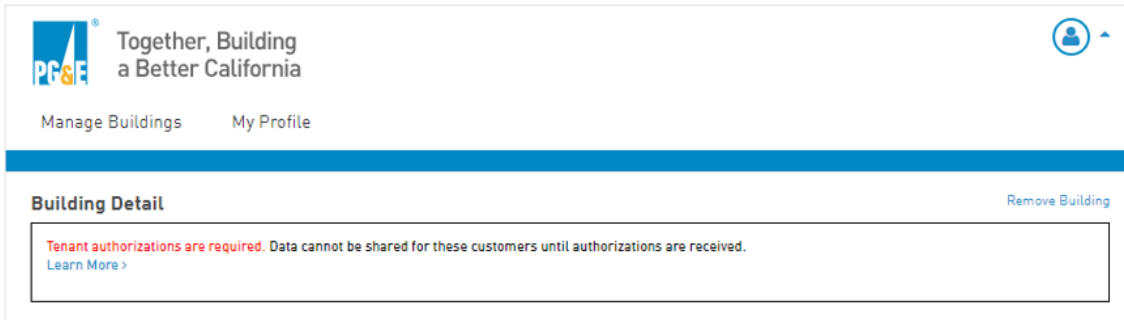


## Data Release Authorization Instructions

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



The screenshot shows the PG&E website header with the logo and tagline "Together, Building a Better California". Below the header are links for "Manage Buildings" and "My Profile". The main content area is titled "Building Detail" and includes a "Remove Building" link. A red banner at the top of the content area states: "Tenant authorizations are required. Data cannot be shared for these customers until authorizations are received. Learn More >".

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

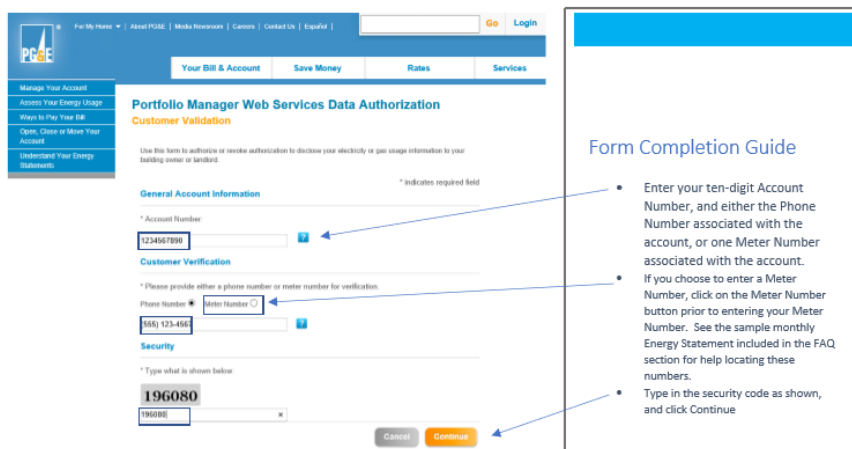
Gas Services		Electric Services	
No.	Auth Status	No.	Auth Status
1	Auth Required	1	Auth Required

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 Information



The screenshot shows the "Portfolio Manager Web Services Data Authorization" form. The form is titled "Customer Validation" and includes sections for "General Account Information", "Customer Verification", and "Security". The "General Account Information" section has a required field for "Account Number" with the value "1234567890". The "Customer Verification" section has a required field for "Phone Number" with the value "555-123-456" and a "Meter Number" field. The "Security" section has a required field for "Security Code" with the value "196080". A "Form Completion Guide" box on the right provides instructions: "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."; and "Type in the security code as shown, and click Continue".

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

**Authorization/Revocation Indicator**

Select one\*

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: \_\_\_\_\_

Select one or more Service Agreement IDs?

**Service Agreement ID**

Select	Service Agreement ID	Service Type	Meter Number	Service Address
<input checked="" type="checkbox"/>	_____	Gas	_____	ST LAFAYETTE
<input type="checkbox"/>	_____	Electric	_____	ST LAFAYETTE

Select (Default) All

**Program Indicator**

Select the program\*

LEAD 0000  
 Aggregated building data (AB 002)

Cancel

### Form Completion Guide

- 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 that is of interest
- Aggregated Building data should be pre-filled. If not, select. In order to use this option, you must have mapped your meters to your building in the prior steps

Accept the Terms and Conditions, and select Continue

## Step 3 - Enter in BBP Building ID, Confirm Building Selection, Submit

**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)

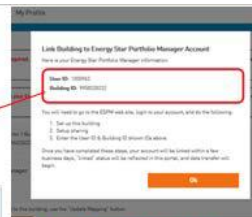
\* Email: \_\_\_\_\_  
 Confirm Email\* \_\_\_\_\_

**\* 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

Cancel Reset Continue



- 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.

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