

Benchmarking Tool user guide

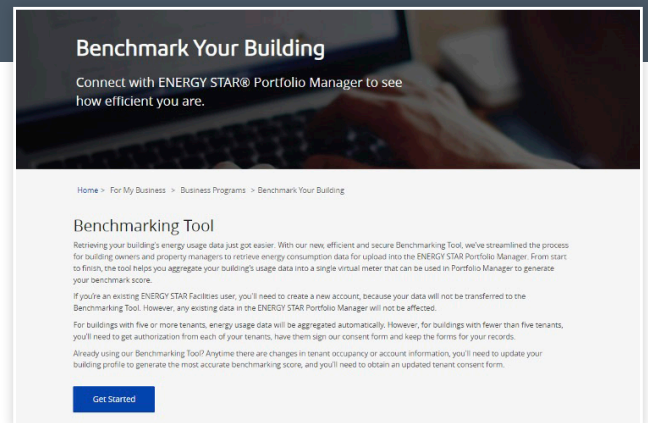
Welcome to our Benchmarking Tool! BGE developed this tool as an efficient and secure way for building owners and property managers to retrieve data on their energy consumption and upload it into the ENERGY STAR® Portfolio Manager®. From start to finish, the tool helps you aggregate your building's usage data into a single virtual meter that can be used in Portfolio Manager to generate your benchmark score.

Even if you're already participating in ENERGY STAR Facilities, you'll still need to create a new account, because your data will not be transferred to the Benchmarking Tool. However, any existing data in ENERGY STAR Portfolio Manager will not be affected. Once you create your account, simply follow steps 3 through 9 to input your building's information.

Creating a new account

1a Home Page

Review the information on the Benchmarking Tool home page, and once you're ready, select the **Get Started** button. You'll be taken to the Benchmarking Tool.



1b Home Page Registration

To create an account, select the **Register** button at the bottom of the page.

Benchmarking Tool

Welcome to the BGE Benchmarking Tool! New to the tool? Please register. If you're an existing user, please sign in. Before you begin, please have either the meter ID, account numbers or addresses of the accounts for which you would like to create a profile. If you need assistance with the tool, please reference the [User Guide](#) or [FAQ Document](#).

[Sign in](#)

OR

[Register](#)

[Return to the BGE Benchmarking home page](#)

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2 Instructions

Read through the steps and data points needed to complete the benchmarking process. When you're ready, select the **Register** button.

To use the Benchmarking Tool, you will need the following:

A meter number or electric account number of one of the building tenants.

For buildings with less than five electric accounts download the Benchmarking Tool consent form and have each tenant sign.

To use Portfolio Manager, you will need the following:

Information about the building's square footage, age, and purpose (e.g. used for retail, office space, etc.)

The diagram below outlines how to use Benchmarking Tool and Portfolio Manager.

Step 1	Create Building Profile(s) to receive your building aggregate usage report.
Step 2	Create a Portfolio Manager Account.
Step 3	Create a property in Portfolio Manager.
Step 4	Use the building aggregate usage report to add meters to your property.
Step 5	Receive score from PM.

[Register](#)

3 Registration

To create your user profile, fill out the email address and password fields. Your password should be at least eight characters long and include at least three of the following: lowercase letters, uppercase letters, numbers and/or special characters.

Read through the Terms and Conditions, and check the box at the bottom to accept. If you do not check the box for Terms and Conditions, you cannot create a user profile.

When you're ready, select the **Create** button.

Email Address
user@domain.com

Password
[Create a password that is at least 8 characters and includes at least three of the following: lowercase letters, uppercase letters, numbers and/or special characters (such as *, #, %, etc.)]

Confirm Password

Industry Sector

Terms and Conditions
The following terms of use ("Terms") govern the building owner, manager, or authorized representative's ("Requestor") use of the BGE Benchmarking Tool ("App"). If the Requestor does not agree with these Terms, do not use this application for benchmarking purposes; the Requestor's use of the App constitutes the Requestor's unconditional agreement to follow and be bound by these Terms. Baltimore Gas and Electric Company ("BGE") reserves the right to modify these Terms or the purpose of this App at any time. For more information, visit [BGE.com](#).

By checking this box, I acknowledge that I am the Building Owner, Manager, or Authorized Representative of the Building Owner or Manager I have read and hereby accept the above terms for the release of energy consumption data.

[Create](#) [Cancel](#)

4 Building Registration

On the Building Registration page, enter either a Meter Number, Account Number or Premise Address. If you are searching by Premise Address, enter the street number in the first field and the street name in the second field. Do not enter the street suffix (e.g., St. or Rd.).

If you have five or fewer properties, you'll need to have the tenants fill out and sign the Customer Consent form, located on the home page under Program Documents.

Note: Meter Numbers must be 9-digit numbers, and Account Numbers must be 10-digit numbers. You'll find the Account Number on any BGE bill, while the Meter Number can be found on the meter box in the building.

The screenshot shows the 'Building Registration' form. It starts with a 'Profile Name' field. Below it, a message says 'Please provide either your Meter Number or BGE Account Number or Premise Address to create your building profile.' There are three options: 'Meter Number' (selected with a radio button), 'Account Number', and 'Premise Address'. The 'Meter Number' option has a text input field with a note: 'Please provide a Meter Number for one of the meters located in your building. The Meter Number will be used to more accurately locate your building.' The 'Account Number' option has a text input field. The 'Premise Address' option has two text input fields: the first is for the street number (e.g., 123) and the second is for the street name only (e.g., Main, not Main St.).

5a Building Verification: No Address Returned

If you entered an invalid Meter Number or Account Number, no address will be returned on this page.

If you have difficulty finding matches for the Meter Number or Account Number, please contact our Support Team at **410-290-1202** or email **business@BGESmartEnergy.com**.

The screenshot shows an 'Account Not Found' error message. It states: 'Based on the data you entered, we did not find any matches. Please go back to enter another Meter Number / Account Number / Premise Address. If you have trouble finding your address, please contact support at 1-410-290-1202.' There is a blue link that says 'Back to Registered Building Profiles'.

5b Building Verification: Addresses Returned

If you entered a valid Meter Number or Account Number, you'll arrive at the Building Verification page.

Multiple addresses could display on this page, because the system returns all addresses corresponding to the Meter Number or Account Number you entered.

Please select your building address and select **Next**.

If you have trouble finding your address, please contact our Support Team at **410-290-1202** or email **business@BGESmartEnergy.com**.

The screenshot shows the 'Building Verification' page. At the top, there are navigation links: 'Return to the BGE Benchmarking home page', 'Manage Account', '(Log off)', and 'Administration'. The page title is 'Building Verification'. It shows 'Premise: 110 Fayette' and 'Address:'. Below this, a message says: 'Based on the data you entered, we have found the following matches. Please select your building address and click Confirm. If your address is not displayed, please select the link below.' There is a radio button next to the address '110 W Fayette St Baltimore, MD'. Below the radio button is a purple 'Next' button. At the bottom, there is a message: 'If you have trouble finding your address, please contact support at 1-410-290-1202.' and a blue link that says 'Back to Building Registration'.

6a

Account Confirmation

On this page, select all of the premise account(s) associated with your building, and then select the **Next** button.

You can also add additional meters to your building profile with the **Add Meter** button, which guides you back to the Building Registration page (step 4 above).

One reason you may need to add another meter is if your building is at a cross street and has a different address. For example, if the building is at the intersection of Main Street and Pine Street, the system might only return the meters associated with Main Street. Please select the **Add Meter** button to add the other meter address associated with this account that needs to be benchmarked.

The Building Type is either “R” for residential or “C” for commercial. BGE’s Benchmarking Tool supports commercial and multifamily buildings with residential customers who may have their own BGE accounts. Select those residential premises within your multifamily building to ensure their inclusion in your benchmarking score.

Account Confirmation

From the profile you have created, our records indicate that there are the following premises in this building, is this correct?

Verified	Address	Meter Number	Building Type
<input checked="" type="checkbox"/>	2301 W Pruit St., Baltimore, MD	1164714000	Commercial
<input checked="" type="checkbox"/>	2301 W Pruit St., Baltimore, MD	1162712807	Commercial
<input checked="" type="checkbox"/>	2301 W Pruit St. Ste. 120, Baltimore, MD	1162712800	None
<input checked="" type="checkbox"/>	2301 W Pruit St. Ste. 200, Baltimore, MD	1162712804	Commercial
<input checked="" type="checkbox"/>	2301 W Pruit St. Ste. 810, Baltimore, MD	1111244207, 1111244208, 1111244209, 1111244210	Commercial
<input checked="" type="checkbox"/>	22 E Green St., Baltimore, MD	1167124206	None

[Back to Registered Building Profiles](#)

[Add Meter](#)

[Submit](#)

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6b

Account Confirmation: Fewer Than Five Accounts

If you have fewer than five accounts associated with the address you selected, you'll need to have each tenant sign our **consent form**.

In the provided fields, enter the account number, account holder name and date the form was signed. Then check the **Consent Signed** box. Please retain completed consent forms for your records. If you don't fill in all fields with the correct information, you won't be able to proceed to the View Your Meter Number for Portfolio Manager page. Select the **Save** button.

Confirmation - Fewer than five accounts

Because there are fewer than five accounts in the building, you must have the consent form signed by each tenant. Please provide the following information on each tenant.

Account Number	Account Holder Name	Date Signed	Consent Signed
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

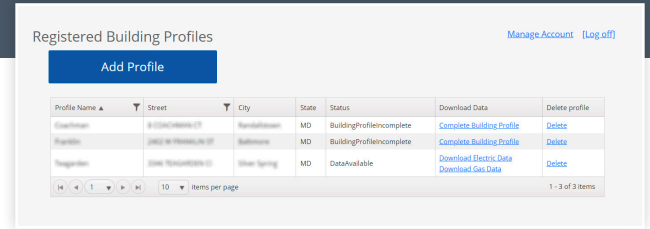
[Back to Registered Building Profiles](#) [Save](#)

7 Registered Building Profiles

Once you've completed the process above, you'll see your listed address with a link to download usage data to be uploaded to the ENERGY STAR Portfolio Manager.*

You can also add additional building profiles by selecting the **Add Profile** button.

Consult the [Portfolio Manager Resources](#) to set up an account with Portfolio Manager and start posting data.

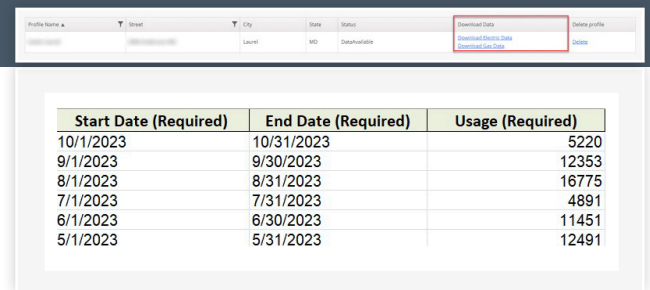


8 Downloading Usage Data

Once you're ready to download the usage data, from the Registered Building Profiles page, choose **Download Electric Data** or **Download Gas Data**.

This will populate an Excel spreadsheet with your usage data.

Note: Energy units are in kilowatt-hours (kWh) for electric usage and thermal unit (therms) for gas usage.

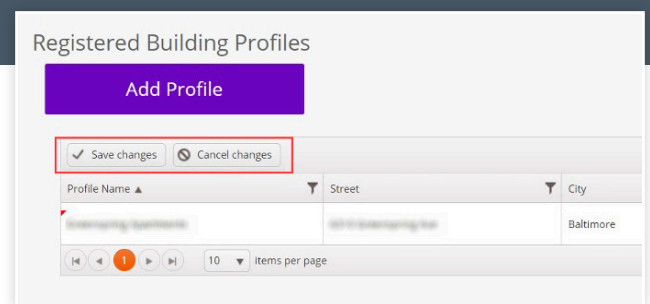


Enhancing your building profile

9a Editing a Profile Name

Change your building profile's name by selecting the line you wish to change.

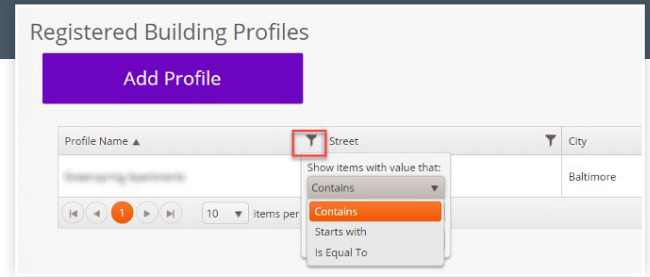
Once you have made changes to a profile name, a red arrow will appear in the cell to indicate that you must select **Save Changes** or **Cancel Changes** to continue.



9b Filtering Existing Profiles

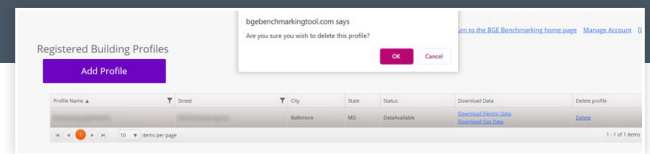
You can filter your profile list by selecting the filter icon on the **Profile Name** or **Street** columns. To filter, select the search option you want to filter by, and then enter a portion of the profile name or street in their respective columns.

To undo a filter, select the filter icon, then select **Clear** to load all profiles.



9c Deleting Existing Profiles

If you need to delete a duplicate or incorrect profile, select **Delete** in the **Delete Profile** column. This cannot be reversed once completed. If multiple profiles need to be deleted, you will have to individually click **Delete** for each profile.



Questions

If you have any questions, please call **410-290-1202** or email **business@BGESmartEnergy.com**.

EmPOWER Maryland programs are funded by a charge on your energy bill. EmPOWER programs can help you reduce your energy consumption and save you money. To learn more about EmPOWER and how you can participate, go to **BGESmartEnergy.com**.

**Available usage data may not reflect the current month.*

BGE-CI-122023