Minnesota power

AN ALLETE COMPANY

Benchmarking User Guide

For Minnesota Power Customers

Automated Benchmarking Process Overview:

(A high-level overview of the steps in the process covered in depth in this User Guide)

Step 1
Define your meter group in MyAccount:

- Select your individual account(s) and meter(s) comprising your building's usage

Step 2
Prepare your property in ENERGY STAR®:

- Create ENERGY STAR Benchmarking account
- Set up property to be benchmarked

Step 3
Connect MyAccount usage to ENERGY STAR Bench Marking® (ESBM):

- Complete Contact connection
- Enable Property Sharing requests

Step 4
Transfer data and retrieve your benchmarking score:

- Link your building(s) with ESPM Property IDs
- Confirm usage data transfer and metrics reporting

This guide serves to support Minnesota Power's business customers in making use of the automated ENERGY STAR® Portfolio Manager® (ESPM) benchmarking capabilities provided through the MyAccount Dashboard accessed from mnpower.com.

ESPM, administered by the U.S. Dept. of Energy and Environmental Protection Agency, is the industry standard for building energy performance benchmarking. ESPM provides owners and managers an ability to measure their building's energy performance in comparison to peer buildings while controlling for differences in local climate and building-specific end use attributes.

Measuring and monitoring a building's benchmarking score and/or energy use intensity (EUI) serves as a foundational component of energy management best practices and creates opportunities to drive energy savings and receive recognition for high-performing buildings.

The following pages lay out steps to start benchmarking and connect your Minnesota Power electric meter data to the ESPM platform. For more information on how to make the most of the ESPM benchmarking tools, please check out these additional resources:

- Benchmark Your Building Using ENERGY STAR® Portfolio Manager® | ENERGY STAR

- Comprehensive Energy Management | ENERGY STAR

Please email us with any questions or support requests: businessprograms@mnpower.com

Get oriented with the MyAccount Dashboard
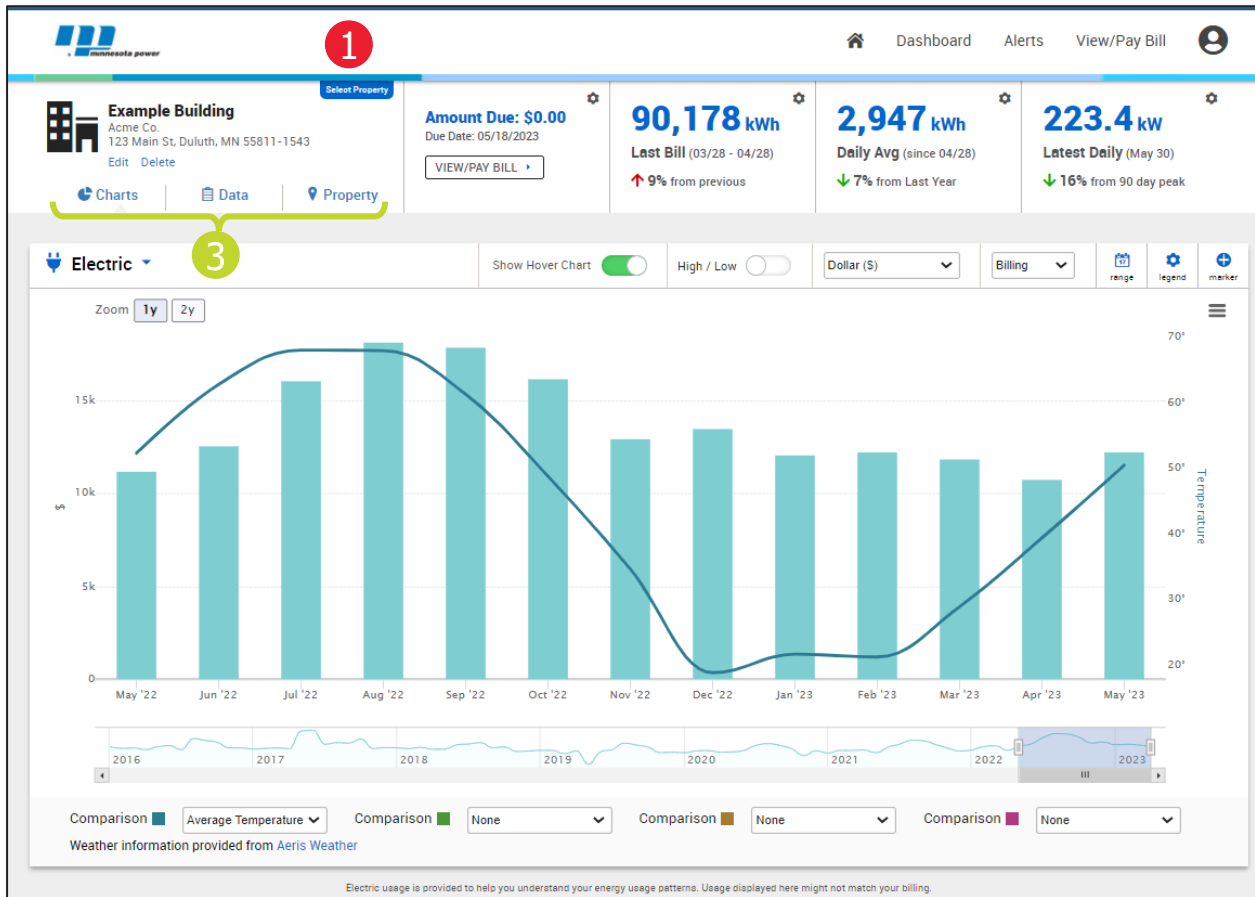
1 • Use 'Select Property' drop down control to select and view properties and accounts

2 • Use Widget panels to swap metrics displayed and request whole-building data for benchmarking

3 • Toggle between Charts (usage presentation), Data (data, download) and Property (ENERGY STAR benchmarking) dashboard pages

4 • Use charting and data dashboard pages to visualize/explore usage and cost trends and make comparisons to weather variables and historical usage

Create a meter group in **MyAccount** to include all usage at the building:

If your building's energy use is accounted for with a single meter or service location, skip to next page.

If your building's energy use is comprised of multiple electric meters and/or accounts, follow instructions below to create a new meter group:

1. Determine which meters are relevant to your building

2. Click on the "Select Property" flag
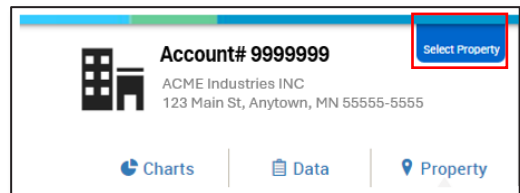
3. Click ➕ Add Meter Group

4. Enter a name for the building/grouping of meters

5. Select applicable meters

6. Click "Save"

4
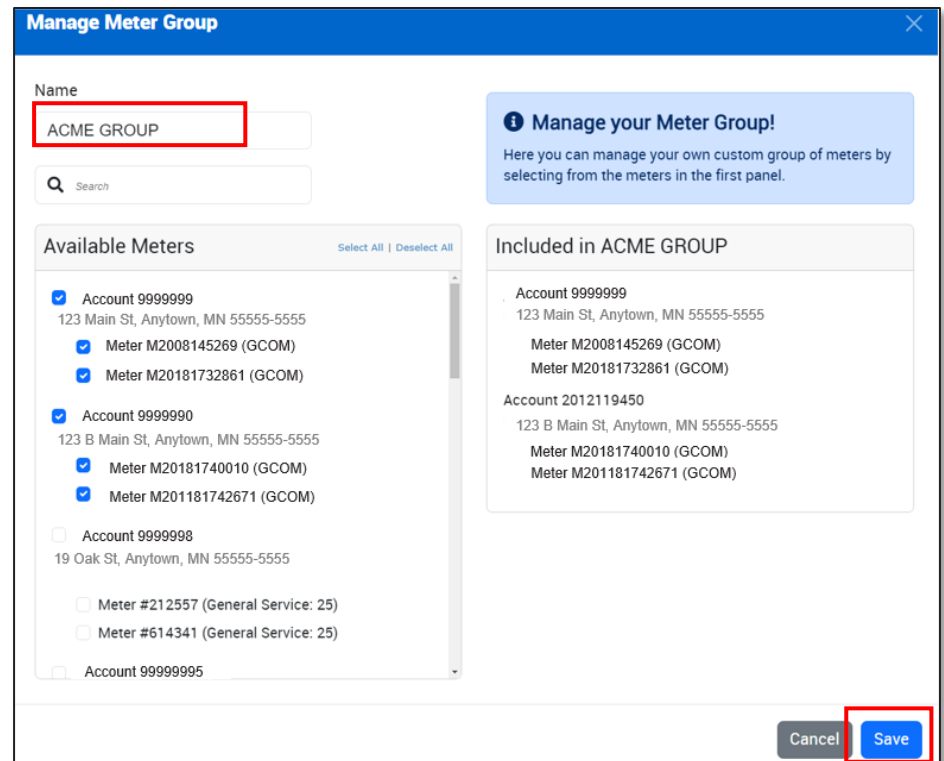
On ENERGY STAR webpage:

Navigate to ENERGY STAR's website to prepare your property in ENERGY STAR Portfolio Manager (ESPM) website
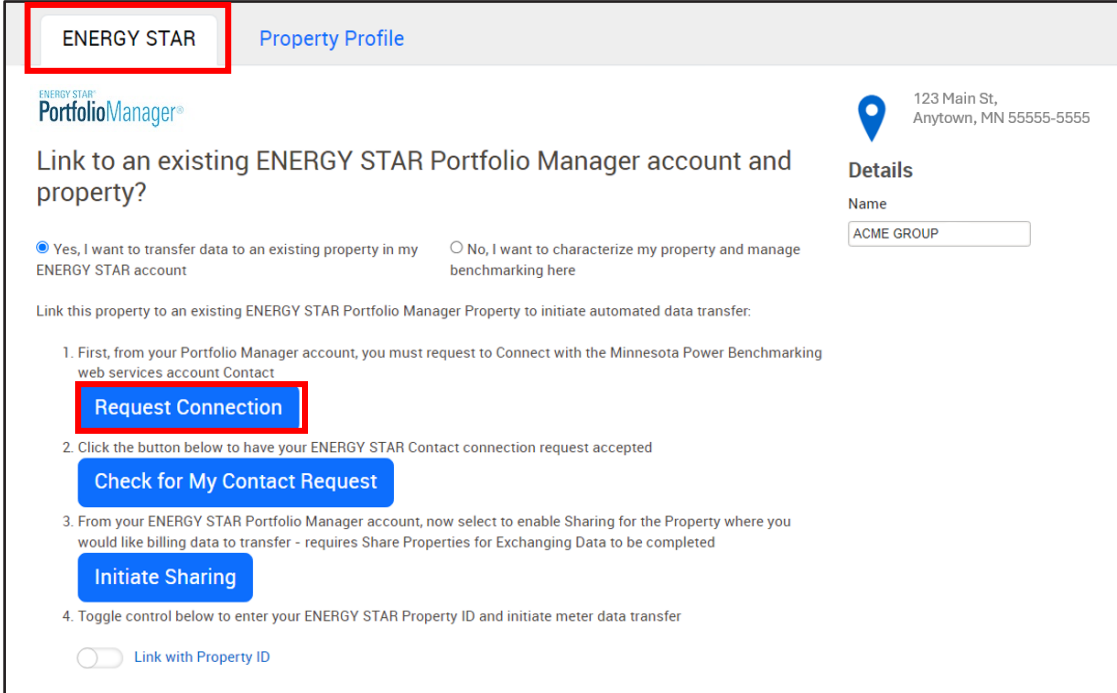
- Log in or create a new account at portfoliomanager.energystar.gov/pm

- If you have not previously benchmarked, set up your property in ENERGY STAR Portfolio Manager®; instructions can be found here.

Helpful Hint – After logging in you do NOT need to set up electric meters as these will be automatically created when you send the data to ENERGY STAR Portfolio Manager® from your MyAccount portal.

On **MyAccount** page click

📍 Property :

- Click the ENERGY STAR tab in the Property section

- Select "Yes" to automate data transfers to your existing ENERGY STAR Portfolio Manager properties*

- Click on the 'Request Connection' button to link to Minnesota Power's Contact page on the ENERGY STAR® Portfolio Manager (this will open a new tab in web browser)

*Choosing "No" will characterize and benchmark within the MyAccount Dashboard but will **not satisfy state benchmarking requirements** or provide an accurate score as gas and/or district services usage is not included.

In the new tab on your web browser:

- Check Agreement box and click on the 'Send Connection Request' button

On MyAccount page:

Check for My Contact Request

- Return to the MyAccount Dashboard and click on the 'Check for My Contact Request' button.

  o A green checkmark will appear briefly to indicate that the system has accepted any submitted and pending contact connection requests.

- Click on the 'Initiate Sharing' button to link.

ENERGY STAR®
PortfolioManager®

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

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

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

1. First, from your Portfolio Manager account, you must request to Connect with the Minnesota Power Benchmarking web services account Contact

   Request Connection

2. Click the button below to have your ENERGY STAR Contact connection request accepted

   Check for My Contact Request ✅

3. From your ENERGY STAR Portfolio Manager account, now select to enable Sharing for the Property where you would like billing data to transfer - requires Share Properties for Exchanging Data to be completed

   Initiate Sharing

4. Toggle control below to enter your ENERGY STAR Property ID and initiate meter data transfer

   ⊙ Link with Property ID

On new ENERGY STAR tab:

A new tab will open in web browser

- Under "Select Web Services Provider (Account)" select 'Minnesota Power Benchmarking'

- Under "Select Properties" click 'Select Properties' button.
  - A pop-up will open, select site(s) and click "Apply Selection" button

- Make selections under "Choose Permissions"
  - To ensure successful data transfer select 'Bulk Sharing' and assign 'Exchange Data Full Access' permission

- Click "Authorize Exchange"

A message should appear confirming you have successfully shared/edited access to your property.

On ENERGY STAR tab:

Get Property ID number

- In the ENERGY STAR site, click on "MyPortfolio" tab

- Under the Dashboard section, locate and note the Property ID number under Name

Return to MyAccount page:

Link ESPM Property ID to MyAccount property

- Under step 4 toggle slider button to "Link with Property ID"

- A pop-up will appear; enter your building's Property ID number from ENERGY STAR site
  - o Click "Submit"

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

○ Yes, I want to transfer data to an existing property in my ENERGY STAR account

○ No, I want to characterize my property and manage benchmarking here

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

1. First, from your Portfolio Manager account, you must request to Connect with the Minnesota Power Benchmarking web services account Contact

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2. Click the button below to have your ENERGY STAR Contact connection request accepted

   Check for My Contact Request ✔

3. From your ENERGY STAR Portfolio Manager account, now select to enable Sharing for the Property where you would like billing data to transfer - requires Share Properties for Exchanging Data to be completed

   Initiate Sharing ✔

4. Toggle control below to enter your ENERGY STAR Property ID and initiate meter data transfer

   ●▬ Link with Property ID
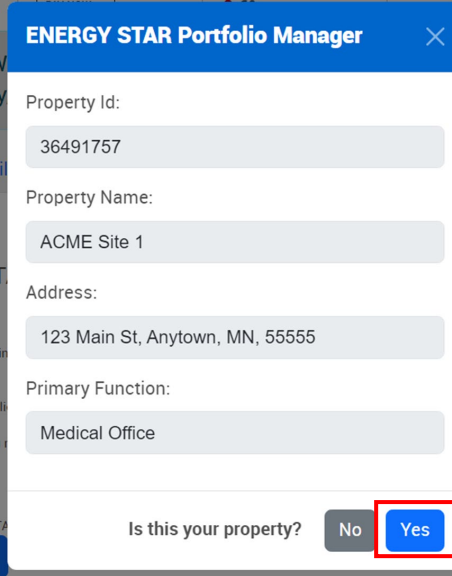
Establish Automated Benchmarking ✕

Property Id :

12345678

Cancel   **Submit**

Still on **MyAccount** page:

- A pop-up will appear
  - Confirm your property's information and click "Yes"

- Another pop-up will appear asking to confirm meter information
  - Confirm and click "Sumit"

You have now established ongoing automated data transfer to ESPM to facilitate your building benchmarking.
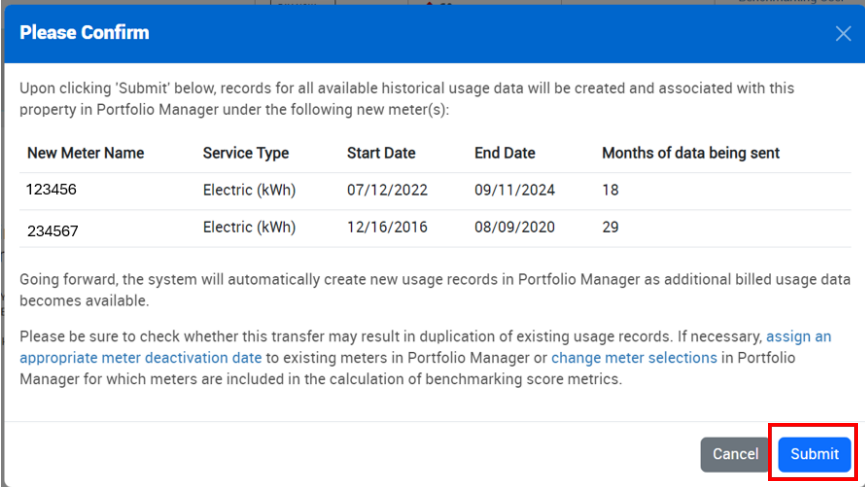

ENERGY STAR Portfolio Manager

Property Id:
36491757

Property Name:
ACME Site 1

Address:
123 Main St, Anytown, MN, 55555

Primary Function:
Medical Office

Is this your property?   No   Yes

Please Confirm

Upon clicking 'Submit' below, records for all available historical usage data will be created and associated with this property in Portfolio Manager under the following new meter(s):

New Meter Name	Service Type	Start Date	End Date	Months of data being sent
123456	Electric (kWh)	07/12/2022	09/11/2024	18
234567	Electric (kWh)	12/16/2016	08/09/2020	29

Going forward, the system will automatically create new usage records in Portfolio Manager as additional billed usage data becomes available.

Please be sure to check whether this transfer may result in duplication of existing usage records. If necessary, assign an appropriate meter deactivation date to existing meters in Portfolio Manager or change meter selections in Portfolio Manager for which meters are included in the calculation of benchmarking score metrics.

Cancel   Submit

Return to **ENERGY STAR** Confirm data transfer to ESPM

- Return to your ESPM account and click on property name from the MyPortfolio dashboard

- Select the 'Energy' tab for your property to confirm that the new MyAccount meter is showing with recent bill information in the 'Meters' table

Helpful Hint - In the case that your Minnesota Power account billed electric usage had been previously entered manually on separate ESPM meter(s), it may be necessary to use the 'Change Meter Selections' to only include the new MyAccount meter and avoid double entry of historical usage.

CONTACT INFORMATION AND USEFUL LINKS

User Support:

businessprograms@mnpower.com

Minnesota Power MyAccount login/registration:

www.mnpower.com/MyAccount

THANK YOU!