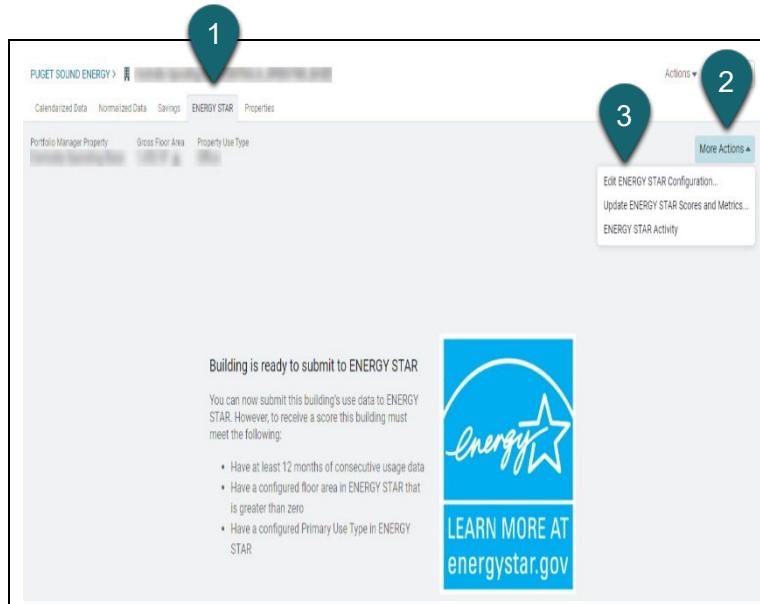
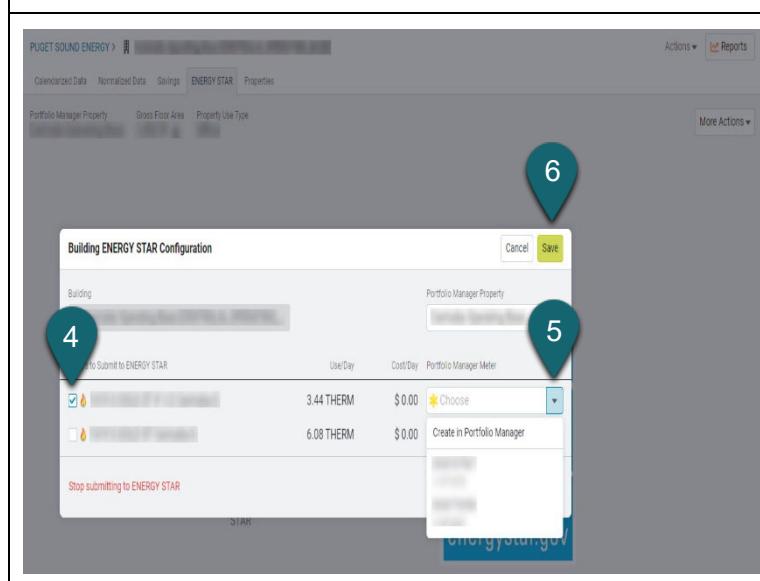


# EnergyCAP: Configure Building with ENERGY STAR® Portfolio Manager®

<b>Purpose</b>	By the end of this job aid you will be able to link an account and building in EnergyCAP to an account and building in ENERGY STAR® Portfolio Manager®.
<b>Audience</b>	EnergyCAP customers and PSE users.

	<p><b>1</b> Click on the <b>ENERGY STAR</b> tab</p> <p><b>2</b> Click on <b>More Actions</b></p> <p><b>3</b> And select <b>Edit ENERGY STAR Configuration...</b></p>
	<p><b>4</b> Select Meter(s)</p> <p><b>5</b> From the dropdown menu, select (existing) Portfolio Manager meter that you want the data to upload to Or Create a new meter in Portfolio Manager</p> <p><b>6</b> Note: If you'd like EnergyCAP to create a new meter in Portfolio Manager, select <b>Create in Portfolio Manager</b>.</p> <p><b>Click Save</b></p>