



PORTFOLIO MANAGER - QUICK REFERENCE GUIDE

HOTELS

Rating Your Energy Performance

Use the US EPA's energy performance rating system within Portfolio Manager to rate the energy performance of your hotels on a scale of 1–100. Rate all of your facilities and update the data regularly to take control of your energy costs. See top of page two for eligibility and data needed.

USE PORTFOLIO MANAGER STEP-BY-STEP



STEP	ACTIVITY	ACTION
1	Access Portfolio Manager	http://www.energystar.gov/benchmark Scroll down to the Login section
2	Access your account <ul style="list-style-type: none"> ■ Create a new account ■ Login to an existing account ■ Get a brief system overview 	<ul style="list-style-type: none"> ■ Click NEW USER ■ Enter user name and password and click LOGIN ■ Click SYSTEM TOUR or LEARN MORE
3	Add a new facility	Click ADD FACILITY
4	Enter general building data	Enter data and click SAVE
5	Enter space use data	Go to "Space Use" section and click ADD SPACE <ul style="list-style-type: none"> ■ Enter a facility name and select the space type Click CONTINUE ■ Enter space data. Click SAVE <i>Repeat for all space types</i>
6	Enter energy use data	Go to "Energy Meters" section and click ADD METER <ul style="list-style-type: none"> ■ Enter Meter name, type, units. Click SAVE ■ Enter number of months and start date. Click CONTINUE ■ Enter energy use and cost. Click SAVE <i>Repeat for all fuel types</i>
7	Review and interpret results	Go to "Facility Performance" section and review your results. Guidance is provided on page two of this guide.
8	Manage account and apply for recognition	Share data, generate a Statement of Energy Performance, apply for ENERGY STAR label, create a building profile, and perform other administrative tasks.

Space Name	Space Type	Floor Area (Sq. Ft.)	% Floor Area	Alerts
No Space Defined				

Meter Name	Energy Type	Space(s)	Last Meter Entry (End Date)	Alerts
No Meter Defined				

www.energystar.gov/benchmark

