



in partnership with ENERGY STAR®



The BOMA Foundation, in partnership with the US Environmental Protection Agency ENERGY STAR Program, has created the BOMA Energy Efficiency Program (BEEP) to teach you how to reduce energy consumption and costs. A critical step is to benchmark your energy performance using EPA's Portfolio Manager and to share your rating with BOMA International. By sharing your energy management progress and leadership with BOMA, you will help us to:

Advocate - protect our industry, as well as, owners, managers, and service provider partners' interests and rights

Educate – continually evaluate the collective benefits, success, and value of BEEP and our strategic partnership with ENERGY STAR

Recognize – recognize your energy management accomplishments and environmental leadership.

For your entire career, BOMA has managed your confidential operating expense data with the *Experience Exchange Report*. As your **trusted partner**, we will apply the exact same standards of confidentiality to your ENERGY STAR data.

In order for us to track the collective performance of our industry and recognize your successes, you must **share** your facility(ies) with the Master BOMA International Account. Here's how:

Establish a user account in Portfolio Manager

- Go to www.energystar.gov/benchmark and login to Portfolio Manager. If you do not already have a user account in Portfolio Manager, click the New User link on the Portfolio Manager login page and follow the instructions.
- Enter your building(s) information and begin tracking energy performance with Portfolio Manager. For more information on how to use Portfolio Manager, take the BEEP Class: How to Benchmark Energy Performance.

Share your facilities with BOMA International

Get Started:

- From the My Portfolio page, choose "**Share Facilities**"

Step 1:

- From the drop down menu labeled "*Select a Portfolio Manager Master Account*", look for **BOMA International-BOMABEEP** and select it from the Master Account Registry.
- Click CONTINUE

Note: If at any point you wish to return to the previous screen to change information, select CANCEL in the lower right corner.

Step 2:

- Select the access role “**Read Only**” and “**No**” for all optional rights.

Note: Sharing your account with BOMA BEEP will only allow access to your account for you and the BOMA BEEP Account holder, not for others who share with the BOMA BEEP Account.

Step 3:

- If appropriate, choose the Facility Group within the BOMA BEEP Account
To further ease sharing and tracking of facilities within Portfolio Manager, BOMA may create groups within the Master Account into which your facility(ies) can be shared directly. Examples of facility groups include locals, regions, etc.
- Click CONTINUE

Step 4:

- Select the Facilities to share with BOMA BEEP
You may select all or some of your facilities to share by checking the box to the left of the facility.
- Click CONTINUE.

Step 5:

- Confirm that all access changes are correct.
Review the list of facilities shared and access privileges granted. If facilities or access changes are incorrect, you may return to the previous screen(s) by selecting CANCEL.
- Once you have reviewed the changes, click SAVE.

After Sharing

Continue to update your facility information

As you input new information for your facility(ies) into Portfolio Manager, the BOMA BEEP Account holder will be able to track the performance of your facility(ies)/portfolio and recognize your successes.

Apply for recognition from BOMA and EPA

Continue to use Portfolio Manager to track your facilities’ energy performance and demonstrate improvements over time. Your facility(ies) may be eligible to receive the ENERGY STAR label and other recognition from BOMA International.

If you have any questions, please contact BEEP@boma.org