

# Whole-Building Benchmarking Guide: Aggregated Usage

If your building has multiple tenants and/or you aren't the account holder for all meters in the building, you will need to make a Whole-Building Request through MyAccount prior to transferring the data to ENERGY STAR® Portfolio Manager® (ESPM). This will allow you to obtain any approvals needed to access the aggregated data.

For example, you may need to obtain permission for data access from:

- The building owner
- A utility administrator
- Current account holders/tenants of the building

Once approved, you can access your Whole-Building Meter Group from the MyAccount Dashboard. This data will be displayed as aggregated, calendarized consumption values, representing each month where billed usage is available. Follow the steps in this guide to create a Whole-Building Meter group.

## **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 whole-building aggregated 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>

## **Aggregated building approach**

To benchmark a building, users must do so through the MyAccount portal. Those requesting whole building aggregated data for benchmarking can gain access to MyAccount through one of two paths - outside the login or inside the login.

### **If requestor IS an authorized user for at least one Minnesota Power account:**

**Inside of login request > Create an account or log in to MyAccount**  
[www.mnpower.com/MyAccount](http://www.mnpower.com/MyAccount) **and continue to next page of this guide.**

-OR-

### **If requestor is NOT an authorized user for any Minnesota Power accounts:**

**Outside of login request > Follow steps on pages 7-8 of this guide to access MyAccount, then continue to page 9.**

The unauthenticated whole-building request is designed for non-account holders to request access to aggregated whole-building data for a building. This may be useful for third parties or building owners who must benchmark their whole-building data but do not have an account with the utility.

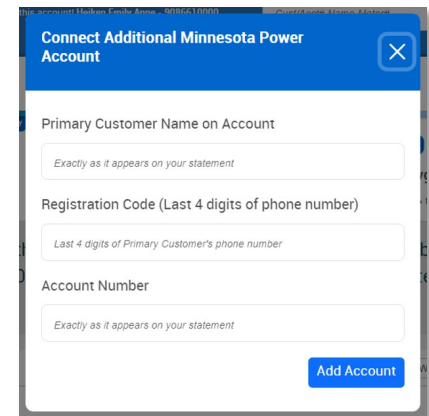
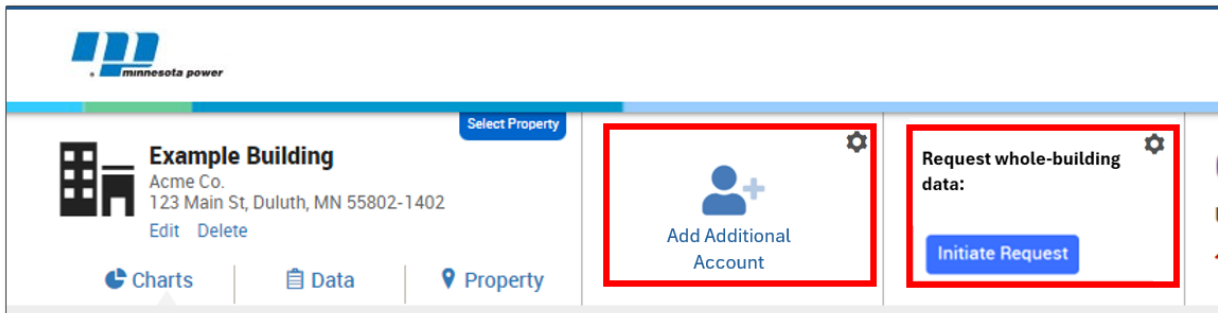
-OR-

### **If requestor is an authorized user for all Minnesota Power account(s):**


If requestor is the authorized account holder for all accounts/meters at the building, non-aggregated usage is available for benchmarking by following instructions in the [Benchmarking Guide](#)

# Inside of login request

- 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 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'). An 'Add Account' button is located at the bottom right of the form.

- In “Request whole-building data”\* widget, click on “Initiate Request” button

\*If the “Add Additional Account” or “Request whole-building data” widgets do 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” and/or “Request whole-building data” widgets to add to your displayed widgets.

# Inside of login request continued

- The Whole-Building Request widget will display
- Under “Add Other Locations”, enter the street number in Search box and click “Search” ①
- Click target address(es) in Search module or click target address(es) from map to add to request ②
  - Locations/meters added will appear under “Total count of locations:” ③
- After all service locations/meters are selected for your building, complete request form and click “Submit” and the dashboard will refresh

**Request whole-building data access:**

Request for Whole-Building Energy Usage Data

Instructions:

- Request aggregate energy use data by searching for the relevant addresses and then clicking Add for each address that constitutes the building.
- The default view below displays the locations for which you are authenticated. If you need to add additional locations to your request, use the search functionality under “Add other locations”.
- You can conduct multiple searches if your building address spans multiple streets.
- Once you have created your building, verify the number of locations presented on the right-hand side of the screen.
  - View unit details by clicking on the arrow icon to right of selected service address.
  - Remove a service address from the building definition by clicking on the red trash icon.

Search This Area

Map Satellite

My Account Locations:

Add Other Locations:

123

123 COMMERCE ST-55555

123 BUSINESS ST-55555

123 BUSINESS AVE-55111

Building Name \*

Service locations comprising target building:

Total count of locations: 4

123 BUSINESS ST-55555	1	▼
124 BUSINESS ST-55555	locations	▼
125 BUSINESS ST-55555	- 1	▼
126 BUSINESS ST-55555	- 1	▼



### Consent from building owner and/or building tenants

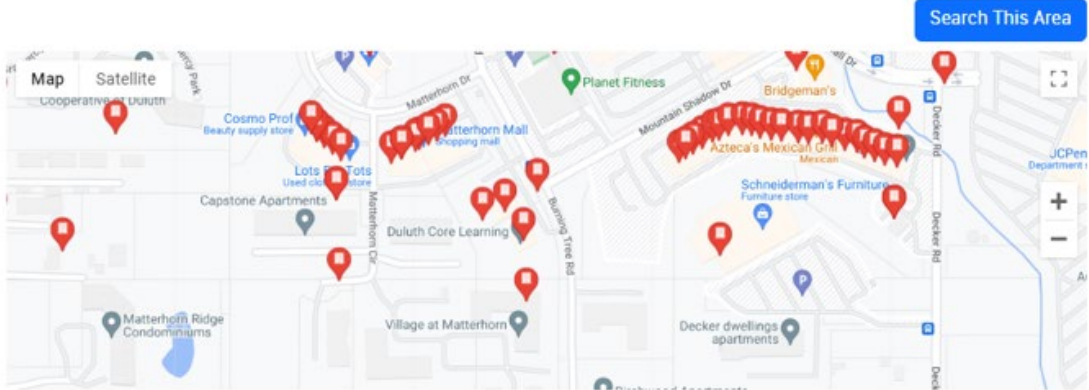
- **If you indicate you are *not* the building owner:** Consent from the building owner is required.
  - You will be prompted to complete the “Request for Whole-Building energy Usage Data” form. Once complete, click “Send Request”.
  - A request will be generated and sent to the Building Owner and Requestor. The building owner will be emailed the request to review and be given instructions on how to approve your request.
  - If request is approved, the property will be added to your Building Energy Benchmarking Portal profile. At that time, go to page 9 to continue instructions.
- **If tenant consent is needed:** A pop-up will display instructing requestor to obtain tenant consent.
  - Continue to page 9 of these instructions.
- **If building owner consent and tenant consent are not needed:** the dashboard refreshes and presents the Whole-Building meter group with aggregated usage.
  - Continue to page 11 of these instructions.

# Outside of login request

- Navigate to:  
[myaccount.mnpower.com/WholeBuilding/RequestOwnerPermission](https://myaccount.mnpower.com/WholeBuilding/RequestOwnerPermission)
- Enter the street number in Search box and click "Search" ①
- Click target address(es) in Search module or click target address(es) from map to add to request ②
  - Locations/meters added will appear under "Total count of locations:" ③
- After all service locations/meters are selected for your building, complete request form and click "Next"

**Request for Whole-Building Energy Usage Data**

Instructions:  
Click on each service address to add to the building definition and confirm the unit/meter count. Remove a service address from the building definition by clicking on the red trash icon. View unit details by clicking on the arrow icon to right of selected service address. Limit service address options by typing in the 'Search' field. Once form is complete, click Submit button at bottom of form to complete request.



Search: Street

②

- 123 COMMERCE ST-55555
- 123 BUSINESS ST-55555
- 123 BUSINESS AVE-55111

③

This request is for energy usage data for a building comprising the following service address(es):

**Total count of locations: 4**

<input type="checkbox"/>	123 BUSINESS ST-55555	1	<input type="button" value="v"/>
<input type="checkbox"/>	124 BUSINESS ST-55555	locations	<input type="button" value="v"/>
<input type="checkbox"/>	125 BUSINESS ST-55555	- 1	<input type="button" value="v"/>
<input type="checkbox"/>	126 BUSINESS ST-55555	- 1	<input type="button" value="v"/>

## Outside of login request continued

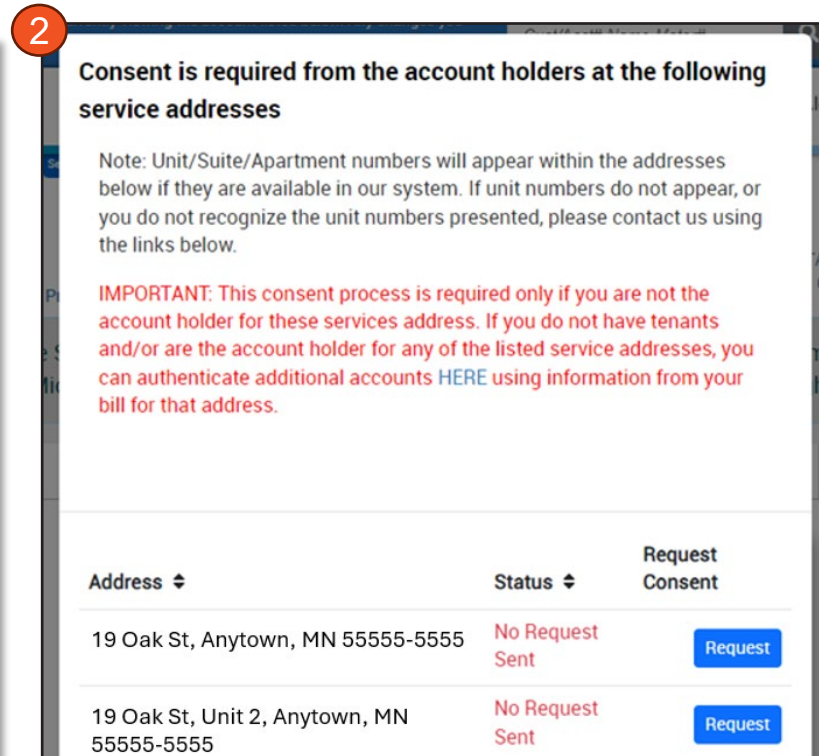
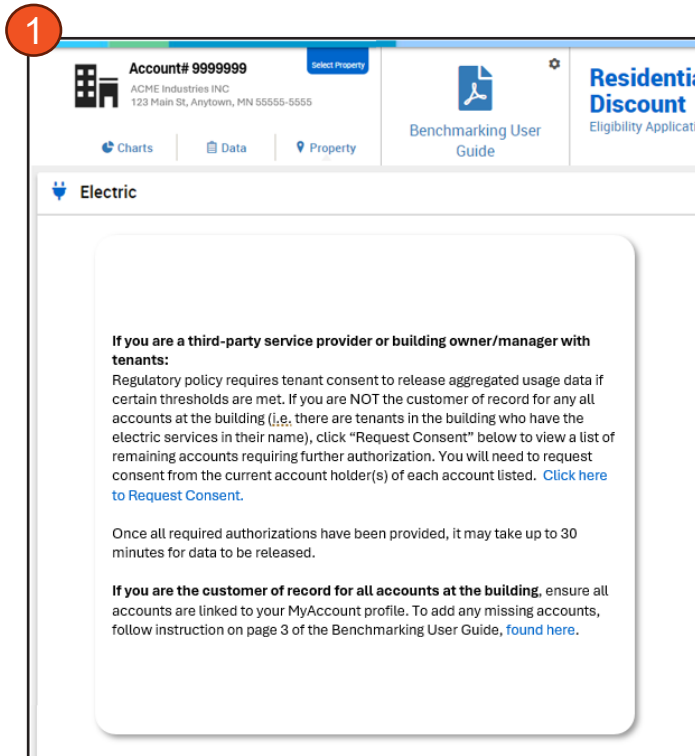
- After submitting request, a MyAccount user is created for the requestor's email address. If this email hasn't registered in MyAccount already, they will be sent the Forgot Password email with instructions about logging in for the first time.
  - After logging in, continue to next page of these instructions
- If you indicate you are *not* the building owner (if you selected "Property Manager", "Third-Party" or "Other" as the relationship to building), consent from the building owner will be required.
  - You will be prompted to enter the Building Owner information
  - Fill out and click "Send Request"
  - A request will be generated and sent to the building owner and requestor. The building owner will be emailed the request to review and be given instructions on how to approve request.
  - The requestor will be able to log into the portal but will not be able to see their requested whole-building data until the owner approves the request.
  - If request is approved, the Owner Permission Approval email is sent to the requestor, indicating that the owner has granted them access to receive aggregated building data. When the requestor logs into MyAccount, they can access the Dashboard.
    - After logging in, continue to next page of these instructions



# Tenant Consent

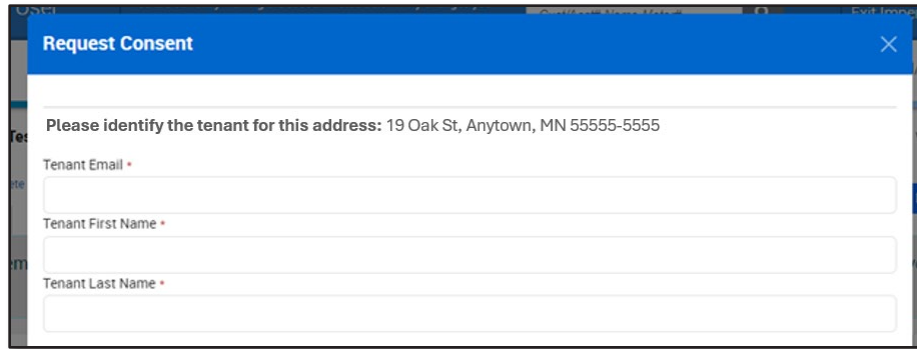
Regulatory policy requires tenant consent to release aggregated usage data if certain thresholds are met.

- If consent is **not** required, data will automatically display. Continue to page 11 of these instructions.
- If consent **is** required, a pop-up will **1** display instructing requestor to obtain tenant (account holder) consent.
  - After clicking “Click here to Request Consent” a list will populate **2** to display accounts which require tenant consent, click “Request” next to the corresponding location.



## Tenant Consent continued

- The Request Consent form will populate, fill out tenant contact information. The Whole Building Tenant Authorization Request email will be sent to the tenant email specified. Included in the email is a link to the Consent Form, where the tenant will be asked to give permission for their data to be included in the aggregated whole building request.



Request Consent

Please identify the tenant for this address: 19 Oak St, Anytown, MN 55555-5555

Tenant Email \*

Tenant First Name \*

Tenant Last Name \*

- Some of the information entered by the tenant is validated against our database to ensure the tenant is the one approving the request. The tenant must enter information that accurately identifies them as the account holder at the service location to grant consent.
- Once the tenant clicks "Approve", a signed copy of the form is retained, and the Whole Building Tenant Authorization Approval confirmation email is sent to both the tenant and the requester.
- Return to the MyAccount dashboard after approval confirmations are received and continue to next page of instructions.

**On ENERGY STAR webpage:**

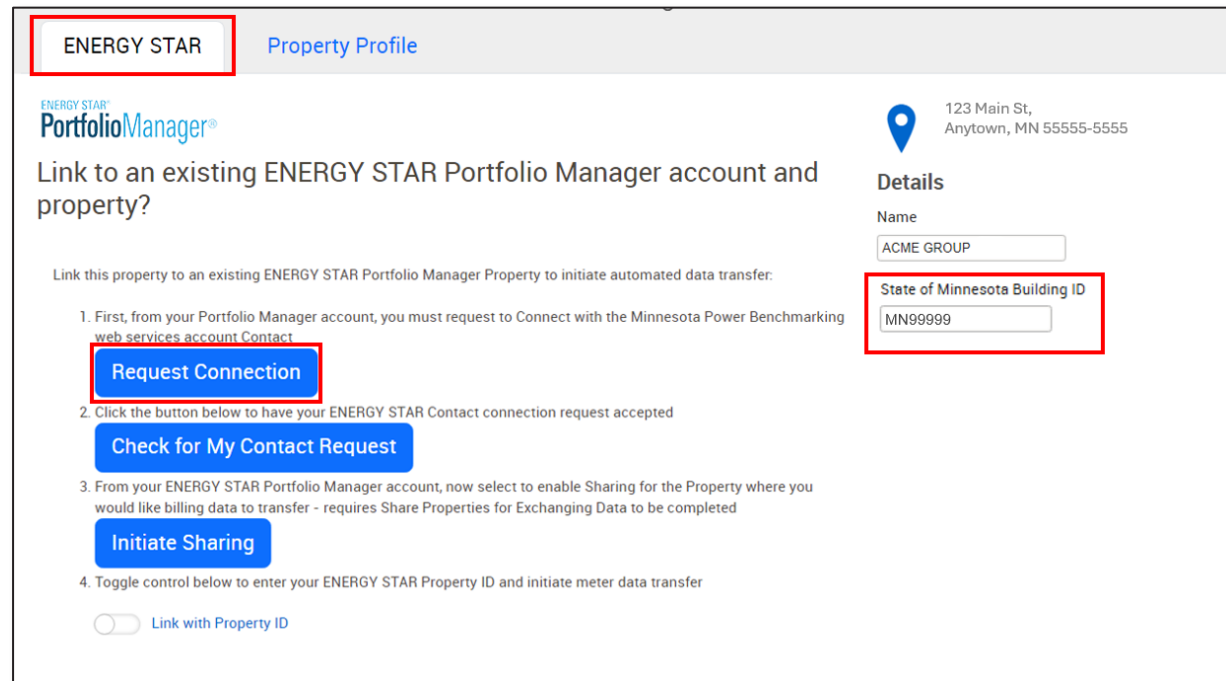
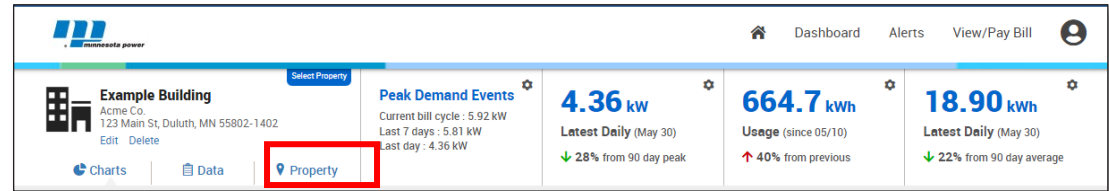
**Navigate to ENERGY STAR's website to prepare your property in ENERGY STAR Portfolio Manager (ESPM) website**

- 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)



The screenshot shows the ENERGY STAR Portfolio Manager 'Property Profile' page. The 'ENERGY STAR' tab is highlighted with a red box. The page title is 'Property Profile'. The address is 123 Main St, Anytown, MN 55555-5555. The 'Details' section includes a 'Name' field with 'ACME GROUP' and a 'State of Minnesota Building ID' field with 'MN99999', both highlighted with red boxes. The page contains instructions for linking an existing account and initiating data transfer, with buttons for 'Request Connection', 'Check for My Contact Request', and 'Initiate Sharing' highlighted with blue boxes. A 'Link with Property ID' toggle is at the bottom.

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 "Welcome" message and a navigation menu with links for "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, a paragraph explains that [Minnesota Power Benchmarking](#) requires information to exchange data and provides contact information for assistance.

Under "Terms of Use:", there is a link to <https://mnpower.com/Privacy>.

Under "Agreement:", there is a checked checkbox with the text: "I agree to my provider's ([Minnesota Power Benchmarking](#)) Terms of Use." This checkbox and its text are enclosed in a red rectangular box.

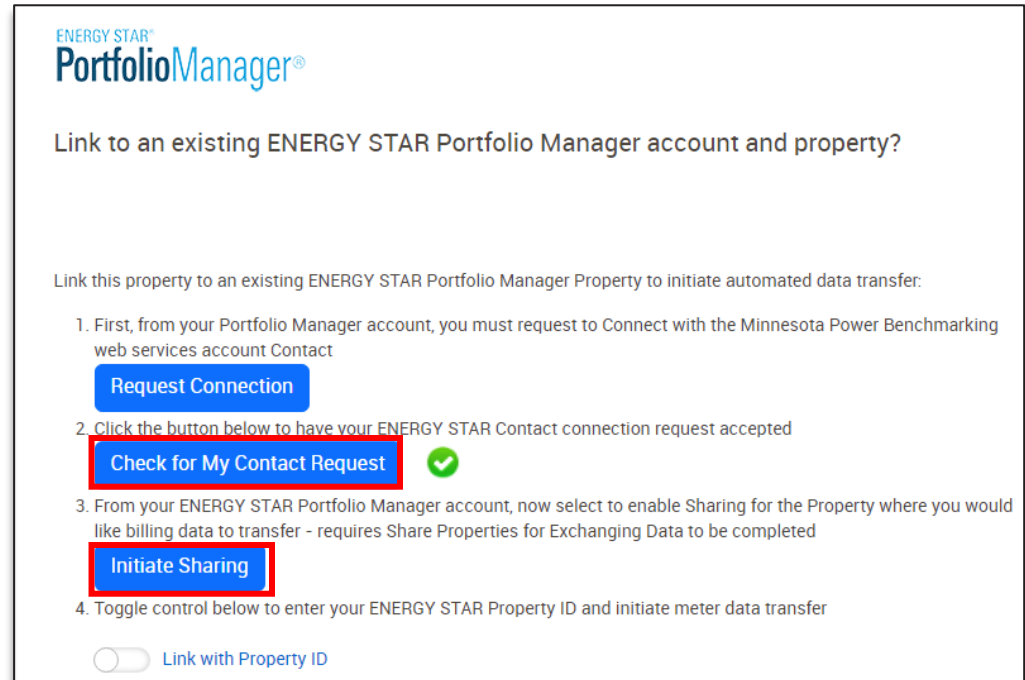
To the right of the agreement is a blue button labeled "Send Connection Request" and a "Cancel" link. Both the button and the link are enclosed in a red rectangular box.

At the bottom, 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 briefly appear 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 will appear confirming you have successfully shared/edited access to your property.

The screenshot shows a web interface for sharing properties. At the top, there are tabs for 'MyPortfolio', 'Sharing', 'Reporting', and 'Recognition'. The main heading is 'Share Properties for Exchanging Data'. Below this is a progress bar with four steps: 'Choose Permissions', 'Set Up Connections', 'Check Existing Permissions', and 'View Results/ Confirmation'. A note states: '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.  
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.

Buttons: Authorize Exchange, Cancel

## 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. At the top, the logo and navigation links are visible. The 'MyPortfolio' tab is selected. The dashboard includes a 'Properties (1)' section with an 'Add a Property' button, a 'Source EUI Trend' chart, and a 'Dashboard' section with a table of properties. The table has columns for Name, Energy Current Date, ENERGY STAR Score, Site EUI (kBtu/ft²), and Source EUI (kBtu/ft²). 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/ft²)	Source EUI (kBtu/ft²)
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 – The ENERGY STAR “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

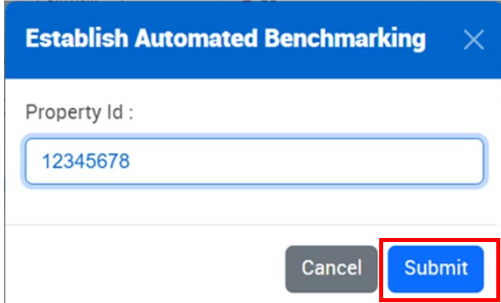
Check for My Contact Request ✓

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 ✕

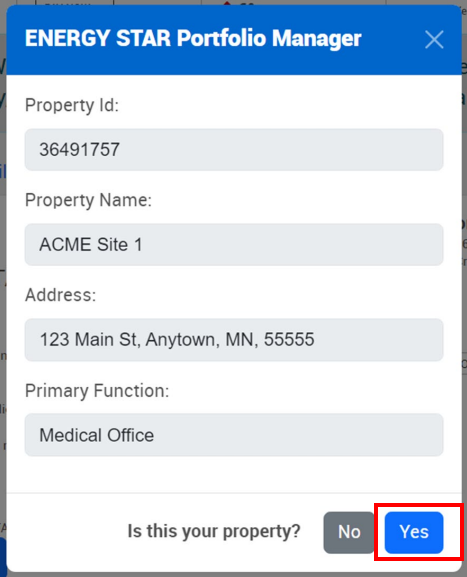
Property Id :

12345678

Cancel Submit

## Still on MyAccount page:

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



ENERGY STAR Portfolio Manager

Property Id:  
36491757

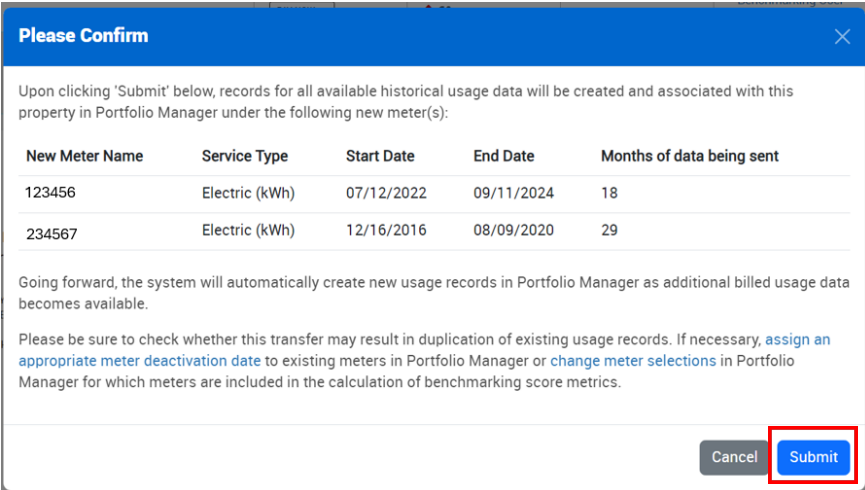
Property Name:  
ACME Site 1

Address:  
123 Main St, Anytown, MN, 55555

Primary Function:  
Medical Office

Is this your property?

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



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.

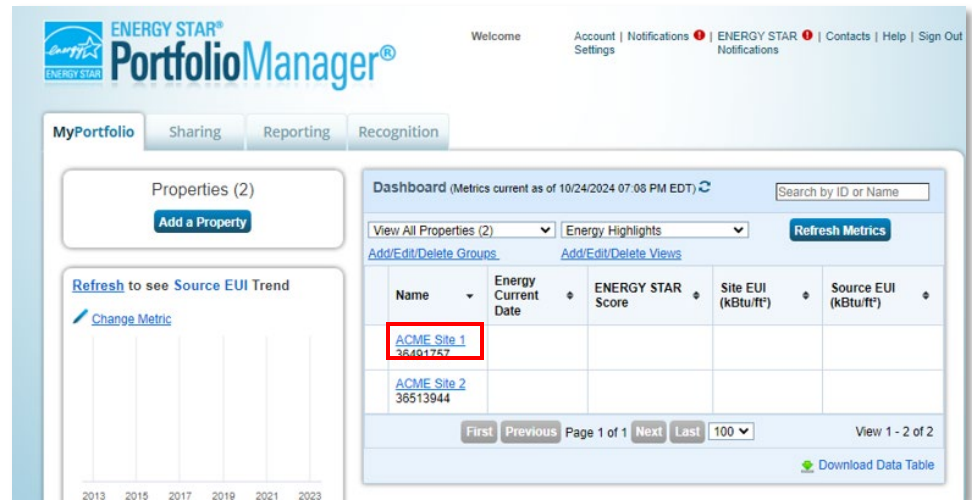
Please be sure to check whether this transfer may result in duplication of existing usage records. If necessary, [assign an appropriate meter deactivation date](#) to existing meters in Portfolio Manager or [change meter selections](#) in Portfolio Manager for which meters are included in the calculation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



# 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

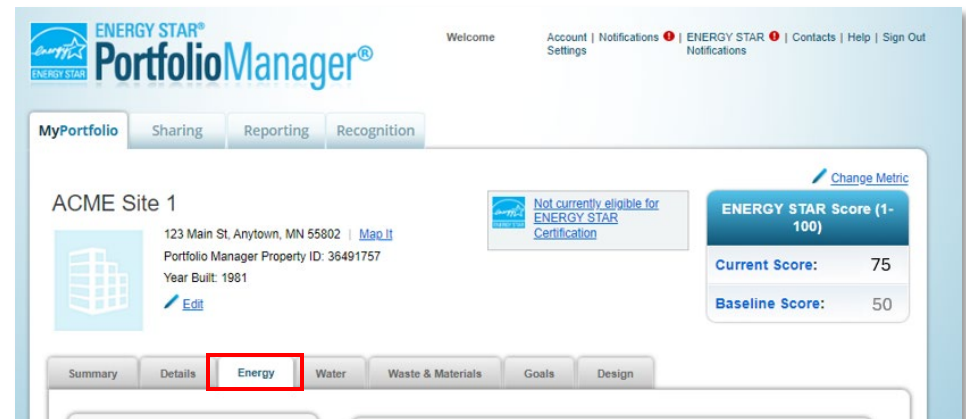
*You have completed the utility data transfer to ESPM!*



The screenshot shows the ENERGY STAR Portfolio Manager dashboard. The 'MyPortfolio' tab is selected. A table lists two properties:

Name	Energy Current Date	ENERGY STAR Score	Site EUI (kBtu/ft <sup>2</sup> )	Source EUI (kBtu/ft <sup>2</sup> )
ACME Site 1 36491757				
ACME Site 2 36513944				

The 'ACME Site 1' row is highlighted with a red box. The dashboard also includes a 'Refresh Metrics' button and a 'Download Data Table' link.



The screenshot shows the property details page for 'ACME Site 1'. The 'Energy' tab is selected and highlighted with a red box. The page displays the following information:

- Address: 123 Main St. Anytown, MN 55802 | [Map It](#)
- Portfolio Manager Property ID: 36491757
- Year Built: 1981
- ENERGY STAR Score (1-100): 75 (Current Score)
- Baseline Score: 50

A notification states: 'Not currently eligible for ENERGY STAR Certification'. The 'Energy' tab is highlighted with a red box.

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>