



CITY OF DETROIT

STEAM GUIDE

COMMERCIAL, INDUSTRIAL AND
MULTIFAMILY BENCHMARKING



This guide is an excerpt of the Official City of Detroit Benchmarking Reporting Resource Guide

Step Three: Gather energy and water use data and enter them into ENERGY STAR Portfolio Manager (cont.)

Step 3.3 (only if applicable) Accessing STEAM data

Email reporting@detroitthermal.com to request your thermal data.

information needed in your request:

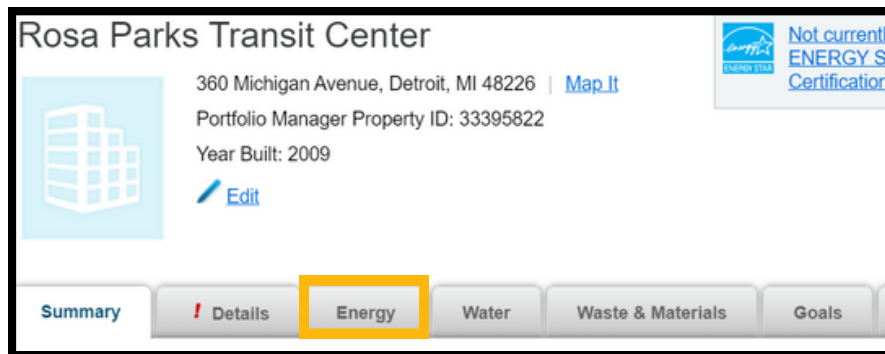
- Building address
- Year reporting

Step 3.4 Entering Data into Energy Star Portfolio Manager

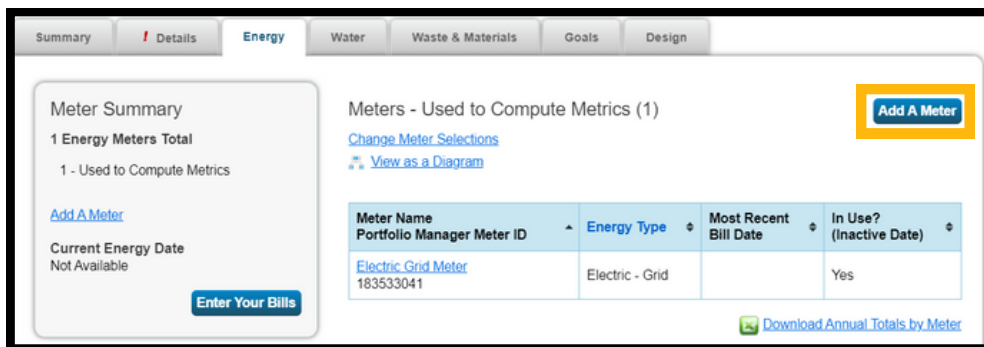
Entering data for one property

for this example, we will enter data of a Gas meter


1. Go to your building's profile on Energy Star Portfolio Manager
2. Select the tab of the utility you will be entering data for. Here we will select **Energy**



3. Select **add a meter**



4. Select the energy type and the number of meters you will enter data for



Sources of Your Property's Energy

What kind of **energy** do you want to track? Please select all that apply.

- Electric
- Natural Gas
- Propane
- Fuel Oil (No. 2)
- Diesel
- District Steam

How Many Meters?

- For more details, including directions for multiple buildings, see [How to Get Utility Data into Portfolio Manager](#)

Step 3.4 Entering Data into Energy Star Portfolio Manager (continued)

5. Name the meter according to the meter number. Include correct units and data that the meter became active

About Your Meters for Rosa Parks Transit Center

Enter the information below about your new meters. The meter's **Units** and **Date Meter became Active** are required. You can also change the meter's name.

1 Energy Meter for Rosa Parks Transit Center (click table to edit)

<input type="checkbox"/>	Meter Name	Type	Other Type	Units	Date Meter became Active	In Use?	Date Meter became Inactive	Enter as Delivery?	Custom Meter ID 1 Name
<input type="checkbox"/>	District Steam	District Steam				<input checked="" type="checkbox"/>		<input type="checkbox"/>	

[Delete Selected Entries](#)
[Add Another Entry](#)

6. Enter the meter usage information using either the single entry method or the single meter spreadsheet.

our Meter Entries for Rosa Parks Transit Center

We need actual energy consumption information in order to start providing you with your metrics and, possibly, your score!

1 Energy Meter(s) for Rosa Parks Transit Center

Meter number

Start Date	End Date	Usage ccf (hundred cubic feet)	Total Cost (\$)	Estimation
Click to add an entry Delete Selected Entries Add Another Entry Learn how to copy/paste				

Upload data in bulk for this meter:

- Use this [single-meter spreadsheet](#) to:
 - Upload the completed file below
 - Copy and Paste the data into the table above

No file chosen

7. Select permissions for sharing with the Detroit Benchmarking reporting profile

Congratulations! Any energy meters you selected have been successfully associated to your property(ies).

Share Additional Meters with Web Services Provider

You have successfully created additional meters for your property. We notice that your property is shared with companies that exchange data directly through Portfolio Manager web services. If you want these companies to be able to access/edit your new meters, you must share these meters directly with them. If you do not wish to grant access to this meter, please select "None" as the permissions level and the meter(s) will not be shared at this time. To share in the future you will need to select "Edit Contact's Permissions" from the Sharing table on the Summary tab for your property.

Select the permission levels you would like to grant each web services provider below:

Detroit Benchmarking Reporting

The following information is required by **Detroit Benchmarking Reporting** in order to provide service to your property(ies). If you have questions about how to complete this information, please contact them directly.

Meter Name	None	Read Only	Full Access
Meter number	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>