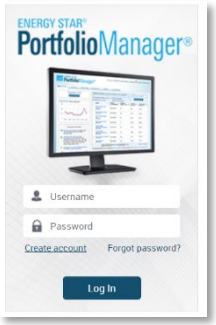
Share Forward Instructions for PSE MyData Migration to Energy CAP

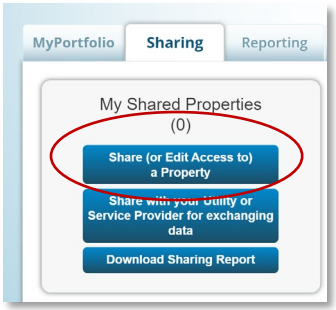
For account holders with only one building reporting to City of Seattle

Follow the steps below to update permission settings if you benchmark a single building for City of Seattle Annual Reporting, and are enrolled in PSE MyData for reporting of natural gas. If you have multiple properties in your portfolio for City of Seattle Annual Reporting, see the instructions on page 5.

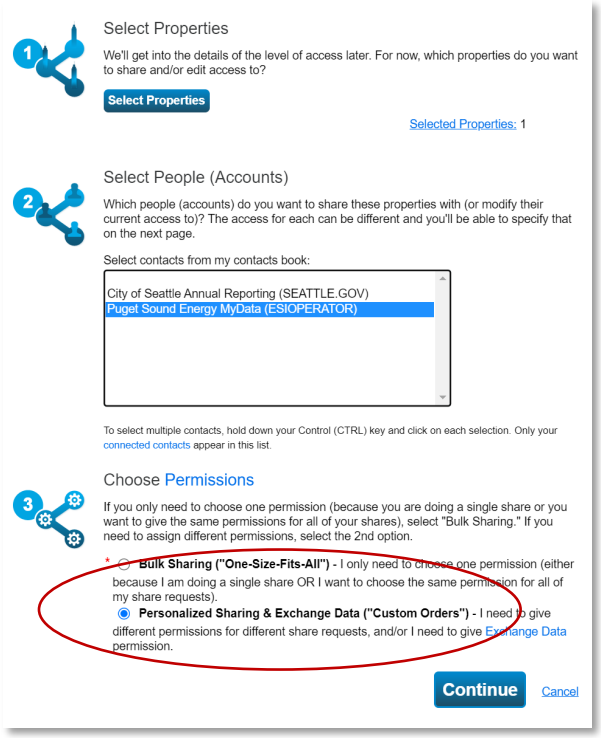
1. **Log in** to your Portfolio Manager account: www.energystar.gov/benchmark



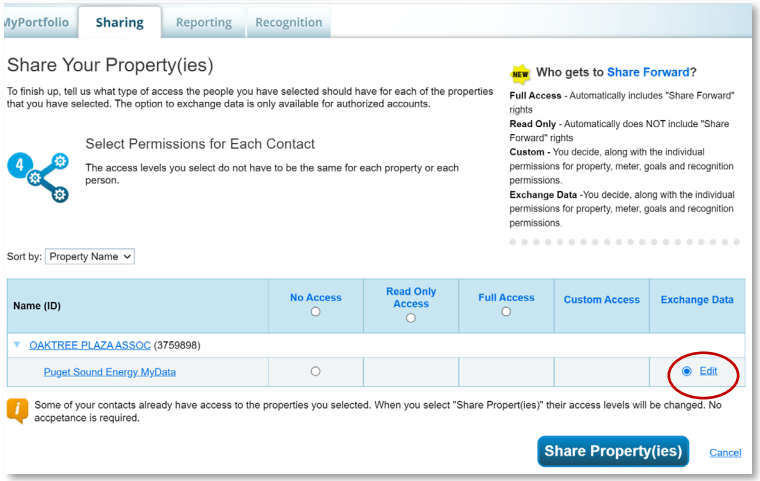
2. Select the **Sharing** tab, then click on the **"Share (or Edit Access to) a Property"** button within the **"My Shared Properties"** box.



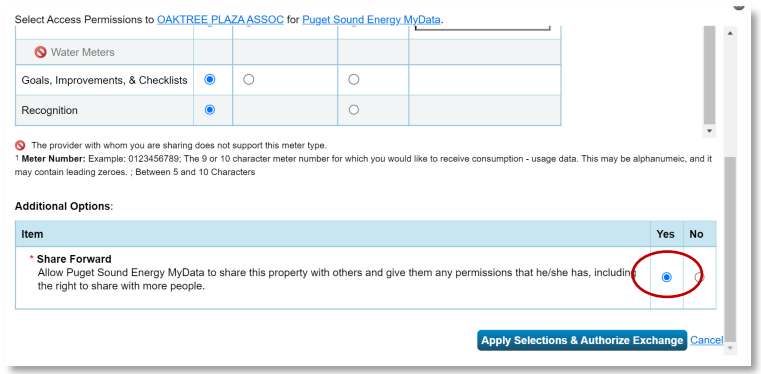
3. Scroll down to the **“Choose Permissions”** section and ensure the **“Personalized Sharing & Exchange Data”** button is selected. Once selected, click the **Continue** button.



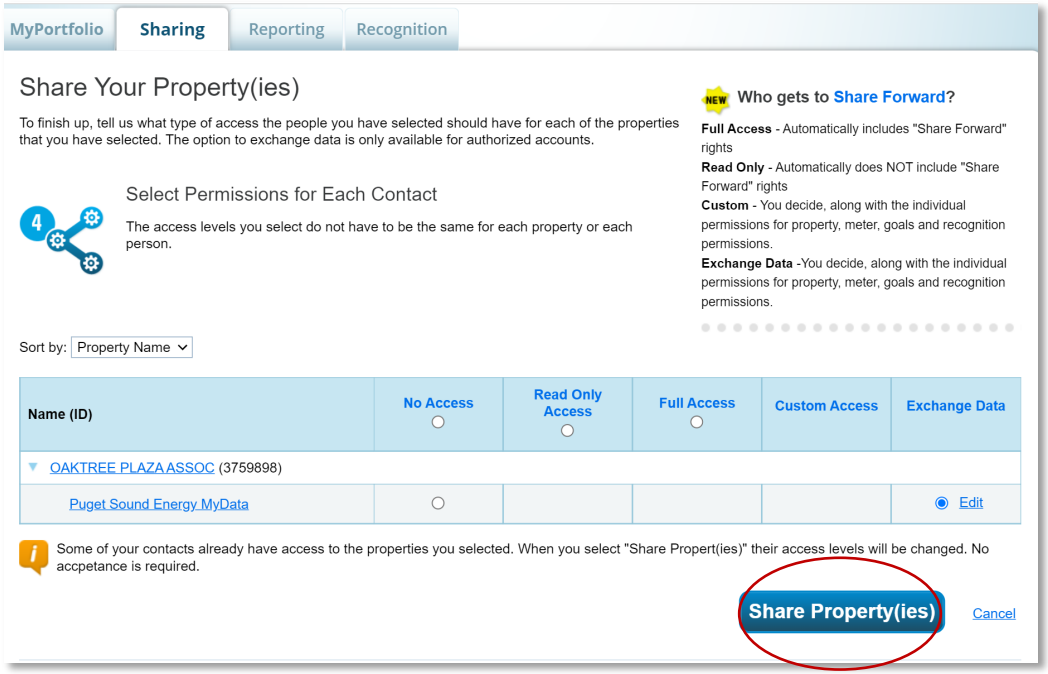
4. On the next screen, select the **“Exchange Data”** button then select **“Edit,”** which opens the **Access Permissions** window.



5. Scroll down to the **“Additional Options”** section at the bottom of the window and select **“Yes”** within the **Share Forward** box.



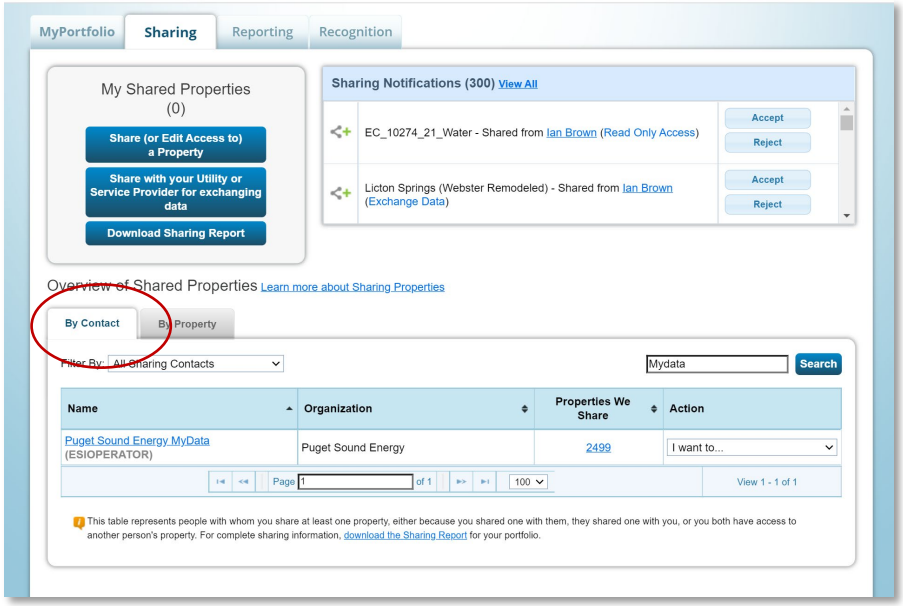
6. Finally, click the **“Apply Selections & Authorize Exchange”** button. This will open the **“Share Your Property(ies)”** window. Click on the **“Share Property(ies)”** button and you’re done. This completes the Share Forward process.



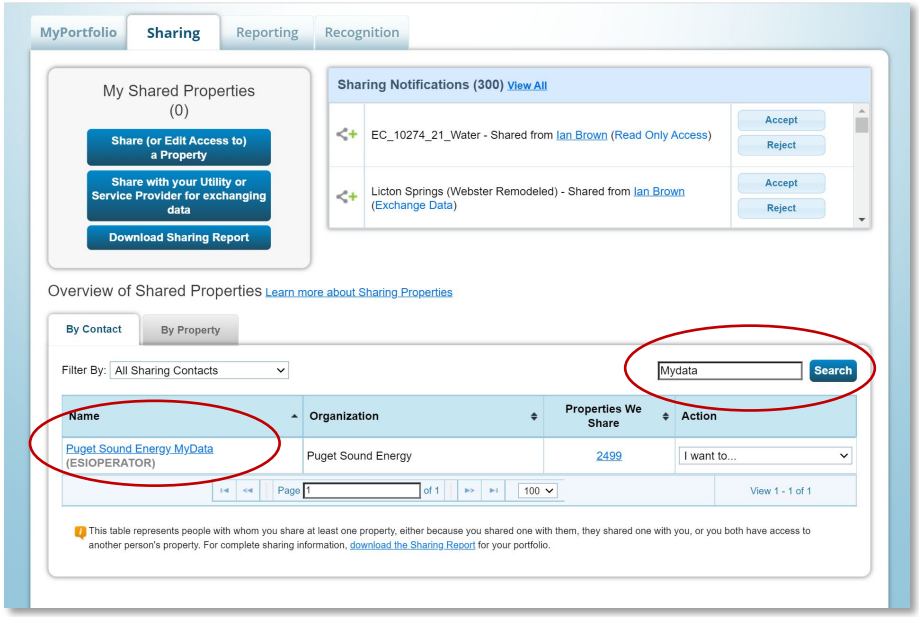
SEATTLE energy benchmarking

For account holders of large portfolios and multiple buildings reporting to City of Seattle

1. From the sharing tab, instead of going to a property, you would stay on the **Contact** tab and find **PSE**.

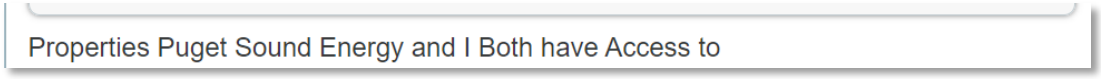


2. **Search** for **Puget Sound Energy MyData** (ESIOPERATOR).

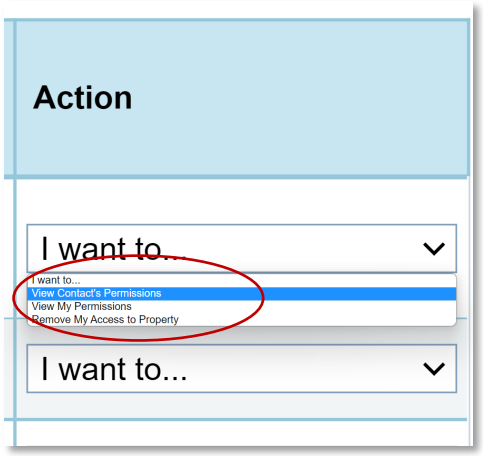


3. Click on **“Properties We Share”** link.

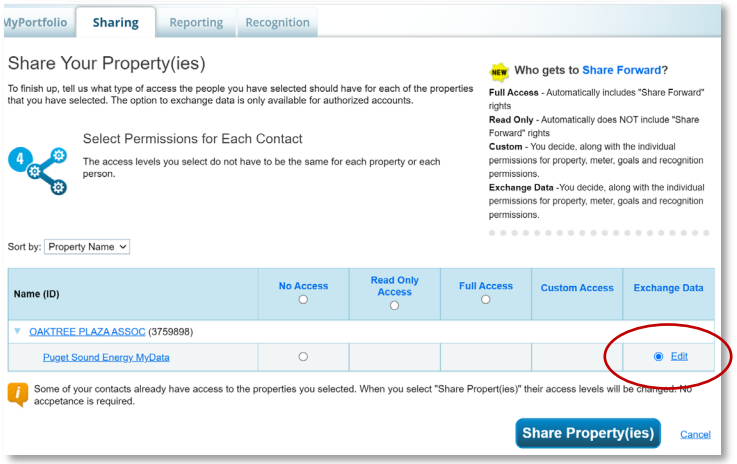
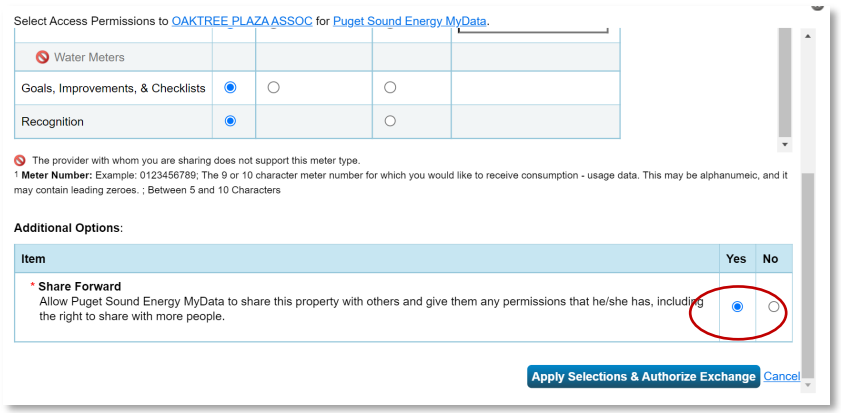
4. You should see the **following header** pop up:



5. From the **Properties**, you then select from the **Action drop-down**, I want to…**View Contacts Permissions**



6. Click on **Edit Share Permissions**.



7. Use the outside bar to scroll down to **Additional options**, **Share Forward**, then select **Yes**. Once selected, **click Apply Selections and Authorize Exchange**, then **Save Changes**.