

## Puget Sound Energy (PSE) MyData to EnergyCAP® Migration Process Guidance

Puget Sound Energy (PSE) has completed implementation of their new [EnergyCAP® tool](#), a utility reporting platform that replaced MyData. If you had an existing MyData account, you must ensure that the migration process from MyData to EnergyCAP has been completed for your building(s) for the City of Seattle annual benchmarking requirement.

### What is the PSE MyData Tool?

MyData is PSE's old energy use tracking tool that is **no longer in use**. MyData was used by both PSE and Seattle building owner representatives to request, track, and automatically report their natural gas consumption data to comply with the City of Seattle benchmarking requirement.

### What is the EnergyCAP Tool?

EnergyCAP is PSE's new tool that has since **replaced the MyData tool**. It is a third-party, software-as-a-service platform that PSE has contracted with to provide commercial customers and property management partners access to their interval, daily and monthly consumption data. ENERGY STAR® Portfolio Manager (ESPM) users may use EnergyCAP to connect to their Portfolio Manager account, enabling automatic data flow from PSE into Portfolio Manager. EnergyCAP can also be utilized by customers to comply with the City of Seattle and the Washington Clean Buildings Law benchmarking requirements. (Source: PSE)

### How Do I Complete the PSE Data Migration Process?

The PSE data migration process is the process of transferring your existing PSE (natural gas consumption) data from your old PSE MyData account to your new EnergyCAP® account. *Users that enabled share forwarding in their Portfolio Manager account prior to August 2022 were automatically migrated into the new EnergyCAP system.*

Buildings owners with natural gas are encouraged to complete the migration process to avoid recreating the work that has been completed in the past and losing access to information that may be valuable.

Please note, the migration process is only possible for accounts that meet the requirements outlined below. If you do not meet the requirements, you will need to [sign up/register](#) for EnergyCAP as a brand-new user.

- You must have had a MyData account that was active and pushing monthly consumption data to your [ENERGY STAR® Portfolio Manager account](#) through July 2022.
- You must have the building's **MyData account username and contact email** (**Helpful Tip:** *If you do not remember your username/password for MyData, try using your Portfolio Manager login information. If that doesn't work, email [EnergyCAP@pse.com](mailto:EnergyCAP@pse.com) and see if there's a MyData account created under your email address or organization.*
- Your building(s) must have the most up to date PSE Data Release Forms already uploaded to your MyData account.

## TROUBLESHOOTING FOR MIGRATION ERRORS

### Buildings with Existing MyData Accounts

Buildings that migrated from MyData to EnergyCAP successfully should have complete data for 2022 in ENERGY STAR Portfolio Manager. If you were enrolled in PSE's MyData automated data upload services and have incomplete data for 2022 in Portfolio Manager, you will need to contact PSE to get your building set-up in EnergyCAP and complete the data migration process.

To verify that your PSE MyData account has successfully migrated to EnergyCAP, check your natural gas meter(s) that are listed under the property's "Energy" tab in your [Portfolio Manager account](#).

### Successful Data Migration

The last data uploaded by **Puget Sound Energy MyData** will be for July 1, 2022 - July 31, 2022 followed by the first data upload by the **EnergyCAP ENERGY STAR Admin** account from August 1, 2022 - to most current month.

<input type="checkbox"/>	6/1/2022	6/30/2022	207.36	352.25	<input type="checkbox"/>	Puget Sound Energy MyData
<input type="checkbox"/>	7/1/2022	7/31/2022	188.67	348.25	<input type="checkbox"/>	9/20/2022 Puget Sound Energy MyData
<input type="checkbox"/>	8/1/2022	9/1/2022	164.77	331.96	<input type="checkbox"/>	3/7/2023 EnergyCAP ENERGY STAR Admin
<input type="checkbox"/>	9/1/2022	10/1/2022	182.87	353.2	<input type="checkbox"/>	3/7/2023 EnergyCAP ENERGY

### Unsuccessful Data Migration

Last data uploaded by **Puget Sound Energy MyData** will be for July 1, 2022 - July 31, 2022 or anytime before July 1, 2022 without any additional data uploads by the **EnergyCAP ENERGY STAR Admin** account.

<input type="checkbox"/>	5/1/2022	5/31/2022	908.19	916.45	<input type="checkbox"/>	9/20/2022 Puget Sound Energy MyData
<input type="checkbox"/>	6/1/2022	6/30/2022	494.81	513.28	<input type="checkbox"/>	7/11/2022 Puget Sound Energy MyData
<input type="checkbox"/>	7/1/2022	7/31/2022	283.85	311.22	<input type="checkbox"/>	8/10/2022 Puget Sound Energy MyData

☒ Delete Selected Entries  
☒ Add Another Entry  
☒ Learn how to copy/paste  
☒ Delete "\*\*\*\*All\*\*\*\*" Meter data for this meter

Download to Excel

**Tip:** If PSE stopped uploading data in your Portfolio Manager account prior to July 1, 2022, your MyData account likely required an updated authorization release form and you must now set-up an EnergyCAP account as a brand new user.

## ADDITIONAL TIPS

### When to Enroll as a New User in EnergyCAP®

If you are working with a newly constructed building that is setting up reporting for the first time and has natural gas, have acquired a building through change of ownership or management that has natural gas and need to re-start the benchmarking process from the beginning, or had a building in MyData that did not migrate successfully due to out of data authorization forms—you will need to create a new EnergyCAP® account and complete the steps to enroll in automated data uploads to ENERGY STAR® Portfolio Manager.

- **Scenario 1: You have never enrolled in PSE automated data services**—You will need to [sign up for a new EnergyCAP account](#).
- **Scenario 2: You have an Existing PSE EnergyCAP account for other buildings**— You will need to [add a building](#) to your existing EnergyCAP account, then complete the required steps to enroll in automated data uploads.

### Organizations with Multiple Buildings

Unlike PSE's MyData tool, the EnergyCAP platform only allows one account per organization (**note: exceptions are made by PSE on a case by case basis**). If an organization requires [multiple users](#) that each manage multiple buildings, they will require each organization's Administrators to [configure roles and permissions](#) to control user's access to each property in their EnergyCAP account. To check whether your organization has an existing EnergyCAP account, email [EnergyCAP@pse.com](mailto:EnergyCAP@pse.com) your MyData username and email address.

### Authorization Form Requirement

If your property has less than five active PSE accounts a [PSE Data Release Form](#) (per account) is required. The EnergyCAP platform allows the user to manually upload a signed authorization form per account, or send an authorization request (from EnergyCAP) directly to the PSE account holder/tenant to grant access to billing data. Both options require the full PSE account number.

## WHERE TO GO FOR HELP

### Can't Login to Portfolio Manager?

City of Seattle and benchmarking help desk staff cannot help with forgotten passwords or usernames in Portfolio Manager (PM). Access to Portfolio Manager is administered by the U.S. EPA, and you must contact them directly if you have trouble logging into your Portfolio Manager account.

- If you cannot login to your existing Portfolio Manager account, you can [submit a password reset request](#).
- If you do not remember the PM username, you can [submit a request to retrieve your username](#).
- If you do not have access to the email associated with the account, you can [submit a request to EPA to gain access to the PM account](#).

### EnergyCAP Instruction Guides and Training

PSE has a library of EnergyCAP educational resources, including job aids (PDFs) for each step of the EnergyCAP automated data enrollment process and short video training modules:

- ⇒ [PSE | EnergyCAP](#)
- ⇒ [EnergyCAP: Overview](#)
- ⇒ [EnergyCAP: Adding a User - Job Aid](#)
- ⇒ [EnergyCAP: Add a Building - Job Aid](#)
- ⇒ [EnergyCAP: Add a Meter](#)
- ⇒ [Link a building to ENERGY STAR® Portfolio Manager](#)
- ⇒ [Add an Aggregate Meter and Complete a Data Release](#)
- ⇒ [EnergyCAP: Change a User Role - Job Aid](#)
- ⇒ [EnergyCAP: Adding a Property and Address](#)
- ⇒ [Link an account and a building to ENERGY STAR® ...](#)

### PSE Contact Information:

Website: [www.pse.com/energycap](http://www.pse.com/energycap)

Email: [Energycap@pse.com](mailto:Energycap@pse.com)

Phone: (425) 424-6486



Visit the Seattle Energy Benchmarking program website at [www.seattle.gov/energybenchmarking](http://www.seattle.gov/energybenchmarking) for additional compliance information and instructions to complete the annual benchmarking requirement. Free technical assistance is available through our help desk, email [energybenchmarking@seattle.gov](mailto:energybenchmarking@seattle.gov) or call 206-727-8484 to request a 1:1 appointment.