Configure ENERGY STAR Portfolio Manager and EnergyCAP UtilityManagement

ENERGYCAP UtilityManagement™

ENERGYCAP UtilityManagement™		ENERGY STAR® PortfolioManager®
Enter PM name in EnergyCAP UtilityManagement™ to complete connection request	1	Send connection request
Automatically accepted	2	Send sharing request
ENERGY STAR® connected and configured	3	Ready to receive billing data
When adding new buildings and meters after connecting ENERGY STAR, start with step 4.		
Create buildings and meters	4	Create properties and meters (optional)
Link buildings and meters	5	Properties and meters
Submit billing data	6	Scores calculated
View scores and ENERGY STAR reports	7	Scores sent

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