#### Completing Data Authorizations for Whole Building Benchmarking Aggregated Data Sharing

This document provides instructions on how to authorize Service Agreements for the automated sharing of energy usage and cost data to the EPA's Energy Star Portfolio Manager (ESPM) tool. Customers (tenants) will need to complete this form to prior to any data sharing taking place and may use this same form to revoke any existing Whole Building Benchmarking Data Authorizations.

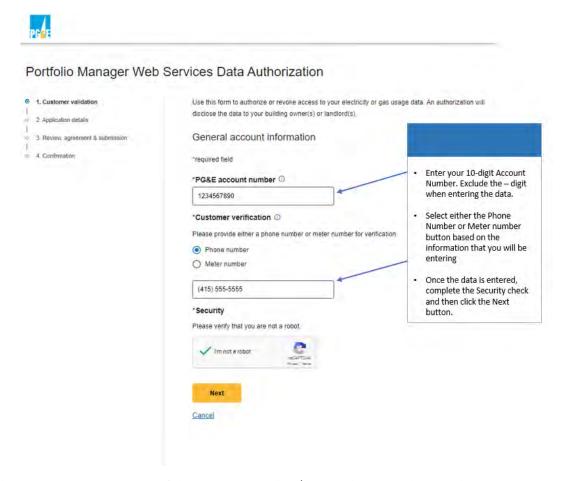
Prior to completing the form, please have the following information available:

- The PG&E Account Number, Meter Number and/or the Primary Phone number linked to the PG&E Account —
  This can be located on the billing statement or by logging into the PG&E My Account page
- The 10-Digit Benchmarking Portal unique Building ID Number provided by the Benchmarking Portal Account Holder. If you do not have this number, please obtain it from the party performing Benchmarking services for your facility. (Only needed to authorize data-sharing)

To begin populating the authorization form, please go to: https://www.pge.com/BenchmarkingDataRelease

#### Completing the form

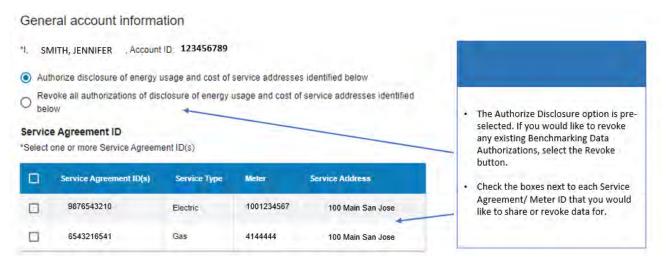
Step 1 - Enter the Account Number and the linked Meter Number or Primary Phone Number



The page will present an error message if the Account Number/Meter-Phone number combination is incorrect. Please clear the fields and re-enter the data as needed. If you have used the Account Number/Meter number combination and continue to receive an error after validation, please attempt to use the Account Number/Phone Number combination. If you continue to receive errors, please contact <a href="mailto:benchmarking@pge.com">benchmarking@pge.com</a> for assistance.

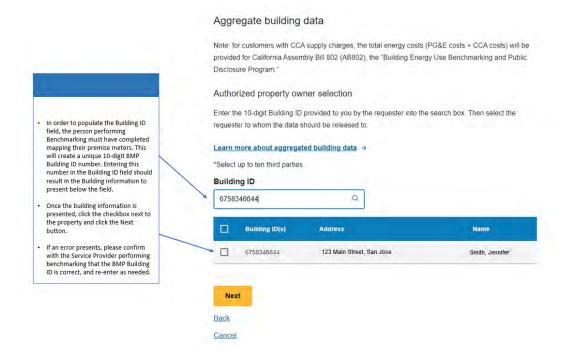
## Step 2 – Select Meters/ Service Agreements to authorize

Service Agreement and meter information is available on a customer's billing statement. The Benchmarking Team will not be able to provide this information to complete this form.

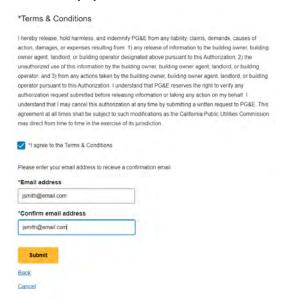


# Step 3 – Enter the BMP Building ID

Please obtain the 10 – Digit Benchmarking Portal Building ID from the BMP Account Holder for this step.



## Step 4 – Agree to the Terms and Conditions and populate the email address



Once completed, a confirmation email is sent to the email entered that includes a link to revoke the authorization as needed. Data sharing will continue until revoked by the customer.

**Note**: Data Authorizations may require up to 24 hours to fully process. Attempting to share a linked ESPM Property before the authorizations have fully completed, may be rejected by PG&E. Please wait the full 24 hours before attempting to link and share an ESPM property.

Thank you for taking the time to support PG&E's Whole Building Benchmarking Program. Please contact benchmarking@pge.com for assistance.