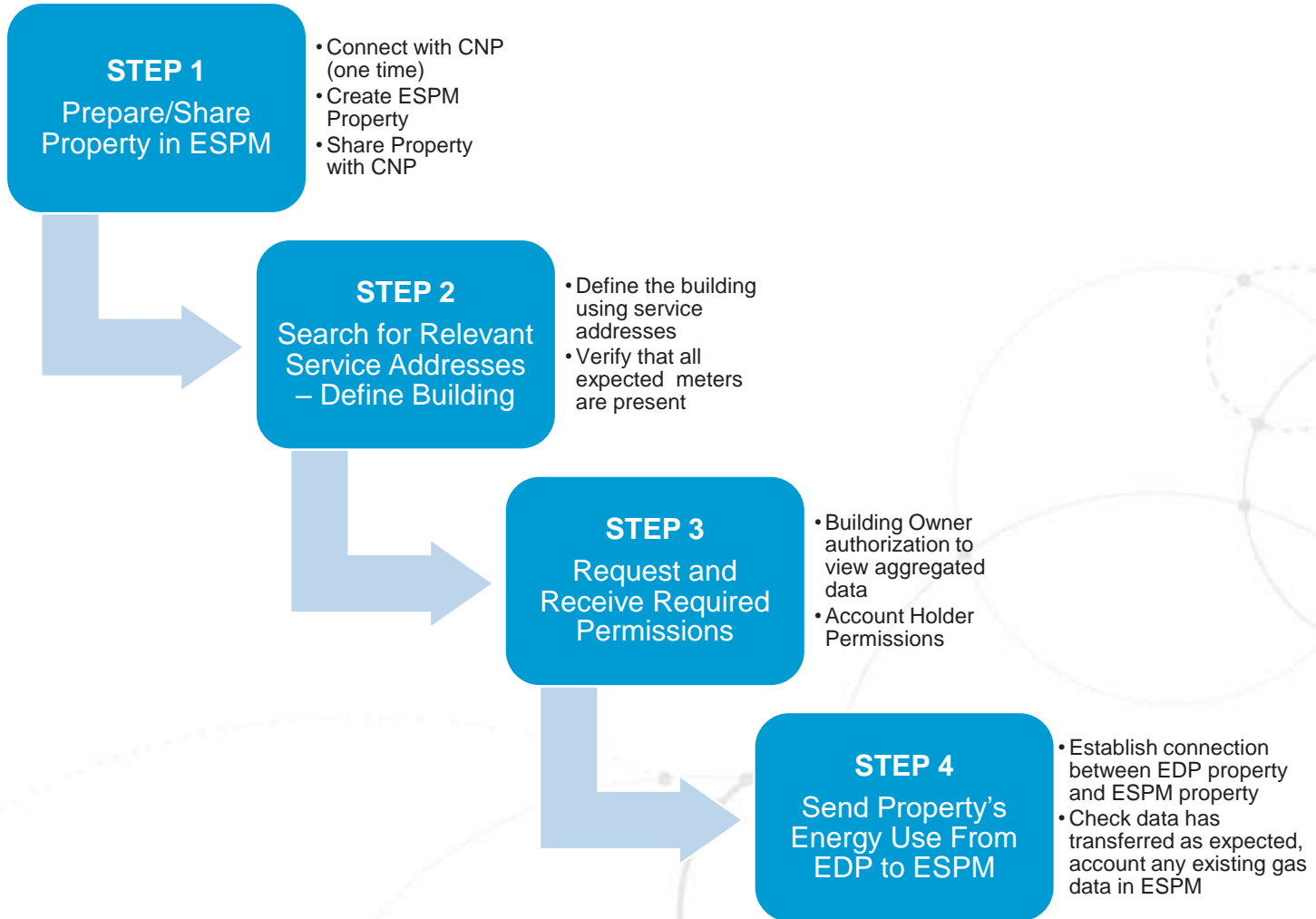


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# PROCESS OVERVIEW

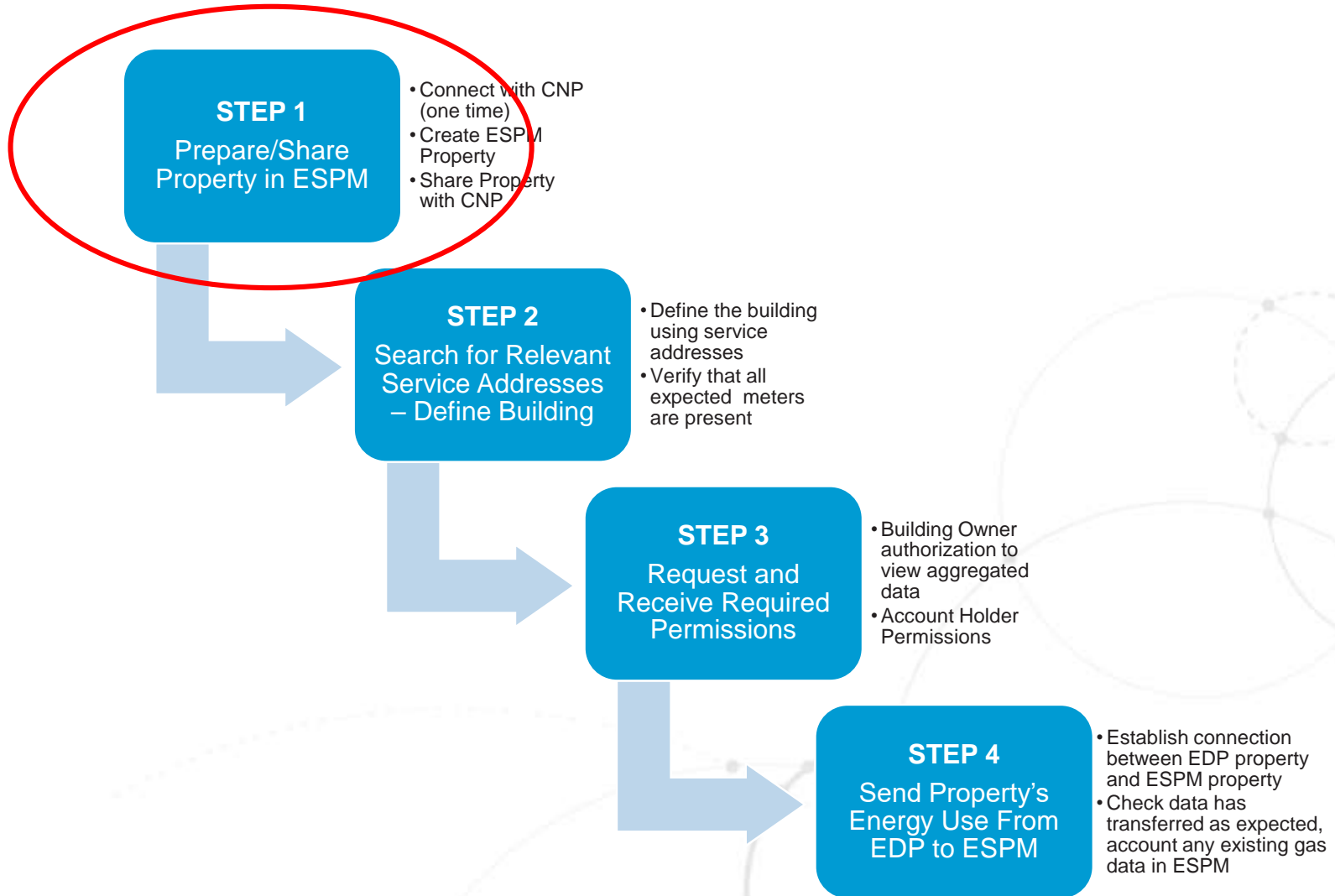


# PREPARATION/ ORGANIZATION IS KEY FOR USERS (ESPECIALLY WITH MULTIPLE BUILDINGS)



- Your customers should gather all their CenterPoint Energy bills for the property (only bills that they pay, they do not need tenants' bills)
- Customers with large portfolio of many buildings/many service addresses may want to map all accounts/service addresses to buildings as a first step
- You should also understand the metering arrangement at the building – are units/suites individually metered or is the building master-metered?

# PROCESS OVERVIEW



# STEP 1: PREPARE YOUR PROPERTY IN ENERGY STAR PORTFOLIO MANAGER

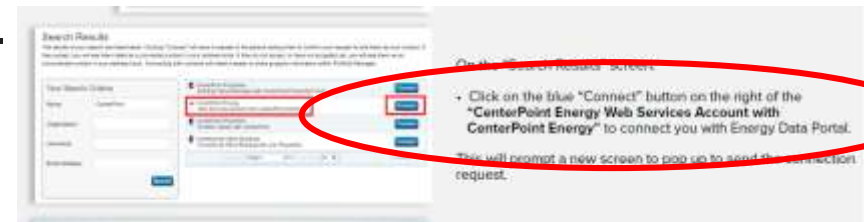


- **Step 1.1 Log in to ENERGY STAR Portfolio Manager**
- Login or create a new account at <https://portfoliomanager.energystar.gov/pm>
- **Step 1.2 Create your property in ENERGY STAR Portfolio Manager®**
- If you have not previously benchmarked, set up your property in ENERGY STAR Portfolio Manager®. Instructions for this can be found at [https://www.energystar.gov/buildings/tools-and-resources/how\\_set\\_your\\_property\\_portfolio\\_manager](https://www.energystar.gov/buildings/tools-and-resources/how_set_your_property_portfolio_manager).
- You do NOT need to set up gas meters as these will be automatically created when you send the data to ENERGY STAR Portfolio Manager®.

# STEP 1: PREPARE YOUR PROPERTY IN ENERGY STAR PORTFOLIO MANAGER



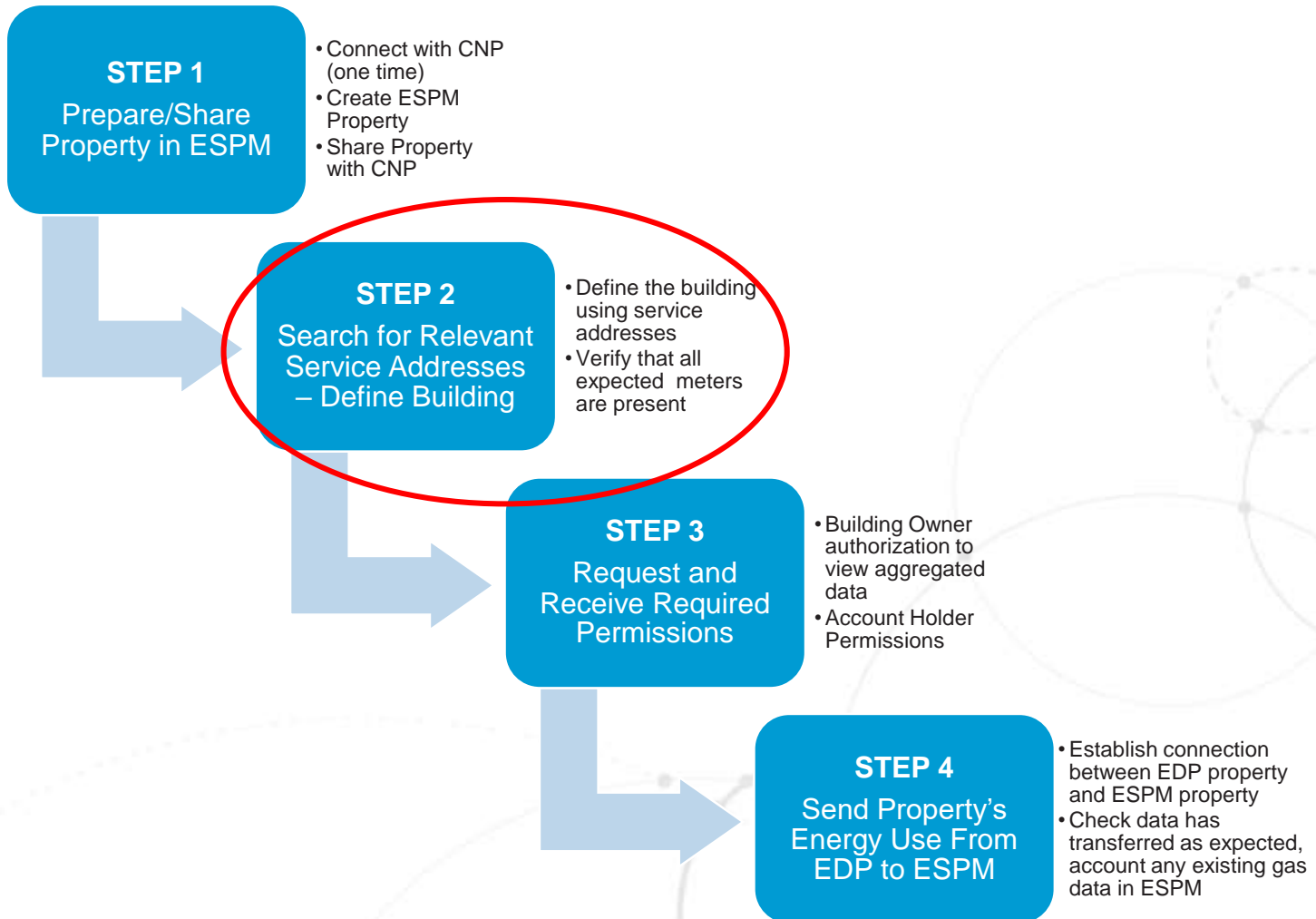
- **Step 1.3 Add CenterPoint as a contact**
- If this is your first time benchmarking with CenterPoint, add CenterPoint as a contact. You will only need to do this once. If you have previously completed this step, skip to Step 1.4.



- **Step 1.4 Share your property with CenterPoint Energy**
- To share data with Energy Data Portal, go to the home screen in ENERGY STAR Portfolio Manager® and click on the “Sharing” tab and then click on the blue “Share (or Edit Access to) a Property” button

**You do NOT need to wait for the property share request to be accepted before proceeding;** you can move on immediately to the next step and your share request will be accepted automatically when you establish automated benchmarking from the Energy Data Portal.

# PROCESS OVERVIEW



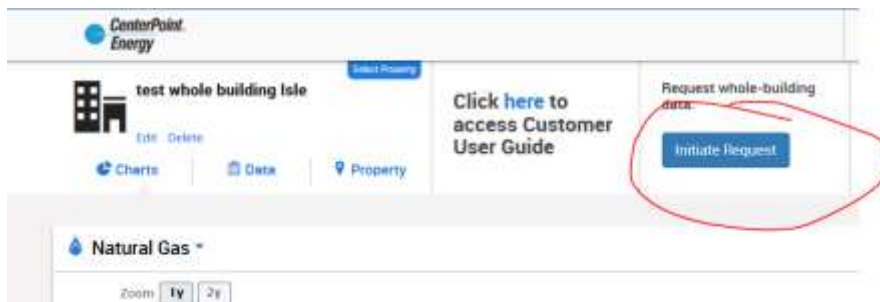


## STEP 2: DEFINE BUILDING

- **Step 2.1 Gather Required Service Addresses – request information from your customers**
- *Whole building data will transfer aggregated energy use data for **all meters at the selected service address(es)** - including any tenant meters - and is the simplest approach for accessing data for the purposes of benchmarking ordinance compliance.*
- **Buildings are defined by groups of service addresses, not by GIS data (lat/long not reliably available in our data)**
  - Important for user to verify that all expected meters are present in the data
  - Buildings may comprise multiple service addresses, esp. mixed use buildings
  - Generally, there is a 1:1 relationship between accounts and meters

# STEP 2: DEFINE BUILDING

- Step 2.2: Request Whole Building Data
- Log into [Energy Data Portal](#)
  - If this is your first request for data, go to the following URL to initiate the process, an account will be created upon submitting your request:  
<https://energydataportal.centerpointenergy.com/WholeBuilding/RequestOwnerPermission>
- Click on Initiate Request
- Click on link underneath address list



Request whole-building data access:

Building Name:

Available/ matching service locations:

|  |                                    |
|--|------------------------------------|
| 101 School Street, Eden Prairie, MN, 55344-5407 888880002    | <input type="button" value="Add"/> |
| 103 Education Street, Eden Prairie, MN, 55344-5407 888880004 | <input type="button" value="Add"/> |
| 104 Student Street, Eden Prairie, MN, 55344-5407 888880005   | <input type="button" value="Add"/> |
| 105 Student Street, Eden Prairie, MN, 55344-5407 888880006   | <input type="button" value="Add"/> |
| 106 Recess Street, Eden Prairie, MN, 55344-5407 888880007    | <input type="button" value="Add"/> |
| 123 Apartment Lane, St Louis Park, MN, 55416-2448 888880009  | <input type="button" value="Add"/> |

[Click here](#) to add additional service locations if the desired address does not appear in the list.

By clicking 'Submit' below, I attest that:

- I am requesting whole-building data for a building comprising the following addresses:

## STEP 2: DEFINE BUILDING

- Search for service addresses, click add to select the address(es) to be included in your building

### Request for Whole-Building Energy Usage Data

Instructions:

Request whole-building energy use data by searching for the relevant addresses and then clicking "add" for each address that constitutes the building. You can conduct multiple searches if your building's address spans multiple streets. Once you have created your building, click submit. On the next page, you will have a chance to confirm that the expected number of meters/units are included.

---

Building Name

Search:

|  |   |                                       |
|--|---|---------------------------------------|
| Street   | <input type="text" value="Student Street"/> |                                       |
| Zip  | <input type="text" value="55344"/>          | <input type="button" value="Search"/> |
| 104 Student Street, Eden Prairie, MN, 55344-5407 888880005 |   | <input type="button" value="Add"/>    |
| 105 Student Street, Eden Prairie, MN, 55344-5407 888880006 |   | <input type="button" value="Add"/>    |

# STEP 2: DEFINE BUILDING



- Provide your contact info and “attest” your relationship to the building

This request is for energy usage data for a building comprising the following service address(es):

104 Student Street, Eden Prairie, MN, 55344-5407|888880005 [Remove](#)

105 Student Street, Eden Prairie, MN, 55344-5407|888880006 [Remove](#)

### Requestor Attestation

|   |                                   |  |
|---|-----------------------------------|--|
| First Name<br><input type="text"/>            | Last Name<br><input type="text"/> | Please select from the below list to indicate your relationship to the building:<br><input type="radio"/> Building owner<br><input type="radio"/> Property manager<br><input checked="" type="radio"/> Third-party service provider<br><input type="radio"/> Other: <input type="text"/> |
| Employer/Organization<br><input type="text"/> | Title<br><input type="text"/>     |  |
| Address<br><input type="text"/>               | Email<br><input type="text"/>     | Phone<br><input type="text"/>  |

By signing below, I attest that the above information is true and accurate.

Date: 3/27/2020

Next

## STEP 2: DEFINE BUILDING



### Step 2.3 Verify that all expected meters are present

Please confirm that your selection comprises all expected building units:

Total count of units: 67

123 Apartment Lane, St Louis Park, MN, 55416-2448|888880009 - 67 unit(s)

123 Apartment Lane - HSE  
123 Apartment Lane - UNIT 101  
123 Apartment Lane - UNIT 102  
123 Apartment Lane - UNIT 103  
123 Apartment Lane - UNIT 104  
123 Apartment Lane - UNIT 105  
123 Apartment Lane - UNIT 106  
123 Apartment Lane - UNIT 107  
123 Apartment Lane - UNIT 108  
123 Apartment Lane - UNIT 109  
123 Apartment Lane - UNIT 110

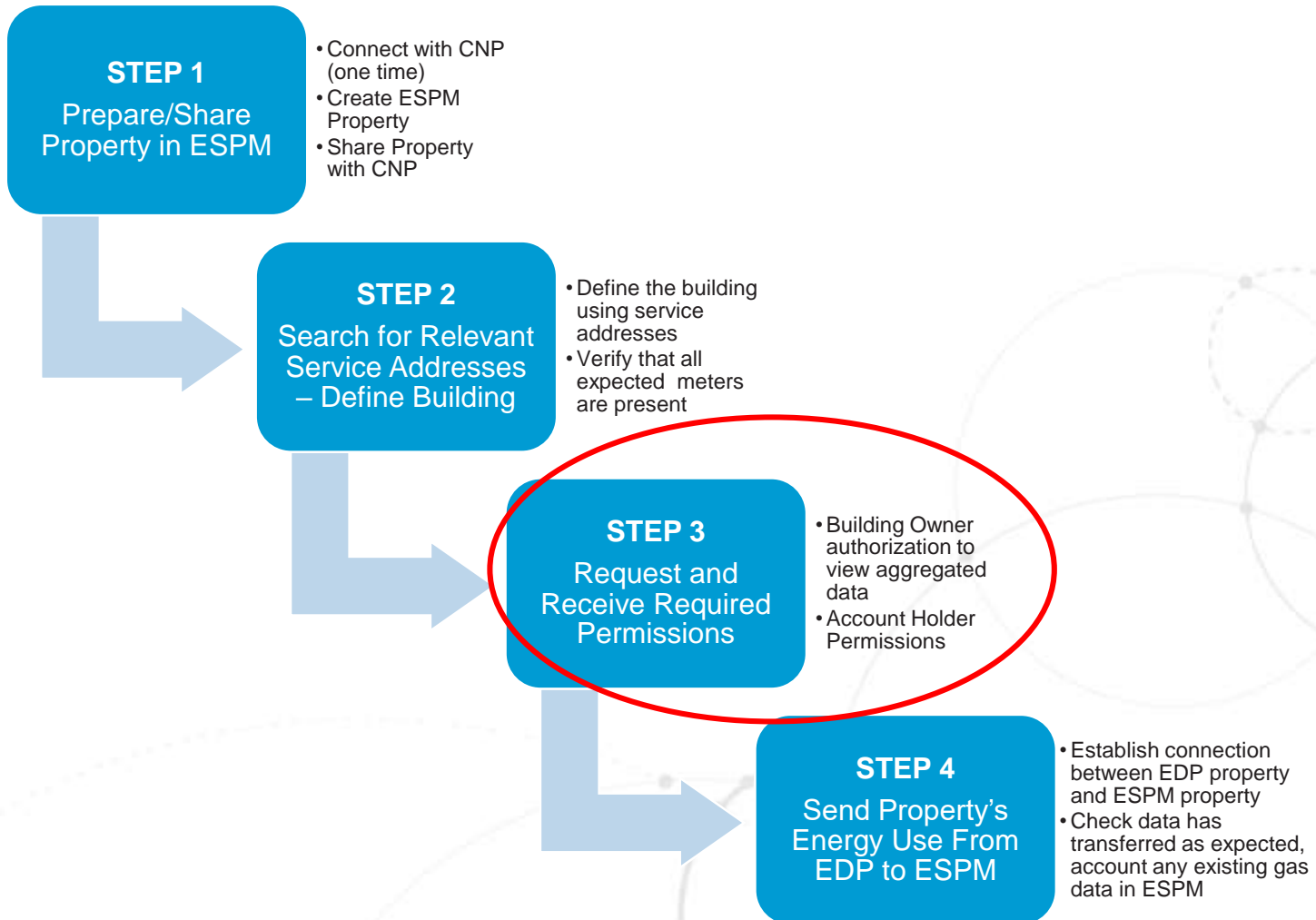
- Make sure that all expected meters (=units) are accounted for in the confirmation list

✘ Important for multi-family buildings, mixed use buildings and commercial real estate with multiple tenants

– Consider:

- Does each unit/suite have its own gas meter? Or is there a master/house meter (or 2 or 3) for the whole building?
- Do tenants pay their own bill? If so, then it's likely they have their own meter.
- If not all meters are shown, click “Back” and search for additional service addresses

# PROCESS OVERVIEW



# STEP 3: REQUEST AND RECEIVE PERMISSIONS



## Background

- CenterPoint Energy Policies:

- (A) Data Release Policy – WHO we will release aggregated data to

- Third Parties without relationship to building need permission from building owner  
– OWNER AUTHORIZATION FORM
    - You must request Building Owner Authorization to receive aggregated data – ALWAYS Required, for each building

- (B) Data Aggregation Threshold

- 4/50 rule
    - If 4/50 rule not satisfied, consent is needed from account holder to release data
    - Applied at monthly level
    - Consent is needed from *current* account holder  
– CONSENT TO DISCLOSE UTILITY CUSTOMER DATA FORM
    - You must request consent from account holders if needed – may be same contact as building owner (if that is the case, your contact would receive two separate emails, one for the Authorization to release the aggregated data, and another for their consent for their account-level data)

# STEP 3: REQUEST AND RECEIVE PERMISSIONS



- **Step 3.1 (A) Send Requests: Whole-Building Energy Use Data (REQUIRED)**
- You must request Building Owner Authorization to receive aggregated data – ALWAYS Required, for each building

## Request for Whole-Building Energy Usage Data

### Instructions:

CenterPoint Energy releases energy use data according to company policies; aggregated, whole-building data will be released to third-party service providers or other non-owner requesters only if the building owner grants permission. Please provide the contact information for the building owner or authorized owner representative.

### Owner Contact Information

|  |  |
|--|--|
| Building Owner Entity Name<br><input type="text"/> | Building Owner Email Address<br><input type="text"/> |
| Building Owner First Name<br><input type="text"/>  | Building Owner Last Name<br><input type="text"/>     |

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

[Go Back](#)

[Send Request](#)



# STEP 3: REQUEST AND RECEIVE PERMISSIONS



## Step 3.1 (B) Send Requests: Account Holder Consent (ONLY IF NEEDED)

- You must request consent from account holders if needed – may be same contact as building owner (if that is the case, your contact would receive two separate emails, one for the Authorization to release the aggregated data, and another for their consent for their account-level data)

### Consent is required from the CenterPoint Energy account holders at the following service addresses

Access to whole-building usage data, in this case, requires consent from one or more account holders as per the 4/50 standard incorporated in CenterPoint Energy's approved Whole-Building Data Aggregation and Release Policies

Consent is required from the CenterPoint Energy account holder(s) at the following service address(es). Please provide contact information for that person below. If the building owner is the account holder, you will still have to request consent below (in addition to the authorization requested on the previous page).

If you do not know the appropriate contacts for the below service addresses, you can click continue and come back to it later.

Note: Unit/Suite/Appartment numbers will appear within the addresses below if they are available in our system. If unit numbers do not appear, or you do not recognize the unit numbers presented, please email us at [energydataportal@centerpointenergy.com](mailto:energydataportal@centerpointenergy.com) to request assistance with identifying the tenant(s) from whom consent is required. For better assistance, please include the service address(es) shown below in the body of your email.

105 Student Street EDEN PRAIRIE, MN 55344-5407

Contact Email

Contact First Name

Contact Last Name

Go Back

Continue

# STEP 3: REQUEST AND RECEIVE PERMISSIONS



- Step 3.2 Receive emails with links to required forms

## (A) Owner Authorization Request Email

### Energy Data Portal Owner Permission Request

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Hello, Emma-testq Ingebretsen-test

You are receiving this email because an individual is requesting access to your building's energy use data through the Energy Data portal from CenterPoint Energy. The user has identified you as the approver for this request.

#### REQUEST DETAILS

|               |  |
|---------------|--|
| Request from: | Emma-Test Ingebretsen-test   |
| Email:        | <a href="mailto:mn-naturalgasenergyanalysis@centerpointenergy.com">mn-naturalgasenergyanalysis@centerpointenergy.com</a> |
| Employer:     | CenterPoint-Test   |
| Title:        | test   |
| Building:     | Example Apartment Building   |
| Address:      | 123 Apartment Lane, St Louis Park, MN, 55416-2448 888880009, 104 Student Street, Eden Prairie, MN, 55344-5407 888880005  |

The requester is seeking your permission as an authorized agent to grant access to aggregated whole-building monthly gas usage.

#### INSTRUCTIONS

If you are the building owner or the building owner's authorized agent, please click the link below to proceed to an online form to complete the authorization process.

[Click to access Authorization Form](#)

# STEP 3: REQUEST AND RECEIVE PERMISSIONS



- 3.2 Receive emails with links to required forms
- (B) Consent request email

## Energy Data Portal Consent Request

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Hello, Emma Ingebretsen

You are receiving this email because the individual below identified you to be the appropriate contact associated with a request for access to aggregated whole-building energy use data. Please note that approving this request will not mean that the requested data will be aggregated along with all other usage data for accounts tied to the building and provided as a sum total to all other accounts.

### REQUEST DETAILS

|   |  |
|---|--|
| Request from:   | test test  |
| Email:  | <a href="mailto:mn-naturalgasenergyanalysis@centerpointenergy.com">mn-naturalgasenergyanalysis@centerpointenergy.com</a> |
| Employer:   | test   |
| Title:  | test   |
| Building:   | Example Building   |
| Consent is required from the CenterPoint Energy account holder for the following Service Address: | 105 Student Street EDEN PRAIRIE, MN 55344-5407   |

### INSTRUCTIONS

If you are the correct contact to provide consent for the account listed above, please click the link below to proceed to the consent form, as the form will ask for information as it appears on your bill.

[Click to access Consent Form](#)

# STEP 3: REQUEST AND RECEIVE PERMISSIONS



- 3.3 Contacts fill out required forms (from links in emails)

(A) Owner Authorization Form – to be Filled out by owner or their authorized representative

**Request for Whole-Building Energy Usage Data**

Instructions:  
Request whole-building energy use data by searching for the relevant addresses and then clicking "add" for each address that constitutes the building. You can conduct multiple searches if your building's address spans multiple streets. Once you have created your building, click submit. On the next page, you will have a chance to confirm that the expected number of meters/units are included.

Building Name

This request is for energy usage data for a building comprising the following service address(es):

Requestor Attestation

|   |   |   |
|---|---|---|
| First Name<br><input type="text" value="John"/> | Last Name<br><input type="text" value="Doe"/> | Please select from the below list to indicate your relationship to the building.<br><input type="text" value="Building Owner"/> |
|---|---|---|

## Owner Attestation

|   |                                   |                               |
|---|-----------------------------------|-------------------------------|
| First Name<br><input type="text"/>            | Last Name<br><input type="text"/> | Email<br><input type="text"/> |
| Employer/Organization<br><input type="text"/> | Title<br><input type="text"/>     | Phone<br><input type="text"/> |

By signing below, I attest that the I am the owner or authorized owner representative of the building identified above, and hereby approve the release of aggregated whole-building energy usage data for this building to the Requestor.

Date: 3/27/2020

# STEP 3: REQUEST AND RECEIVE PERMISSIONS



- 3.3 Contacts fill out required forms (from links in emails)
- (B) Consent to Disclose Utility Customer Data Form
- Completed by customer of record for the account at the provided address – requires information from Customer Bill

**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

[Approve](#)

# STEP 3: REQUEST AND RECEIVE PERMISSIONS



- **Step 3.3 When your contact(s) successfully fill out the forms, you will receive confirmation emails**

Confirmation: Building Owner Authorization Provided - CenterPoint Energy



## Energy Data Portal Owner Permission Confirmation

Hello,

You are receiving this email as confirmation of owner permission related to a request.

### DETAILS

**Building Name:** Example Apartment Building  
**Building Address:** 123 Apartment Lane, St Louis Park, MN, 55416-2448 | 888880009, 104 Student Street  
**Requester Name:** Emma-Test ingebretsen-test  
**Requester Title:** test  
**Requester Employer:** CenterPoint-Test  
**Requester Email:** [mn-naturalgasenergyanalysis@centerpointenergy.com](mailto:mn-naturalgasenergyanalysis@centerpointenergy.com)  
**Building Owner Name:** Owner owner  
**Building Owner Email:** [emma.ingebretsen@centerpointenergy.com](mailto:emma.ingebretsen@centerpointenergy.com)

### INSTRUCTIONS

## Energy Data Portal Consent Confirmation

Hello,

Consent has been received for the request below. Once all required consent requests have been fulfilled, you can log into the [Energy Data Portal](#) to view your property's energy use, and continue the benchmarking process. Note that it may take up to 20 minutes for data to be available. Please see the below details related to the request and executed authorization

### DETAILS

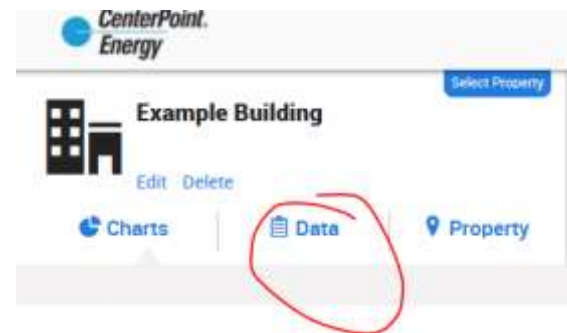
**Building Name:** Example School - Test  
**Building Address:** 105 Student Street EDEN PRAIRIE, MN 55344-5407



# STEP 3: REQUEST AND RECEIVE PERMISSIONS



- Once all forms have been completed, you will be able to access the energy use data by logging into the [Energy Data Portal](#) and selecting your building in the “select property” list
- To download the energy use data to a .CSV file, click on the data tab, then click on download



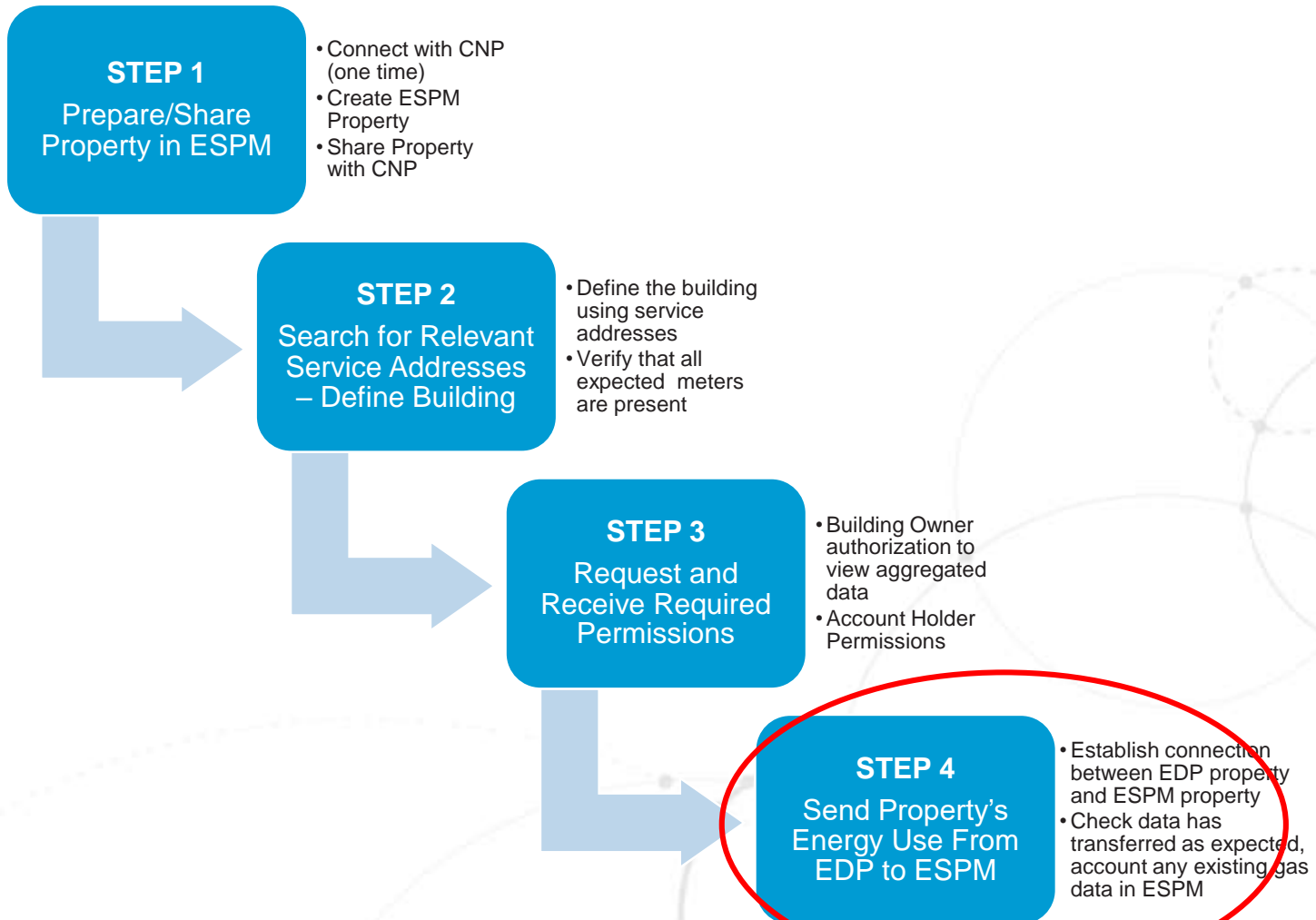
386.78 Therms

5768.31 Therms

range download marker

|  | Jan    | Jul    | Aug    | Sep    | Oct     | Nov     | Dec     |
|--|--------|--------|--------|--------|---------|---------|---------|
|  | 847.91 | 793.86 | 806.66 | 386.78 | ---     | ---     | ---     |
|  | 822.83 | 735.37 | 775.28 | 880.90 | 1631.76 | 2724.33 | 4753.38 |
|  | 774.96 | 710.02 | 737.23 | 891.62 | 1125.72 | 2179.93 | 4023.76 |

# PROCESS OVERVIEW





# STEP 4: SEND YOUR PROPERTY ENERGY USE DATA TO ENERGY STAR PORTFOLIO MANAGER®

## Step 4.1 Establish the connection between Energy Data Portal and ENERGY STAR Portfolio Manager®



- Click "Select Property" and select your newly-created property whose data you would like to send to Portfolio Manager.
- Click on the "Property" dashboard tab
- Toggle the "Use Existing Account" slider in the middle of the dashboard to view the "Establish Automated Benchmarking" overlay.



- On the "Establish Automated Benchmarking" overlay, enter your existing building's **Portfolio Manager Property ID** and click the "Submit" button to initiate the matching process.

- PLEASE BE PATIENT AS THE DATA TRANSFERS AND DO NOT REFRESH YOUR SCREEN, EVEN IF THE SCREEN APPEARS TO BE FROZEN. Depending on the size of your building, the transfer process may take up to 10 minutes.

# STEP 4: SEND YOUR PROPERTY ENERGY USE DATA TO ENERGY STAR PORTFOLIO MANAGER®



## Energy Data Portal User Guide

For CenterPoint Energy Customers



Need support? Help is available! Please contact [energydataportal@centerpointenergy.com](mailto:energydataportal@centerpointenergy.com) with any questions you have as you go through this User Guide and as you prepare your property/properties, link accounts, and create and use your Energy Data Portal.

### Step 4.2 Account for any Existing Energy Use Data in ENERGY STAR Portfolio Manager®

- IF YOU ARE SWITCHING to Energy Data Portal (from a previous method of benchmarking): Adjust for any existing energy use data.
- The Energy Data Portal will transfer all available usage history going back to April of 2016. The system will not account for any historical individual meter data that is already present for the building in ENERGY STAR Portfolio Manager®. In order to avoid double counting usage when converting to using whole building data, and adverse/inaccurate impacts on your ENERGY STAR Portfolio Manager® score, you will need to set a deactivation date for each historical individual meter to correspond with the beginning month date for the usage data series for the new meter that is connected to Energy Data Portal.

The screenshot shows a web form titled "Basic Meter Information". It contains several fields: "Name" (TextMeter103), "Meter ID" (4088154), "Type" (Natural Gas), "Units" (therms), "Date Meter became Active" (12/31/2015), and "Date Meter became Inactive" (4/1/2016). The "Date Meter became Inactive" field is highlighted with a red box. A "Save Changes" button is also highlighted with a red box.

To set the individual meter deactivation dates, for each individual meter:

- From your building's Property page, navigate to the Energy tab
- Click on the meter you'd like to deactivate, which takes you to its Basic Meter Information page

Here, expand the "Basic Meter Information" bar and:

- Uncheck the "Still in Use" box found underneath the "Date Meter became Active"
- Enter 4/1/2016 for the "Date Meter became Inactive", then Click "Save Changes".

More information can be found at: <https://portfoliomanager.zendesk.com/hc/en-us/articles/211027748-How-do-I-deactivate-a-meter->

- Energy Data Portal transfers all available usage history, back to 4/2016.



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# TROUBLESHOOTING



# FAQ FOR PREPARING PROPERTIES IN ESPM



| Problem   | Solution  |
|---|---|
| <p>CenterPoint Energy has not accepted my CONTACT request.</p>  | <p>Please allow up to 24 hours for your CONTACT request to be accepted.</p>   |
| <p>CenterPoint Energy has not accepted my PROPERTY SHARE request in ENERGY STAR Portfolio Manager®, what should I do?</p> | <p>Unlike the contact request above, you do NOT need to wait for the property share request to be accepted; you can move on immediately to the next step and your share request will be accepted automatically when you establish automated benchmarking from the Energy Data Portal in Step 4.</p> |

# FAQ FOR CONSENT FORMS



| Problem  | Solution  |
|--|---|
| <p>The CenterPoint Energy account holder is having trouble filling out the consent form.</p> | <p>Check that you are using the correct information on your bills – see example bills on next page for visual guide for where to find the correct information.</p> <p>Check that you are following the special instructions for account authentication – see below.</p> <p>Street Number: Make sure there is no space after the street number</p> |

- Customer Account Number: DO NOT enter the dash or number after the dash (Example: Enter 123456 for Account Number 123456-7)
- Customer Name: Enter exact text from bill shown on the first line of the to: address.
- Street Number: Enter ONLY the numeric digits at the start of service address, no other text (Example: Enter 123 for service address 123 Main Street). Make sure there is no SPACE after the street number.

## Energy Data Portal Account Authentication Information

Follow the guide below to locate the correct account authentication information (Account Number, Street Number, Specific Customer Name) on your CenterPoint Energy bills. CenterPoint Energy has two types of bills, shown below. First, identify which bill type you are viewing, then follow the instructions for that type of bill. Note that if you receive multiple bills from CenterPoint Energy, you may receive one or both bill types, depending on the account.

### Single Account Bill

**CenterPoint Energy**  
CUSTOMER: MO'S TAVERN DUFF  
SERVICE ADDRESS: 1322 Walnut St, Minneapolis, MN 55414-1029  
ACCOUNT NUMBER: 31131-131  
DATE DUE: Jan 07, 2019  
BILLING DATE: Dec 10, 2018  
AMOUNT DUE: \$ 8.19

**ACCOUNT SUMMARY**  
Previous gas amount due: \$ 17.77  
Payment: No payment received: 0.00  
Balance forward: \$ 17.77  
MN Inform Refund Dec 6, 2018: -27.43  
Current gas charges (Details on page 2): +17.86  
**Total amount due: \$ 8.19**

**ACCOUNT NUMBER**  
If you receive a summary bill with **multiple accounts**, select the listed account for the service location you would like to authenticate. **IMPORTANT - Do not use the account number listed at the top of the bill (noted here with a red X). This will not connect correctly in the Energy Data Portal.**

**STREET NUMBER**  
If you receive a summary bill with **multiple accounts**, use the street number from the service address affiliated with the account number selected from the list of accounts. **IMPORTANT - Do not use the street number/service address listed in the mailing address. This may not connect correctly in the Energy Data Portal Tool.**

**CUSTOMER NAME**  
If you receive a summary bill with **multiple accounts**, use the account name listed in the mailing address on the bill. **IMPORTANT - If the customer name appears in two separate lines, use the top line only.**

### Multiple Accounts Summary Bill

**CenterPoint Energy**  
CUSTOMER: ACME SERVICES  
ACCOUNT NUMBER: 999-0909-1  
BILLING DATE: 06/11/2018  
DATE DUE: Jul 06, 2018  
AMOUNT DUE: \$ 3,927.91

**ACCOUNT SUMMARY**  
Previous amount due: \$ 16,376.00  
Payment May 31, 2018: -16,376.00  
Current gas charges: + 3,927.91  
**Total amount due: \$ 3,927.91**

**Summary of current charges by account**

| ACCOUNT NUMBER | ACCOUNT NAME SERVICE ADDRESS                       | BILLING PERIOD RATE                         | USAGE    | CURRENT CHARGES |
|----------------|--|---|----------|-----------------|
| 1 9909011      | ACME [Redacted] Main Street lsk, MN 55432          | 05/02/2018 - 05/31/2018<br>Comfnd Firm Rate | 0 THM    | \$16.98         |
| 2 9909101      | ACME [Redacted] Smith Parkway lsk, MN 55342        | 05/02/2018 - 05/31/2018<br>Comfnd Firm Rate | 8 THM    | 21.78           |
| 3 9909093      | ACME DANCE COMPANY 8975 Jones Road lsk, MN 55342   | 05/02/2018 - 05/31/2018<br>Comfnd Firm Rate | 149 THM  | 126.57          |
| 4 9151515      | ACME INSTITUTE 100 Broadway lsk, MN 55343          | 05/02/2018 - 05/31/2018<br>Comfnd Firm Rate | 23 THM   | 60.72           |
| 5 8911889      | ACME DANCE COMPANY 8975 Jones Road lsk, MN 55342   | 05/02/2018 - 05/31/2018<br>Comfnd Firm Rate | 1031 THM | 507.65          |
| 6 8975303      | JENNY 1417 Parabolic Highway lsk, MN 55342         | 05/02/2018 - 05/31/2018<br>Comfnd Firm Rate | 45 THM   | 48.96           |
| 7 1234567      | ACME DENIGNS 8987 E Blanco Blvd lsk, MN 55342      | 05/02/2018 - 05/31/2018<br>Comfnd Firm Rate | 46 THM   | 72.71           |
| 8 3216548      | YANNY AND LAUREL 2032 W Wilkaway Ave lsk, MN 55342 | 05/02/2018 - 05/31/2018<br>Comfnd Firm Rate | 216 THM  | 161.40          |

**ACCOUNT NUMBER**  
If you receive a summary bill with **multiple accounts**, use the account name listed in the mailing address on the bill. **IMPORTANT - If the customer name appears in two separate lines, use the top line only.**

# CREATING YOUR ENERGY DATA PORTAL PROPERTY



| Problem  | Solution   |
|--|--|
| <p>I am getting a “consent needed” message, but no unit or suite numbers are shown in the consent needed list, so I can’t tell which account the consent is needed from.</p> | <p>Contact <a href="mailto:energydataportal@centerpointenergy.com">energydataportal@centerpointenergy.com</a> for assistance in identifying the correct account.</p> |

# FAQ FOR STEP 4 – SENDING YOUR ENERGY USE DATA TO ESPM



| Problem   | Solution   |
|---|--|
| <p>Energy Data Portal does not recognize my ENERGY STAR Portfolio Manager® property.</p>  | <p>Check that you have shared the ENERGY STAR Portfolio Manager® property with CenterPoint Energy. See step 1.4 of user guide.</p>   |
| <p>CenterPoint Energy has not accepted my PROPERTY SHARE request in ENERGY STAR Portfolio Manager®.</p>   | <p>Unlike the contact request from Step 1.3, you do NOT need to wait for the property share request to be accepted; you can move on immediately to the next step and your share request will be accepted automatically when you establish automated benchmarking from the Energy Data Portal in Step 4.</p>  |
| <p>After I click submit when sending my property’s energy use data to ESPM, the screen freezes. No meters were created in ESPM, or I see that a meter was created, but no usage data was transferred.</p> | <p>The transfer process was interrupted and you must correct it by following these steps: 1) In ESPM, delete any meters that have been created by the Energy Data Portal. 2) In Energy Data Portal, on the property tab, toggle the “Use Existing Account” slider back to the left. 3) Restart Step 4. After clicking “submit”, PLEASE BE PATIENT AS THE DATA TRANSFERS AND <b>DO NOT REFRESH</b> YOUR SCREEN, EVEN IF THE SCREEN APPEARS TO BE FROZEN. Depending on the size of your building, the transfer process make take up to 10 minutes.</p> |



# DIFFERENCES BETWEEN EDP AND XCEL ENERGY'S BENCHMARKING PORTAL



- Buildings are defined by groups of service addresses, not by GIS data (lat/long not reliably available in our data)
  - Important for user to verify that all expected meters are present in the data
  - Buildings may comprise multiple service addresses, esp. mixed use buildings
  - Generally, there is a 1:1 relationship between accounts and meters
- Process is automated and can be fully completed by user - users do not need to wait for CenterPoint action at any stage (except initial *contact* request)
  - User authentication uses information on CenterPoint Energy bills to verify permissions, not manual approval from Utility
  - Users are responsible for defining their buildings based on all relevant service addresses
  - Users are responsible for initiating the transfer of data to ESPM
  - Tenant consent is available electronically within the tool
- Users do not create a gas meter in ESPM – the meter is created by the Energy Data Portal when user initiates the data transfer from EDP to ESPM

# CONTACT INFORMATION AND USEFUL LINKS



User support:

[energydataportal@centerpointenergy.com](mailto:energydataportal@centerpointenergy.com)

## Links:

Energy Data Portal: <https://www.CenterPointEnergy.com/EnergyDataPortal>

Energy Star Portfolio Manager: <http://www.energystar.gov/portfoliomanager>

ESPM Guide: <https://www.energystar.gov/buildings/tools-and-resources/portfolio-manager-quick-start-guide>

Instructions for Linking Energy Star Portfolio Manager to B3 Benchmarking:  
<https://mn.b3benchmarking.com/Components/Help/EnergyStarConnectionWizard.aspx>

**THANK YOU!**