

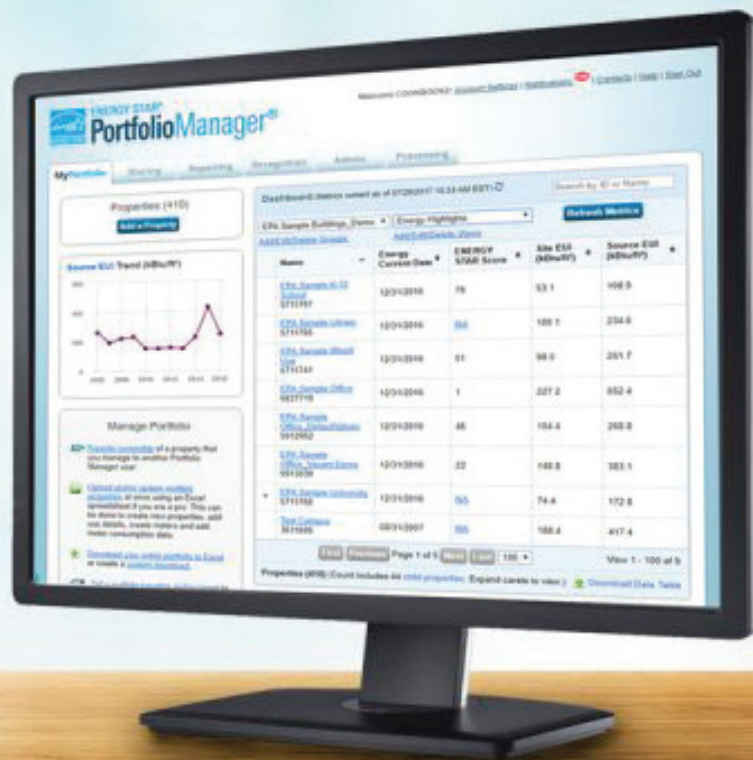
RPU Connect Benchmarking User Guide

WELCOME!

This guide is designed to help RPU business customers utilize the automated ENERGY STAR® Portfolio Manager® (ESPM) data transfer and benchmarking features available through the RPU Connect Portal.

For users new to ESPM, additional resources on registering for an account and creating properties can be found here: <https://www.energystar.gov/buildings/benchmark>

Please contact our team with any questions or support requests:
RPUPrograms@RPU.org



ACCOUNT HOLDERS
STEP 1A:
RPU Connect
Portal Access

NON-ACCOUNT HOLDERS
STEP 1B:
RPU Connect
Portal Access

STEP 2:
Define Your
Meter Group

STEP 3:
Create
an ESPM
Account

STEP 4:
Connect
to ESPM

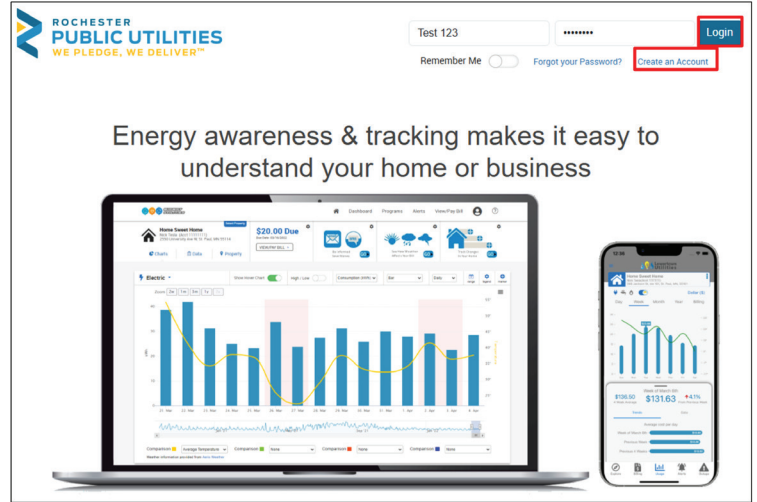
STEP 5:
Send Data from
RPU Connect
to ESPM



STEP 1A: RPU Connect Portal Access

Instructions for Account Holders:

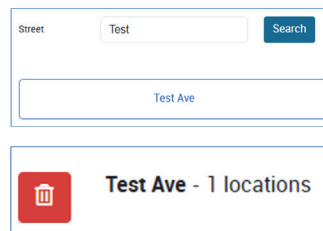
- If you are the owner of the building and own all the account data for the building, you can create an account or log into the RPU Connect portal at <https://my.rpu.org>.
- Proceed to Step 2: Define Your Meter Group (page 5).



STEP 1B: RPU Connect Portal Access

For property managers, building owners, third parties, or account holders who do not have ownership of all residences in a property, the following instructions will guide you through the Whole-Building Benchmarking data request process:

- To get started, follow the instructions and provide all required information on the online “Request for Whole-Building Energy Usage Data” form at: my.rpu.org/WholeBuilding/RequestOwnerPermission
- Define your building request using the **address search** function:
 - » Enter street number/name to display available service location groups.
 - » Click each relevant service address that comprises the building, from the “My Service Addresses” list and confirm unit count details.
 - » Select your relationship to the building (Building Owner, Property Manager, Third-Party, Other).



Helpful Hint: For buildings with multiple accounts or meters, there may be more than one service address linked to a single building. Be sure to check your **RPU bills** to confirm the correct service addresses.



STEP 1B: RPU Connect Portal Access (continued)

After submitting the request, a new user account is created for the requestor’s email address. If the email has not been registered before, the user will receive a “Forgot Password” email with instructions on how to log in for the first time.

After creating an account and signing into the RPU Connect Portal, the user will receive a notification indicating that tenant consent is required before access to aggregated building usage data can be granted.

As a non-account holder, or as a user who does not own the data for all accounts associated with a building, the user must request consent for any properties they do not have data ownership of.

When prompted with the Tenant Consent module, select the blue “[click here](#)” link.

- Not the account holder for any of the listed service addresses? No problem! Just click the **Request** button(s) under the **Request Consent** header to send data requests to each account holder.
- Are you the account holder for one of the listed service addresses? Click the blue “[here](#)” link and provide your account credentials to fulfill the consent requirement.
 - » To fulfill the consent requirement, please enter the account name exactly as it appears on your RPU Billing Statements, along with your account number.

Due to customer privacy requirements, you will need tenant consent to receive aggregated usage for this building.

If you are a third-party service provider or building owner/manager with tenants:
 If you are NOT the customer of record for all accounts at the building, you will need to request consent from the current account holder(s); [click here](#) for the consent form to provide to the account holder(s). All requested information must be provided for the consent to be valid. Once completed, form(s) will need to be returned to Rochester Public Utilities. You will be notified via email once the aggregated data can be released and the property will be added to your Building Energy Benchmarking Portal profile. Your energy use data will display once all data privacy requirements are satisfied.

Address ↕	Status ↕	Request Consent
Test Ave , ROCHESTER, MN, 55901	No Request Sent	Request
Test Ave , ROCHESTER, MN, 55901	No Request Sent	Request
Test Ave , ROCHESTER, MN, 55901	No Request Sent	Request

Consent is required from the account holders at the following service addresses

Note: Unit/Suite/Apartment numbers will appear within the addresses below if they are available in our system. If unit numbers do not appear, or you do not recognize the unit numbers presented, please contact us using the links below.

IMPORTANT: This consent process is required only if you are not the account holder for these services address. If you do not have tenants and/or are the account holder for any of the listed service addresses, you can authenticate additional accounts [HERE](#) using information from your bill for that address.

Address ↕	Status ↕	Request Consent
Test Ave , ROCHESTER, MN, 55901	No Request Sent	Request

Connect Additional Rochester Public Utilities Account ✕

Name on Account

Exactly as it appears on your statement

Account Number

Exactly as it appears on your statement



STEP 1B: RPU Connect Portal Access (continued)

- You will be prompted to enter the Building Owner information.
- Complete the form and click “**Send Request.**”
- A request will be generated and sent to both the building owner and the requester. The building owner will receive an email with the request details and instructions on how to approve it.
- The requester can log into the portal, but will not have access to the requested whole-building data until the owner grants approval.
- If the request is approved, the requester will receive an Owner Permission Approval email confirming access to aggregated building data. Once logged into the RPU Connect portal, the requester can access the Dashboard.
- After fulfilling the tenant consent requirements, the user will gain access to the aggregated building usage data.
- After logging in, proceed to the next page of these instructions.

Tenant Email *
<input type="text"/>
Tenant First Name *
<input type="text"/>
Tenant Last Name *
<input type="text"/>

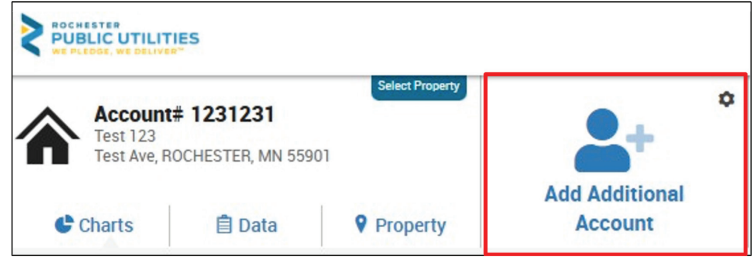




STEP 2: Define Your Meter Group

After logging in, verify that all accounts you are benchmarking are linked to your RPU Connect profile.

- If you need to link additional accounts, use the **Account Linking** widget.
 - » Click on the **“Add Additional Account”** icon*.
 - » Fill out information in pop-up and click **“Add Account.”**



Connect Additional Rochester Public Utilities Account

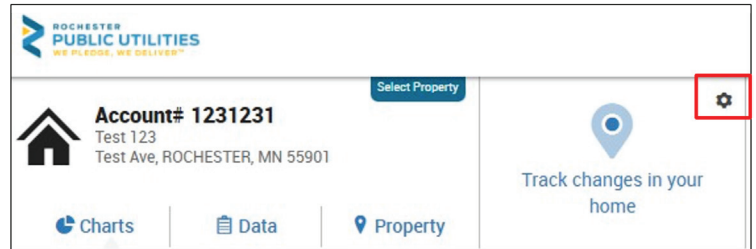
Name on Account

Account Number

Add Account

**If the “Add Additional Account” or “Request Whole-Building Data” options are not visible, click the gear icon in any widget.*

Then, select “Add Additional Account” or “Request Whole-Building Data” to add the widget to your dashboard.

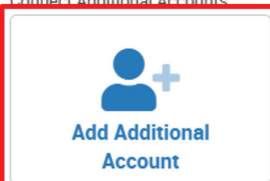


Select Your Widgets

Billing Information

Billed Usage Last Month 216.0 kWh Last Bill (05/05 - 06/06) ↑ 31% from previous	Highest Billed Usage 216.0 kWh Highest Bill (Jun 2023) last 12 months
-------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------

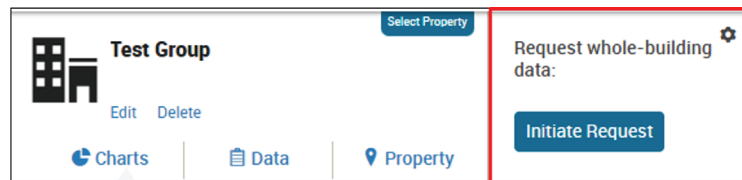
Property

Connect Additional Accounts 	Property Profile Progress 0% Profile Complete
---------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------



STEP 2: Define Your Meter Group (continued)

- If a user needs to request building data, they can initiate a new request using the “Request Whole-Building Data” widget.
- The user can go to the “Add Other Locations” tab to submit a new data request.
- If the user indicates they are not the building owner (submitting the “Whole-Building Data” request as a Property Manager, Third-Party, or Other), building owner consent is required before access to the requested data is granted.
 - » The whole-building data request will be generated and sent to the **building owner**, who will receive an email with the request details and instructions on how to approve it.
 - » Once approved, the property will be added to the user’s **Building Energy Benchmarking Portal** profile. At that point, refer to Page 7 to continue with the instructions.



- **If tenant consent is needed:** A form will display instructing the user to obtain tenant consent.
 - » Refer to Pages 3 and 4 to complete the tenant consent request.
- **If tenant consent is not required,** the dashboard will refresh and display the Whole-Building meter group with aggregated usage data.
 - » Continue to Page 7 of these instructions.

Due to customer privacy requirements, you will need tenant consent to receive aggregated usage for this building.

If you are a third-party service provider or building owner/manager with tenants:

If you are NOT the customer of record for all accounts at the building, you will need to request consent from the current account holder(s); [click here](#) for the consent form to provide to the account holder(s). All requested information must be provided for the consent to be valid. Once completed, form(s) will need to be returned to Rochester Public Utilities. You will be notified via email once the aggregated data can be released and the property will be added to your Building Energy Benchmarking Portal profile. Your energy use data will display once all data privacy requirements are satisfied.

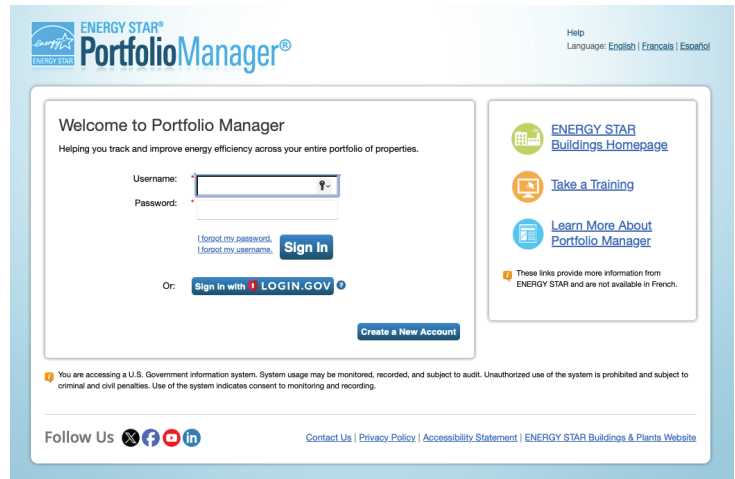


STEP 3: Create an ENERGY STAR® Portfolio Manager (ESPM) Account

Navigate to ENERGY STAR’s website to create a new account for your property in the ENERGY STAR Portfolio Manager (ESPM) platform.

- Log in or create a new account at: portfoliomanager.energystar.gov/pm

Helpful Hint: After logging in, there is no need to set up electric meters manually. They will be automatically created when you send data to ENERGY STAR Portfolio Manager® from your RPU Connect portal.

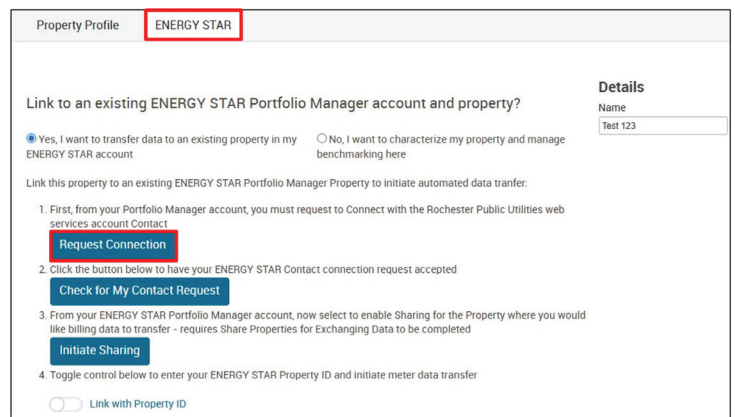
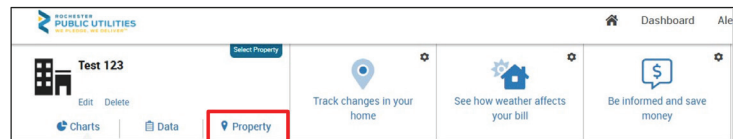


STEP 4: Connect to ESPM

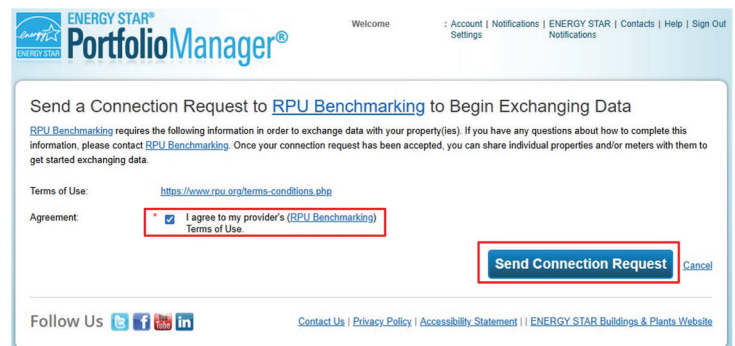
To upload data to the Energy Star Portfolio Manager Database:

- Click the **ENERGY STAR** tab in the Property section.
- Select **“Yes”** to enable automated data transfers to your existing ENERGY STAR Portfolio Manager properties*.
- Click on the **“Request Connection”** button to link to Rochester Public Utilities’ Contact page on the ENERGY STAR® Portfolio Manager (this will open a new tab in web browser).

Helpful Hint: While selecting **“No, I want to characterize my property and manage benchmarking here”** will provide an energy score, this option does not comply with the Minnesota Benchmarking Statute. To ensure compliance, you must select **“Yes”**, as it is the only allowable path under the statute.



- When the Energy Star Portfolio Manager page opens:
 - » **Check Agreement box** and click on the **“Send Connection Request”** button.
 - » After submitting the Connection Request, please allow time for the RPU Benchmarking system administrator to review and approve it.





STEP 4: Connect to ESPM (continued)

- To verify if your connection request has been accepted, click the “**Check for My Contact Request**” button.
- If the request has been approved, a green checkmark will appear.
- Once the green checkmark appears, the user can proceed with sharing data with the RPU Benchmarking ENERGY STAR Portfolio Manager web services account!

1. First, from your Portfolio Manager account, you must request to Connect with the Rochester services account Contact
2. Click the button below to have your ENERGY STAR Contact connection request accepted
 ✓
3. From your ENERGY STAR Portfolio Manager account, now select to enable Sharing for the Pro like billing data to transfer - requires Share Properties for Exchanging Data to be completed
4. Toggle control below to enter your ENERGY STAR Property ID and initiate meter data transfer

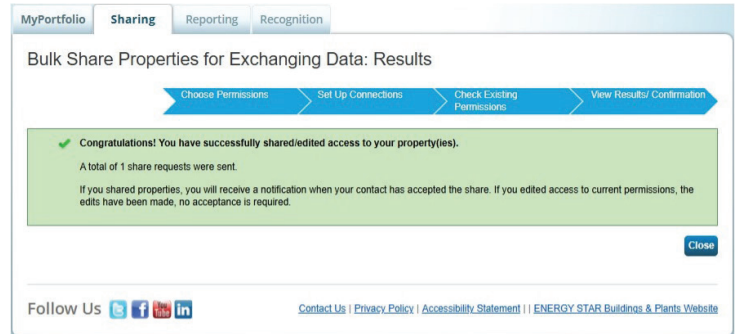
1. First, from your Portfolio Manager account, you must request to Connect with the Rochester services account Contact
2. Click the button below to have your ENERGY STAR Contact connection request accepted
 ✓
3. From your ENERGY STAR Portfolio Manager account, now select to enable Sharing for the Pro like billing data to transfer - requires Share Properties for Exchanging Data to be completed
4. Toggle control below to enter your ENERGY STAR Property ID and initiate meter data transfer

- After clicking the “**Initiate Sharing**” button, a new ENERGY STAR Portfolio Manager tab will open, allowing the property to establish data sharing.

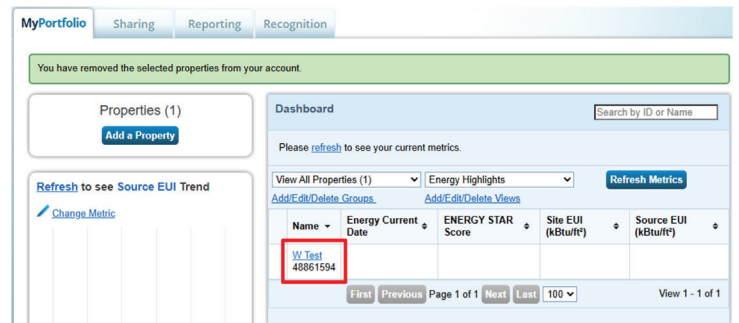


STEP 4: Connect to ESPM (continued)

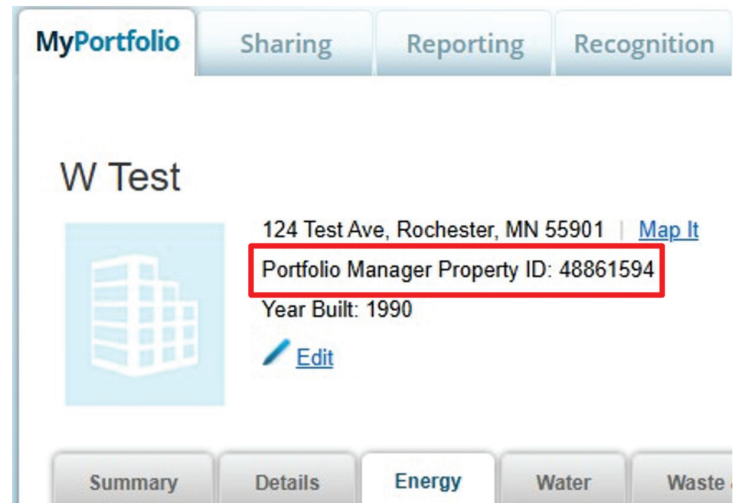
- After completing the property data sharing form, the user will receive a confirmation message stating “Successfully Shared/Edited Access to Your Property(ies).”



- After authorizing data sharing with RPU Benchmarking, the final step to successfully upload data is to link the user’s RPU data with ENERGY STAR using their Property ID.



- In the ENERGY STAR Portfolio Manager platform, the user can find their Property ID by navigating to their property in ESPM.





STEP 5: Send Data from RPU Connect to ESPM

After retrieving the Property ID information, the “Link with Property ID” switch can be clicked in the RPU Connect portal.

- After the user has toggled the “Link With Property ID” box, an entry form will populate to allow the user to enter their Property ID.

- Upon successful entry of the Property ID, a summary table will appear to validate the data the user has entered.

- After successfully validating the Property ID entry, the user will be prompted to submit usage data for each meter to the Portfolio Manager web portal.

Property Profile ENERGY STAR

Link to an existing ENERGY STAR Portfolio Manager account and property?

Yes, I want to transfer data to an existing property in my ENERGY STAR account No, I want to characterize my property and manage benchmarking here

Link this property to an existing ENERGY STAR Portfolio Manager Property to initiate automated data transfer:

1. First, from your Portfolio Manager account, you must request to Connect with the Rochester Public Utilities web services account Contact
Request Connection
2. Click the button below to have your ENERGY STAR Contact connection request accepted
Check for My Contact Request
3. From your ENERGY STAR Portfolio Manager account, now select to enable Sharing for the Property where you would like billing data to transfer - requires Share Properties for Exchanging Data to be completed
Initiate Sharing
4. Toggle control below to enter your ENERGY STAR Property ID and initiate meter data transfer
 Link with Property ID

Establish Automated Benchmarking

Property Id :

Cancel **Submit**

ENERGY STAR Portfolio Manager

Property Id:
48861594

Property Name:
W Test

Address:
124 Test Ave, Rochester, MN, 55901

Primary Function:
Supermarket/Grocery Store

Is this your property? **No** **Yes**

Service Type	Start Date	End Date	Months of data being sent
Electric (kWh)	03/01/2024	10/25/2024	8
Electric (kWh)	02/01/2023	02/29/2024	13
Water (CCF)	02/01/2023	10/25/2024	21

automatically create new usage records in Portfolio Manager as additional billed usage data becomes available.

For this transfer may result in duplication of existing usage records. If necessary, [assign an appropriate meter deactivation](#) in Portfolio Manager or [change meter selections](#) in Portfolio Manager for which meters are included in the calculation of

Cancel **Submit**



STEP 5: Send Data from RPU Connect to ESPM (continued)

- Once the data is uploaded, the user will receive an energy score within the RPU Connect portal.

ESPM Property ID : 48861594
 Current Score : 100
 Site EUI (kbtu/ft²) : 51.2
 Total GHG Emissions : 1604.30 (Metric Tons CO2e)
 Score Date : 02-29-2024
 Last Bill Date : 10-25-2024

Link to an existing ENERGY STAR Portfolio Manager account and property?

Yes, I want to transfer data to an existing property in my ENERGY STAR account
 No, I want to characterize my property and manage benchmarking here

Link this property to an existing ENERGY STAR Portfolio Manager Property to initiate automated data transfer:

- First, from your Portfolio Manager account, you must request to Connect with the Rochester Public Utilities web services account Contact
- Click the button below to have your ENERGY STAR Contact connection request accepted
- From your ENERGY STAR Portfolio Manager account, now select to enable Sharing for the Property where you would like billing data to transfer - requires Share Properties for Exchanging Data to be completed
- Toggle control below to enter your ENERGY STAR Property ID and initiate meter data transfer
 Link with Property ID

- After receiving an energy score in the RPU Connect portal, the user can verify their usage data has been uploaded to ENERGY STAR Portfolio Manager by navigating to their Property.

MyPortfolio | Sharing | Reporting | Recognition

You have removed the selected properties from your account.

Properties (1)

Refresh to see Source EUI Trend

Dashboard

Please [refresh](#) to see your current metrics.

View All Properties (1) | Energy Highlights |

Add/Edit/Delete Groups | Add/Edit/Delete Views

Name	Energy Current Date	ENERGY STAR Score	Site EUI (kBTU/ft²)	Source EUI (kBTU/ft²)
W Test 48861594				

First Previous Page 1 of 1 Next Last 100 View 1 - 1 of 1

- Within their Property, the user can navigate to the Energy tab to view their newly uploaded data.
- At this point, the user has successfully uploaded their data to the Energy Star Portfolio Manager platform, and this process has been completed.

MyPortfolio | Sharing | Reporting | Recognition

W Test

124 Test Ave, Rochester, MN 55901 | [Map It](#)

Portfolio Manager Property ID: 48861594

Year Built: 1990

Thank you!

User Support Email: RPUPrograms@RPU.org

RPU Connect Login/Registration: <https://my.rpu.org>



RPU
CONNECT

Thank you!

User Support Email: RPUPrograms@RPU.org

RPU Connect Login/Registration: <https://my.rpu.org>

