



BESO GUIDE

HOW TO SUBMIT AN ENERGY ASSESSMENT (TIME OF SALE)

All assessments for buildings less than 25,000 sqft must be submitted through the online BESO Portal. If the assessment is a Home Energy Score, please submit the report after it's been approved by Frontier Energy. The portal is linked directly to our compliance database and can be used to look-up the current status of a property as well as the date an energy assessment is due.

- 1) Open the BESO Portal (<https://beso.force.com/s/>)
- 2) Input the building address. If the building has submitted an application an updated status will be available.
- 3) Click "Continue".

4) Select "Yes" to **Are you an Assessor?** and click "Continue".

5) Input your name under "Select Assessor Contact". If your name is not shown please contact the BESO helpdesk.

6) Enter the contact information for the main contact at the property. Be sure to input this correctly as all correspondence will be sent to this contact.

Property Contact Information

* First Name

Jane

* Last Name

Doe

* Contact Type

Owner/Buyer

* Phone

(000) 000-0000

* Email

test.email@gmail.com

Company

7) Input the building information.

Building Information

Please fill out whole building information, not information pertaining to a single unit, based on your assessment. If value unknown, please provide estimate or lookup information in the City's Community GIS Portal.

* Number of Buildings on Parcel

1

Alternate Address

If submitting applications for more than one building with the exact same address, please include a building identifier here (i.e. "back unit", "ADU", "main house"). Please note you need to submit one application per building (each separate structure).

* BESO Property Type

House (1-4 Units)

* Floor Area

1,234

* Number Of Residential Units

2

8) Input the energy assessment information.

- Home Energy Score: Please provide the HES Label # under "Assessment ID"
- Asset Score Audit Template: Please provide the Asset Score Building ID # under "Assessment ID"

Please fill out Energy Form once per report submitted

* Audit Date

mm/dd/yyyy

* Audit Type

ASHRAE Level 1

Audit Software

--None--

* Audit Cost

Assessor Notes

Assessment ID

9) Upload a copy of the energy assessment and be sure to upload the required attachments for the building type.*

- **Home Energy Scores:**
 - i. Once the assessments have been approved by the HES team, upload a copy of the Custom Report and provide the label # under "Assessment ID".
- **Other 1-4 Unit Assessments:**
 - i. Energy Upgrade California PDF Report **OR**
 - ii. PDF report (any format, but must include all required aspects listed in administrative regulations) for specified ASHRAE standard **AND** Completed Supplemental Commercial/Multifamily spreadsheet
- **Commercial/Mixed Use:**
 - i. PDF report (any format, but must include all required aspects listed in administrative regulations) for specified ASHRAE standard **AND** Completed Supplemental Commercial/Multifamily spreadsheet **OR**
 - ii. Multifamily LCAT report & excel format **OR**
 - iii. Asset Score Reporting Template PDF Report
- **5+ Unit Multifamily:**
 - i. PDF report (any format, but must include all required aspects listed in administrative regulations) for specified ASHRAE standard **AND** Completed Supplemental Commercial/Multifamily spreadsheet **OR**
 - ii. Asset Score Reporting Template PDF Report

*Multiple documents can be uploaded but only one will be listed on the portal at a time.

∨ Please fill out Energy Form once per report submitted

* Audit Date 1/12/2020	* Audit Type Home Energy Score
Audit Software --None--	* Audit Cost \$123.00
* Home Energy Score 3	Assessor Notes

Attachments

Upload Files Or drop files

December Dashboard.pdf

Submit Assessment

10) Click "Submit Assessment". Once submitted, BESO staff will review the assessment and provide feedback as needed.