

# Is your contact information current in your benchmarking account?

Update your Portfolio Manager account to ensure a current contact is associated with your building's benchmarking record.

Log into your Portfolio Manager account using your username and password.

<https://www.energystar.gov/buildings>

ABOUT ENERGY STAR PARTNER RESOURCES

The simple choice for energy efficiency.

ENERGY EFFICIENT products ENERGY SAVINGS at home ENERGY EFFICIENT new homes ENERGY STRATEGIES FOR buildings & plants

Home » Buildings & Plants

Buildings & Plants

about us | press room | help desk | portfolio manager login

Owners and managers Service providers Program administrators Tenants Tools and Resources Training

Environmental protection and financial value

ENERGY STAR is the simple choice for saving energy in buildings and plants

LEARN MORE

Watch our "Top 5 Reasons to Certify" video

#1: Customers

### HOW CAN WE HELP YOU?

**WHY CHOOSE ENERGY STAR**

- About ENERGY STAR for existing buildings
- Facts & stats about commercial building & facility energy use
- Green buildings and ENERGY STAR
- Commercial building design
- Industrial energy management

**BENCHMARK PERFORMANCE**

- Learn about benchmarking
- Use Portfolio Manager
- Portfolio Manager quick start guide
- Industrial benchmarks
- Learn about energy use intensity (EUI)

**TAKE ACTION TO SAVE**

- Build an energy program
- Guidelines for energy management
- Save energy in commercial buildings
- Industrial energy guides
- Earn recognition
- Motivate with a competition

ENERGY STAR® PortfolioManager®

EPA's online energy management and tracking tool enables you to measure and track the energy and water performance of any building over time.

Register now

Log in

username

password

Forgot password?

Forgot username?

LOGIN

Once logged into your Portfolio Manager account, click on Account Settings.


ENERGY STAR® PortfolioManager®

Welcome SEATTLE.GOV Account Settings Notifications 525 | Contacts | Help | Sign Out

MyPortfolio

Sharing Reporting Recognition

Update contact with up to date information and select **Make Changes** at the bottom of the page.



Welcome SEATTLE.GOV: [Account Settings](#) | [Notifications](#) <sup>543</sup> | [Contacts](#) | [Help](#) | [Sign Out](#)

### Edit Account

**About Yourself** | Password | Your Preferences | Software Development

First Name: \*

Last Name: \*

Organization: \*  [Add Organization](#)

Job Title: \*

Email: \*

Confirm Email: \*  ✓ Emails Match

Portfolio Manager uses your email address to support you sharing your information with others, to allow you to sign up for notifications and to help you in the event that you run into trouble. We never share your email address with third parties.

Phone: \*

Country: \*

Street Address: \*

City/Municipality: \*





State/Province: \*

Postal Code: \*

**Your Contact Information**  
If you have accepted connection requests (or sent acceptance requests), the people who hold those accounts will be able to see your contact information. Any changes you make will be visible to your "connected" contacts. You may disconnect by viewing the contact and clicking "disconnect".

**Your Organization Information**  
When you first created your account, Portfolio Manager automatically added your organization to your [contacts and organizations list](#). You can [edit this organization](#).

**Make Changes** [Cancel](#)

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Your contact information is now current in your Portfolio Manager account. Please retain these instructions should your benchmarking staff contact information need to be updated in the future.

Thank you,

Seattle Energy Benchmarking Program