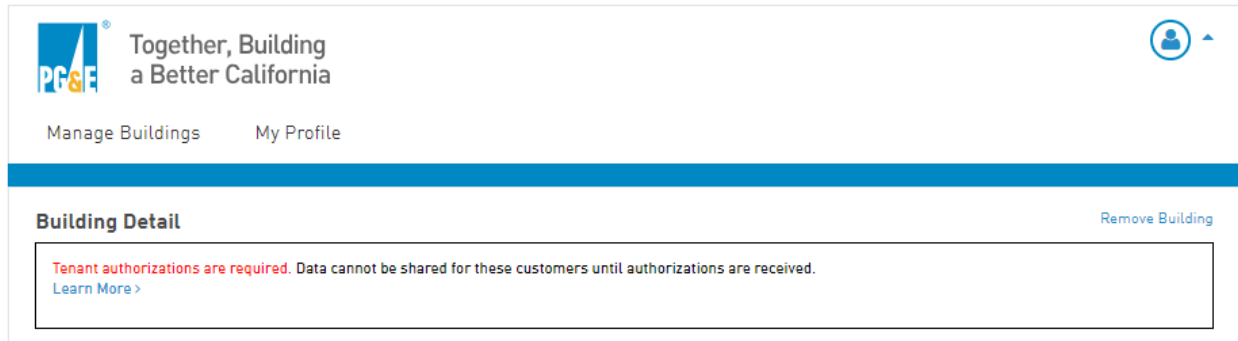


Data Release Authorization Instructions

If required, you will note the Authorizations banner at the top of the Building Detail page.



The screenshot shows the PG&E user interface. At the top left is the PG&E logo with the slogan "Together, Building a Better California". Below the logo are links for "Manage Buildings" and "My Profile". On the top right is a user profile icon. A blue horizontal bar separates the header from the main content. Below this bar, the page title "Building Detail" is on the left, and a "Remove Building" link is on the right. A red-bordered box contains the message: "Tenant authorizations are required. Data cannot be shared for these customers until authorizations are received." Below this message is a "Learn More >" link.

You will also notice an “Auth Required” note for each meter that requires tenant authorization

Gas Services		Electric Services	
No.	Auth Status	No.	Auth Status
1	Auth Required	1	Auth Required

Note: Your property ***needs to be linked with ESPM before you can complete any required authorizations.*** If you still see your Meter Status as **Not Linked** This building is not linked to your ENERGY STAR® Portfolio Manager Account.

Go to the following website to complete the online authorization:

<https://www.pge.com/BenchmarkingDataRelease>

Remember: You will need your BBP Building ID to complete the Authorization

Step 1 – Enter PG&E Account Info

PG&E For My Home | About PG&E | Media Newsroom | Careers | Contact Us | Español

Your Bill & Account | Save Money | Rates

Portfolio Manager Web Services Data Authorization

Customer Validation

Use this form to authorize or revoke authorization to disclose your electricity or gas usage information to your building owner or landlord.

General Account Information * Indicates required field

* Account Number:

1234567890

Customer Verification

* Please provide either a phone number or meter number for verification.

Phone Number Meter Number

1004567890

Security

* Type what is shown below:

474377

474377

Cancel Continue

- Enter your ten digit Account Number, and either the Phone Number associated with the account, or one Meter Number associated with the account.
- If you choose to enter a Meter Number, click on the Meter Number button prior to entering your Meter Number. See the sample monthly Energy Statement included in the FAQ section for help locating these numbers.
- Then, type in the security code as shown, and click Continue.

Step 2 – Select Meters to Authorize, and Aggregate Building Data Program Radio Button

PG&E Online Customer Authorization

Portfolio Manager Web Services Data Authorization

Step 1: Application Details Step 2: Review & Agreement

Authorization/Revocation Indicator

1. FNAME, LNAME

Select user:

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.

Account ID: 1234567890

Select one or more Service Agreement ID(s)

Select	Service Agreement ID	Service Type	Meter Number	Service Address
<input checked="" type="checkbox"/>	1234567222	Gas	555X42	100 Main Street, San Francisco
<input checked="" type="checkbox"/>	1234567457	Electric	1008758821	100 Main Street, San Francisco

[Select Default](#)

Program Indicator

Select the program: [Learn more >](#)

Aggregated building data (AB-802)

Individual meter data

- The Authorize disclosure option is pre-selected. Leave that setting as is if you want to Authorize a data release.
- Check the boxes next to each Service ID/Meter Number of interest,
- Then select the program that best applies to your circumstances.
- Select Aggregated Building Data if you want your whole building data summed by energy type. In order to use this option, you must first map your meters to your building, in a prior step.

Step 3 – Enter in BBP Building ID, Confirm Building Selection, Submit

NOTE: DO NOT COPY / PASTE Your 10-Digit Building ID. Type-in the numbers

Online Customer Authorization Aggregated Data Option

* Select up to ten Third Parties

*** Authorized Property Owner Selection**
Select the Property Owner to which data should be released. Enter the 7 digit Portfolio Manager Property ID into the search box. The Property Owner should provide you with their Property ID.

Party Name
9958328222, 100 Main Street, San Francisco (Demo Office Building)

* Email:

Confirm Email*

*** Terms and 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 or landlord designated above pursuant to this Authorization; 2) the unauthorized use of this information by the building owner or landlord; and 3) from any actions taken by the building owner or landlord 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 and conditions

Link Building to Energy Star Portfolio Manager Account
Here is your Energy Star Portfolio Manager information:

Star ID: 100912
Building ID: 9958328222

You will need to go to the EPPM web site, log in to your account, and do the following:

1. Set up this building
2. Setup sharing
3. Enter the Star ID & Building ID shown on above

Once you have completed these steps, your account will be linked with a Star Business Dept. "linked" status will be reflected in this portal, and data transfer will begin.

- Enter your ten digit Building ID, as displayed in the PG&E Building Benchmarking Portal when mapping your meters to your building.
- If your site has been properly mapped, the site address will appear in the pop-up box
- Click on your address in the pop-up window. The site address will now appear under Party Name, as shown.