Data Release Authorization Instructions

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

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

<table>
<thead>
<tr>
<th>Gas Services</th>
<th>Electric Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>No.</td>
<td>Auth Status</td>
</tr>
<tr>
<td>1</td>
<td>Auth Required</td>
</tr>
</tbody>
</table>

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

- 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

- 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

- 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.