

Completing Data Authorizations for Whole Building Benchmarking Aggregated Data Sharing

This document provides instructions on how to authorize Service Agreements for the automated sharing of energy usage and cost data to the EPA's Energy Star Portfolio Manager (ESPM) tool. Customers (tenants) will need to complete this form to prior to any data sharing taking place and may use this same form to revoke any existing Whole Building Benchmarking Data Authorizations.

Prior to completing the form, please have the following information available:

- The PG&E Account Number, Meter Number and/or the Primary Phone number linked to the PG&E Account – This can be located on the billing statement or by logging into the PG&E My Account page
- The 10-Digit Benchmarking Portal unique Building ID Number provided by the Benchmarking Portal Account Holder. If you do not have this number, please obtain it from the party performing Benchmarking services for your facility. (Only needed to authorize data-sharing)

To begin populating the authorization form, please go to: <https://www.pge.com/BenchmarkingDataRelease>

Completing the form

Step 1 – Enter the Account Number and the linked Meter Number or Primary Phone Number

PG&E

Portfolio Manager Web Services Data Authorization

1. Customer validation
2. Application details
3. Review, agreement & submission
4. Confirmation

Use this form to authorize or revoke access to your electricity or gas usage data. An authorization will disclose the data to your building owner(s) or landlord(s).

General account information

*required field

*PG&E account number ⓘ
1234567890

*Customer verification ⓘ
Please provide either a phone number or meter number for verification

Phone number
 Meter number

(415) 555-5555

*Security
Please verify that you are not a robot.

I'm not a robot

Next

[Cancel](#)

- Enter your 10-digit Account Number. Exclude the - digit when entering the data.
- Select either the Phone Number or Meter number button based on the information that you will be entering
- Once the data is entered, complete the Security check and then click the Next button.

The page will present an error message if the Account Number/Meter-Phone number combination is incorrect. Please clear the fields and re-enter the data as needed. If you have used the Account Number/Meter number combination and continue to receive an error after validation, please attempt to use the Account Number/Phone Number combination. If you continue to receive errors, please contact benchmarking@pge.com for assistance.

Step 2 – Select Meters/ Service Agreements to authorize

Service Agreement and meter information is available on a customer’s billing statement. The Benchmarking Team will not be able to provide this information to complete this form.

General account information

*I, SMITH, JENNIFER, Account ID: 123456789

- Authorize disclosure of energy usage and cost of service addresses identified below
- Revoke all authorizations of disclosure of energy usage and cost of service addresses identified below

Service Agreement ID

*Select one or more Service Agreement ID(s)

<input type="checkbox"/>	Service Agreement ID(s)	Service Type	Meter	Service Address
<input type="checkbox"/>	9876543210	Electric	1001234567	100 Main San Jose
<input type="checkbox"/>	6543216541	Gas	4144444	100 Main San Jose

- The Authorize Disclosure option is pre-selected. If you would like to revoke any existing Benchmarking Data Authorizations, select the Revoke button.
- Check the boxes next to each Service Agreement/ Meter ID that you would like to share or revoke data for.

Step 3 – Enter the BMP Building ID

Please obtain the 10 – Digit Benchmarking Portal Building ID from the BMP Account Holder for this step.

Aggregate building data

Note: for customers with CCA supply charges, the total energy costs (PG&E costs + CCA costs) will be provided for California Assembly Bill 802 (AB802), the "Building Energy Use Benchmarking and Public Disclosure Program."

Authorized property owner selection

Enter the 10-digit Building ID provided to you by the requester into the search box. Then select the requester to whom the data should be released to.

[Learn more about aggregated building data](#) →

*Select up to ten third parties

Building ID

6758346644

<input type="checkbox"/>	Building ID(s)	Address	Name
<input type="checkbox"/>	6758346644	123 Main Street, San Jose	Smith, Jennifer

Next

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[Cancel](#)

- In order to populate the Building ID field, the person performing Benchmarking must have completed mapping their premise meters. This will create a unique 10-digit BMP Building ID number. Entering this number in the Building ID field should result in the Building information to present below the field.
- Once the building information is presented, click the checkbox next to the property and click the Next button.
- If an error presents, please confirm with the Service Provider performing benchmarking that the BMP Building ID is correct, and re-enter as needed.

Step 4 – Agree to the Terms and Conditions and populate the email address

***Terms & Conditions**

I hereby release, hold harmless, and indemnify PG&E from any liability, claims, demands, causes of action, damages, or expenses resulting from: 1) any release of information to the building owner, building owner agent, landlord, or building operator designated above pursuant to this Authorization; 2) the unauthorized use of this information by the building owner, building owner agent, landlord, or building operator; and 3) from any actions taken by the building owner, building owner agent, landlord, or building operator pursuant to this Authorization. I understand that PG&E reserves the right to verify any authorization request submitted before releasing information or taking any action on my behalf. I understand that I may cancel this authorization at any time by submitting a written request to PG&E. This agreement at all times shall be subject to such modifications as the California Public Utilities Commission may direct from time to time in the exercise of its jurisdiction.

*I agree to the Terms & Conditions

Please enter your email address to receive a confirmation email.

***Email address**

***Confirm email address**

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[Cancel](#)

Once completed, a confirmation email is sent to the email entered that includes a link to revoke the authorization as needed. Data sharing will continue until revoked by the customer.

Note: Data Authorizations may require up to 24 hours to fully process. Attempting to share a linked ESPM Property before the authorizations have fully completed, may be rejected by PG&E. Please wait the full 24 hours before attempting to link and share an ESPM property.

Thank you for taking the time to support PG&E's Whole Building Benchmarking Program. Please contact benchmarking@pge.com for assistance.