Benchmarking energy and water with ENERGY STAR

It is possible to obtain points associated with performance metrics in the BOMA BEST questionnaire. Specifically, points can be awarded for the ability to calculate a weather-normalized site energy use intensity, water intensity and ENERGY STAR Score.
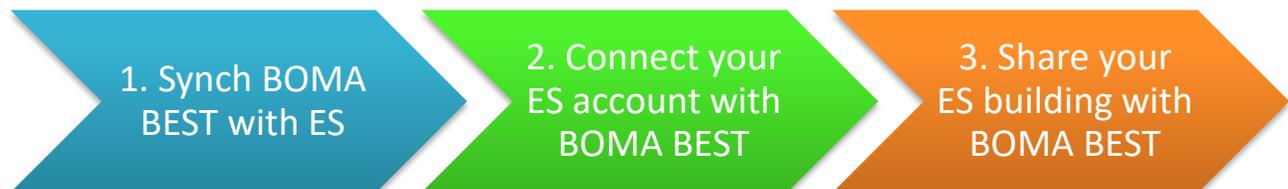
Energy and water consumption data can be entered in the BOMA BEST Online Portal or in an existing ENERGY STAR (or ES) account. In either case, it is necessary to specify your synchronization preference in the BOMA BEST Online Portal so that ENERGY STAR methodology can be used to calculate performance metrics.

Follow the instructions in this present document if you prefer to enter your energy and water consumption data in an existing ES account. Once you have synchronized your accounts, all the data you have entered in ES will be auto-populated in BOMA BEST. It may take up to 72 hours for this to occur. The steps listed in this document are only required for the initial set up.

If you prefer to enter your data directly in BOMA BEST instead, follow these instructions.

Overview

There are 3 steps[1]:

| 1. Synch BOMA BEST with ES | 2. Connect your ES account with BOMA BEST | 3. Share your ES building with BOMA BEST |

1. In BOMA BEST: Synch your BOMA BEST building to Pull data from ES
2. In ENERGY STAR: Connect your ES account with the main BOMA BEST ES account
3. In ENERGY STAR: Share your building with the main BOMA BEST ES account

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[1] The steps in this document pre-suppose that energy and water consumption data (24 months for energy; 12 months for water) has already been entered in ES. For more details on completing your ES account:

- ENERGY STAR Quick Start Guide:
  https://www.energystar.gov/sites/default/files/tools/Portfolio%20Manager%20Quick%20Start%20Guide_0.pdf
- Comprehensive guidelines on ENERGY STAR Portfolio Manager: https://portfoliomanager.zendesk.com/hc/en-us

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1. Preparing your BOMA BEST account to receive the data

Caution: By following these steps, the system will automatically override any consumption data that was entered directly in the BOMA BEST Portal. It will be replaced with the data that exists in your building's ES account. To avoid confusion, we recommend selecting only one portal in which to enter your data – either ES or BOMA BEST. Continue with these instructions if you choose ES as your central database. If you prefer to use BOMA BEST, follow these instructions.

1.1. Log in to you BOMA BEST account (https://boma.credit360.com)

1.2. Click on **Property** to show the My Properties list.

1.3. Click on the building name.

1.4. You are now on the building's **Property Characteristics** page. Click **Change.** (Tip: you cannot do this if your building is in "Pending" status. Contact BOMA for more details)

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1.5. Scroll down to the ENERGY STAR section.

1.6. Select **Pull from ENERGY STAR** to pull data about the property from ES into BOMA BEST.

1.7. Enter the ENERGY STAR ID for the property in the **Portfolio Manager ID** box.

You can find this ID on your building's ENERGY STAR homepage:

1.8. When you have completed these steps, click **Save** at the bottom of the page. This may take a few moments. Please **do not refresh or close** the page until it has finished saving.

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2. Connect your ES account with BOMA BEST ES account

Next, you must connect your ES account with BOMA BEST's ES account.

2.1. Visit www.energystar.gov and log in to your ES account.

2.2. At the top right of the homepage, click **Contacts**.
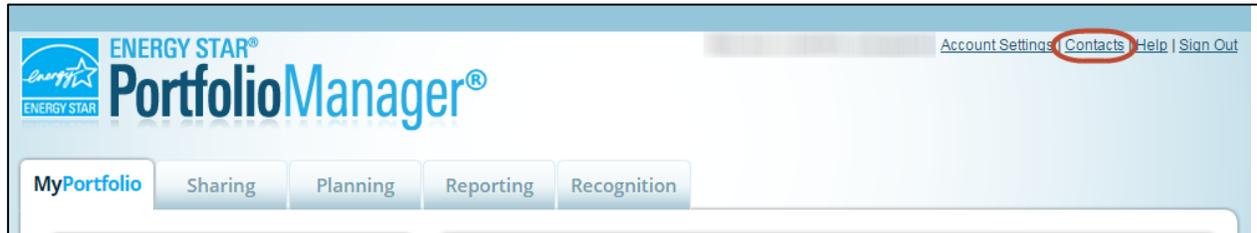
2.3. The My Contacts page is displayed. Click **Add Contact**.

2.4. The Add Contact page is displayed. In the **Organization** box type *BOMA BEST* and click **Search**.

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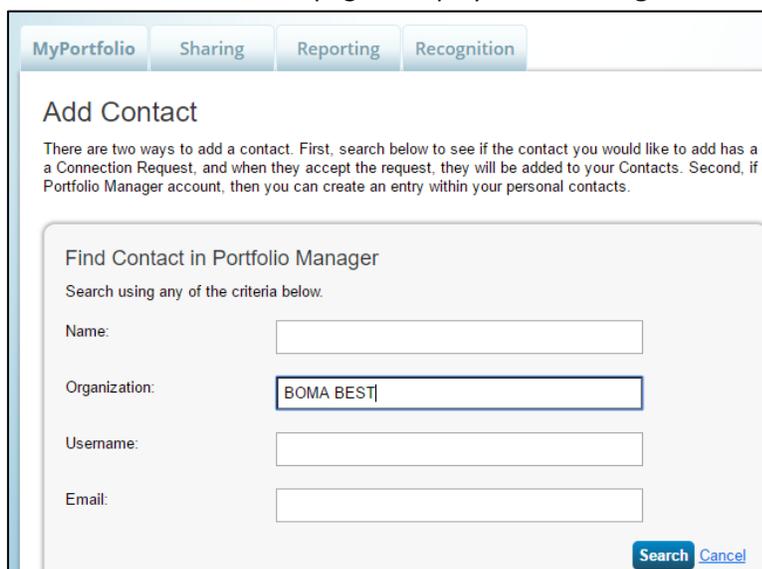
2.5. Find **BOMA BEST** in the search results and click **Connect**.

2.6. You will receive a confirmation from the system. Please allow at least 24 hours for the request approval process to be completed.

A connection request has been sent to BOMA BEST

When BOMA accepts your request, you will be able to share property information.

2.7. When your connection request has been approved, a notification appears on your ES homepage or on your notification page.

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3. Share your buildings with the BOMA BEST ES account

It is time to *share* your building with the BOMA BEST ES account.

3.1. Visit www.energystar.gov and log in to your ES account.

3.2. Open the **Sharing** tab and click **Set Up Web Services/Data Exchange.**

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3.3. The **Sharing** page is displayed.

a. Under "Select Web Services Provider (Account)", select **BOMA BEST (BOMA BEST)**.

b. Under "Select Properties", select the building(s) under question.

c. Under "Choose Permissions", select **Personalized Sharing & Exchange Data ("Custom Orders")**.

d. Click **Set Permissions**.

3.4. The **Share Your Property(ies)** page is displayed. For each property, set the permission for **BOMA BEST** to **Exchange Data**

3.5. A new window will open. Select **Read Only Access** for each item. (You can select **None** for Recognition)

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3.6. For "**Share Forward**", select Yes (**very important**)

3.7. Click **Apply Selection & Authorize Exchange**

3.8. Now, click **Share Properties**.

3.9. Once BOMA BEST ES has accepted your request, it will be forwarded to *Credit360 Energy Star* (the IT provider for BOMA BEST). This may take up to 48 hours. Once complete, you will see the following notification on your homepage:

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The first time your accounts synchronize, it may take up to 48 hours. Moving forward, it will refresh automatically every 24 hours. If there is sufficient, and correctly entered, data in ES the Weather-normalized Site EUI, Water Use Intensity and ENERGY STAR Score (if applicable) will appear in the grey box on your building's **Property Characteristics** page. These are pulled directly from ENERGY STAR.

Office Energy Test

Property characteristics (Change...)

Address:	**26 Sammon Avenue, Toronto, ON, M4J 1Y6, Canada**
Property Type:	**Office - Office**
Gross Floor Area (for ENERGY STAR):	**200,000 Square Feet**
ENERGY STAR Score:	**100**
Total GHG emissions:	**250 Metric Tons CO2e**
Water Use Intensity :	**1.25 m^3/m^2**
Weather-normalized Site Energy Use Intensity:	**0.27 GJ/m^2**

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