

1. Utility Data Release Form

Complete the Utility Data Release Form, sign and submit it to PG&E For where and how to submit the Release Form, please visit www.pge.com/benchmarking

2. Go to www.energystar.gov/benchmark

Access your account

- **New User?** Register for a new account
- **Existing User?** Login

3. Enter and Share Meter Data

- **New User?** Add Space under "Space Use" as necessary and for each meter you have (if you have multiple meters for the facility)
- **Energy Meter** Add a meter using your PG&E Service ID Number in both the Meter Name and Meter ID fields
- **Apply this meter to the following...** If you have more than one meter for the facility, uncheck this box and check the space use for which the meter applies
- **Select Meter Type:** Be sure to enter the Energy Type (Electricity, Natural Gas) and the Unit type (kWh and therms)
- **Will an Energy Service Provider... Automated Benchmarking Service?** Click YES, then select Pacific Gas & Electric from the drop-down menu (make sure to enter your PG&E Service ID in the Meter ID field)
- **Existing User?** Click on the Meter you want activated for ABS. In the upper RH corner under Meter Information Click EDIT—follow the directions above to enable ABS

4. Sharing Data

- From the **My Portfolio** Page, (at the top of the page under Work with Facilities)
- Click **Share** facilities, then choose (at the bottom)
- Energy Service Provider and again choose
- Pacific Gas & Electric
- **Click ADD and MODIFY**

