



# 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

## **ENERGY STAR® Portfolio Manager® (ESPM):**

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](https://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. This guide pages lay out steps to start benchmarking and connect building usage to the ESPM platform.

For more information on how to make the most of the ESPM benchmarking tools, please visit: [Benchmark Your Building Using ENERGY STAR® Portfolio Manager® | ENERGY STAR](#)

## **Minnesota Large Building Energy Benchmarking program:**

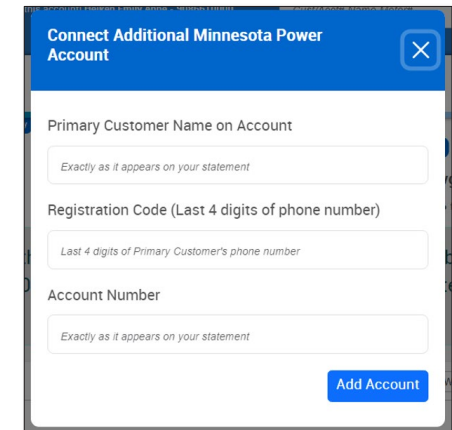
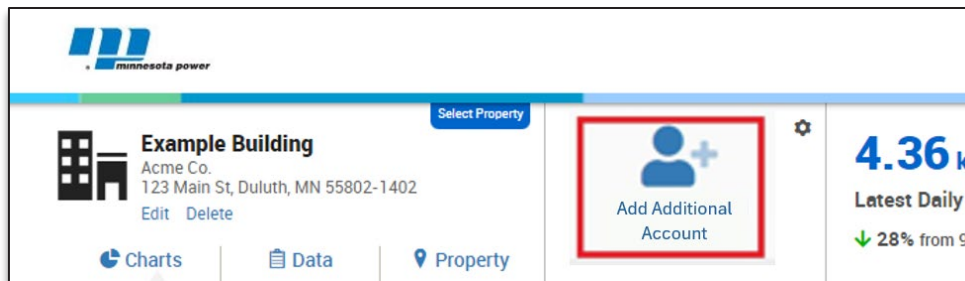
The Large Building Energy Benchmarking program is a state-wide program aimed at increasing energy efficiency, decreasing operating costs and decreasing greenhouse gas emissions in the building sector. This program requires owners of large commercial and multifamily properties, in some cities, to submit whole-building energy usage annually to the State of Minnesota.

For information about the Large Building Energy Benchmarking program in Minnesota, visit: <https://mn.gov/commerce/energy/industry-government/benchmarking/large-building-energy-benchmarking.jsp>


# Get started in MyAccount

- Log in or create your MyAccount profile at [www.mnpower.com/MyAccount](http://www.mnpower.com/MyAccount)
- Once logged in, ensure all accounts you are benchmarking are linked to your MyAccount profile.
  - If you need to link any additional accounts, add them via the Account Linking widget.

- Click on the "Add Additional Account" icon\*.
- Fill out information in pop-up and click "Add Account".

A screenshot of a pop-up form titled 'Connect Additional Minnesota Power Account'. The form has a blue header with a close button (X). It contains three input fields: 'Primary Customer Name on Account' (with a placeholder 'Exactly as it appears on your statement'), 'Registration Code (Last 4 digits of phone number)' (with a placeholder 'Last 4 digits of Primary Customer's phone number'), and 'Account Number' (with a placeholder 'Exactly as it appears on your statement'). A blue 'Add Account' button is located at the bottom right of the form.

Note: if you are NOT the authorized user for all accounts at the building, you will need to follow the process to obtain whole-building aggregated usage, using the [Whole-Building guide](#).

\*If the "Add Additional Account" widget does not display, click on a gear icon  in any of the widgets; a pop-up labeled "Select Your Widgets" will display. Click on "Add Additional Account" widget to add to your displayed widgets.

# Get oriented with the MyAccount Dashboard



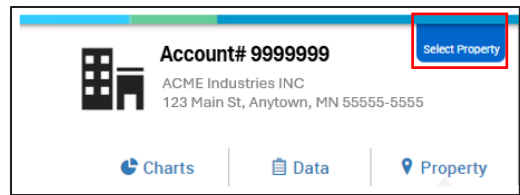
- 1 • Use 'Select Property' drop down control to select and view properties and accounts
- 2 • Use Widget panels to swap metrics displayed and request whole-building data for benchmarking
- 3 • Toggle between Charts (usage presentation), Data (data, download) and Property (ENERGY STAR benchmarking) dashboard 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:

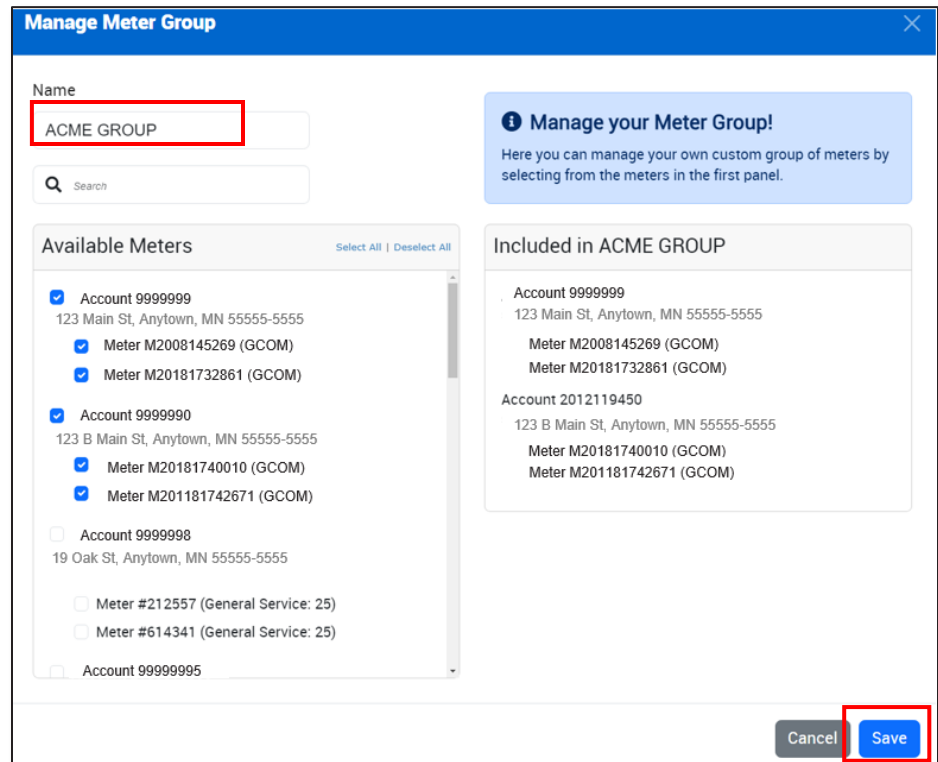
If your building's energy use is accounted for with a single meter or service location, skip to next page.

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"



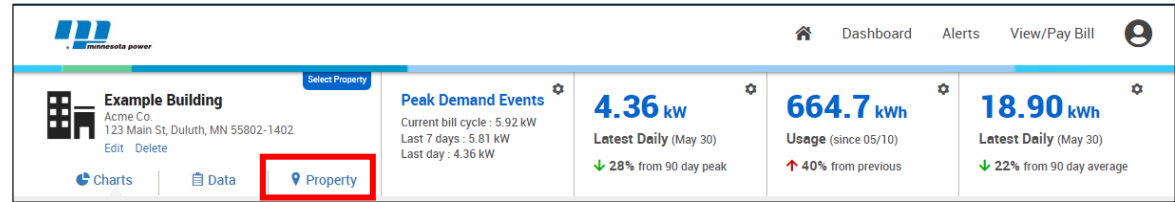
**On **ENERGY STAR** webpage:****Navigate to ENERGY STAR's website to prepare your property in ENERGY STAR Portfolio Manager (ESPM) website**

- Log in or create a new account at [portfoliomanager.energystar.gov/pm](https://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
- Using the Building ID lookup tool found [here](#), find your building's unique ID number and enter in **"State of Minnesota Building ID"** box on right
- 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)



Example Building  
Acme Co.  
123 Main St, Duluth, MN 55802-1402  
Edit Delete

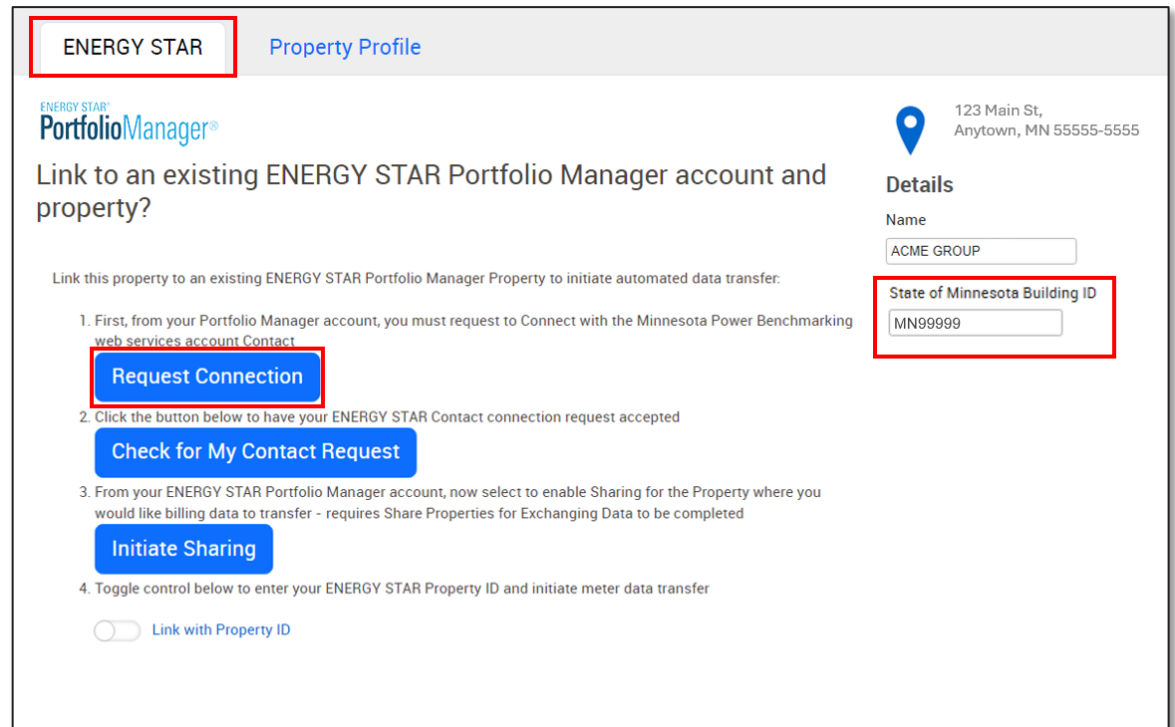
Peak Demand Events  
Current bill cycle : 5.92 kW  
Last 7 days : 5.81 kW  
Last day : 4.36 kW

4.36 kW  
Latest Daily (May 30)  
↓ 28% from 90 day peak

664.7 kWh  
Usage (since 05/10)  
↑ 40% from previous

18.90 kWh  
Latest Daily (May 30)  
↓ 22% from 90 day average

Charts | Data | **Property**



ENERGY STAR | Property Profile

ENERGY STAR® PortfolioManager®

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

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

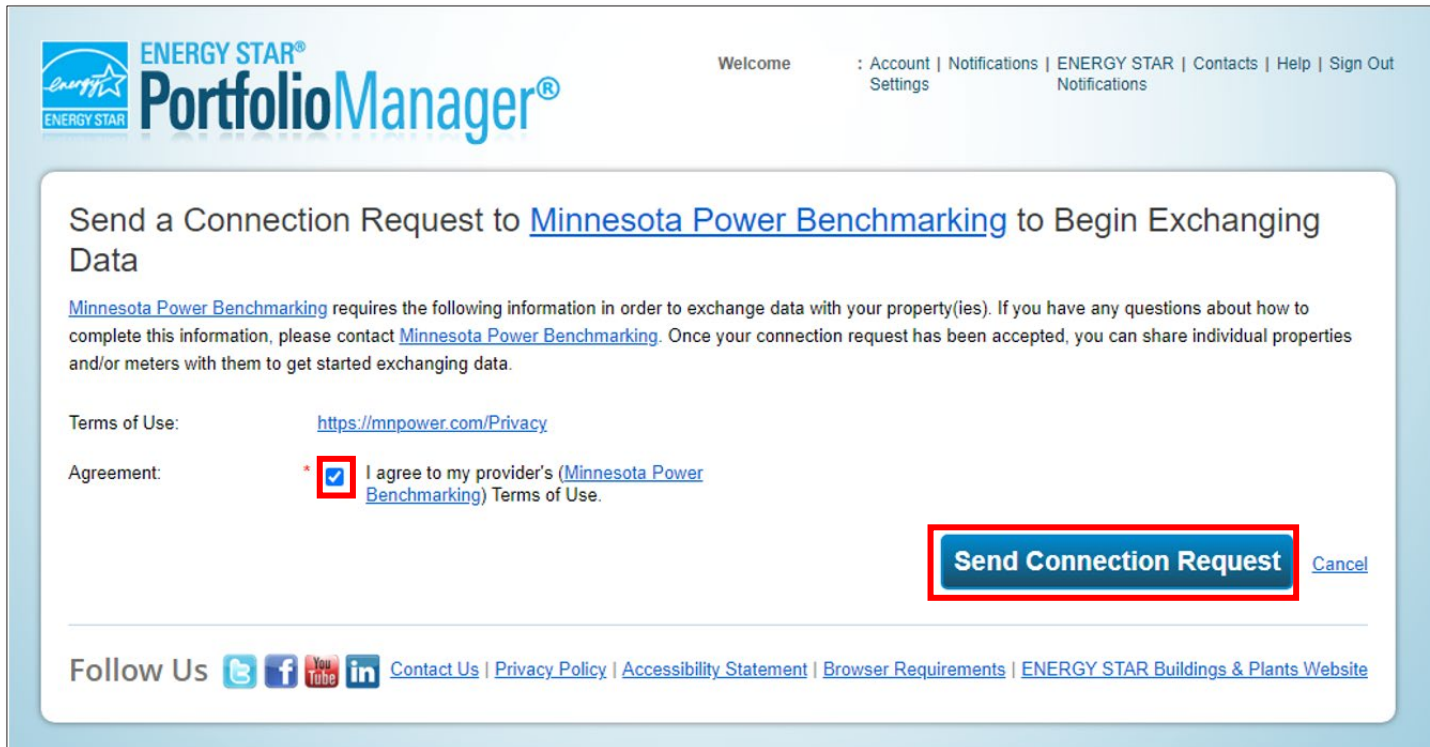
123 Main St,  
Anytown, MN 55555-5555

Details  
Name  
ACME GROUP

State of Minnesota Building ID  
MN99999

In the new tab on your web browser:

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



The screenshot shows the ENERGY STAR Portfolio Manager interface. At the top left is the ENERGY STAR logo and the text "ENERGY STAR® PortfolioManager®". To the right, there is a navigation menu with links for "Welcome", "Account Settings", "Notifications", "ENERGY STAR Notifications", "Contacts", "Help", and "Sign Out".

The main content area has a heading: "Send a Connection Request to [Minnesota Power Benchmarking](#) to Begin Exchanging Data". Below this is a paragraph of text: "[Minnesota Power Benchmarking](#) requires the following information in order to exchange data with your property(ies). If you have any questions about how to complete this information, please contact [Minnesota Power Benchmarking](#). Once your connection request has been accepted, you can share individual properties and/or meters with them to get started exchanging data."

Below the text, there are two fields:

- "Terms of Use:" with a link to <https://mnpower.com/Privacy>
- "Agreement:" with a checked checkbox and the text "I agree to my provider's ([Minnesota Power Benchmarking](#)) Terms of Use."

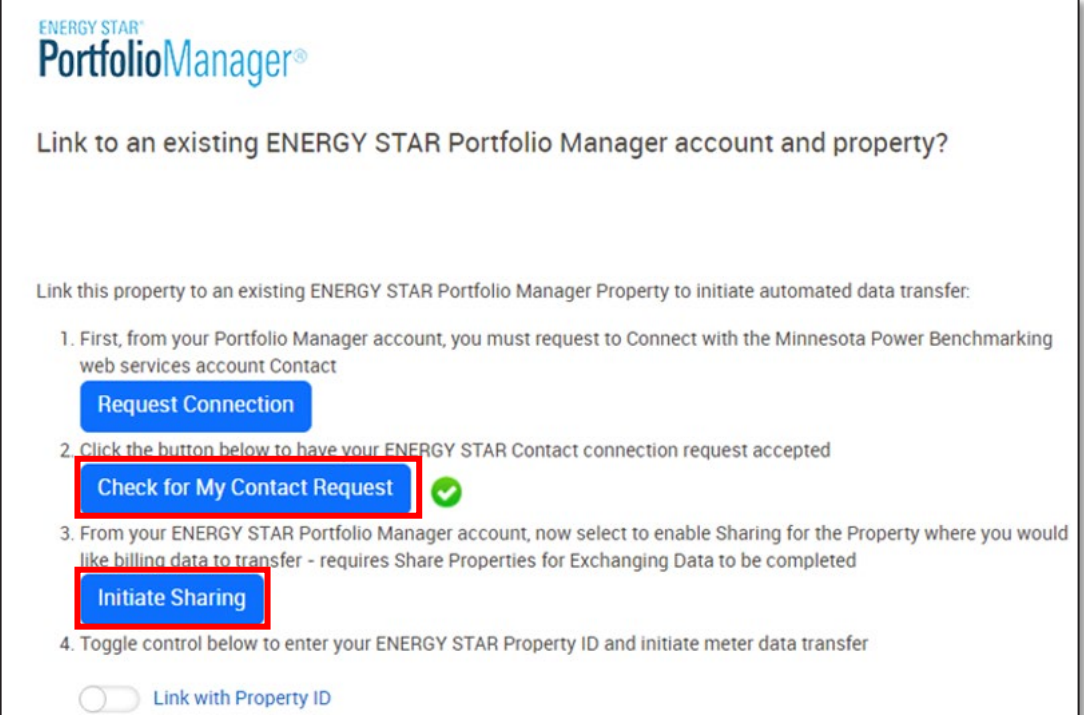
At the bottom right of the form area, there is a blue button labeled "Send Connection Request" and a link labeled "Cancel". The button is highlighted with a red box.

At the bottom of the page, there is a "Follow Us" section with social media icons for Twitter, Facebook, YouTube, and LinkedIn, followed by links for "Contact Us", "Privacy Policy", "Accessibility Statement", "Browser Requirements", and "ENERGY STAR Buildings & Plants Website".



## On **MyAccount** page: Check for My Contact Request


- Return to the MyAccount Dashboard and click on the 'Check for My Contact Request' button.
  - 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<sup>®</sup>  
PortfolioManager<sup>®</sup>

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

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.

MyPortfolio | Sharing | Reporting | Recognition

### Share Properties for Exchanging Data

Choose Permissions → Set Up Connections → Check Existing Permissions → View Results/ Confirmation

Sometimes it's really important to be able to share your property with someone else. Use this option to set up automatic exchange of data with your utility or service provider.

**1** Select Web Services Provider (Account)

Which web services provider (account) do you want to share these properties with in order to exchange data? You can share multiple properties at once with a single provider.

Select web services provider from my contacts book:

Minnesota Power Benchmarking (Minn)

**2** Select Properties

Which Properties do you want to share? Note that while you can share properties that include unsupported meter types, those specific meters will not be shared.

Select Properties

Selected Properties: 1

**3** Choose Permissions

If you only need to choose one permission (because you are giving the same permissions for all your shares), you can choose that permission here. Otherwise, you may assign different permissions for different properties and/or contacts on the next screen.

Bulk Sharing (Simple Option) - I want to give all my properties and meters the same permissions.

- Exchange Data Full Access (with full access to all properties and meters)
- Exchange Data Read Only Access (with read only access to all properties and meters)
- Exchange Data Custom Access (customized access by meter type, such as electricity and gas, for all properties)
- Remove Access (i.e. remove existing access to all properties)

Personalized Sharing ("Custom Orders") - I want to give different permissions for each property and/or meter.

Authorize Exchange Cancel

**!** Unlike "regular sharing," when you "bulk share" with a Web Service Provider, you can only pick one provider. This is because the bulk share depends on the requirements/settings of the provider.

**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

The screenshot displays the ENERGY STAR Portfolio Manager interface. The 'MyPortfolio' tab is selected. The dashboard shows a table with one property entry. A red arrow points from the text 'Property ID' in the instructions to the value '12345678' in the 'Name' column of the table.

Name	Energy Current Date	ENERGY STAR Score	Site EUI (kBtu/ft <sup>2</sup> )	Source EUI (kBtu/ft <sup>2</sup> )
ACME Site 12345678				

## 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
  - Click “Submit”

Note – ENERGY STAR’s “Property ID” is different than the State of Minnesota’s “Building ID” (also called “Standard ID”)

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

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

**Establish Automated Benchmarking** ✕

Property Id :

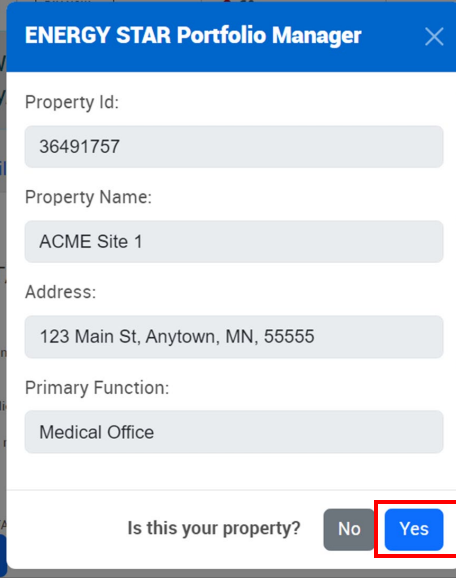
12345678

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 "Submit"



ENERGY STAR Portfolio Manager

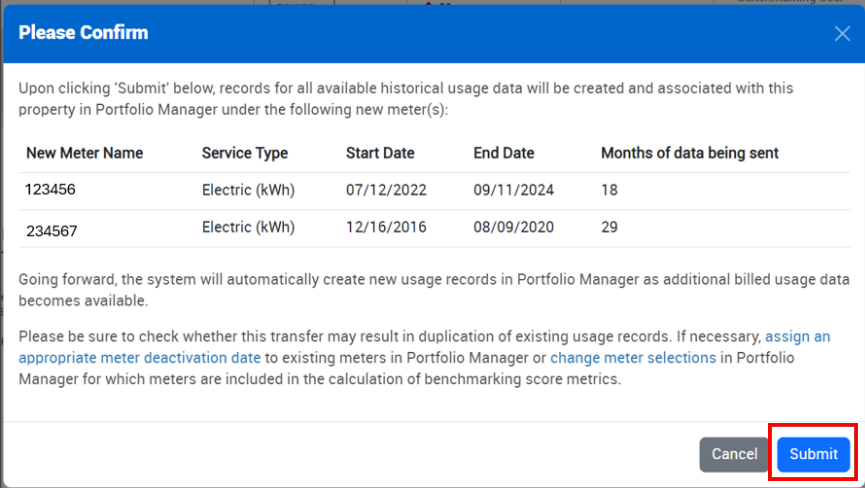
Property Id:  
36491757

Property Name:  
ACME Site 1

Address:  
123 Main St, Anytown, MN, 55555

Primary Function:  
Medical Office

Is this your property?



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.

- Send Data from MyAccount to ESPM

## 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

*You have completed the utility data transfer to ESPM!*

ENERGY STAR® PortfolioManager®

Welcome Account | Notifications | ENERGY STAR | Contacts | Help | Sign Out  
Settings Notifications

MyPortfolio Sharing Reporting Recognition

Properties (2)  
Add a Property

Dashboard (Metrics current as of 10/24/2024 07:08 PM EDT) Search by ID or Name  
View All Properties (2) Energy Highlights Refresh Metrics  
Add/Edit/Delete Groups Add/Edit/Delete Views

Name	Energy Current Date	ENERGY STAR Score	Site EUI (kBtu/ft²)	Source EUI (kBtu/ft²)
ACME Site 1 36491757				
ACME Site 2 36513944				

First Previous Page 1 of 1 Next Last 100 View 1 - 2 of 2  
Download Data Table

ENERGY STAR® PortfolioManager®

Welcome Account | Notifications | ENERGY STAR | Contacts | Help | Sign Out  
Settings Notifications

MyPortfolio Sharing Reporting Recognition

ACME Site 1  
123 Main St, Anytown, MN 55802 | Map It  
Portfolio Manager Property ID: 36491757  
Year Built: 1981  
Edit

Not currently eligible for ENERGY STAR Certification

ENERGY STAR Score (1-100)  
Current Score: 75  
Baseline Score: 50

Summary Details Energy Water Waste & Materials Goals Design

*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

## **Minnesota Power User Support:**

[businessprograms@mnpower.com](mailto:businessprograms@mnpower.com)

## **Minnesota Power MyAccount login/registration:**

[www.mnpower.com/MyAccount](http://www.mnpower.com/MyAccount)

## **Minnesota Benchmarking Program:**

For support and information regarding the State of Minnesota's Large Building benchmarking program visit their [website](#) or contact the Minnesota Benchmarking Program Help Desk at [support@benchmarkingMN.org](mailto:support@benchmarkingMN.org) or (888) 458-2107

## **Standard building ID lookup:**

<https://buildingid.touchstoneiq.com>