How to Release Your Data for Benchmarking

Instructions for Authorizing and Revoking Release of Customer Data for use in ENERGY STAR® Portfolio Manager and PG&E's Portfolio Manager Web Services

December 2013

This document is a quick-start guide for Pacific Gas and Electric Company's (PG&E) customers who would like to release their data for use in ENERGY STAR Portfolio Manager, via PG&E's Portfolio Manager Web Services. For additional help, please refer to resources on the PG&E's Benchmarking Web site" www.pge.com/benchmarking.

OVERVIEW

ENERGY STAR® Portfolio Manager, an online tool created by the Environmental Protection Agency (EPA), benchmarks property energy performance by tracking energy consumption of properties and comparing them to similar buildings nationwide. PG&E's Portfolio Manager Web Services makes it easier to use this tool by uploading meter data automatically to Portfolio Manager.

As of January 1, 2014, non-residential Property Owners are required to benchmark their building's energy performance using Portfolio Manager and disclose results at the point of a whole building real estate transaction, including sale, lease, or refinance. As a result, PG&E Customers may be asked to release their energy data to their Property Owners or Landlords to complete the benchmarking process in Portfolio Manager.

This guide will walk PG&E Customers through the process of authorizing and revoking release of data to their Property Owner or Landlord for use in Portfolio Manager.

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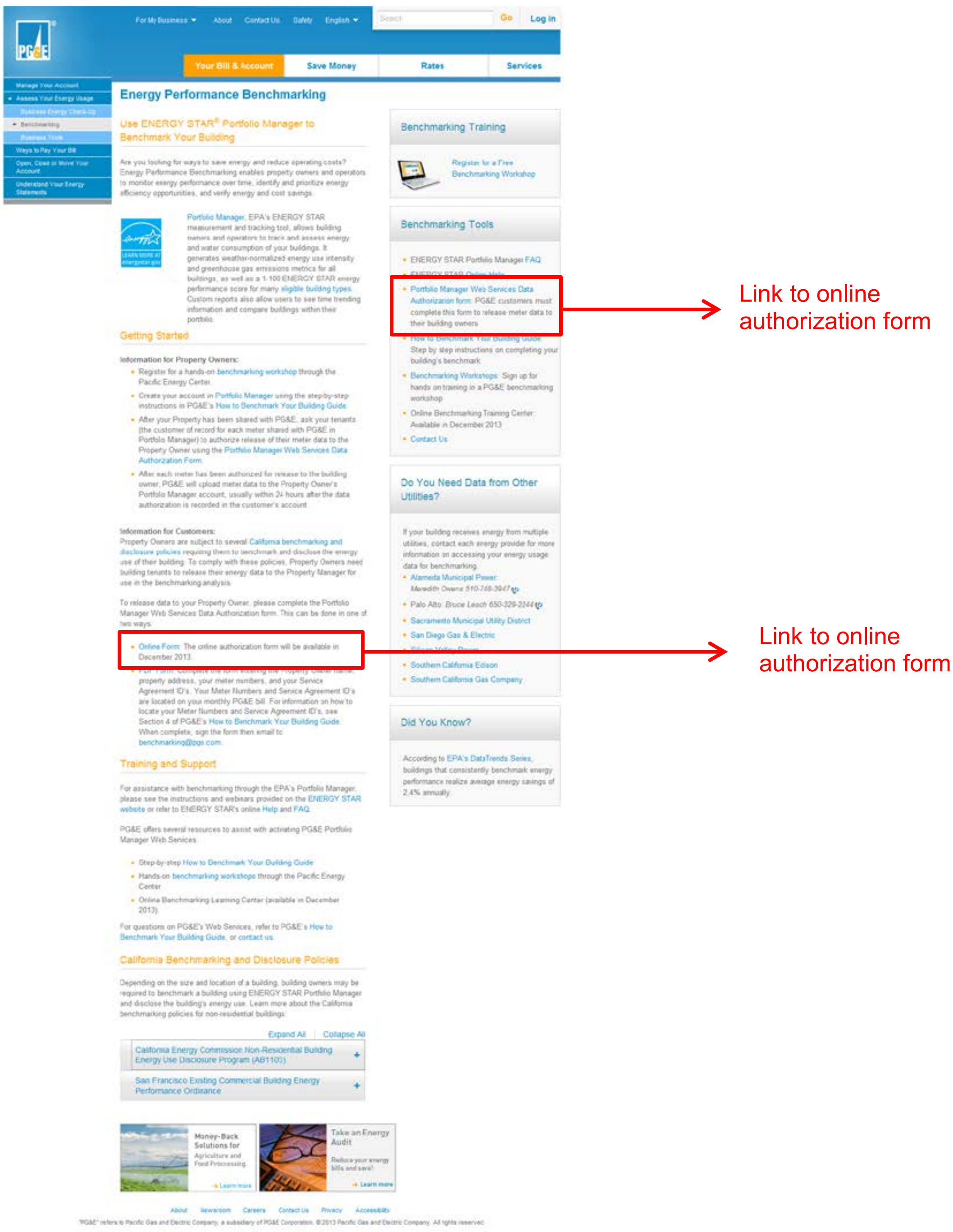
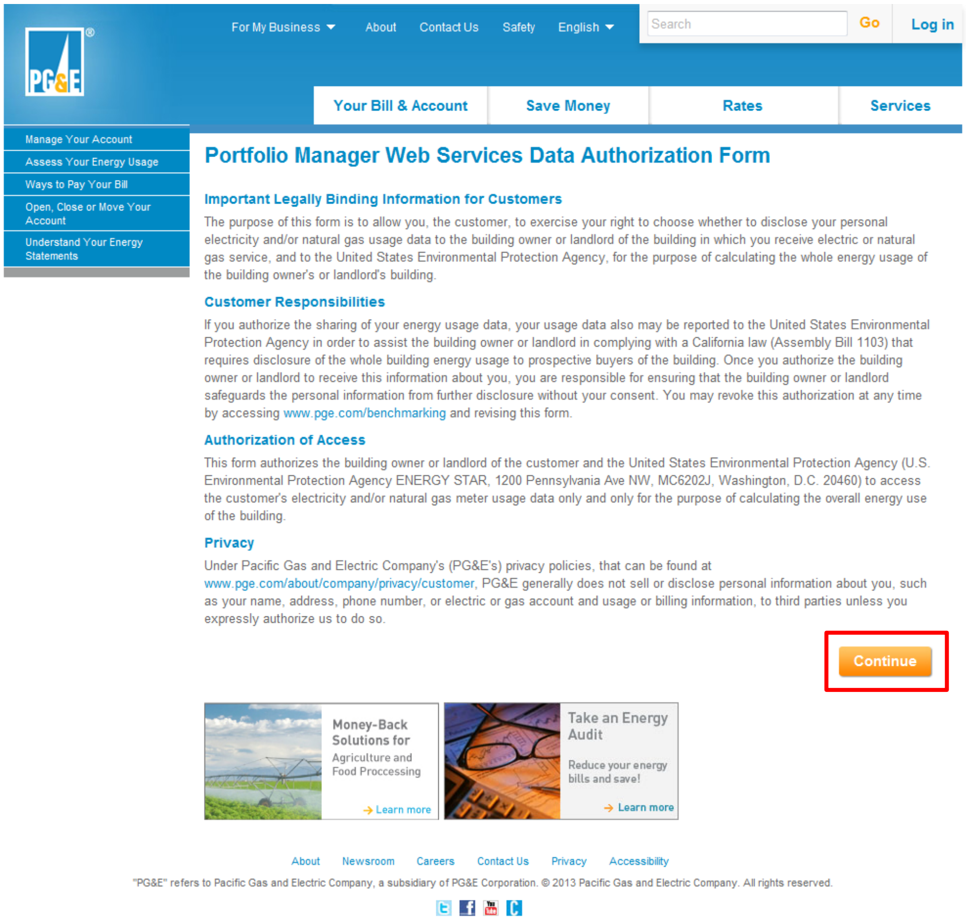
SECTION 1 | How to Authorize Release of Customer Data

IMPORTANT NOTE: Before a PG&E Customer may use this form, Property Owners (or Portfolio Manager account holders) must first *share their Property with PG&E through Portfolio Manager.* For more information, see the How To Benchmark Guide: www.pge.com/HowToBenchmark.

1. Access www.pge.com/benchmarking and locate the link for the online Portfolio Manager Web Services Data Authorization form.



2. Read important Customer information. Click ‘Continue’.



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Manage Your Account
Assess Your Energy Usage
Ways to Pay Your Bill
Open, Close or Move Your Account
Understand Your Energy Statements

Portfolio Manager Web Services Data Authorization Form

Important Legally Binding Information for Customers

The purpose of this form is to allow you, the customer, to exercise your right to choose whether to disclose your personal electricity and/or natural gas usage data to the building owner or landlord of the building in which you receive electric or natural gas service, and to the United States Environmental Protection Agency, for the purpose of calculating the whole energy usage of the building owner's or landlord's building.

Customer Responsibilities

If you authorize the sharing of your energy usage data, your usage data also may be reported to the United States Environmental Protection Agency in order to assist the building owner or landlord in complying with a California law (Assembly Bill 1103) that requires disclosure of the whole building energy usage to prospective buyers of the building. Once you authorize the building owner or landlord to receive this information about you, you are responsible for ensuring that the building owner or landlord safeguards the personal information from further disclosure without your consent. You may revoke this authorization at any time by accessing www.pge.com/benchmarking and revising this form.

Authorization of Access

This form authorizes the building owner or landlord of the customer and the United States Environmental Protection Agency (U.S. Environmental Protection Agency ENERGY STAR, 1200 Pennsylvania Ave NW, MC6202J, Washington, D.C. 20460) to access the customer's electricity and/or natural gas meter usage data only and only for the purpose of calculating the overall energy use of the building.

Privacy

Under Pacific Gas and Electric Company's (PG&E's) privacy policies, that can be found at www.pge.com/about/company/privacy/customer, PG&E generally does not sell or disclose personal information about you, such as your name, address, phone number, or electric or gas account and usage or billing information, to third parties unless you expressly authorize us to do so.

Continue

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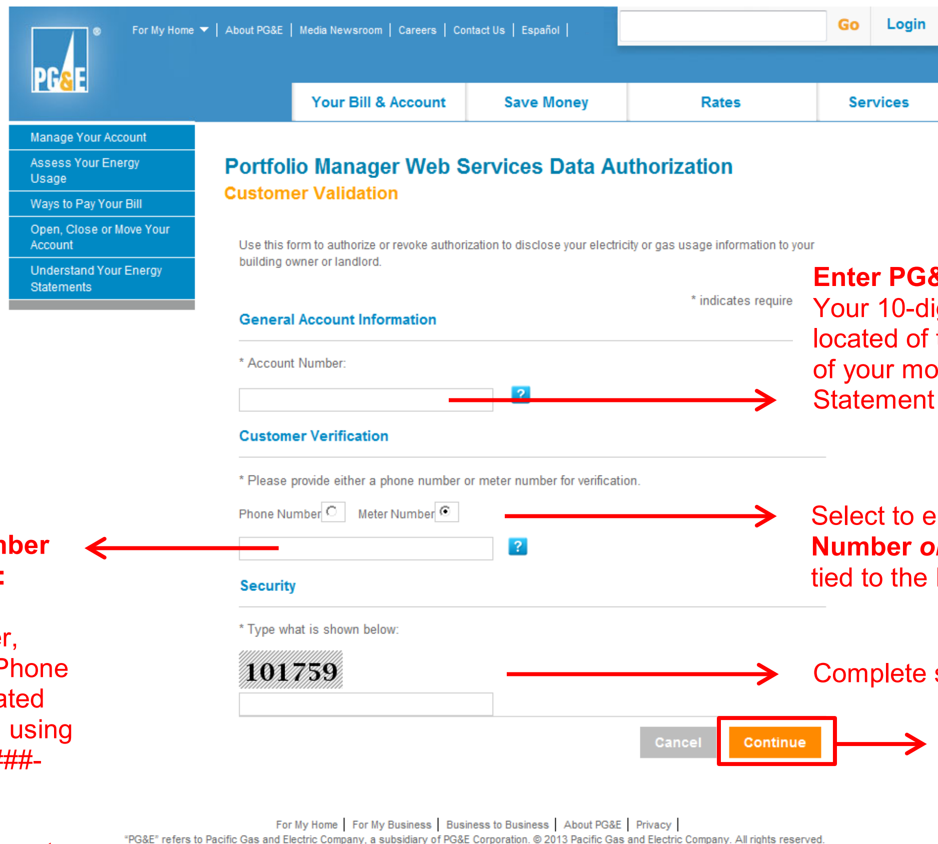
3. Enter your PG&E Account number, either the Phone Number *or* Meter Number associated with your PG&E Account, and complete the Security CAPTCHA. Click 'Continue'.

   NOTE: If you have multiple PG&E Accounts, complete this form for each Account.



Enter PG&E Account Number: Your 10-digit Account Number is located of the upper right corner of your monthly PG&E Energy Statement

Select to enter the **Phone Number *or* Meter Number** tied to the PG&E Account

Enter Phone Number *or* Meter Number:

For Phone Number, enter any of your Phone Number(s) associated with your Account, using the format: (###) ###-####.

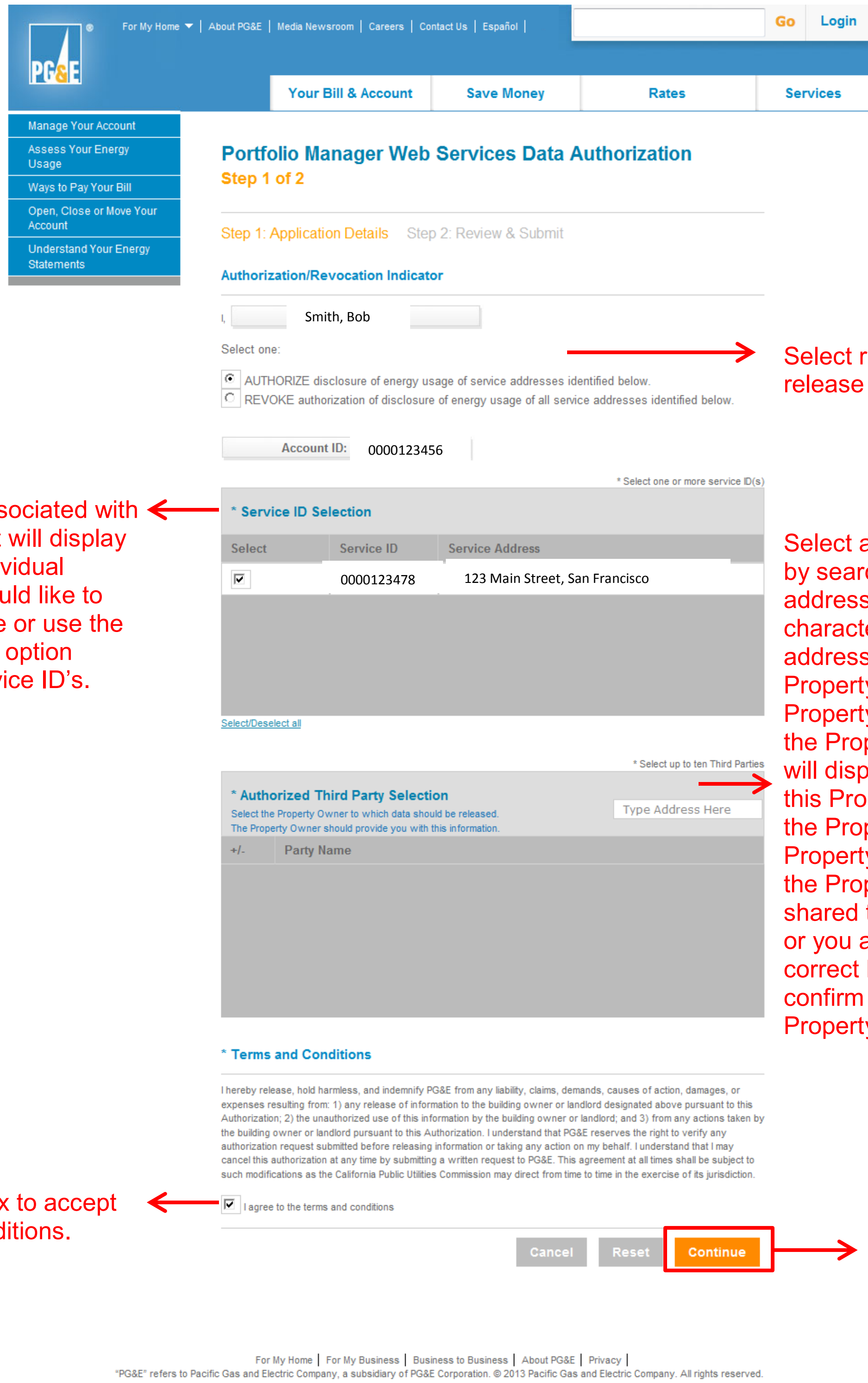
For Meter Number, enter any of the Meter Number(s) associated with your Account. Your Meter Number(s) are located in the "Service Information" section of your monthly PG&E Energy Statement.

Complete security CAPTCHA

Click 'Continue'

For more information on reading your bill, see this guide on "Understanding Your Energy Statement": http://www.pge.com/en/mybusiness/account/bill/index.page

4. (Step 1) Choose to ‘Authorize’ release of your data, select the Service ID’s to release, and select an Authorized Third Party to receive your data. Click ‘Continue’.



Select radio button to ‘Authorize’ release of your data.

The Service ID’s associated with your PG&E Account will display here. Select the individual Service ID’s you would like to authorize for release or use the ‘Select/Deselect All’ option below to select Service ID’s.

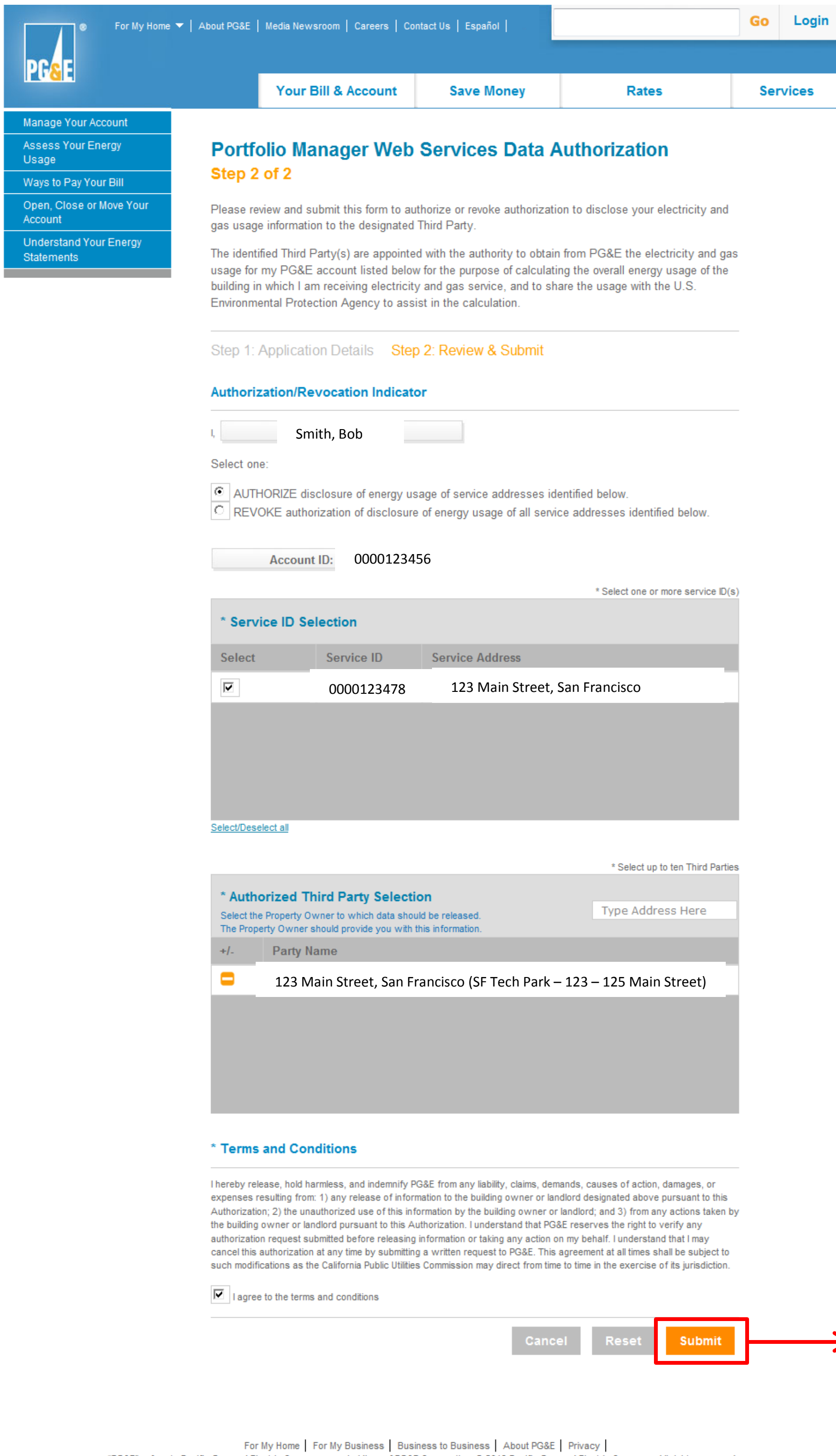
Select an Authorized Third Party by searching for your Property address. Enter the first five characters of your property address to search. If the Property Owner has shared the Property information with PG&E, the Property name and address will display as an option. Select this Property to release data to the Property Owner. If the Property is not displayed, either the Property Owner has not shared the Property with PG&E or you are not searching on the correct Property address. Please confirm the address with your Property Owner or Landlord.

Select the check box to accept the Terms and Conditions.

Click ‘Continue’

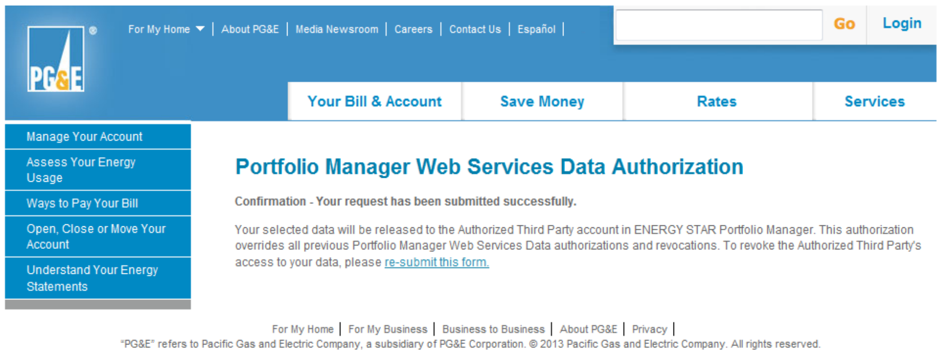
5. (Step 2) Review the entered information. If there are no issues, click ‘Submit’. Else, click ‘Reset’ to start over, or click ‘Cancel’ to exit the form.’

   Note: The ‘Step 2’ page looks very similar to the ‘Step 2’ page.



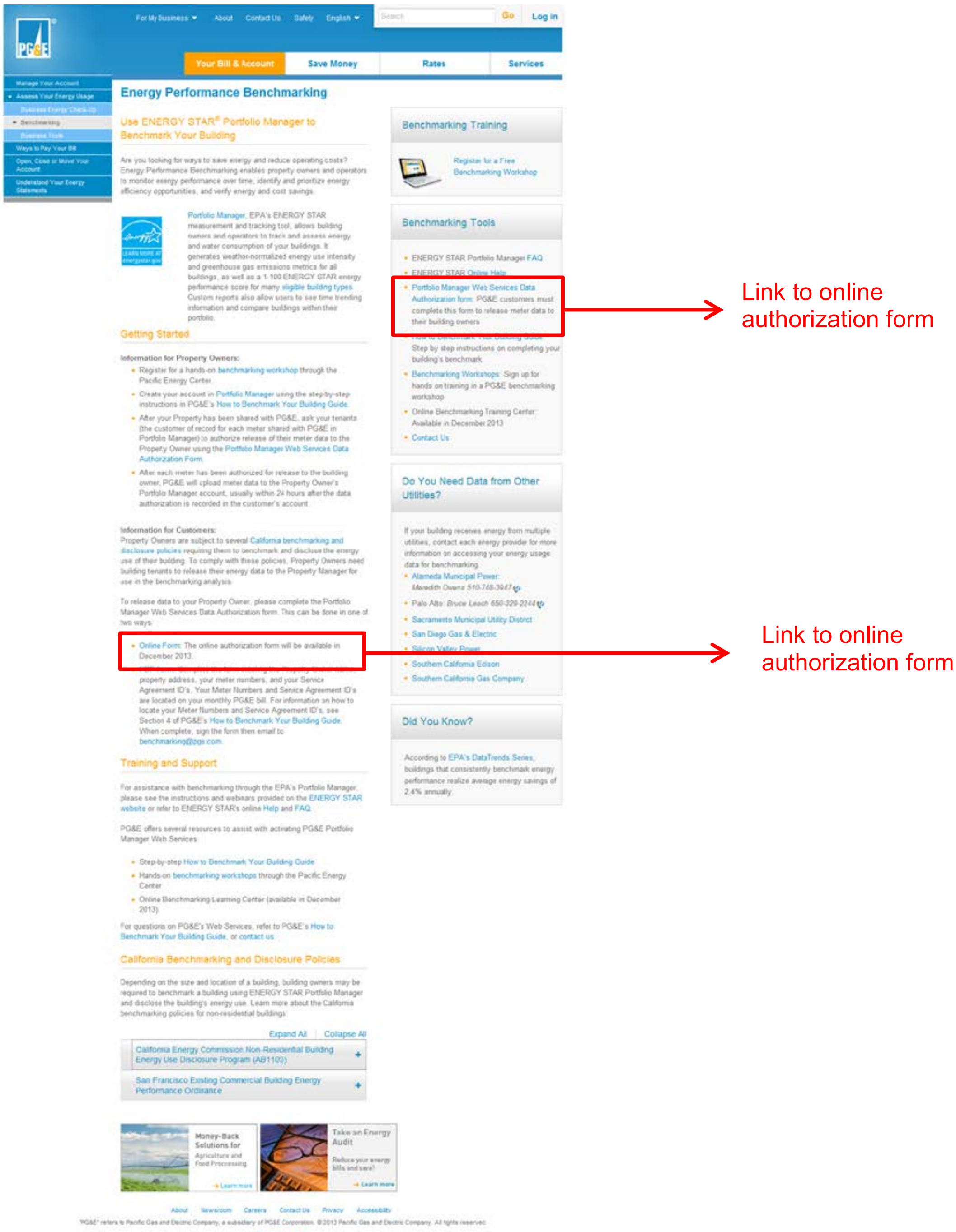
Click ‘Submit’

6. View the confirmation page. No furher action is required. Your data will be automatically transmitted to Portfolio Manager.



SECTION 2 | How to Revoke Release of Customer Data

1. Access www.pge.com/benchmarking and locate the link for the online Portfolio Manager Web Services Data Authorization form.



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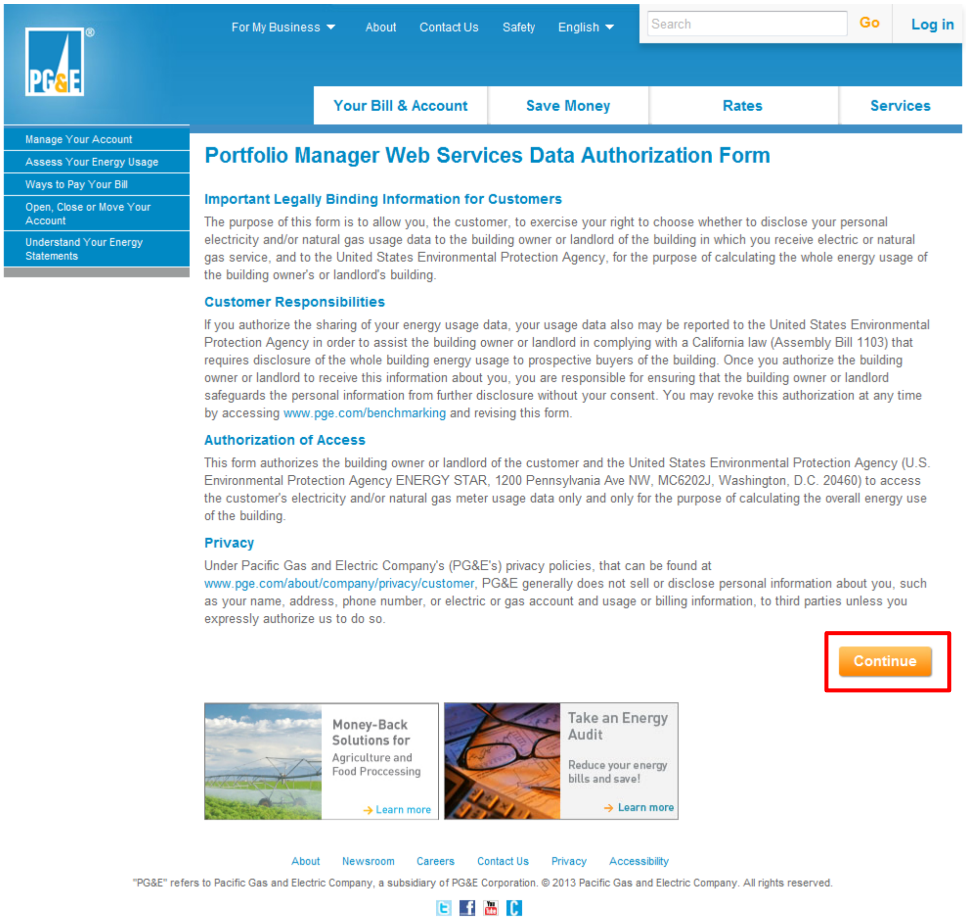

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- Manage Your Account
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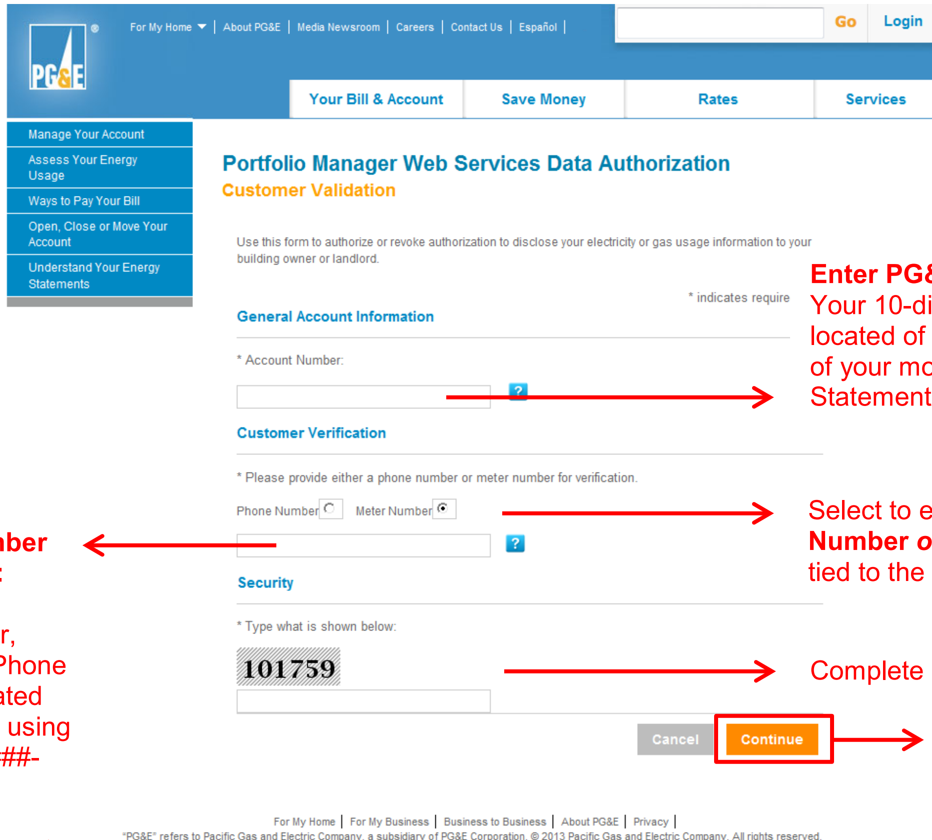
3. Enter your PG&E Account number, either the Phone Number *or* Meter Number associated with your PG&E Account, and complete the Security CAPTCHA. Click 'Continue'.



Enter PG&E Account Number: Your 10-digit Account Number is located of the upper right corner of your monthly PG&E Energy Statement

Select to enter the **Phone Number *or* Meter Number** tied to the PG&E Account

Complete security CAPTCHA

Click 'Continue'

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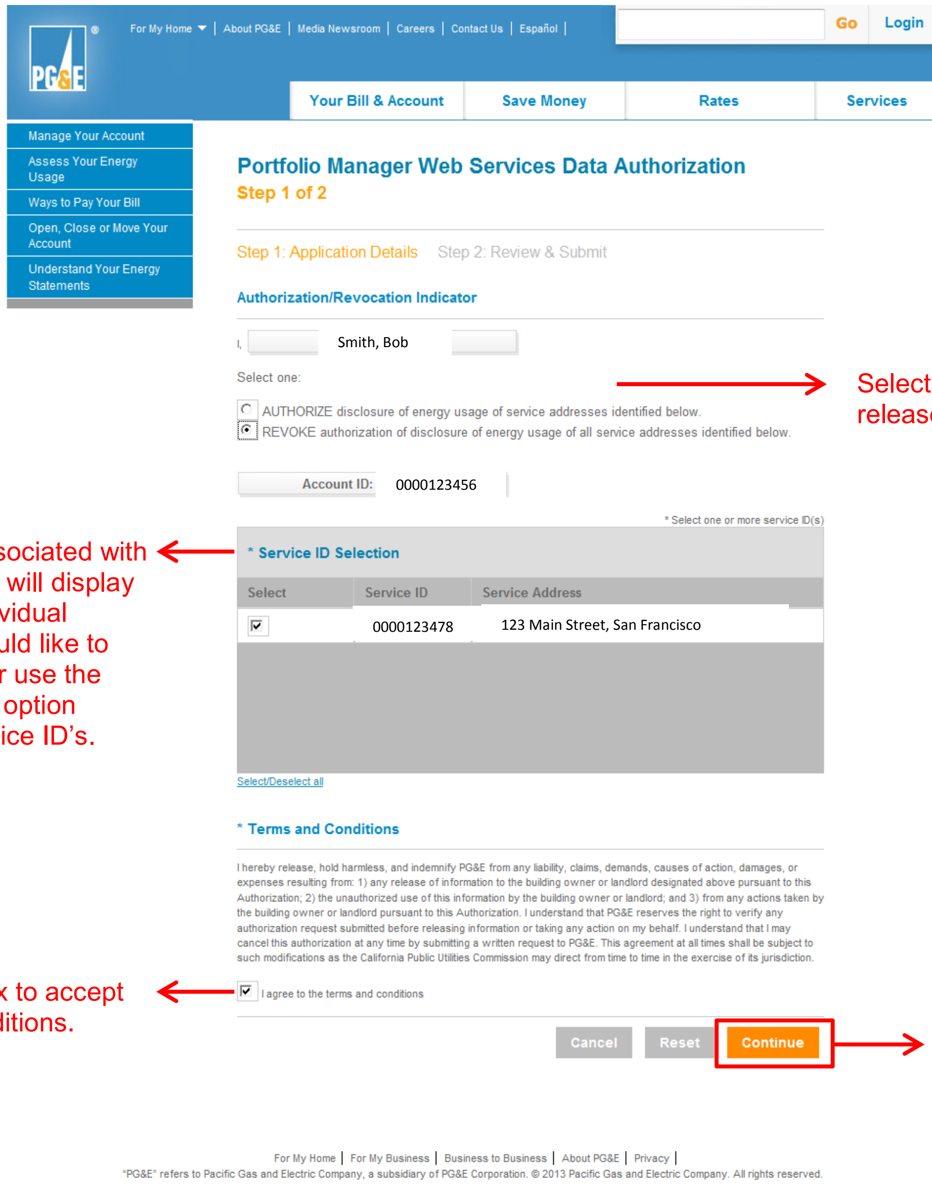

Select radio button to 'Revoke' release of your data.

The Service ID's associated with your PG&E Account will display here. Select the individual Service ID's you would like to revoke for release or use the 'Select/Deselect All' option below to select Service ID's.

Select the check box to accept the Terms and Conditions.

Click 'Continue'

5. (Step 2) Review the entered information. If there are no issues, click ‘Submit’. Else, click ‘Reset’ to start over, or click ‘Cancel’ to exit the form.’

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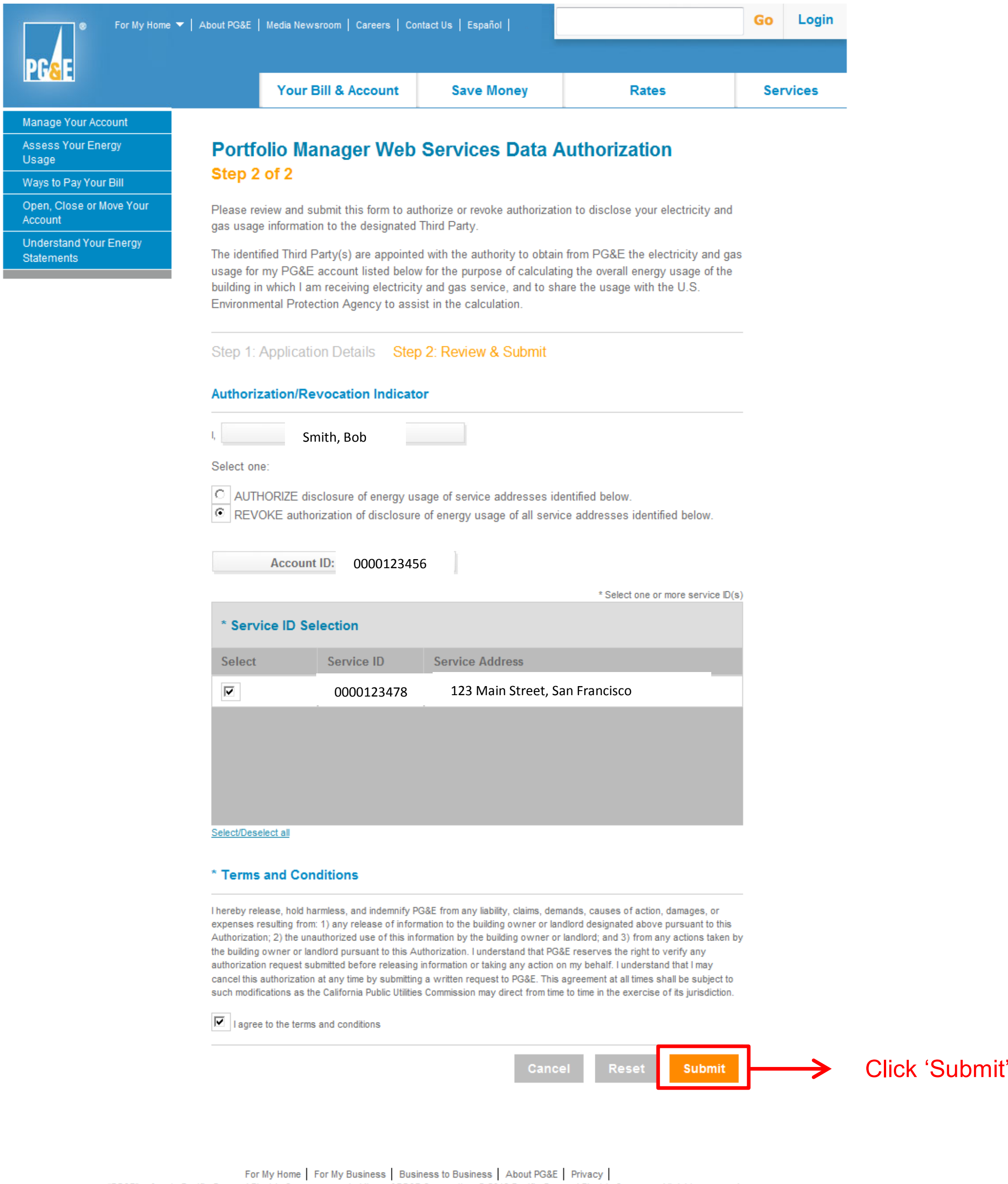

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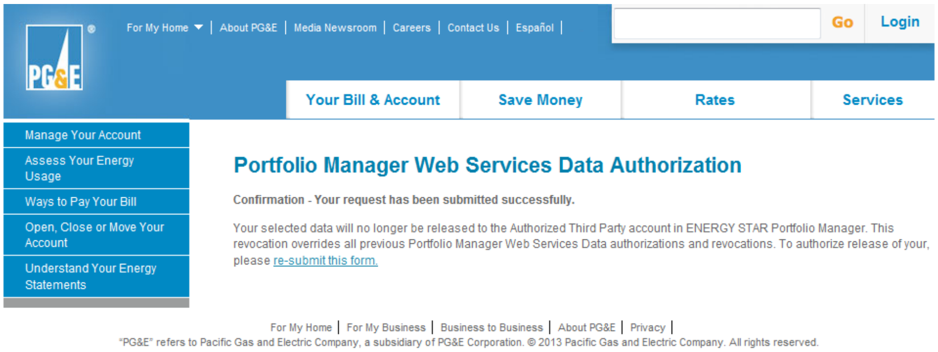

SECTION 3 | For More Information

For more information or assistance with completing the online authorization form:

Review www.pge.com/benchmarking
Email: benchmarking@pge.com