Washington Gas and Light (WGL)

Energy Benchmarking Portal

USER MANUAL

CONTENTS

1.0 OVERVIEW TO ENERGY BENCHMARKING

1.1   Introduction

Energy Benchmarking is the process of tracking a building's annual energy use and using a standard metric to compare a building's performance against past performance and to its peers nationwide.

For property owners or managers within the Washington Gas and Light (WGL) service territory (District of Columbia, Maryland, Virginia), Energy Benchmarking reporting could be required.

To support property owners/managers with these requirements, WGL is providing an Energy Benchmarking portal that will electronically access and extract usage data and sync the data to U.S. EPA's ENERGY STAR® Portfolio Manager (ESPM).

This training provides step by step instructions for on how to access, register and manage an account in the WGL Energy Benchmarking portal.

By using the portal, property owners/managers will be provided:
- Aggregate energy consumption of all meters identified as being in the building

- Aggregate data for at least 2 years before the initial request and automatic update of the monthly data at least once every 45 calendar days

1.2   Help/Contact Information

WGL Customer Support at: aggregateddata@washgas.com
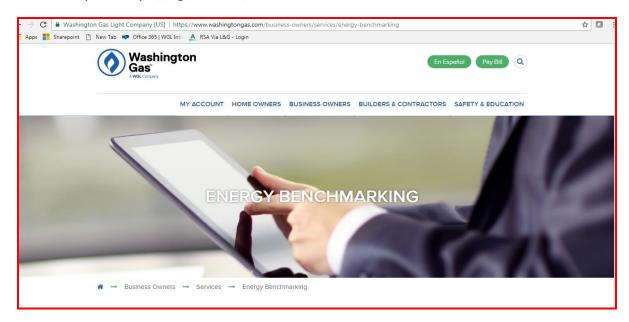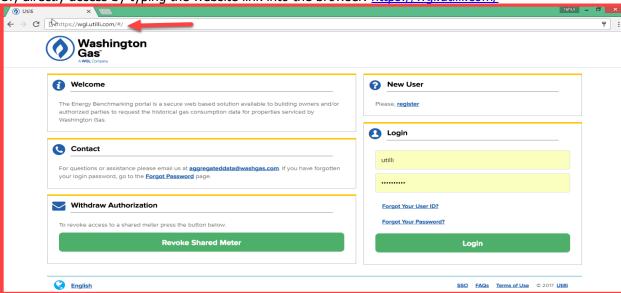
2.1   Process- Registration and Login

Step 1: From the Washington Gas Energy Benchmarking website, click on
https://www.washingtongas.com/business-owners/services/energy-benchmarking, then click on the
link for the portal https://wgl.utilli.com/
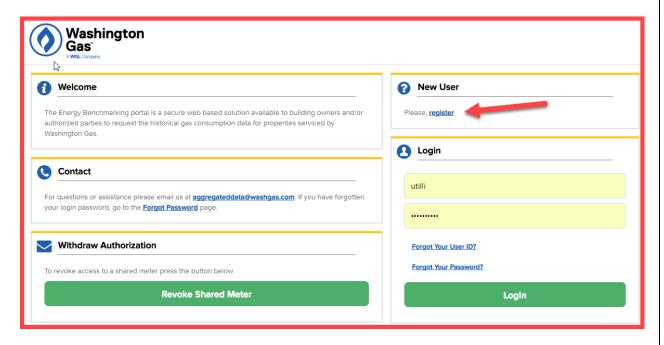
Or, directly access by typing the website link into the browser. https://wgl.utilli.com/

Step 2: Select Register
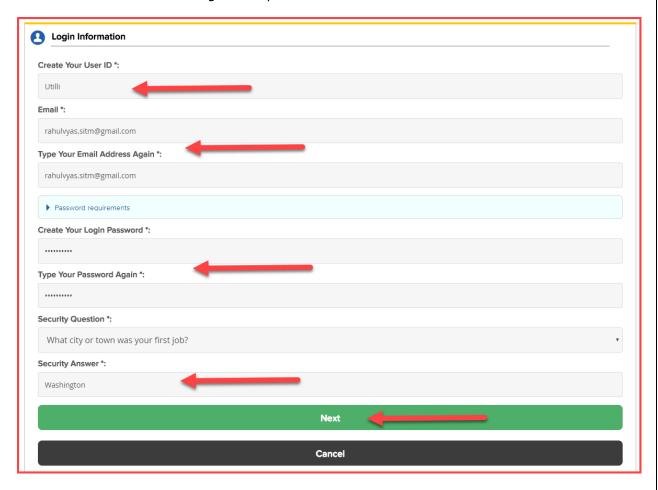
Step 3: Enter information into the required fields. Required fields are identified with an asterisk (First Name, Last Name, Agency/Company Name and Phone Number). Select "Next" to continue the registration process.
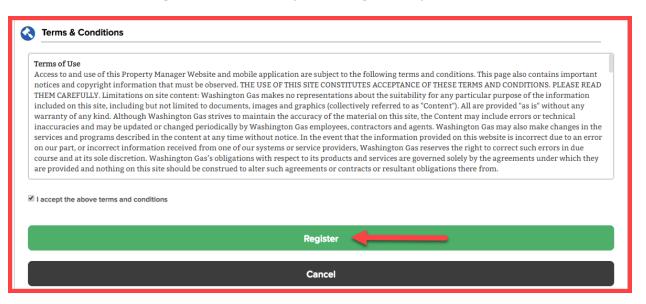
Step 4: Enter information into all Required Fields (User ID, Email, Retype Email Address, valid Password, Retype valid Password) including the required Security Question and Security Answer. Select "**Next**" to continue the registration process.

Login Information

Create Your User ID *:

Utilli

Email *:

rahulvyas.sitm@gmail.com

Type Your Email Address Again *:

rahulvyas.sitm@gmail.com

▶ Password requirements

Create Your Login Password *:

••••••••••

Type Your Password Again *:

••••••••••

Security Question *:

What city or town was your first job?   ▾

Security Answer *:

Washington

Next

Cancel
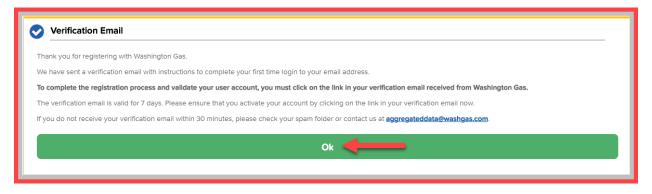
Step 5: The final screen of registration process is, "**Terms and Conditions**".   Electronically acknowledge & accept the Terms and Conditions for using WGL ENERGY BENCHMARKING on be-half of WGL. Click the "**Register**" button to complete the registration process.
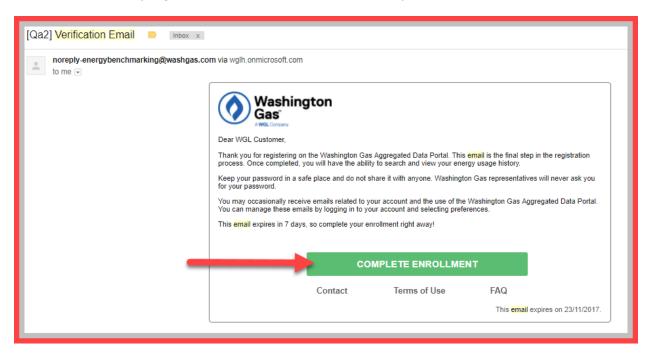
Step 6: The System will display the successful registration completion message and prompt to check and validate the account from the registered Email ID.
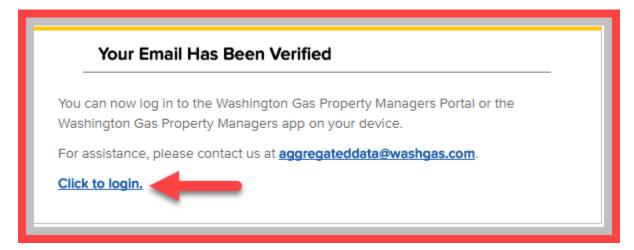
Step 7: Check the Registered Email and select "**Complete Enrollment**" button to authenticate and validate the newly registered WGL ENERGY BENCHMARKING portal account.
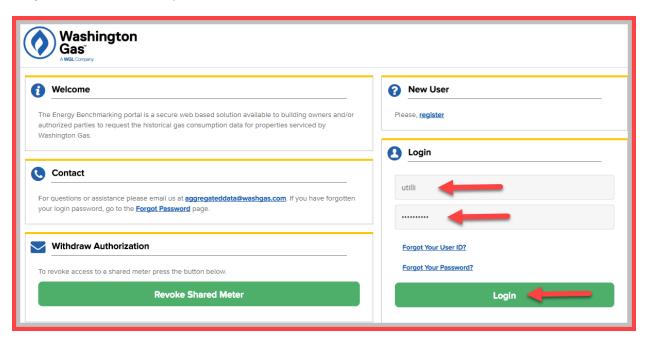
Step 8: Click to login
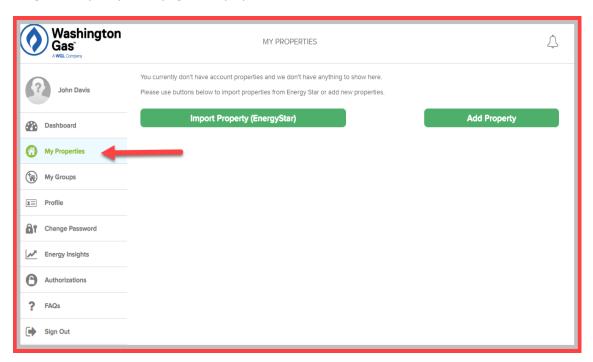
Step 9: Enter user ID and password

Step 10: My Properties page is displayed
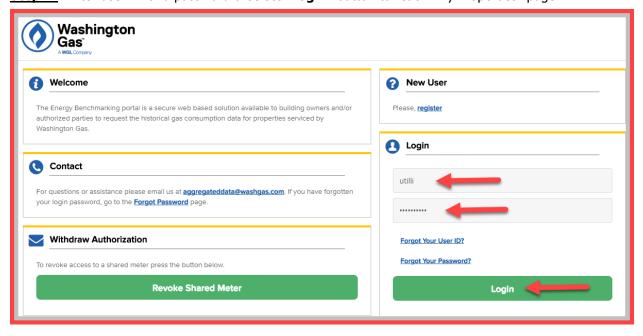
3.0 WGL ENERGY BENCHMARKING PORTAL – LINK PROPERTIES WITH ESPM ACCOUNT

3.1 Process- Link WGL Benchmarking with Existing ESPM Account
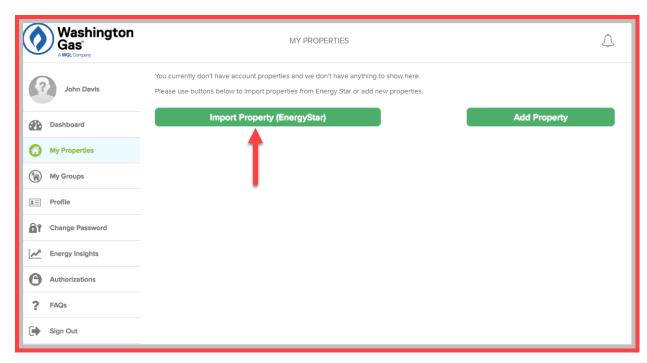
Step 1: Enter user ID and password & select "**Login**" button to reach "My Properties" page
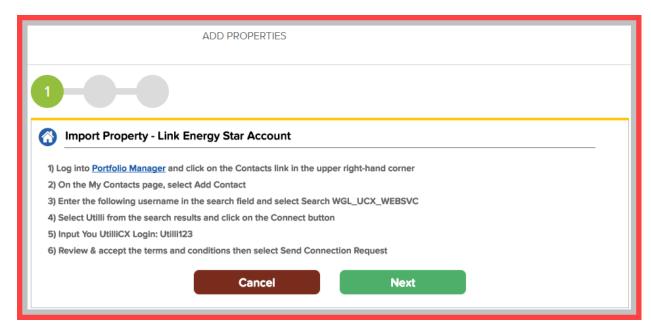
Step 2: From the "My Properties" page, click "Import Property"
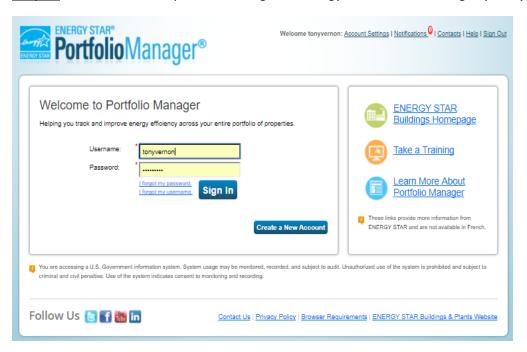
Step 3: After reading the instructions from WGL ENERGY BENCHMARKING portal, User can just open another tab and Log in to his/her existing Energy Star Portfolio Manager
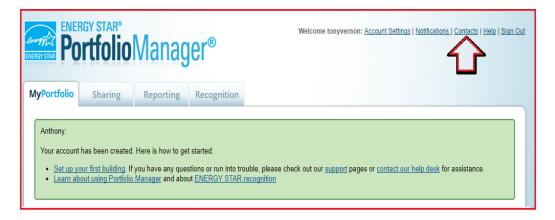
Step 4: Enter User ID and password to log in to Energy Star Portfolio Manager (ESPM)
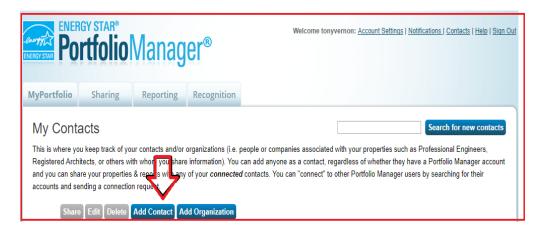
Step 5: Click on the Contacts link located in the upper right hand corner.
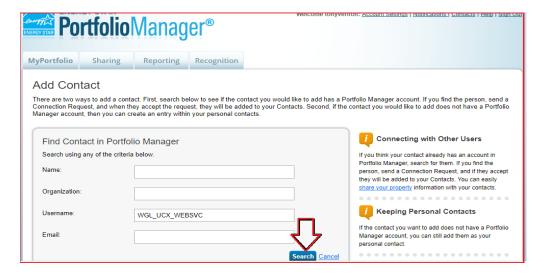
Step 6: On the My Contacts page, click Add Contact button.
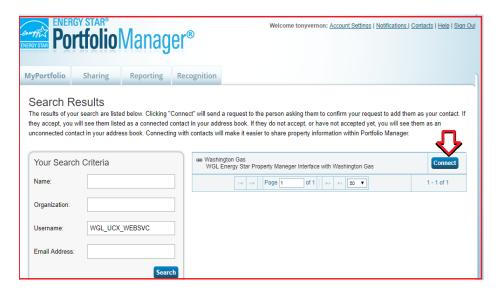
Step 7: In the Username field, enter '**WGL_UCX_WEBSVC**' and click on the Search button.
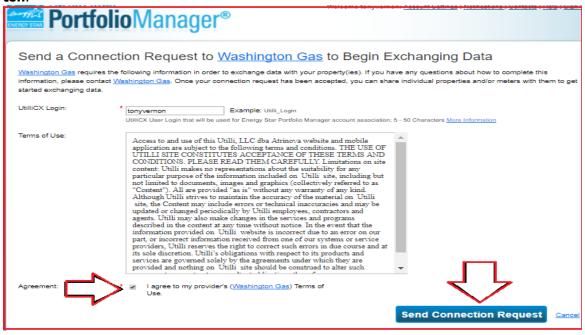
Step 8: Click on Connect button next to 'Washington Gas'.

Step 9: Send a Connection Request dialog box appears. Enter the WGL ENERGY BENCHMARK-ING user ID as created in Washington Gas Property Manager, click on the box next to '**Accept Terms and Conditions**' at the bottom, and then click the '**Send Connection Request**' button.

ENERGY STAR®
PortfolioManager®

Welcome tonyvernon: Account Settings | Notifications | Contacts | Help | Sign Out

| MyPortfolio | Sharing | Reporting | Recognition |

You have successfully sent a connection request to Washington Gas. When Washington Gas has accepted your request, you will be able to share properties and, therefore, authorize this provider to begin exchanging data with your property(ies).

Step 10: Return to WGL ENERGY BENCHMARKING. Click 'Next'.

ADD PROPERTIES

Import Property - Link Energy Star Account

1) Log into Portfolio Manager and click on the Contacts link in the upper right-hand corner

2) On the My Contacts page, select Add Contact

3) Enter the following username in the search field and select Search WGL_UCX_WEBSVC

4) Select Utilli from the search results and click on the Connect button

5) Input You UtilliCX Login: utility

6) Review & accept the terms and conditions then select Send Connection Request

Cancel   Next

Step 11: To share properties with WG, follow the instructions in the Import Property-Share Property

Import Property - Share Property

1) Log into Portfolio Manager click on the Sharing tab, and select Share

2) Select the properties you want to link with UtilliCX

3) Select Utilli from the list of connected accounts.

4) Select Personalized Sharing & Exchange Data ("Custom Orders") and click on continue

5) Select the radio button for Exchange Data and click on the Share Property(ies) button

6) Select the radio button for Full Access on for the item Property Information

Cancel   Next

Step 12: Click on the Sharing Tab in ESPM. Click on the "Share (or Edit Access to) a Property" button.
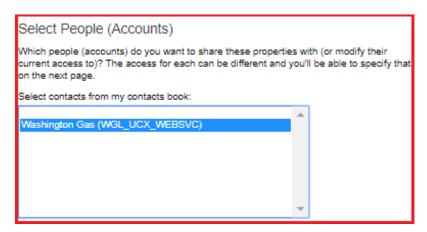
Step 13: Share (or edit access to) Properties dialog window opens. Under "Select Properties, in the drop-down box select "All Properties". All Properties are prepared for sharing.
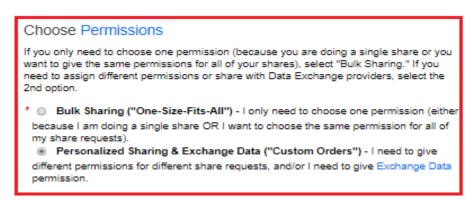
Step 14: In the Select People: Accounts section, highlight Washington Gas. This will enable Washington Gas to be a sharing partner. Washington Gas is highlighted.

Select People (Accounts)

Which people (accounts) do you want to share these properties with (or modify their current access to)? The access for each can be different and you'll be able to specify that on the next page.

Select contacts from my contacts book:

Washington Gas (WGL_UCX_WEBSVC)
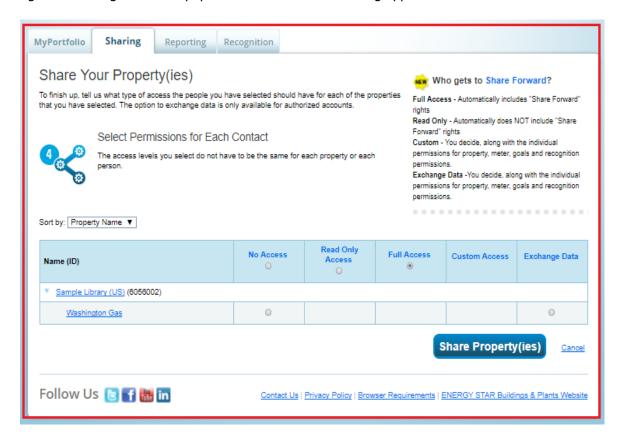
Step 15: In the Choose Permissions section towards the bottom of the page, select the 'Personalized Sharing & Exchange Data ("Custom Orders")' option. Press Continue button. Press the Exchange Data button to the right of Washington Gas.

Choose Permissions

If you only need to choose one permission (because you are doing a single share or you want to give the same permissions for all of your shares), select "Bulk Sharing." If you need to assign different permissions or share with Data Exchange providers, select the 2nd option.

* ○ **Bulk Sharing ("One-Size-Fits-All")** - I only need to choose one permission (either because I am doing a single share OR I want to choose the same permission for all of my share requests).

◉ **Personalized Sharing & Exchange Data ("Custom Orders")** - I need to give different permissions for different share requests, and/or I need to give Exchange Data permission.

Step 16: Share Your Property(ies) dialog window opens. Press the Exchange Data button to the right of Washington Gas. Popup window for details of sharing appears.

Step 17: Select 'Full Access' radio buttons for all options.

Select Access Permissions to Sample Library (US) for Washington Gas.
The following information is required by Washington Gas in order to provide service to your property(ies). If you have any questions about how to complete this information, please contact them directly.

Select the permission level below that you would like to grant Washington Gas for each category.

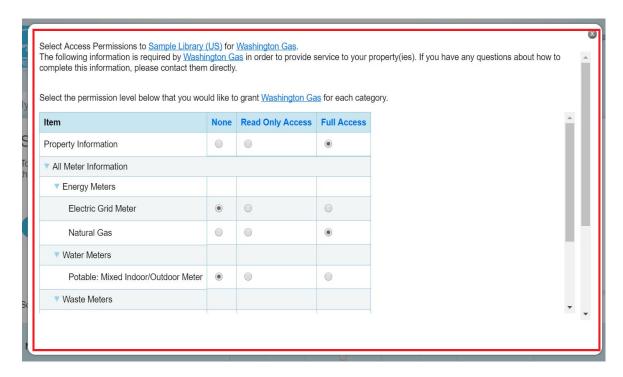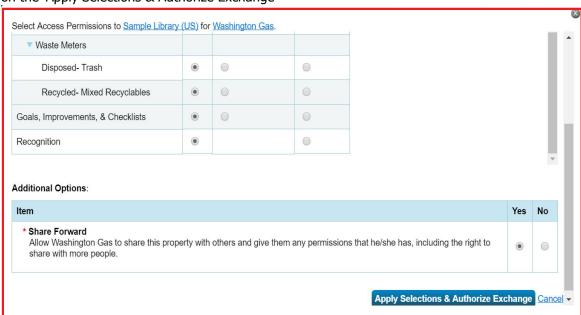| Item	None	Read Only Access	Full Access
Property Information	○	○	●
▼ All Meter Information			
▼ Energy Meters			
Electric Grid Meter	●	○	○
Natural Gas	○	○	●
▼ Water Meters			
Potable: Mixed Indoor/Outdoor Meter	●	○	○
▼ Waste Meters			

Step 18: Scroll down and select 'Yes' radio button in the Share Forward section, and then click on the 'Apply Selections & Authorize Exchange'

Select Access Permissions to Sample Library (US) for Washington Gas.

▼ Waste Meters			
Disposed- Trash	●	○	○
Recycled- Mixed Recyclables	●	○	○
Goals, Improvements, & Checklists	●	○	○
Recognition	●		○

Additional Options:

Item	Yes	No
* **Share Forward** Allow Washington Gas to share this property with others and give them any permissions that he/she has, including the right to share with more people.	●	○

Apply Selections & Authorize Exchange   Cancel ▼

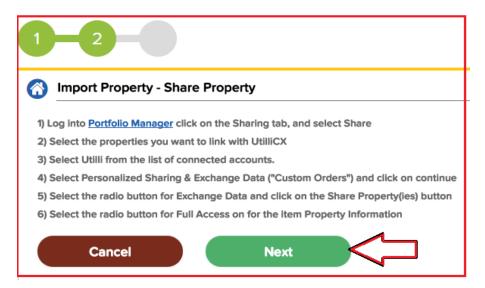**Step 19:** Upon return to the sharing screen, click on the 'Share Property (ies)' button

Step 20: Return to WGL ENERGY BENCHMARKING portal. Click on Next. Share Property process is complete.
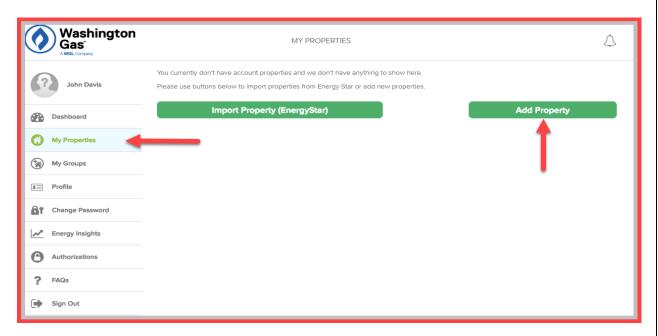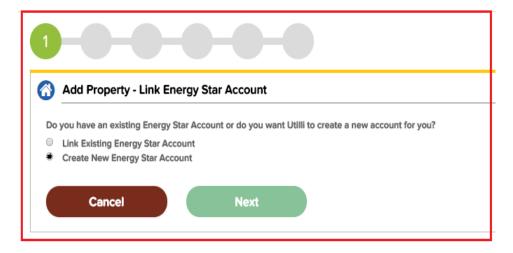
3.2 Process- Link WGL ENERGY BENCHMARKING for new ESPM Account

If the user does not have an existing ESPM account, they can easily create one from within the WGL ENERGY BENCHMARKING system. This also establishes the link that would be made manually as above, if the ESPM account was already established.

Step 1: Log in to WGL ENERGY BENCHMARKING portal with unlinked user ID. My Properties screen with no properties is displayed. Click on Add Property button.

Step 2: Select Create New Energy Star Account radio option:

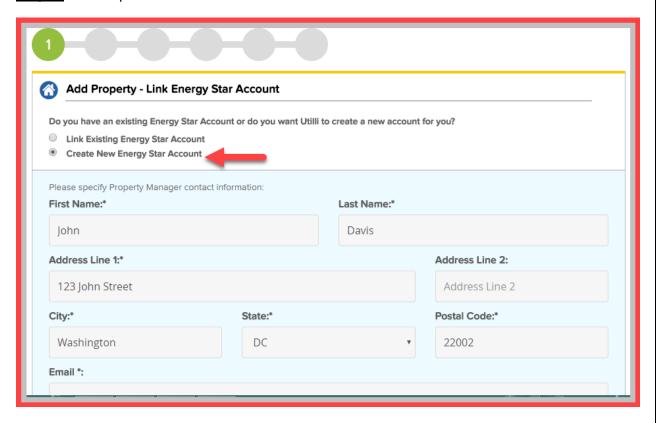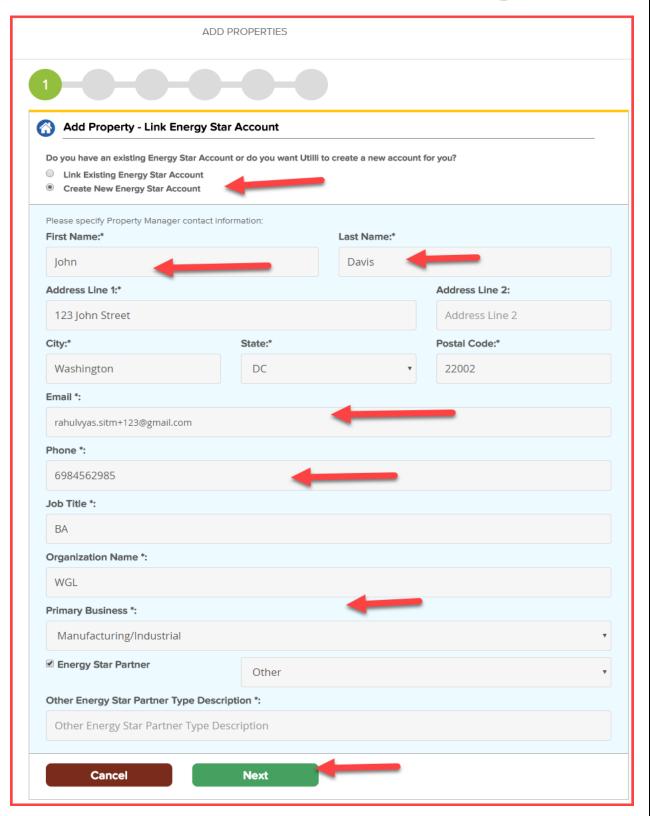**Step 3:** Enter required information for ESPM account.

Step 4: Note that some information has been populated from the WGL ENERGY BENCHMARKING user profile. Complete all mandatory fields and click Next. Add Property (step 2 of Wizard) appears.

ADD PROPERTIES

1

🏠 **Add Property - Link Energy Star Account**

Do you have an existing Energy Star Account or do you want Utilli to create a new account for you?

○ Link Existing Energy Star Account
◉ Create New Energy Star Account

Please specify Property Manager contact information:

First Name:*

John

Last Name:*

Davis

Address Line 1:*

123 John Street

Address Line 2:

Address Line 2

City:*

Washington

State:*

DC ▼

Postal Code:*

22002

Email *:

rahulvyas.sitm+123@gmail.com

Phone *:

6984562985

Job Title *:

BA

Organization Name *:

WGL

Primary Business *:

Manufacturing/Industrial ▼

☑ **Energy Star Partner**

Other ▼

Other Energy Star Partner Type Description *:

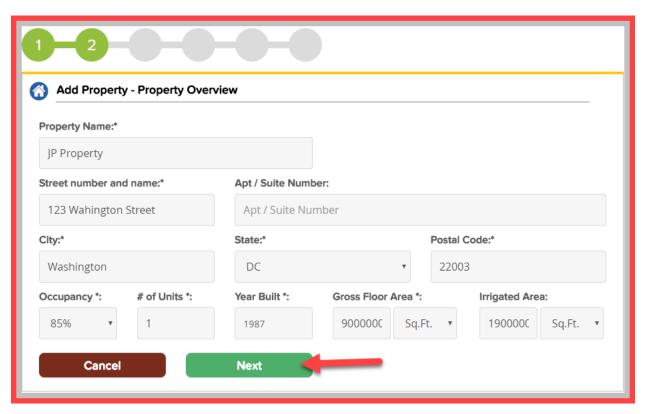Other Energy Star Partner Type Description
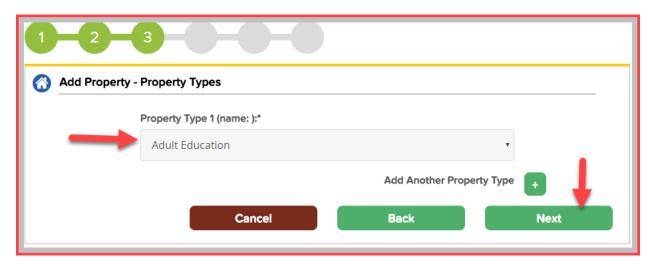
Cancel   **Next**

Step 5: Enter Property information and click Next. Step 3 of Wizard appears: Property Type
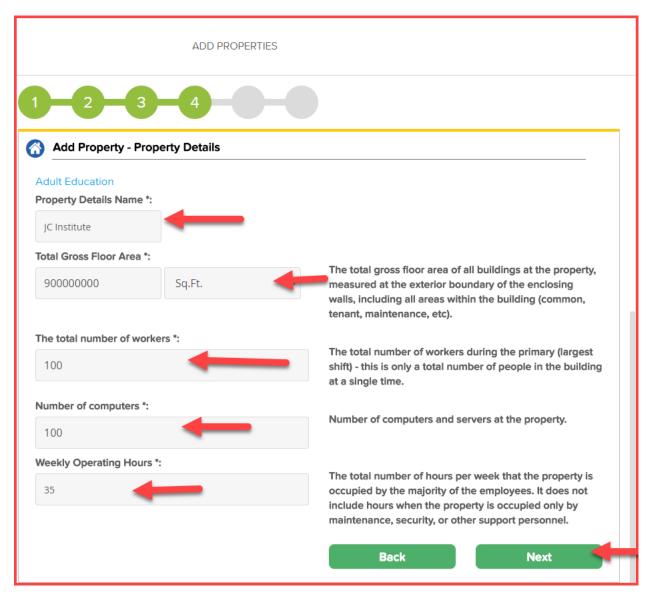
Step 6: Enter Property Type and press Next. Step 4 of Wizard appears: Property details
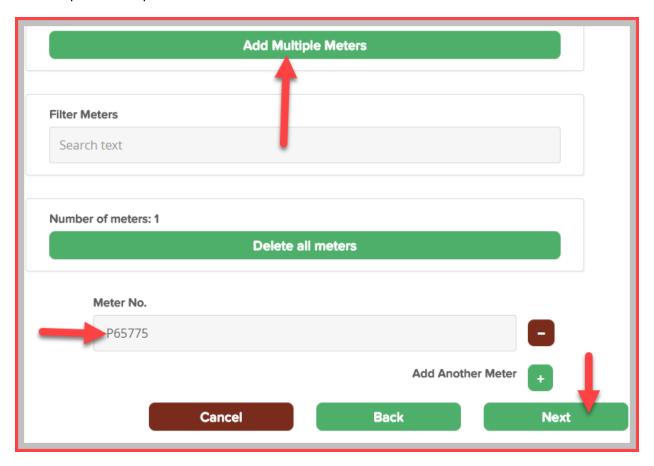
ADD PROPERTIES

Add Property - Property Details

Adult Education

Property Details Name *:

JC Institute

Total Gross Floor Area *:

900000000   Sq.Ft.

The total gross floor area of all buildings at the property, measured at the exterior boundary of the enclosing walls, including all areas within the building (common, tenant, maintenance, etc).

The total number of workers *:

100

The total number of workers during the primary (largest shift) - this is only a total number of people in the building at a single time.

Number of computers *:

100

Number of computers and servers at the property.

Weekly Operating Hours *:

35

The total number of hours per week that the property is occupied by the majority of the employees. It does not include hours when the property is occupied only by maintenance, security, or other support personnel.
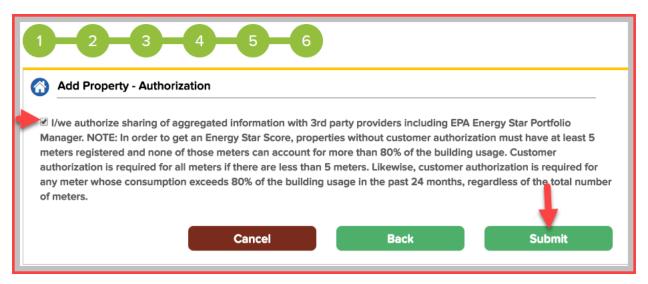
Back   Next

Step 8: Add a meter. Multiple meters can be added if separated by commas by clicking on the Add Multiple Meters option.
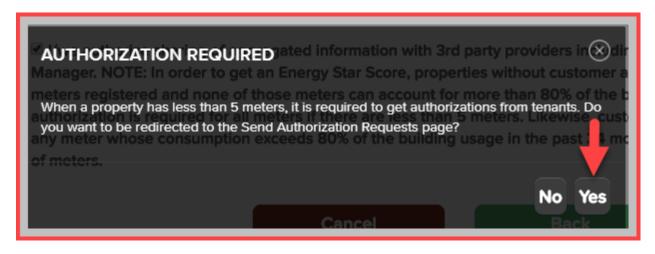
Step 9: Check box authorizing Sharing and click Submit. Prompted to go to Authorizations page, as there are less than 5 meters associated with the Property currently. If 4 or less meters are entered, go to Step 9. If 5 or more than 5 meters are entered, User will be redirected to My Properties page.
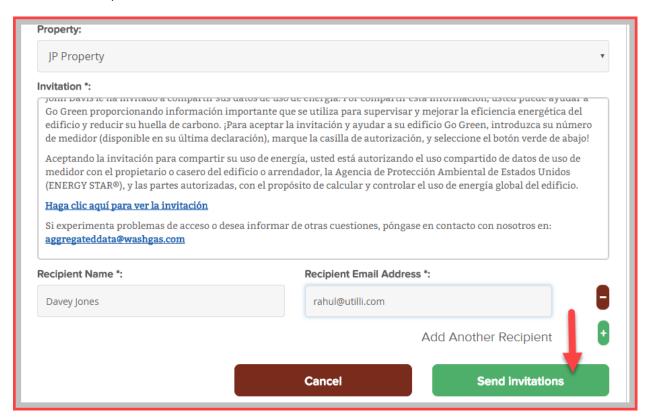

Step 10: Click 'Yes' to proceed to Authorization page.Send Data Sharing Invitation window appears. Click "No" and user will be redirected to My Property Page.

Step 11: Enter Recipient's Name and a valid e-mail address of the tenant for the meter number that is needed. Click 'Send Invitations' button. Success message is reported in WGL ENERGY BENCHMARKING, and e-mail sent to the tenant.
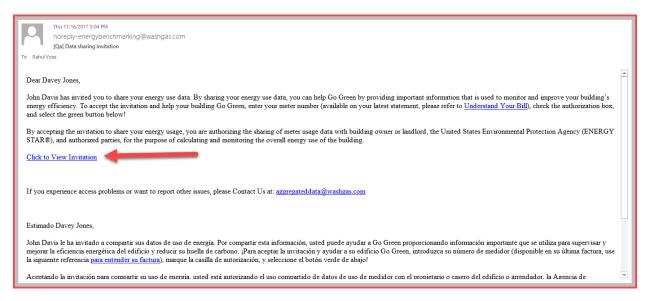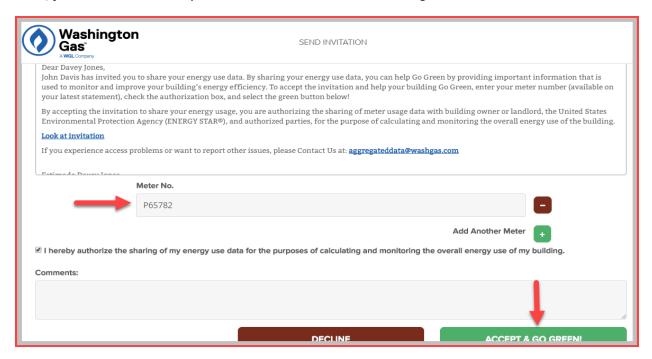
Step 12: At this point, we are viewing the process from the Tenant perspective. There should not be another WGL ENERGY BENCHMARKING session logged in when this process continues with the Tenant response. Click on link from e-mail. Invitation Data screen appears.

Step 13: Enter Meter Number from previous steps, and click on checkbox at lower left next to 'I hereby authorize'. Click on 'Accept & Go Green!' button. The Tenant and the user will both receive emails confirming the choice to accept or decline. Should the user accept, they will also receive a letter, just to be sure that they receive the communication concerning access to their account.
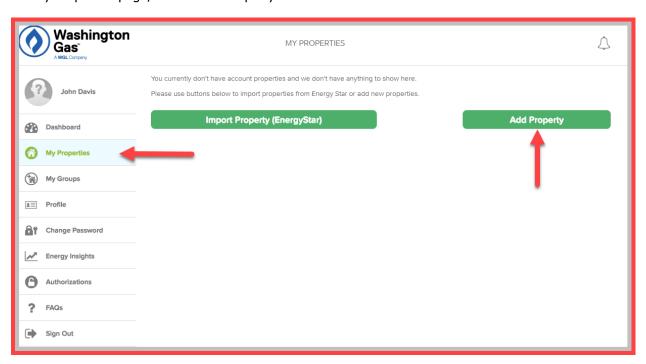
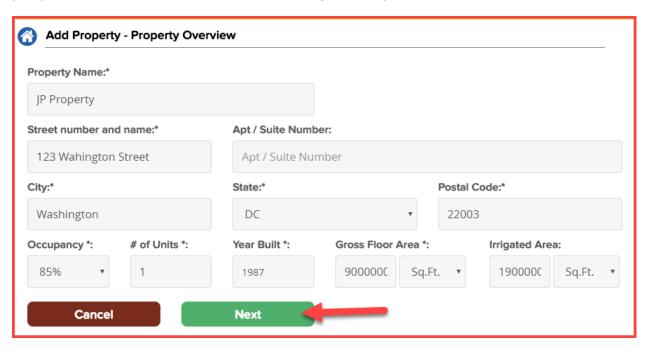**4.1   Process - Manage Property**

<u>Step 1:</u> Enter user ID and password & select "Login" button to reach "My Properties" page**.** From the My Properties page, select "Add Property"
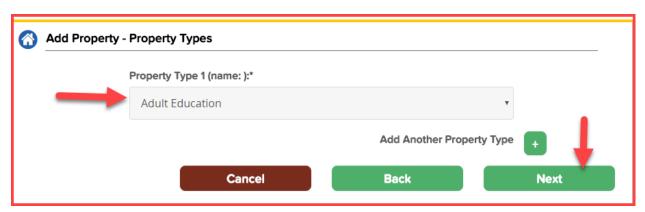
Step 2: Enter & select all mandatory field values (Address Line 1, City, State, Postal Code, Occupancy, # of Units, Year Built, Gross Floor Area & Irrigated Area) & select Next.

Add Property - Property Overview

Property Name:*

JP Property

Street number and name:*

123 Wahington Street

Apt / Suite Number:

Apt / Suite Number

City:*

Washington

State:*

DC

Postal Code:*

22003

Occupancy *:

85%

# of Units *:

1

Year Built *:

1987

Gross Floor Area *:

900000C   Sq.Ft.

Irrigated Area:

190000C   Sq.Ft.

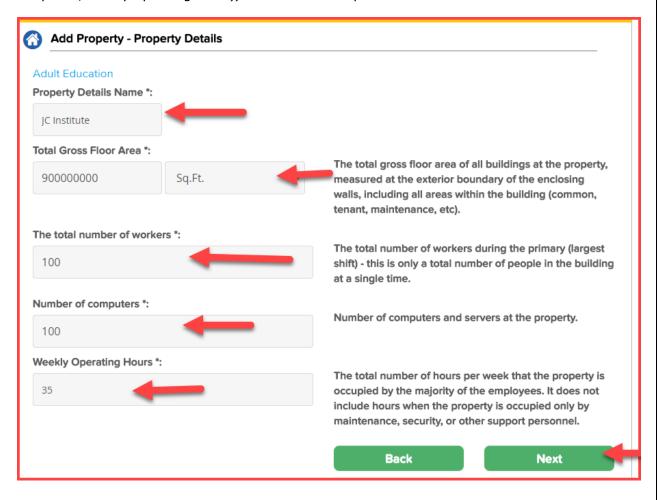Cancel   Next

Step 3: Select the Property Type value from the dropdown list (Adult Education, Ambulatory Surgical Centre, Aquarium, Automobile Dealership, Bar/Nightclub, Bowling Alley, Casino, Convention center etc.). Select Next to proceed

Add Property - Property Types

Property Type 1 (name:):*

Adult Education

Add Another Property Type   +
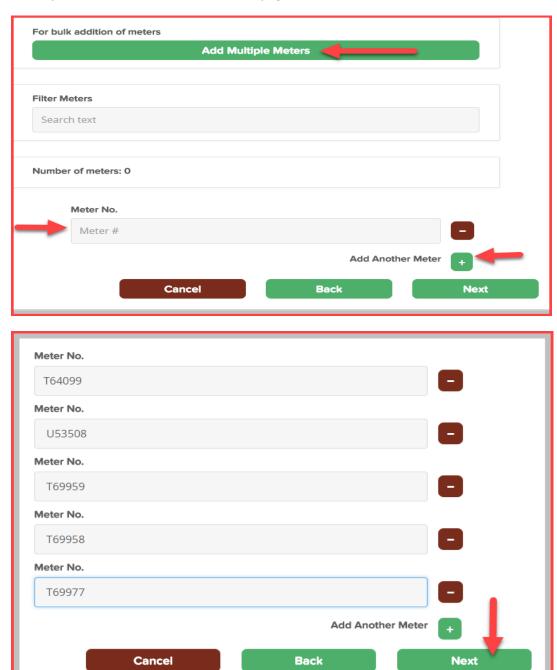
Cancel   Back   Next

Step 4: Enter Property Details (Total Gross Floor Area, The total number of workers, Number of computers, Weekly Operating Hours)) and select next to proceed.

Add Property - Property Details

Adult Education

Property Details Name *:

JC Institute

Total Gross Floor Area *:

900000000   Sq.Ft.

The total gross floor area of all buildings at the property, measured at the exterior boundary of the enclosing walls, including all areas within the building (common, tenant, maintenance, etc).

The total number of workers *:

100

The total number of workers during the primary (largest shift) - this is only a total number of people in the building at a single time.

Number of computers *:

100

Number of computers and servers at the property.

Weekly Operating Hours *:

35

The total number of hours per week that the property is occupied by the majority of the employees. It does not include hours when the property is occupied only by maintenance, security, or other support personnel.
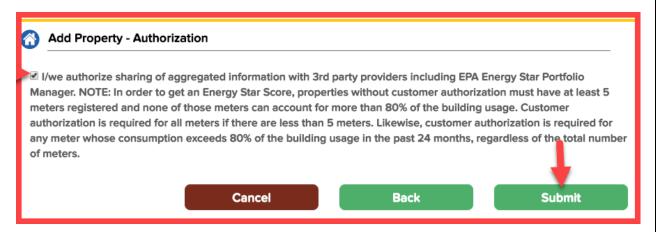
Back   Next

Step 5: Enter valid 'Meter No/Meter Numbers' associate with the property. Add/delete several meter information by using "+" and "-" icon & using "Add Multiple Meters" option. Select "Next" link to proceed to the Terms & Conditions page.
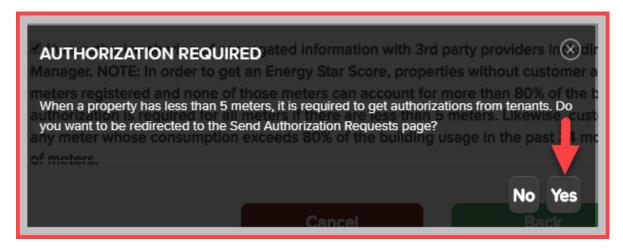

For bulk addition of meters

Add Multiple Meters

Filter Meters

Search text

Number of meters: 0

Meter No.

Meter #

−

Add Another Meter   +

Cancel   Back   Next

Meter No.

T64099   −

Meter No.

U53508   −

Meter No.

T69959   −

Meter No.

T69958   −

Meter No.

T69977   −

Add Another Meter   +

Cancel   Back   Next

Step 6: Check box authorizing Sharing and click Submit. If 4 or less meters are entered, go to Step 8. If 5 or more than 5 meters are entered, User will be redirected to My Properties page.
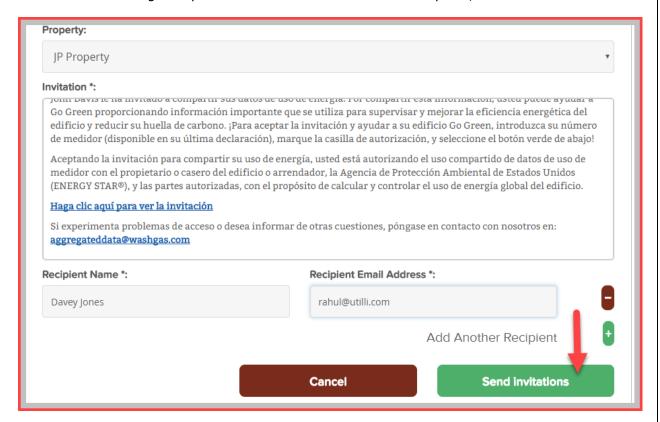

Step 7: Click 'Yes' to proceed to Authorization page. Send Data Sharing Invitation window appears. Click "No" and user will be redirected to My Property Page.

Step 8: Enter Recipient's Name and a valid e-mail address, and click 'Send Invitations' button.Success message is reported in WGL ENERGY BENCHMARKING portal, and e-mail sent.
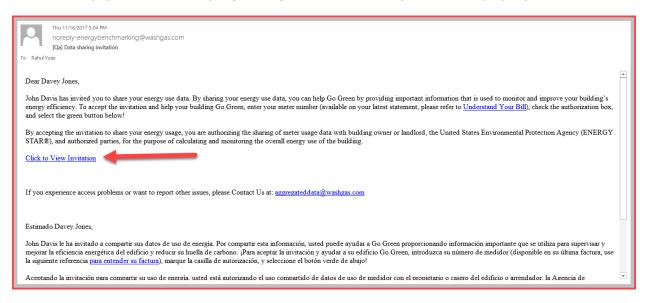
Property:

JP Property ▼

Invitation *:

John Davis le ha invitado a compartir sus datos de uso de energía. Por compartir esta información, usted puede ayudar a Go Green proporcionando información importante que se utiliza para supervisar y mejorar la eficiencia energética del edificio y reducir su huella de carbono. ¡Para aceptar la invitación y ayudar a su edificio Go Green, introduzca su número de medidor (disponible en su última declaración), marque la casilla de autorización, y seleccione el botón verde de abajo!

Aceptando la invitación para compartir su uso de energía, usted está autorizando el uso compartido de datos de uso de medidor con el propietario o casero del edificio o arrendador, la Agencia de Protección Ambiental de Estados Unidos (ENERGY STAR®), y las partes autorizadas, con el propósito de calcular y controlar el uso de energía global del edificio.

Haga clic aquí para ver la invitación

Si experimenta problemas de acceso o desea informar de otras cuestiones, póngase en contacto con nosotros en: aggregateddata@washgas.com

Recipient Name *:

Davey Jones

Recipient Email Address *:

rahul@utilli.com

−

Add Another Recipient

+

Cancel   Send invitations

INFO   ⊗

Aceptando la invitación para compartir su uso de energía, usted está autorizando el us... ...or con el propietario o casero del edificio o arrendador, la Agencia de Protección (ENERGY STAR®), y las partes autorizadas, con el propósito de calcular y controlar el us...

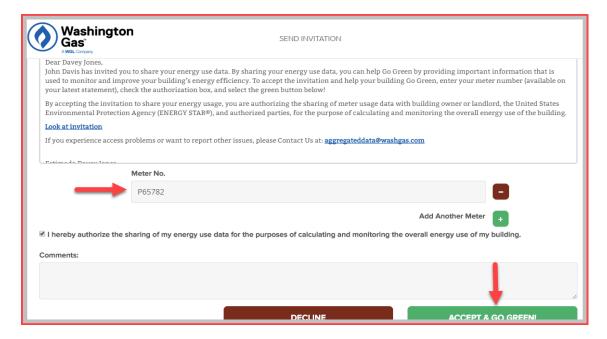Your invitation has been successfully sent.

Step 9: This step defines the process from the Tenant's point of view. No other WGL ENERGY BENCHMARKING session should be open at this time, as it conflicts with the Tenant actions. At this point, the Tenant will respond to the user's request for data sharing. The user and the Tenant will receive e-mails confirming decline or acceptance of sharing. The tenant will receive an additional physical mail if accepting sharing, to ensure that they are notified properly.

Step 10: Enter Meter Number from previous steps, and click on checkbox at lower left next to 'I hereby authorize'. Click on 'Accept & Go Green!' button.
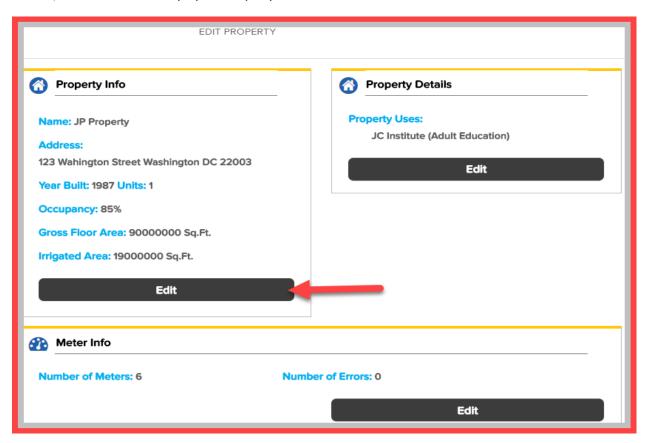
Step 11: We can return to the Property Manager action by logging in again. Now, the user can make changes to their property. Select "Edit Property" icon from "My Property" Page

Import Property (EnergyStar)	Add Property

123 Wahington Street, Washington, DC, 22003

JP Property
Energy Star Score: 0   ⟳ Refresh
Why is the score zero?
Status: Updated On 16 Nov 2017 07:28:59 (EST)

Current Consumption: 11.50 Therms
Of Meters: 6
Energy Star Property ID: 16639299

View	Edit	Remove

.
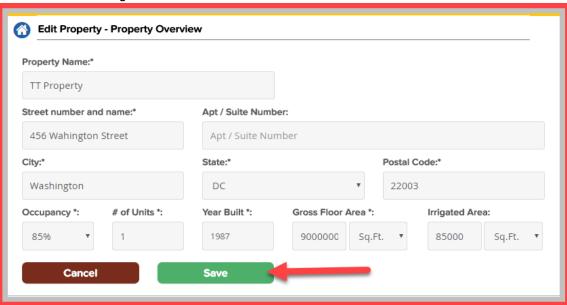
Step 12: To makes changes to Property Address, Property Information and Meter Information section, select "Edit" link display in "Property Info" section.

EDIT PROPERTY

Property Info

Name: JP Property

Address:
123 Wahington Street Washington DC 22003

Year Built: 1987 **Units:** 1

Occupancy: 85%

Gross Floor Area: 90000000 Sq.Ft.

Irrigated Area: 19000000 Sq.Ft.

Edit

Property Details

Property Uses:
JC Institute (Adult Education)

Edit

Meter Info

Number of Meters: 6   **Number of Errors:** 0

Edit
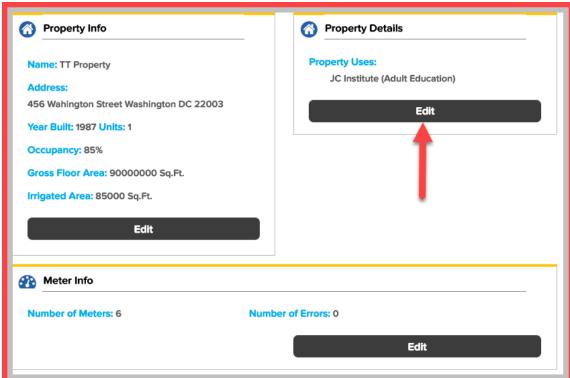
Step 13: Make changes in the Property Information (Address Line 1, City, State, Postal Code, Occupancy, # of Units, Year Built, Gross Floor Area, Irrigated Area) and Select 'Save' button to save the edited changes.
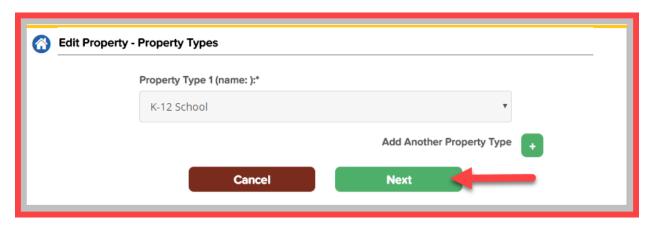
Step 14: To make changes to Property Details, Select "Edit" display in Property Details section.
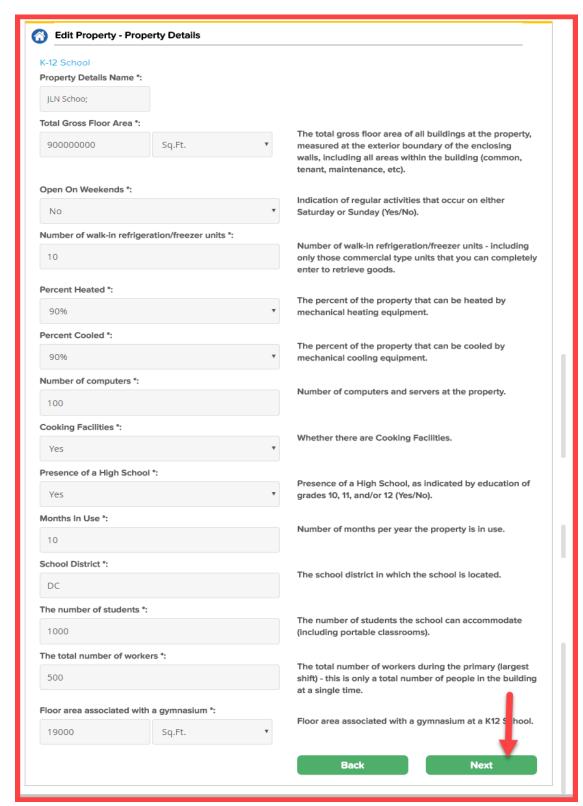
Step 15: Select Property type and select Next.

Step 16: To make changes in the field (Address Line 1, City, State, Postal Code, Occupancy, # of Units, Year Built, Gross Floor Area & Irrigated Area) values display in Property Details page. Select "Next" to save the changes
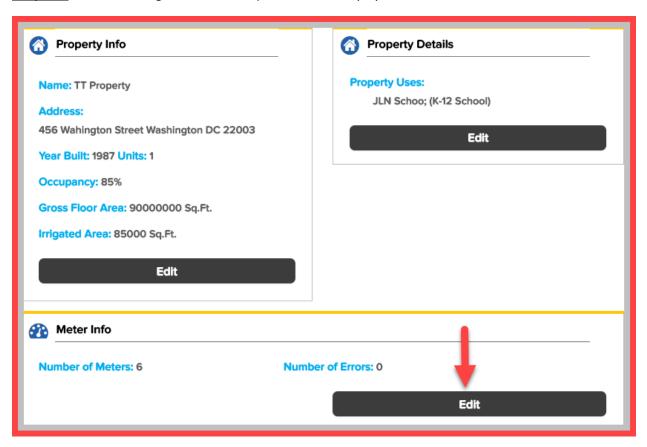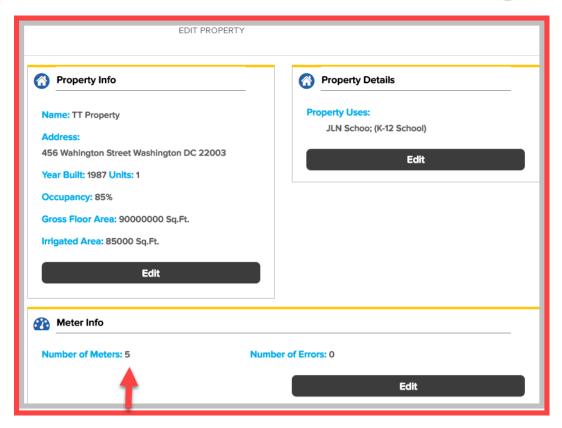
Step 17: To make changes to Meter Info**,** select "Edit" display in Meter Info section.

Step 18: To make valid changes in the number of Meters or "Add" or "Delete" Meter Information. Select "Finish" to save and reflect the changes.

Note: EPA star score will change based on the Changes made in corresponding Property.

Step 19: Select "Remove" Icon in the Property List to remove a Property. This is permanent – if the user decides to use the property again, information will need to be re-entered. This will remove the meters from assignment to the property, and also remove the property from any Groups that it has been assigned to.

Step 20: Message displayed: "Are you sure you want to remove this property?" Select "Yes" to confirm. Deleted Property will be removed from the system
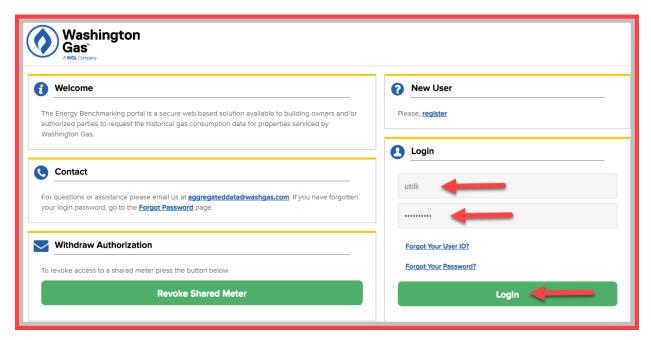
5.0 WGL ENERGY BENCHMARKING PORTAL – MANAGE METER ERROR

5.1   Process- Manage Meter Error

There are several possible scenarios that will cause errors when adding meters. The most common is a service address mismatch. There will be times when a meter is physically located at a different address than the service address, for example at a street corner. The system will provide an error that the user can accept indicating that it is the correct meter. Also, in rare cases, more than one meter is attached to one installation. The system will warn the user that consumption from all linked meters will be submitted, as the system uses billed consumption at the installation level for submission. It is not necessary to enter all meters attached to one installation, the system will automatically pull all of them. If the meter has already been assigned to another property, the user can work through the 'Claim your Meter' process. This uses the confirmation of details associated with the meter to move it from one property manager to the correct one. In that case, the old property manager will receive an email, and the tenant will receive a letter informing them of the sharing change.
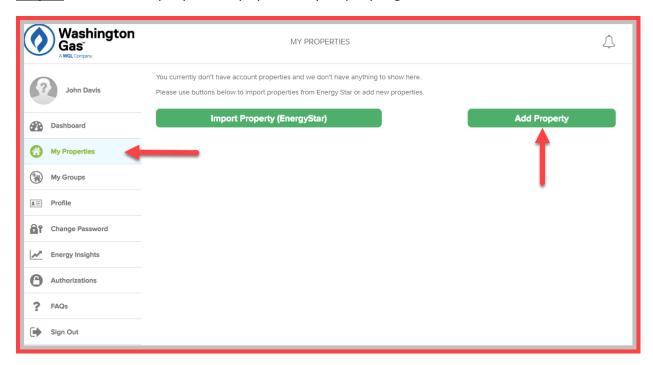
Step 1: Enter valid credentials & select "Login" button to reach "My Properties" page.
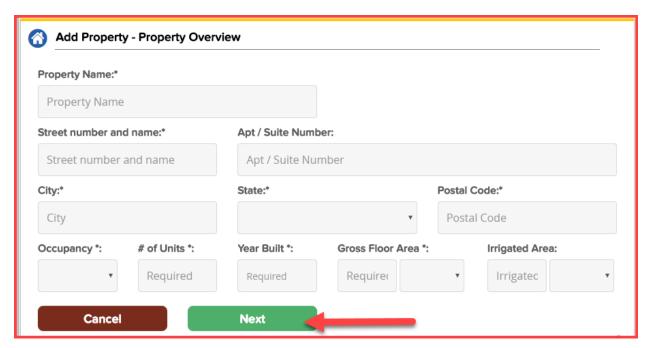
Step 2: Select "Add Property" link display in the My Property Page.
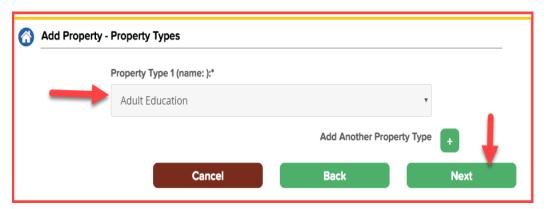
Step 3: Enter & select all mandatory field values (Address Line 1, City, State, Postal Code, Occupancy, # of Units, Year Built, Gross Floor Area, Irrigated Area) & select Next Button.
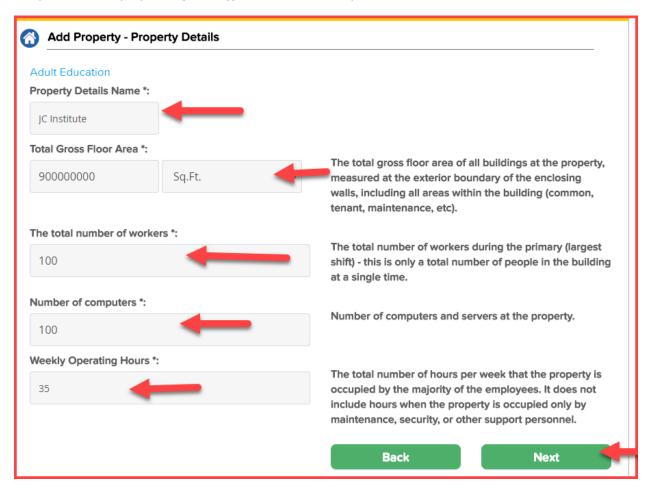
Step 4 Select the Property Type value from the dropdown list (Adult Education, Ambulatory Surgical Centre, Aquarium, Automobile Dealership, Bar/Nightclub, Bowling Alley, Casino, Convention center etc). Click Next button to proceed.

Step 5: Enter Property Details (Total Gross Floor Area, The total number of workers, Number of computers, Weekly Operating Hours)) and select next to proceed.
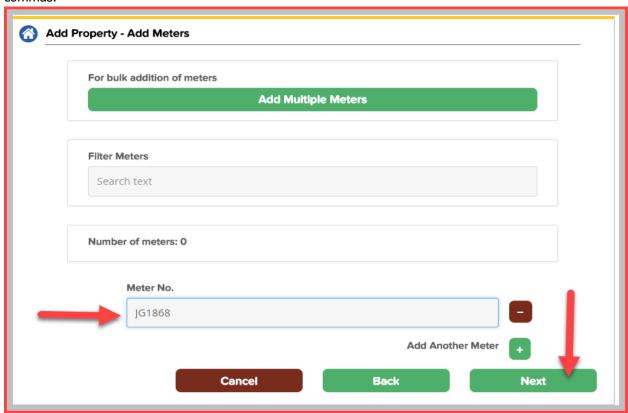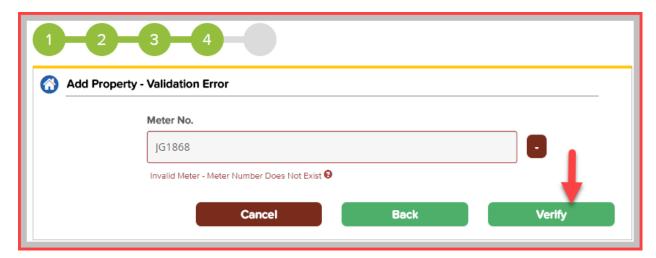
Step 6: Enter valid meter numbers.

Note: Multiple meters can be copied and pasted from an email or word document is separated by commas.
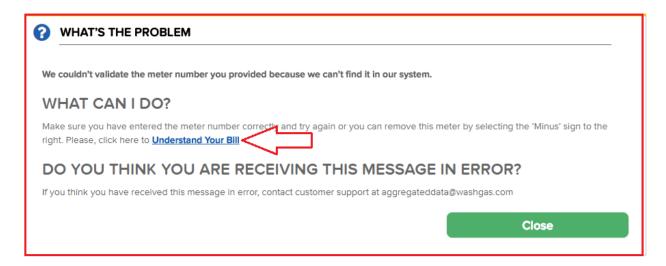
Step 7: If Invalid Meter Number (Non Existent) is entered, An error message (Invalid Meter- Meter Number Does Not Exist) will be displayed.
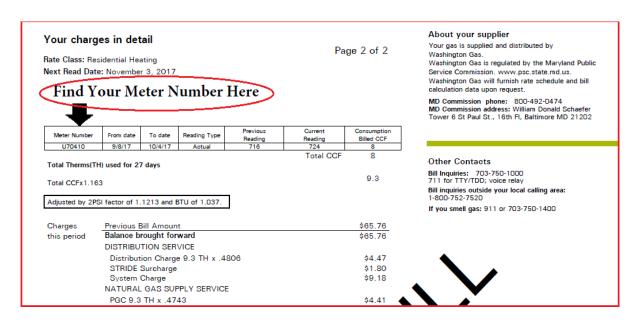
Step 8: When the error message (Invalid Meter- Meter Number Does Not Exist) link is selected. What's the Problem page will be displayed explaining the Invalid Meter error details. Click on Understand your Bill.
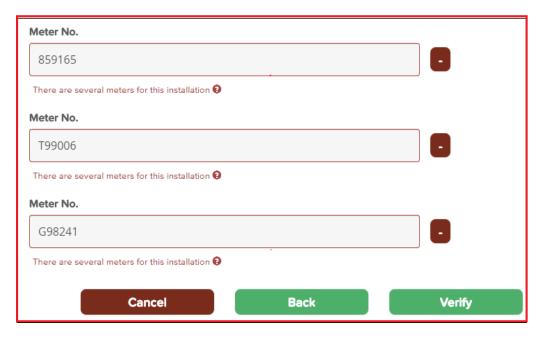
Step 9: Confirm your meter number is correct
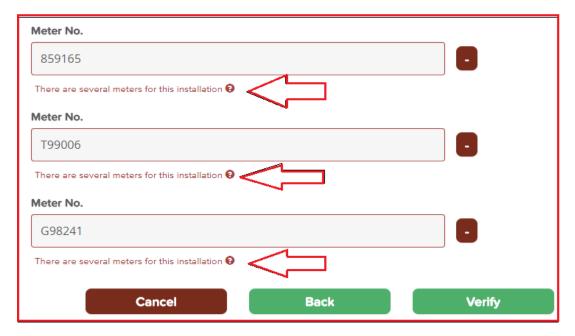
Step 10: This is the scenario where more than one meter is installed on a single installation. Enter a valid meter number (from Installation with multiple meters). A message (There are several meters for this installation) will be displayed
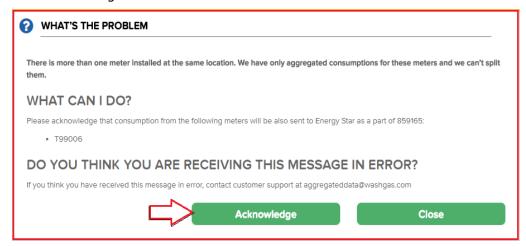

Step 11: Select the clickable message link (There are several meters for this installation) link. System displays message to acknowledge that consumption from other meters will be used as well.
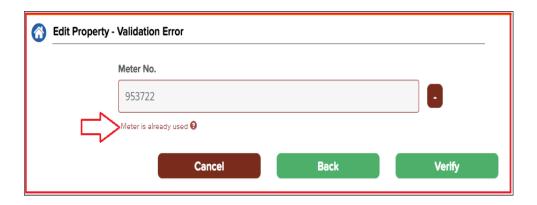
Step 12: Select "Acknowledge" button to add the meter

Step 13: Validation error will be displayed. Enter the valid Meter Number that already exists in the property. A message that the 'Meter is already used' will be displayed. Select either cancel or remove meter from the property.
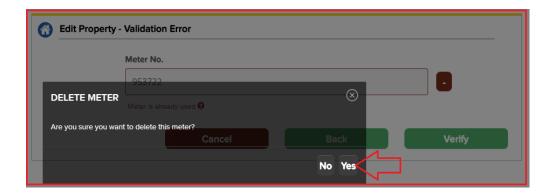
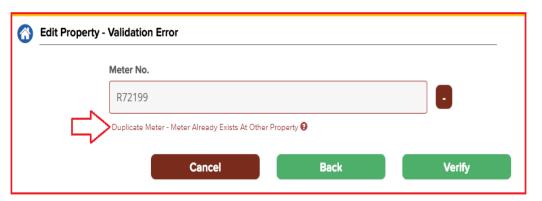**Step 14:** Click the "-" button in order to delete the repeated meter #.

Step 15: Delete Meter Message will be displayed. Select the "Yes" button to delete the repeated meter.
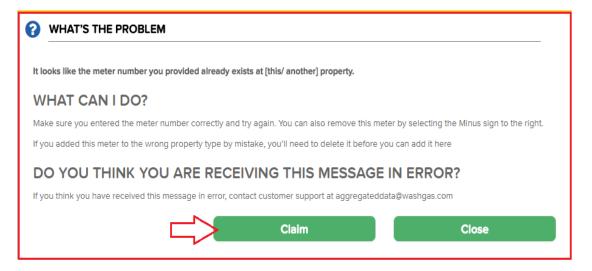
Step 16: The "Edit Property - Add meters" screen will be displayed and the meter that was once duplicated is only shown once. Enter the valid Meter Number that already exists in the property, but property is owned by another user and click "Submit". If the property has the same address as the service address of the new meter an Edit Property Validation Error (Meter Already Exists at other Property) will be shown.

Note*- If the service address is different than the property address, then the service the "Edit Property - Validation Error" related to "Service Address Mismatch" will be shown. Please proceed with the steps to confirm the new service address in order to show the "Meter Already Exist in another property"
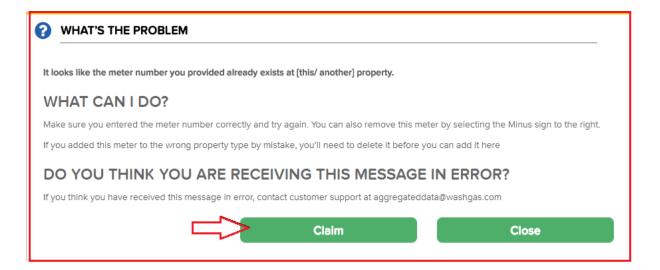
Step 17: Select the clickable error message (Duplicate Meter - Meter Already Exists At other Property) link. Message is displayed with error message explanation
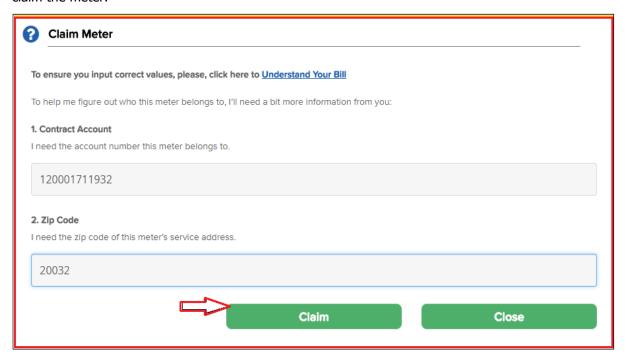
Step 18: Select the "Claim" button. Screen will be shown to claim the meter
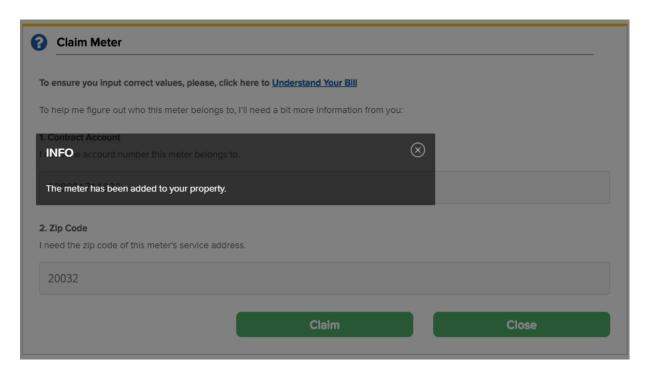

Step 19: Select 'Claim' button after entering valid data (Contract Account Number and Zip Code) to claim the meter.
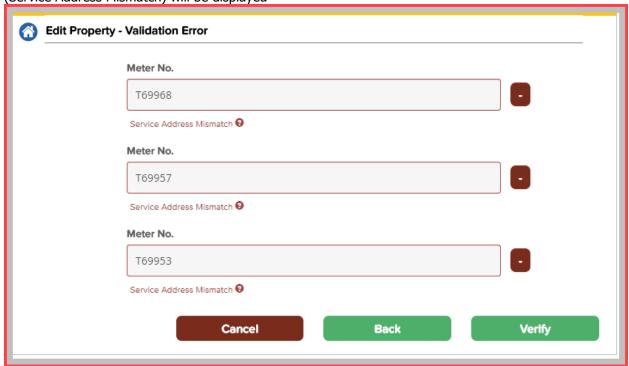
Step 20: Message will be displayed stating that the meter has been added to the property.
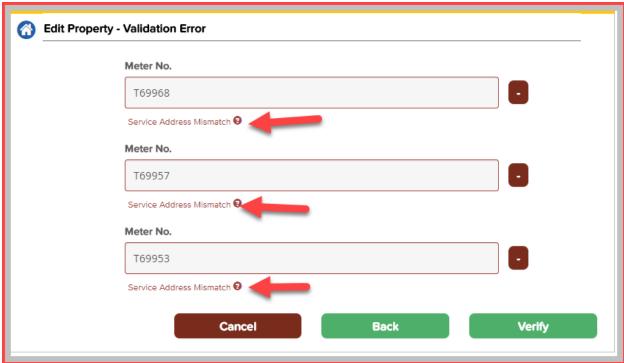

Step 21: Enter Valid Meter Number mismatched with service address details. An error message (Service Address Mismatch) will be displayed
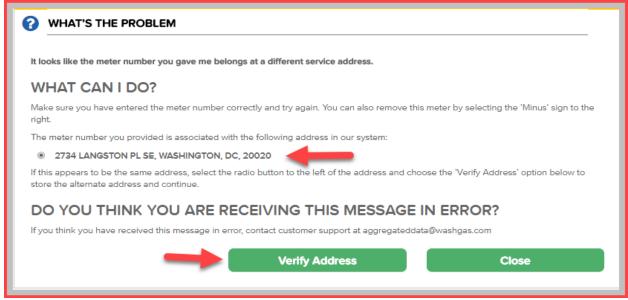
Step 22: Select the clickable error message (Service Address Mismatch) link. Message to confirm the address will be shown
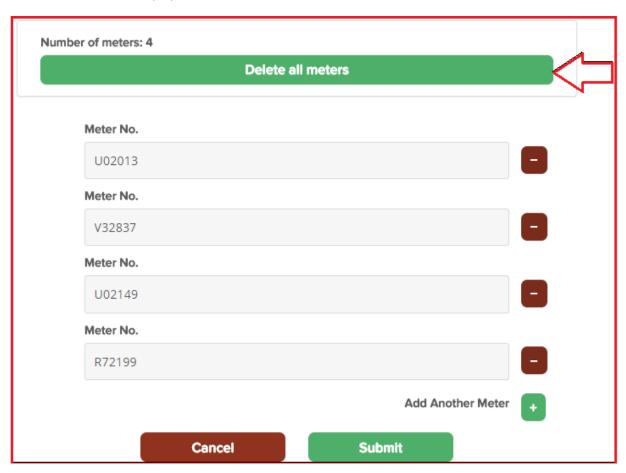

Step 23: Select the radio button option of the actual address of the meter number & select "Verify Address" button to save the meter information. The Edit Property screen will be shown.
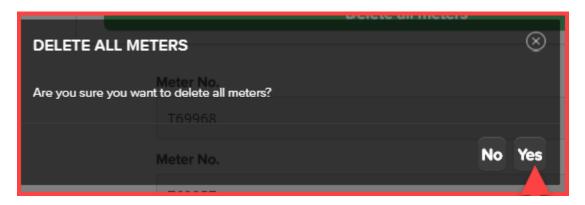
Step 24: Select Delete All Meters link display in the Meters List. Message "Are you sure you want to delete all meters?" is displayed.

Number of meters: 4

Delete all meters

Meter No.

U02013   −

Meter No.

V32837   −

Meter No.

U02149   −

Meter No.

R72199   −

Add Another Meter   +

Cancel   Submit
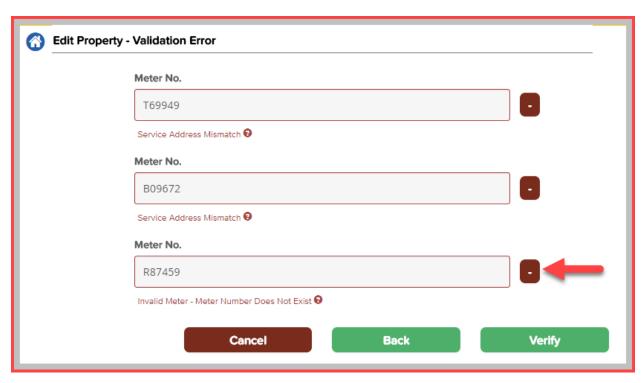
Step 25: Select "Yes" to confirm the removal of all the meters from the property. All Meters will be removed from the Property

DELETE ALL METERS   ⊗

Meter No.

Are you sure you want to delete all meters?

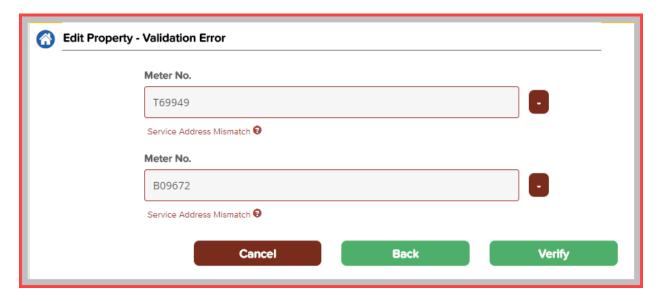T69968

Meter No.   No   Yes

Step 26: Here we have a mix of errors, and will resolve them. Click on the Enter multiple meter numbers, 2 valid, one invalid and then click the submit button. Invalid Meter should show error "Error: Invalid Meter", valid meters OK

Step 27: Select the "-" button in order to delete the meter. The incorrect meter will no longer be shown on the meter list.
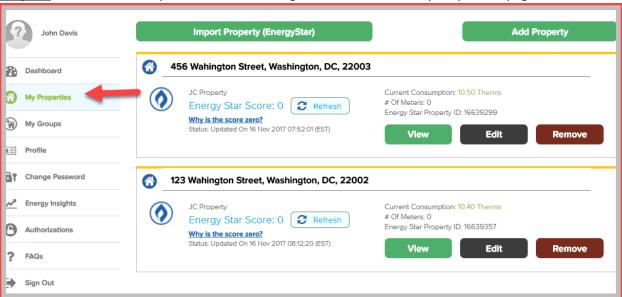
6.1 Process- Manage Group

WGL ENERGY BENCHMARKINGWG portal allows Users to create their own property grouping. These groupings are for informational purposes and are not submitted to Energy Star & Portfolio Manager. These groupings can be used to provide the user with comparisons between similar properties types, such as multiple buildings in an apartment complex. Users are not required to create property grouping to use UtilliCX Property Manager.
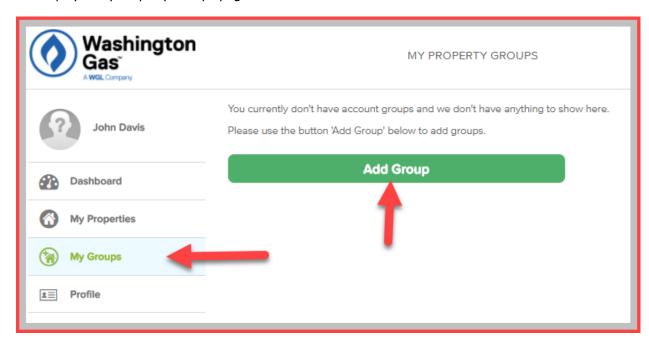
Step 1: Enter user ID and password & select "Login" button to reach "My Properties" page.
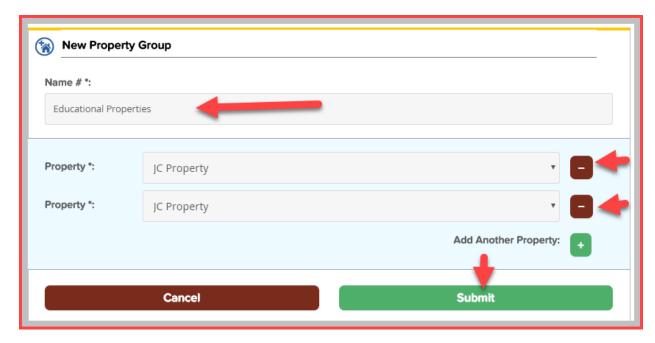
Step 2: Select "My Groups" link. System will display a message to the property manager "You currently don't have account groups and we don't have anything to show here. Select "Add" button display in My Property Groups page
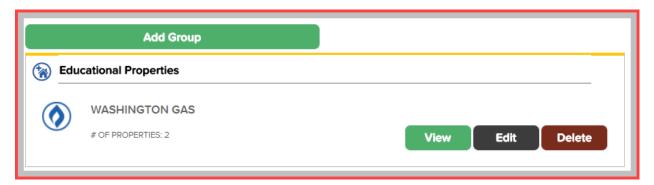
Step 3: Enter the name of the Group and select a property already created in the portal from the dropdown list. To "Add another Property", select "+" icon to add more properties in a group. Select "Submit" to create a Property Group.

Step 4:. Property Group will be created and display on the "My Properties Group Page". Select "View" to view the stacked details of the Group. First section will display Name of the Group and # of Properties associate with the Group.

Second section will display Stacked Graph details of all the properties in All Units of measurement (CCF, MCF, Therms).

Third section will display Consumption and Billing History of All the Meters included in the Group. User can select "Export the Excel" to view and download the Billing and Consumption data in Excel format. Select "Get Green Button Data" to download Green Button XML

Consumption and Billing History

Period	Consumption (Therms)	Daily Average Consumption (Therms)	Average Monthly Temperature
2016-Sep	4,289.6 Therms	142.99 Therms	39.22 F
2016-Oct	4,002.9 Therms	138.03 Therms	46.26 F
2016-Nov	6,173.4 Therms	205.78 Therms	58.94 F
2016-Dec	9,017.5 Therms	300.58 Therms	69.06 F
2017-Jan	16,717.6 Therms	506.59 Therms	79.75 F
2017-Feb	11,717 Therms	450.65 Therms	79.59 F
2017-Mar	13,029.1 Therms	420.29 Therms	73.34 F
2017-Apr	10,637.8 Therms	393.99 Therms	74.31 F
2017-May	9,524.7 Therms	380.99 Therms	57.65 F
2017-Jun	9,203.3 Therms	306.78 Therms	55.97 F
2017-Jul	7,267.5 Therms	279.52 Therms	44.29 F
2017-Aug	17,530.2 Therms	626.08 Therms	40.16 F

Export to Excel   **Get Green Button Data**

What is Green Button?
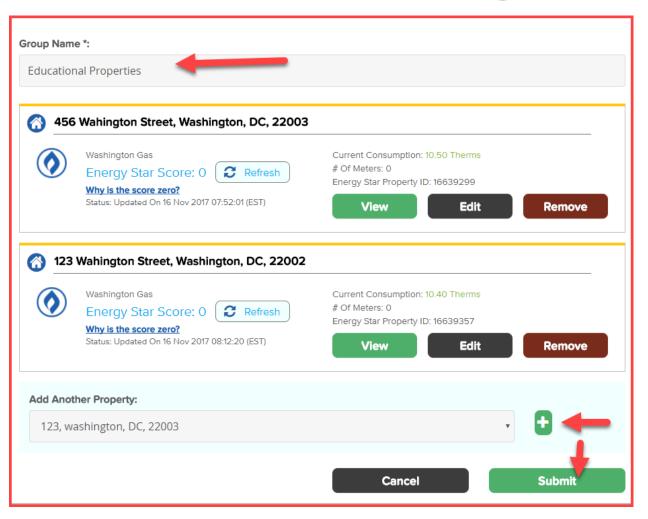
Step 5: Select "Edit" to make changes in the Group details. From within the Group, it is possible to Edit the property directly, as well as View the property in the Dashboard with only the associated meters and not the aggregated view that the Group provides.
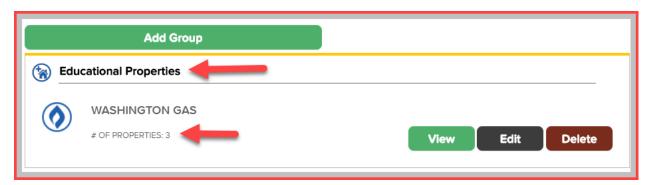
Step 6: User will be landed on Edit Property Group page where he/she can make the changes in the Name of the Group or he/she can add more properties in the Group. From within the Group, it is possible to Edit the property directly, as well as View the property in the Dashboard with only the associated meters and not the aggregated view that the Group provides. Select "Submit" to reflect the changes made by the Property Manager.
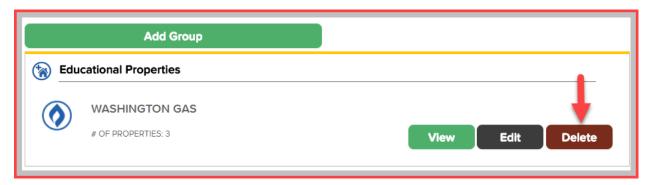
Step 7: The Group Information will be updated based on the changes made by Property Manager.
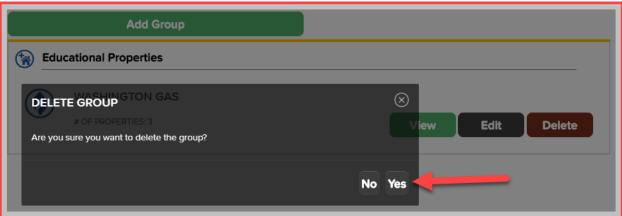
Step 8: Select "Delete" link display in "My Property Groups" page.

Step 9: Message displayed: "Are you sure you want delete the Group?" Select "Yes" for the confirmation. Selected group will be removed from "My Property Groups" page.
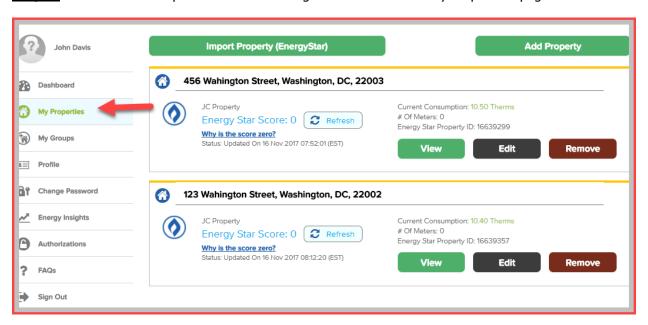
There are three situations in which the property manager requires authorizations. If they property has 5 or more meters, they can provide authorizations for ESPM sharing themselves. If the property has 4 or less meters, then it is required that they receive authorization from each tenant individually through the process below. Similarly, if any one meter has 80% or more consumption for the property in the past 24 months, the property manager is required to gain authorization for that meter.

Self-authorization by the property manager can take place at the time of adding meters, or afterwards on the property management screen. For the other cases, they will request authorization from the Authorizations tab. From there, the property manager can review the status of their requests by tenant name and email, as well as meter number, to determine if any further action is necessary.

7.1   Process- Authorizations

Step 1: Enter user ID and password & select "Login" button to reach "My Properties" page.
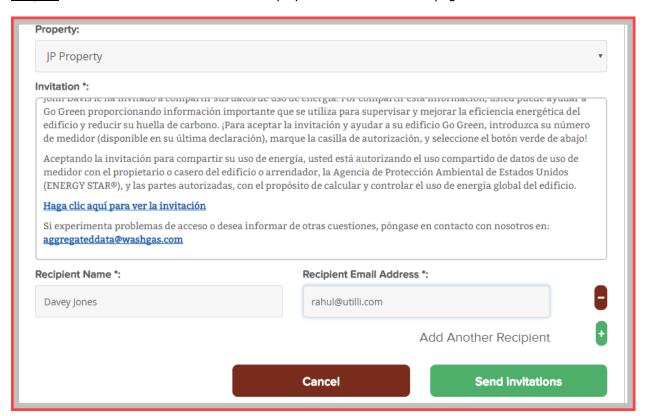
Step 2: Select "Authorizations" link. From the Authorizations page view all the details (Property Address, Total Meters, Data Authorization Denied, Data Authorization pending, Energy Star Score & Invitation Log list) of the property created in this portal. To download these details in excel format click "Export Data" link display on the page

AUTHORIZATIONS

BACK

Property Address	Total Meters	Data Authorizations Approved	Data Authorizations Denied	Data Authorizations Pending	ENERGY STAR Score	Details
456 Wahington Street, Washington, DC, 22003	4	0	0	4	0	View
123 Wahington Street, Washington, DC, 22002	7	0	0	7	0	View
123, washington, DC, 22003	6	0	0	6	100	View

|◄ ◄ 1 ► ►| 25 ▼ items per page   1 - 3 of 3 items ⟳

Export Data   Send New Invitation

Step 3: Select "Send New Invitation" link display on the Authorizations page.

Property:

JP Property ▼

Invitation *:

John Davis le ha invitado a compartir sus datos de uso de energía. Por compartir esta información, usted puede ayudar a Go Green proporcionando información importante que se utiliza para supervisar y mejorar la eficiencia energética del edificio y reducir su huella de carbono. ¡Para aceptar la invitación y ayudar a su edificio Go Green, introduzca su número de medidor (disponible en su última declaración), marque la casilla de autorización, y seleccione el botón verde de abajo!

Aceptando la invitación para compartir su uso de energía, usted está autorizando el uso compartido de datos de uso de medidor con el propietario o casero del edificio o arrendador, la Agencia de Protección Ambiental de Estados Unidos (ENERGY STAR®), y las partes autorizadas, con el propósito de calcular y controlar el uso de energía global del edificio.

Haga clic aquí para ver la invitación

Si experimenta problemas de acceso o desea informar de otras cuestiones, póngase en contacto con nosotros en: aggregateddata@washgas.com

Recipient Name *:

Davey Jones

Recipient Email Address *:

rahul@utilli.com

−

Add Another Recipient +

Cancel   Send invitations

Step 4: To send Invitation to the property tenants for sharing Meter data, Enter valid Name and Email Address and select "Send Invitations" button

A mailing invitation will be sent to the Tenant with a message 'Your invitation has been successfully sent"
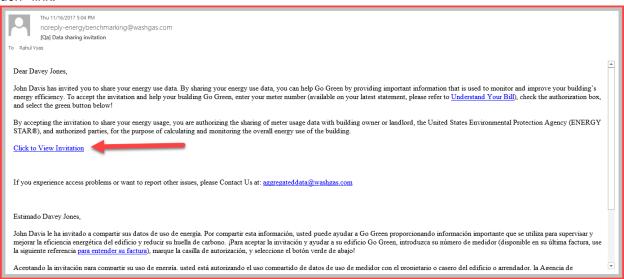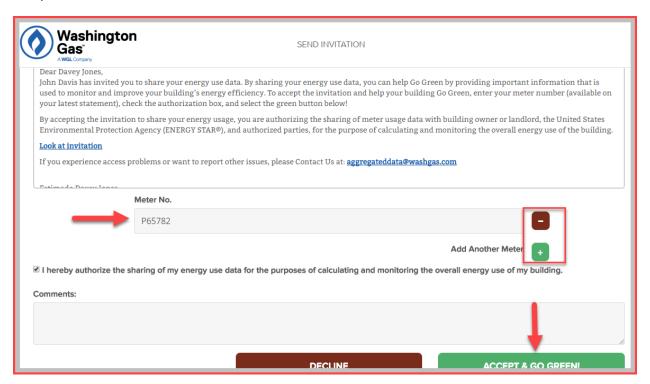
Steps 5-7: FOR TENANT USE

Step 5: Once Tenant received the Invitation mail, he/she needs to select "Click to view Invitation" link.
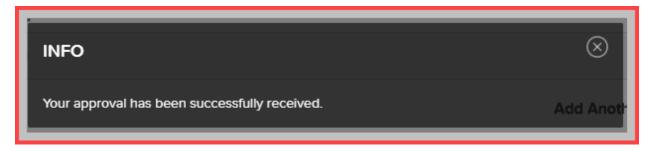
Step 6: Enter the Valid Meter Number, select terms & conditions, enter the comments and select Accept & Go Green button.
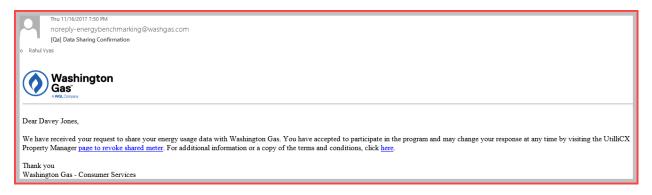
System will display the message "Your approval has been successfully received"
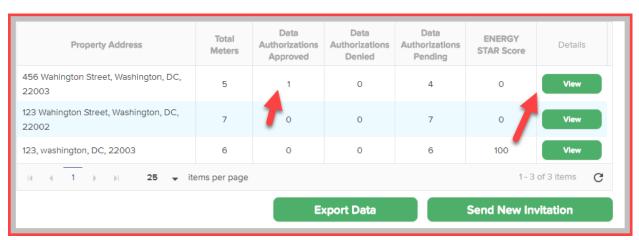
Step 7: Data Sharing Confirmation mail will be mailed to the tenant

PROPERTY MANAGER: The Authorizations screen will now show the status of the authorizations for the property. Before authorizations are sent, all meters are in a Pending state.
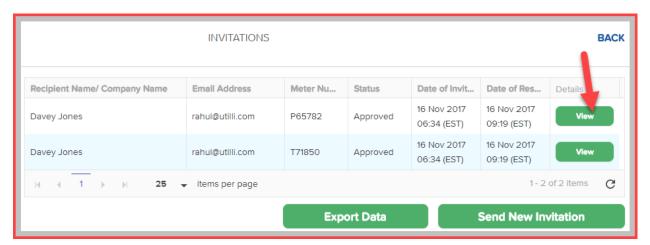
Step 8: After Tenant Accepts the Invitation, View Authorization Page. Property Manager can view the Status (Pending, Reject, Accept) of the Invitation sent to the recipient.

Property Address	Total Meters	Data Authorizations Approved	Data Authorizations Denied	Data Authorizations Pending	ENERGY STAR Score	Details
456 Wahington Street, Washington, DC, 22003	5	1	0	4	0	View
123 Wahington Street, Washington, DC, 22002	7	0	0	7	0	View
123, washington, DC, 22003	6	0	0	6	100	View

| |◀ ◀ 1 ▶ ▶| 25 ▼ items per page — 1 - 3 of 3 items ↻

Export Data   Send New Invitation
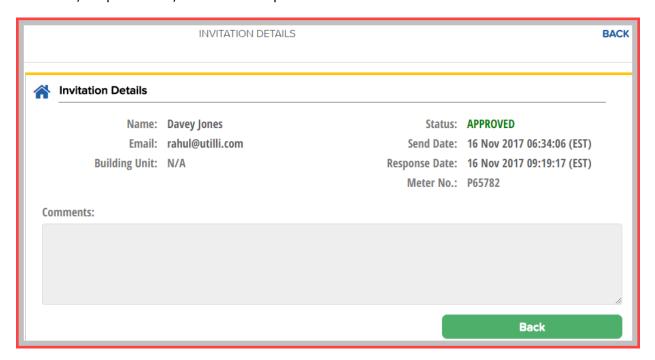
Step 9: Select "View". Accepted Invitation Meter information will be automatically added in corresponding Property details. Property Manage can view Recipient Name/ Company Name, Email Address, Meter Number, Status, Date of Invitation, Date of Response & Details link.

INVITATIONS   BACK

Recipient Name/ Company Name	Email Address	Meter Nu...	Status	Date of Invit...	Date of Res...	Details
Davey Jones	rahul@utilli.com	P65782	Approved	16 Nov 2017 06:34 (EST)	16 Nov 2017 09:19 (EST)	View
Davey Jones	rahul@utilli.com	T71850	Approved	16 Nov 2017 06:34 (EST)	16 Nov 2017 09:19 (EST)	View

|◄ ◄ 1 ► ►| 25 ▼ items per page   1 - 2 of 2 items ⟳

Export Data   Send New Invitation

On Invitation Details page, Property Manager can view the Name, Email, Building Unit, Status, Send Date, Response Date, Meter No & recipient's comments in it.

INVITATION DETAILS   BACK

🏠 **Invitation Details**

Name: **Davey Jones**   Status: **APPROVED**
Email: **rahul@utilli.com**   Send Date: **16 Nov 2017 06:34:06 (EST)**
Building Unit: **N/A**   Response Date: **16 Nov 2017 09:19:17 (EST)**
                                          Meter No.: **P65782**

Comments:

Back

FOR TENANT USE:

Step 10: In case if tenant changes their mind, they may use the same sharing request email again, select the same mail link sent by the Property Manager for the Authorization. Enter the Meter Number, select terms & conditions, enter the comments and select Decline button.

System will display a message "**Your invitation has successfully declined**".

Step 11: User will be received decline confirmation via email.

Thu 11/16/2017 8:03 PM
noreply-energybenchmarking@washgas.com
[Qa] Data Sharing Declination

To Rahul Vyas

Washington Gas
A WGL Company

Dear Davey Jones,

You have chosen to decline a request to share your energy usage data with Washington Gas. In future, if you choose to participate in the program, you may change your response at any time by visiting the UtilliCX Property Manager page. For additional information or a copy of the terms and conditions, click here.

Thank you
Washington Gas - Consumer Services

Step 12: View Authorization Page after Tenant Rejects the Invitation.

Property Address	Total Meters	Data Authorizations Approved	Data Authorizations Denied	Data Authorizations Pending	ENERGY STAR Score	Details
456 Wahington Street, Washington, DC, 22003	5	0	1	4	0	View
123 Wahington Street, Washington, DC, 22002	7	0	0	7	0	View
123, washington, DC, 22003	6	0	0	6	100	View

|◄ ◄ 1 ► ►| 25 ▼ items per page   1 - 3 of 3 items ↻

Export Data   Send New Invitation
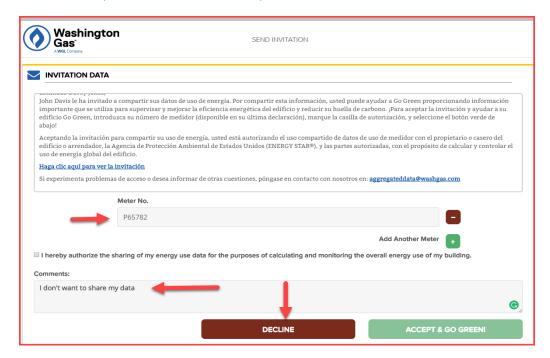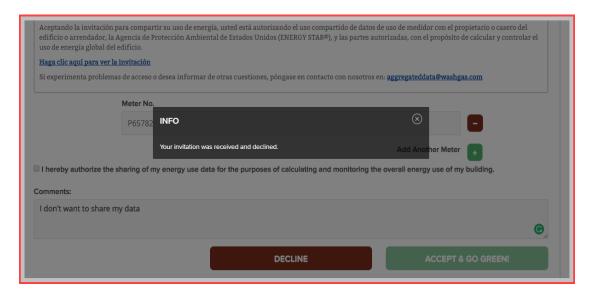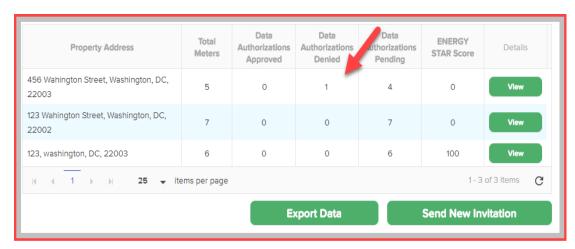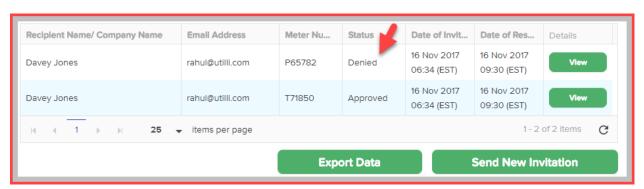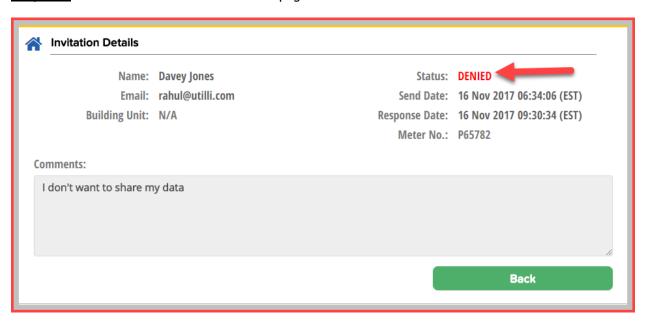
Step 13: Select "View" link to reach Invitations page. Accepted Invitation Meter information will be automatically added in corresponding Property details. On Invitations page, Property Manage can view Recipient Name/ Company Name, Email Address, Meter Number, Status, Date of Invitation, Date of Response & Details link.

Recipient Name/ Company Name	Email Address	Meter Nu...	Status	Date of Invit...	Date of Res...	Details
Davey Jones	rahul@utilli.com	P65782	Denied	16 Nov 2017 06:34 (EST)	16 Nov 2017 09:30 (EST)	View
Davey Jones	rahul@utilli.com	T71850	Approved	16 Nov 2017 06:34 (EST)	16 Nov 2017 09:30 (EST)	View

|◄ ◄ 1 ► ►| 25 ▼ items per page   1 - 2 of 2 items ↻

Export Data   Send New Invitation

Step 14: Select "View" link from Invitations page to view invitation details.

🏠 **Invitation Details**

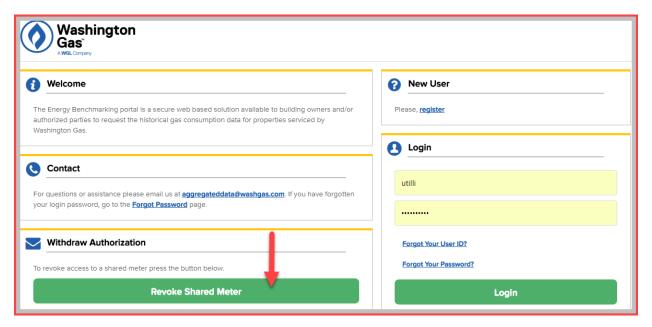|	
Name: Davey Jones	**Status:** DENIED
Email: rahul@utilli.com	**Send Date:** 16 Nov 2017 06:34:06 (EST)
Building Unit: N/A	**Response Date:** 16 Nov 2017 09:30:34 (EST)
	Meter No.: P65782

Comments:

I don't want to share my data

Back

8.0 WGL ENERGY BENCHMARKING PORTAL – REVOKE METER

If, after the fact, the tenant decides to revoke their authorization for sharing access to their meter, they can follow the Revoke Meter process. This is another way to decline access – in this case, if the access has already been accepted.
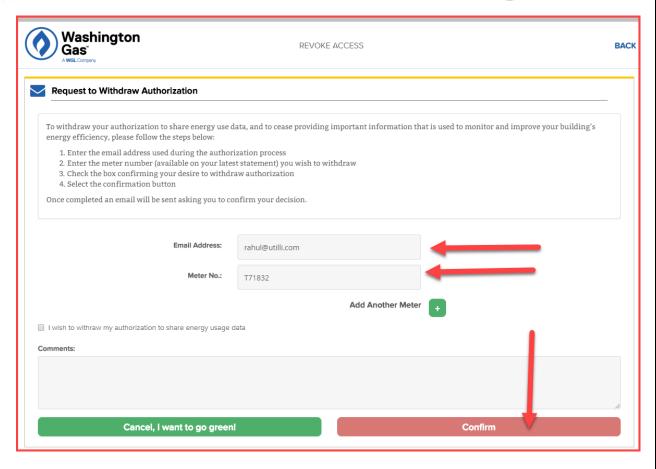
8.1 Process- Revoke Meter

Step 1: Select "Revoke Shared Meter" link available on the landing page to be redirected to the revoke access page
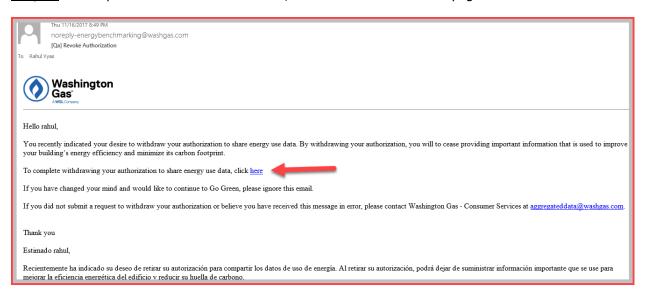

Step 2: Tenant is required to enter the meter number and the email address (contract account) used to withdraw the sharing authorization. Select the check box to confirm the withdrawal Authorization & click 'Confirm' button. An email with subject "Revoke Authorization" will be received by the User.
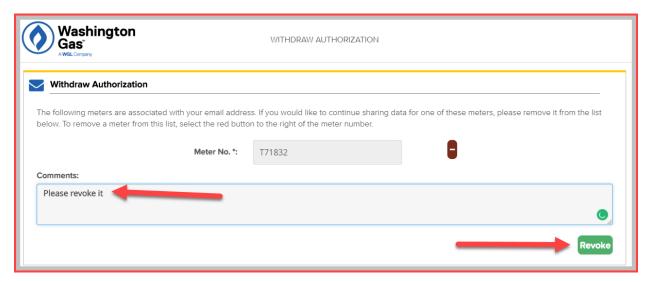
Step 3: To complete Authorization withdrawal, select the link in the email page.

Step 4: On the WITHDRAW AUTHORIZATION page, make a final confirmation for revoking the meter data sharing Authorization. Enter the comments (optional) and select "Revoke" button to complete the process. Revoked meter data information will be removed from the Property.
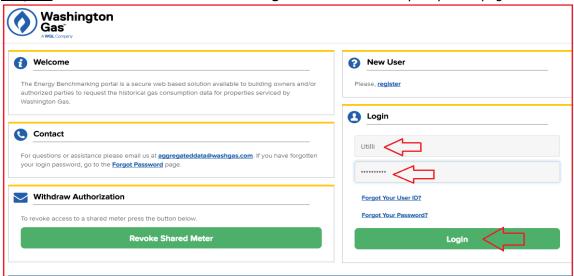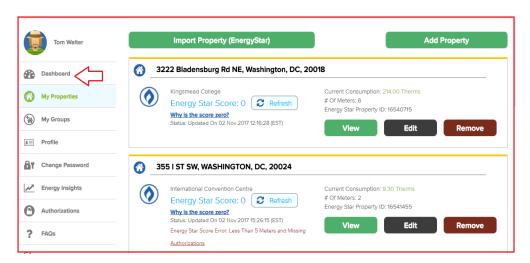
9.0 WGL ENERGY BENCHMARKING PORTAL – DASHBOARD

9.1   Process- Dashboard

Step 1: Enter valid credentials and select "**Login**" button to reach My Properties page.

Step 2: Select "Dashboard" link to reach Dashboard page from the Landing page i.e. My Properties.

Washington Gas
A WGL Company

UTILLI
TAKE CHARGE

Name:	Kingsmead College
Address:	3222 Bladensburg Rd NE, Washington, DC, 20018
# of Meters:	7
Status:	Updated On 16 Nov 2017 11:11:29 (EST) ⟳ Refresh

Usage for All Meters   Units: Therms ▾

Show bar Graph

● All Meters: 58.9 Therms

● All Meters

← Previous   Next →

Consumption History

Period	Consumption (Therms)	Daily Average Consumption per Month (Therms)	Average Monthly Temperature
2016-Sep	29.4 Therms	0.98 Therms	76.1 F
2016-Oct	37.3 Therms	1.2 Therms	63.3 F
2016-Nov	40.4 Therms	1.35 Therms	52.9 F
2016-Dec	58.9 Therms	1.9 Therms	42.1 F
2017-Jan	136.2 Therms	4.39 Therms	42.4 F
2017-Feb	123.7 Therms	4.42 Therms	48 F
2017-Mar	96.6 Therms	3.12 Therms	47.5 F
2017-Apr	84.9 Therms	2.83 Therms	64 F
2017-May	52.9 Therms	1.71 Therms	65.8 F
2017-Jun	41.6 Therms	1.39 Therms	77.5 F
2017-Jul	29.4 Therms	0.95 Therms	81.9 F
2017-Aug	31.7 Therms	1.02 Therms	77.3 F

Export to Excel   **Get Green Button Data**
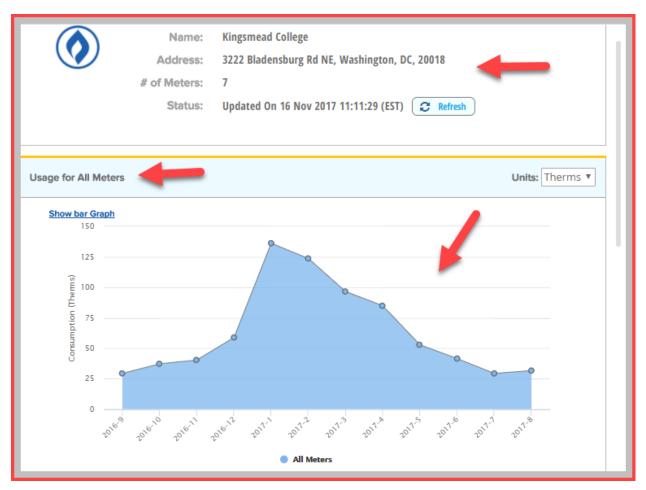
What is Green Button?

Step 3: First section will display Name of the First Property display in "My Properties" page and # of meters associate with that property. View Graphs available to display data. The Units of measurement (CCF, MCF, Therms) for these Graphs can be changed. Changing thescale will recalculate graph and new scale will display.
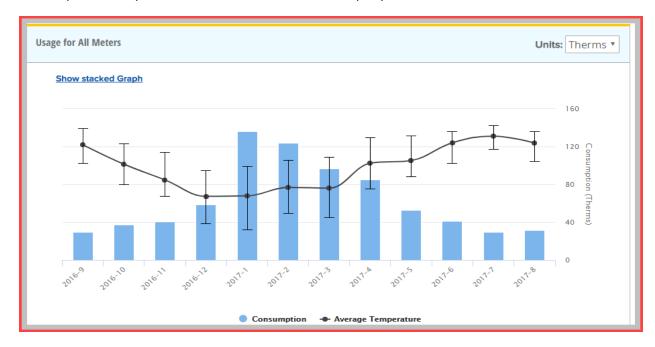
Name:	**Kingsmead College**
Address:	**3222 Bladensburg Rd NE, Washington, DC, 20018**
# of Meters:	**7**
Status:	**Updated On 16 Nov 2017 11:11:29 (EST)** ⟳ Refresh

Usage for All Meters

Units: Therms ▾

Show bar Graph

● **All Meters**

Step 4: Click on the "Show Bar Graph" highlighted text above graph.Bar graph is displayed with temperature and consumption.

Step 5: Scroll down and view Consumption History section. Below section will display Consumption History of All the Meters included in the Property.

Step 6: Select "Export to Excel" button to view and download the table of Consumption history. Save output and open.

Consumption History

Period	Consumption (Therms)	Daily Average Consumption per Month (Therms)	Average Monthly Temperature
2016-Sep	29.4 Therms	0.98 Therms	76.1 F
2016-Oct	37.3 Therms	1.2 Therms	63.3 F
2016-Nov	40.4 Therms	1.35 Therms	52.9 F
2016-Dec	58.9 Therms	1.9 Therms	42.1 F
2017-Jan	136.2 Therms	4.39 Therms	42.4 F
2017-Feb	123.7 Therms	4.42 Therms	48 F
2017-Mar	96.6 Therms	3.12 Therms	47.5 F
2017-Apr	84.9 Therms	2.83 Therms	64 F
2017-May	52.9 Therms	1.71 Therms	65.8 F
2017-Jun	41.6 Therms	1.39 Therms	77.5 F
2017-Jul	29.4 Therms	0.95 Therms	81.9 F
2017-Aug	31.7 Therms	1.02 Therms	77.3 F

Export to Excel **Get Green Button Data**

What is Green Button?

Step 7: Pop-up window to save results appears. Save and open results. 24 months of consumption with data from the WGL ENERGY BENCHMARKING will display in Microsoft Excel.

Period	Daily Average Consumption (Therms)	Meter	Average Monthly Temperature (F)	Consumption (Therms)
11/1/2015	109.75	All Meters	51.9	3,292.60
11/1/2015	0.58	All Meters	51.9	17.5
12/1/2015	13.22	All Meters	51.5	409.8
1/1/2016	22.48	All Meters	34.9	696.9
2/1/2016	41.38	All Meters	39.7	1,200.00
3/1/2016	29.79	All Meters	52.2	923.4
4/1/2016	10.4	All Meters	56	311.9
5/1/2016	8.09	All Meters	62.1	250.8
6/1/2016	8.06	All Meters	76	241.8
7/1/2016	7.9	All Meters	83	244.9
8/1/2016	6.75	All Meters	82.9	209.2
9/1/2016	6.8	All Meters	76.1	204
10/1/2016	7.65	All Meters	63.3	237.2
11/1/2016	9.42	All Meters	52.9	282.6
12/1/2016	13.6	All Meters	42.1	421.6
1/1/2017	30.24	All Meters	42.4	937.3
2/1/2017	26.12	All Meters	48	731.3
3/1/2017	17.65	All Meters	47.5	547.2
4/1/2017	15.9	All Meters	64	476.9
5/1/2017	7.98	All Meters	65.8	247.4
6/1/2017	9.04	All Meters	77.5	271.3

Step 8: Select "Get Green Button Data" to download consumption data in Greendata Format. This is an XML file.

Note: The XML file can be shared with other parties by saving and attaching to email.
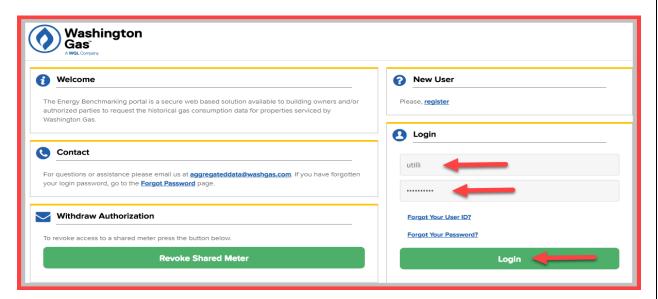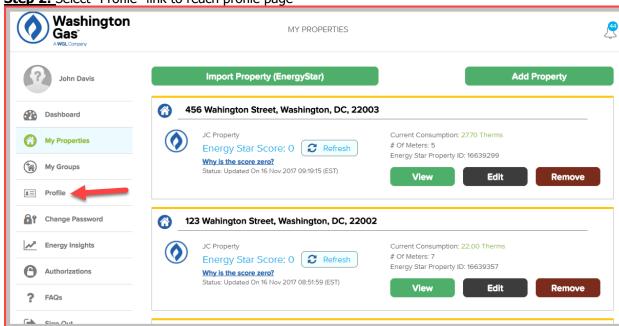
10.1 Process – Profile

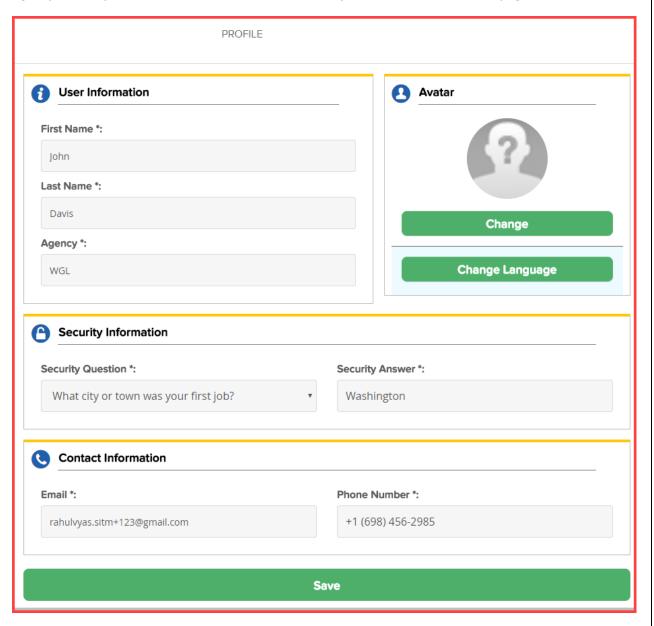**Step 1:** Enter valid credentials and select "**Login**" button to reach My Properties page.

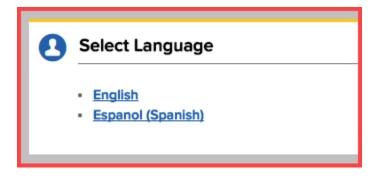**Step 2:** Select "Profile" link to reach profile page

Step3: All the Profile Information captured during Registration Process. (First Name, Last Name, Agency, Security Information, Email and Phone Number) -can be viewed from this page.

PROFILE

User Information

First Name *:

John

Last Name *:

Davis

Agency *:

WGL

Avatar

Change

Change Language

Security Information

Security Question *:

What city or town was your first job?

Security Answer *:

Washington

Contact Information

Email *:

rahulvyas.sitm+123@gmail.com

Phone Number *:

+1 (698) 456-2985

Save
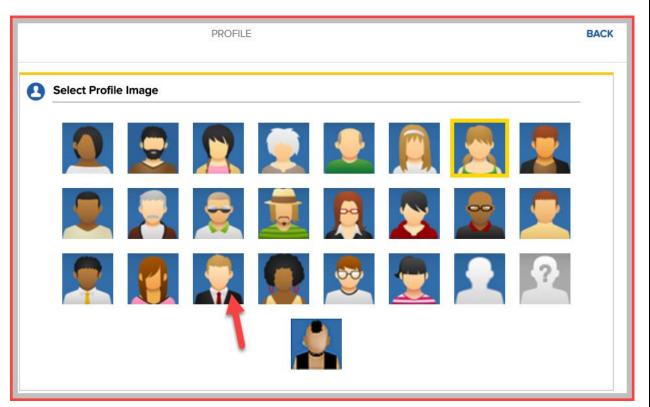
Step4: Select Change Language to change the Portal's Language. Options provided are English or Spanish.
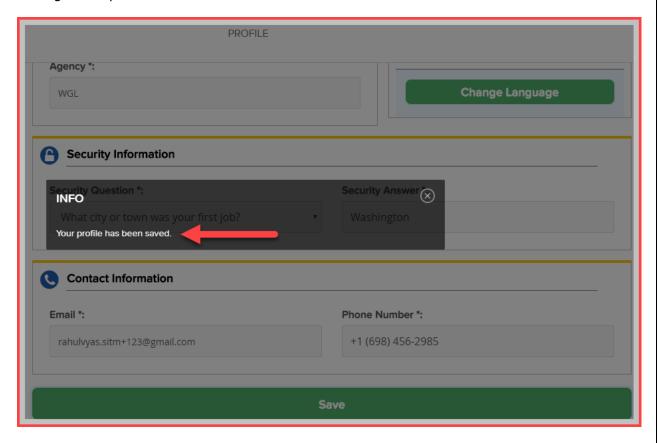
Step 5: (OPTIONAL CUSTOMIZATION) Select Change button from the Avatar section of the Profile page. Select any of the Avatars from the list and afterwards updated Avatar will be reflected on User's page.

Step 6: Edit Mandatory Information (First Name, Last Name, Agency, Security Information, Email and Phone Number) correctly and select "Save" button. System will display a confirmation message "Your profile has been saved"

PROFILE

Agency *:

WGL

Change Language

🔓 Security Information

Security Question *:
INFO

What city or town was your first job?   ▾

Your profile has been saved. ⬅

Security Answer ⊗

Washington

📞 Contact Information

Email *:

rahulvyas.sitm+123@gmail.com

Phone Number *:

+1 (698) 456-2985

Save

11.1   Process- Forgot Password

Step 1: Select "**Forgot Your Password?**"
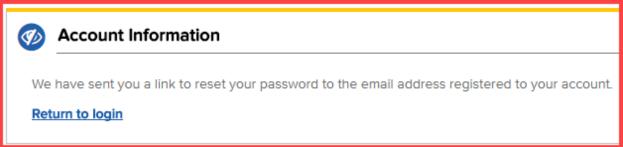
Step 2: On the Forgot Password screen, provide **User ID** along with the **Email Address** of the corresponding Account. Select the "**Next**" button to proceed.
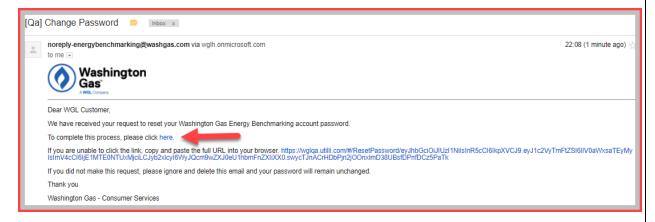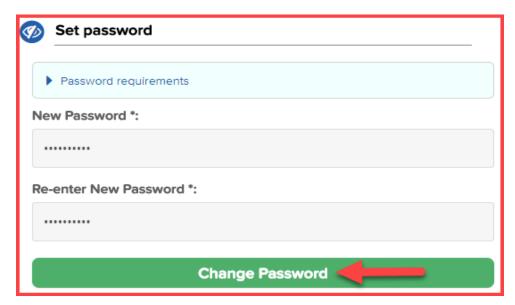
Step 3: System will send a link to the registered email address

Step 4: Click on the link provided in the email Link navigates to the Password reset page
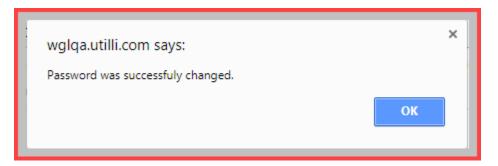

Step 5: On the reset password page, enter "**New Password**" and "**Confirm New Password**" and select "**Change Password**" button

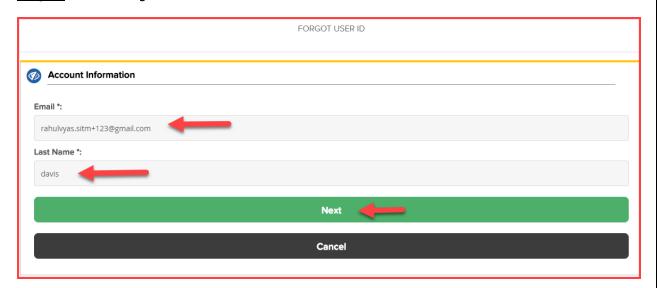**Step 6:** System will display a confirmation message "**Password was successfully changed**"
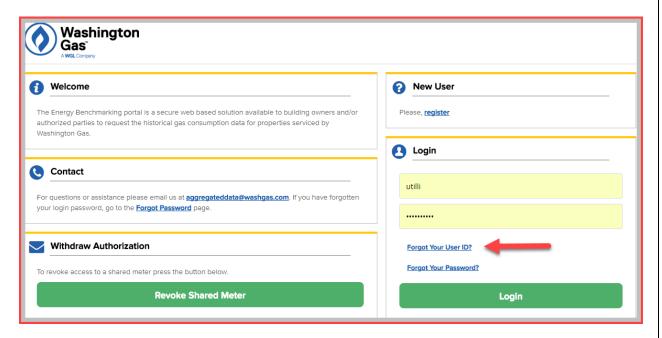
12.0   WGL ENERGY BENCHMARKING PORTAL – FORGOT USER ID

12.1   Process- Forgot User ID

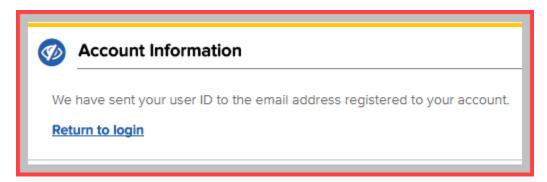**Step 1:** From the WGL ENERGY BENCHMARKING Portal Login screen, select "**Forgot User ID**" button.

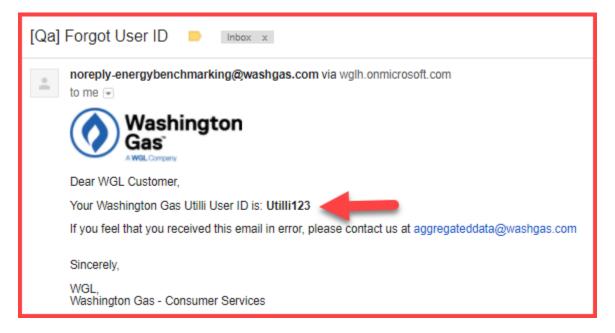**Step 2:** Enter the registered email address and Last Name. Select "Next".

Step 3: The system will display a message notifying the customer that the User ID was sent to the registered email account.

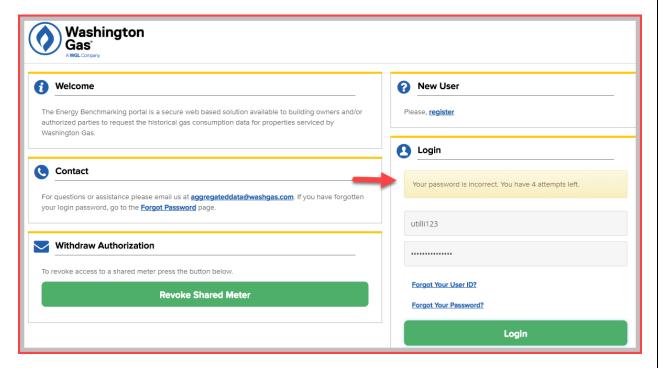**Step 4:** Email notification will provide Customer User ID.

13.0 WGL ENERGY BENCHMARKING PORTAL – LOCK/UNLOCK ACCOUNT

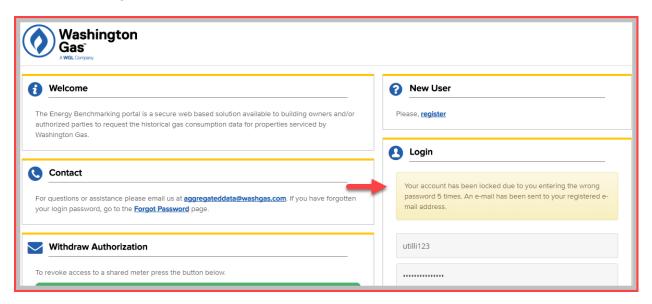### 13.1 Process – Lock/Unlock Account

Step 1: In the event an Incorrect Password was entered while logging into the system. System will display the notification message **("Your password is incorrect. You have 4 attempts left")** on screen.

Step 2: After an unsuccessful **five time** attempts, system will lock the **User account** and send an email to the registered email address
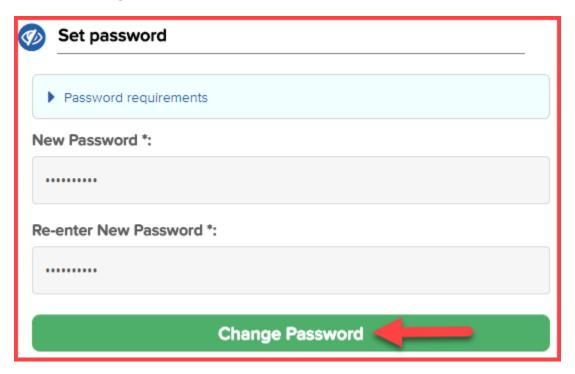

Step 3: Select the indicated **Link** from the email to reset the Password.

Step 4: On the reset password page, enter "**New Password**" and "**Confirm New Password**" and select "**Change Password**" button

Step 5: The system will display a confirmation message of Changed Password.