This document will show you how to (1) create an account in the PG&E Benchmarking Portal, (2) add a building to your profile and (3) submit an authorization document for approval. The PG&E benchmarking portal provides a simplified way to complete data release authorizations for multiple meters at a time.

Step 1. Create an account in the PG&E benchmarking portal

Click this link to go to the benchmarking portal.

Register as a new user and complete all relevant information for your account.

Step 2. Add a building to your profile

After registering as a new user, you should see the following page.

Enter all information for the building and click next at the bottom of the page

Step 3: Submit an authorization document

After entering your building information, you will be asked to provide supporting documentation for proof of ownership or authorization (such as a deed, mortgage, or an authorization letter signed by the building owner). Submit relevant documents by clicking "Browse" to add your file.

Manage Buildings   My Profile

Add Building

Step 1: Building Information   Step 2: Upload Document   Step 3: Review & Submit

Building Name: 1947 Center St

Address: 1947 CENTER SAN FRANCISCO CA 94123

Use the "Browse" button to locate a file on your computer. Upload a proof of ownership or authorization document such as a deed, mortgage, or an authorization letter signed by the building owner in one of the following formats: doc, docx, pdf, jpg, gif or png. File size cannot exceed 5MB and the file name should be less than 50 characters long.

If you would like to upload multiple files, complete the registration process and click on the "Upload Docs" link for this building on the Manage Buildings page.

No files have been added

Browse

‹ Back   **Next**

After clicking "Next", you should see the following page. Ensure all the information looks correct and submit. Edit if necessary. Make sure to check the box at the bottom to give authority

Manage Buildings   My Profile

Add Building

Step 1: Building Information   Step 2: Upload Document   Step 3: Review & Submit

Review the information below for accuracy, use the "Edit" buttons to make any changes, then sign the affidavit by clicking "Submit."

Building Information   **Edit**

Building Name: 1947 Center St

Address: 1947 CENTER SAN FRANCISCO CA 94123

Documents   **Edit**

Pages from how_to_benchmark-5_Page_2.jpg

☐ I represent and warrant under penalty of perjury that I am the building owner or authorized to act on behalf of the building owner for purposes of compliance with Assembly Bill 802 building benchmarking regulatory requirements. My authority is supported by the documentation I have provided with this request.

Cancel   **Submit**

Manage Buildings   My Profile

Manage Buildings

✔ **You have successfully added a building. Building(s) will need to be approved before you can add premises & link to your Energy Star Portfolio Manager account.**

- Use the delete icon to remove a building.
- Use the "Add Building" button to add another building for approval.
- If you need to upload more documents for a pending registration, use the "Upload Docs" (documents) link.

Add Building

Buildings

	Building Name	Address	Statuses		
			Registration	Mapping	ESPM Link
✖	1947 Center St	1947 center san francisco CA 94123	Pending Upload Docs		

Displaying Page 1 of 1   << First   < Previous | Next >   Last >>