



Energy Star Benchmarking for New Users

by BOMA Dallas Green Task Force

Introduction to EPA's Benchmarking System



The Energy Star performance rating is a type of external benchmark that helps energy managers access how efficiently their buildings use energy, relative to similar buildings nationwide. The rating system's 1–100 scale allows everyone to quickly understand how a building is performing — a rating of 50 indicates average energy performance, while a rating of 75 or better indicates top performance.

1. Getting Started: Create an account in EPA's Portfolio Manager
Go to [Portfolio Manager](#) (Be sure to disable the pop-up blocker in your internet browser, found under the Tools tab)

On the right hand side, you'll see the Portfolio Manager login window. Click on **Register**.
You will be prompted to create a new username and password and provide company information. This will become your account information.
2. Before adding a new building, you may want to review the **Getting Started** section of the [ENERGY STAR Benchmarking Starter Kit](#), located on the left side of the Portfolio Manager page.
3. View the [Animated Training](#) to become familiar with navigating through Portfolio Manager and to learn how to input your building data.
4. Use the [ENERGY STAR Portfolio Manager Data Collection Worksheet](#) to collect building data for your property.
Required Data for ENERGY STAR Benchmarking:
 - a) The building street address, year built, and contact information.
 - b) The building gross floor area and key operating characteristics for each major space type. Use this worksheet to collect this information before logging in to Portfolio Manager.
 - c) 12-consecutive months of utility bills for all fuel types used in the building. If you don't have this information readily available, contact your utility provider(s) as most will be able to easily supply this historical information.
5. You are now ready to add your first building in Portfolio Manager. Follow the instructions in the training video or print the [Portfolio Manager Quick Reference Guide](#) for a handy step-by-step guide.
6. Once your building achieves a score of 75 or higher and has been verified by a Professional Engineer, you are ready to [Apply for the Energy Star label](#).

For more tools and resources on Portfolio Manager visit energystar.gov/benchmark or contact the [BOMA Dallas Green Task Force](#).