Benchmarking User Guide

For Central Hudson Customers

Automated Benchmarking Process Overview:

(A high-level overview of the steps in the process covered in depth in this User Guide)

Step 1	Step 2	Step 3	Step 4
Gain access to the MyMeter Dashboard:	**Define your meter group in MyMeter Dashboard:**	**Choose your path for property characterization:**	**Transfer data and retrieve your benchmarking score:**
Link via your My Account user login	Request whole-building aggregated usage	Link to your individual ENERGY STAR® Portfolio Manager® (ESPM) account and Property ID	• Complete Contact connection and Property Sharing requests
OR	OR	OR	• Link your building(s) with ESPM Property IDs
Non-account holders can complete the whole-building request form outside of login	Select your individual account(s) and meter(s) comprising your building's usage	Utilize the portal for property end use characterization	• Confirm usage data transfer and metrics reporting

WELCOME

This guide serves to support Central Hudson's customers in making use of the automated ENERGY STAR® benchmarking capabilities provided through Central Hudson's MyMeter Portal.

Please contact us with any questions or support requests:

Email: CHGEPrograms@icf.com

Phone: 1-800-515-5353

Step 1: Determine path to access the Benchmarking Portal

Central Hudson Account Holders:

Central Hudson customers can access their MyMeter Portal to benchmark their property(ies) via Central Hudson's My Account Dashboard:

Visit cenhud.com/en/login/ to log in or register for My Account.

The MyMeter Portal link will be available on the *Usage History* page, selected in the right-hand navigation.

Select 'MyMeter Portal' below the chart on the Cost & Usage History dashboard, then click the 'Access MyMeter' button.

Non-Account Holders:

Property managers and third-party users can request aggregated whole-building usage access at the following Web site (detailed on page 20):

https://benchmarking.cenhud.com/WholeBuilding/RequestOwnerPermission
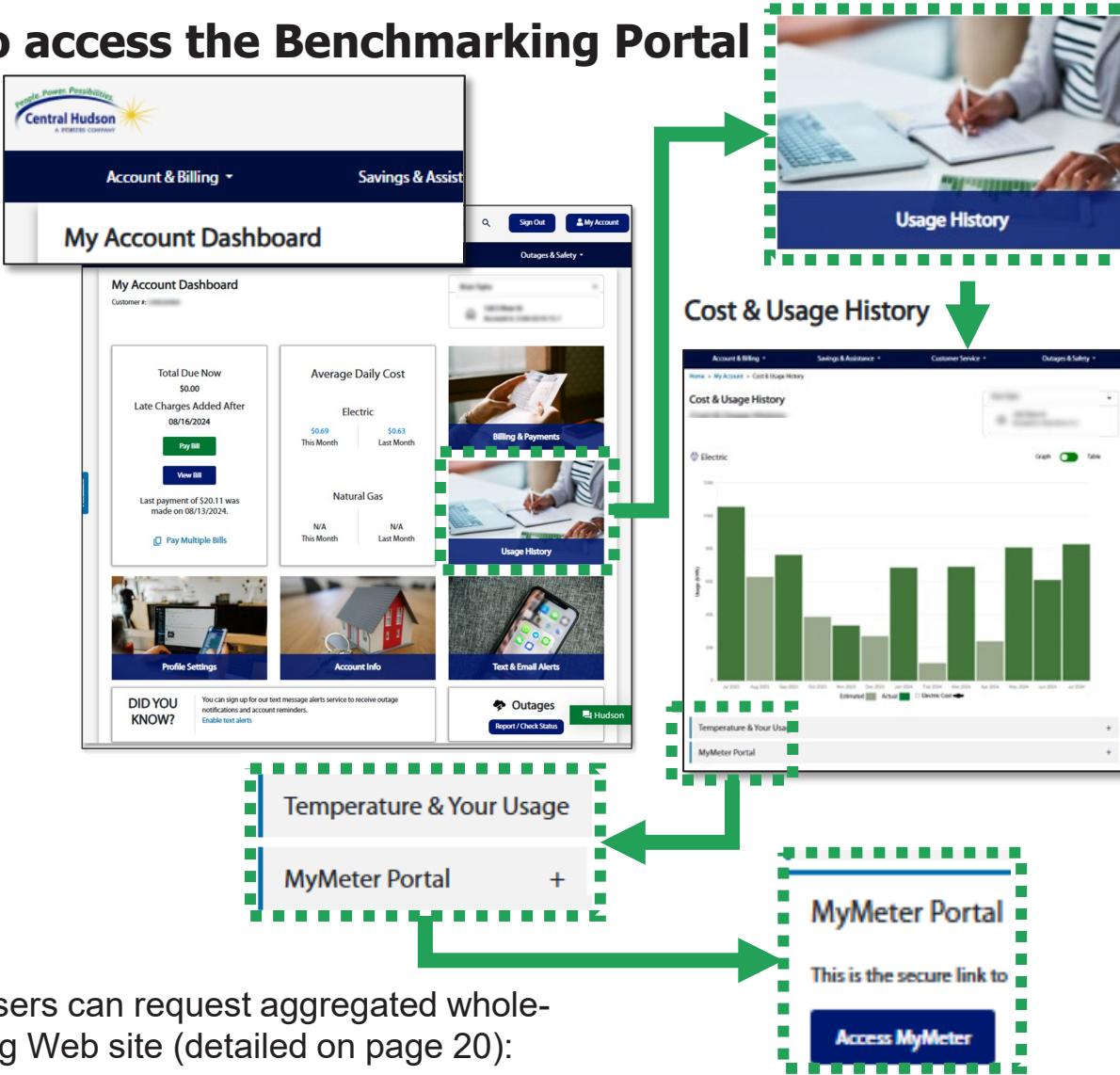
Step 2: Become familiar with the MyMeter Dashboard

1. • Use 'Select Property' drop down control to select and view properties and accounts

2. • Use Widget panels to swap metrics displayed and request whole-building data for benchmarking

3. • Toggle between Charts (usage presentation), Data (data, download) and Benchmark (ENERGY STAR® benchmarking) dashboard pages

4. • Use charting and data dashboard pages to visualize/explore usage and cost trends and make comparisons to weather variables and historical usage

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Step **2**: Create your Benchmarking Portal meter group

Determine the best meter group request path for your building:

Option 1 – Whole-Building Approach

Use this method in any cases where tenant-metered spaces exist, or to avoid the need to combine individual accounts and meters in a multiple meter scenarios.

See pages 6-7 below for more details.

OR

Option 2 – Individual Meter Approach

Use this method in cases where user has access to all metered usage in the building and there is a preference to transfer usage to ENERGY STAR® Portfolio Manager® at the individual meter level.

See page 8 for more details.

Helpful Hint – Whole-building data will transfer aggregated energy use data for **all meters** at the selected service address(es) – including any tenant meters.

Option 1 - SIMPLIFIED WHOLE - BUILDING BENCHMARKING (RECOMMENDED)

- Click on the "Initiate Request" button from the "Request whole-building data" widget in the portal

- Complete the whole-building data access form:

  - Assign a name in the "Building Name" field

  - Click each relevant service address that comprises the building, from the "My Account Addresses" list and confirm unit count details.

  - Use the "Add Other Locations" tab to search for and select service addresses where you do not have an authenticated account.

  - Use the mapping interface to confirm the location of the service address and to find other nearby service addresses.
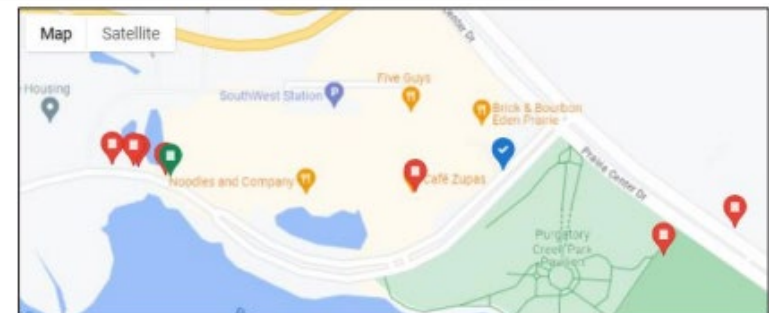
  Helpful Hint – On the map, the blue icon(s) represent(s) the selected service address(es); green icons are authenticated service addresses and red icons are unauthenticated service addresses.

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Option 1 - (CONTINUED)

Helpful Hint - In some cases for buildings with multiple accounts/meters, there may be more than one service address associated with a single building – please refer to your Central Hudson bills to confirm relevant service addresses.

- Clicking 🗑 will remove selected locations from the target list
- Clicking ⌄ will show additional service address unit details

Service locations comprising target building:

Total count of locations: 115

🗑 ▓▓▓▓▓▓▓▓▓▓▓ - 115 locations ⌃

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- Confirm the expected number of meters at the property

Helpful Hint – In some multi-tenant buildings, a meter will be shown for each individual unit or meter at a property. If you're not sure, consider: Does each unit/suite have its own meter (this is likely if tenants pay their own gas bill)? Or is there a master/house meter(s) for the whole building?

- Complete attestation form with your building role, contact information, and sign by typing your first and last name

- Click "Submit" to complete the whole-building data access request

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Option 2 - DETAILED METER LEVEL DATA

Choose this option only if you wish to have detailed energy use for each of your building's meters, rather than aggregated totals for your building. This option should only be used if you pay all of the Central Hudson bills for your building and want to track energy use data individually for each meter.

This option can require more on-going maintenance. This option can also be used to create customized grouping of accounts, such as a grouping of all accounts at a campus of buildings, or a grouping of all accounts to track total energy use

- Create New Meter Group

  - Determine which accounts are relevant to your building or customized grouping of accounts, and note each account number/meter number

  - Click on "Select Property"

  - Click on "Add New+" at bottom of list: ⊕ Add Meter Group

  - Enter a name for the building or grouping of accounts

  - Select applicable accounts

  - Click "Save" at the bottom of the account listings to create the new meter group and return to dashboard access multiple accounts and associated meters together
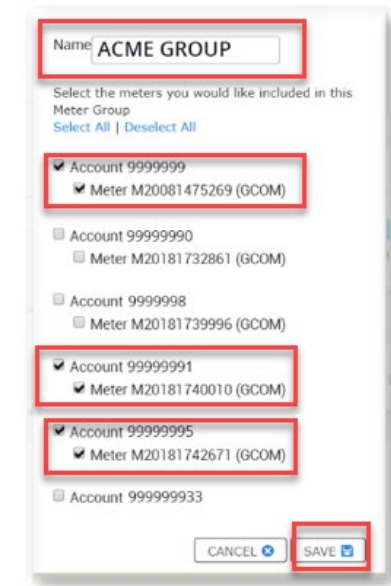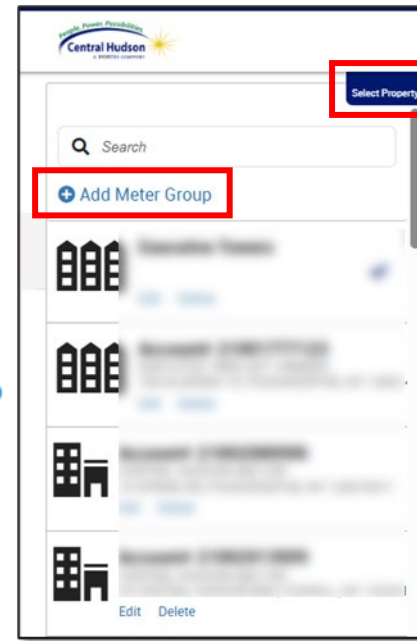
Request further authorizations (if applicable)

You will see the below message if further authorization is required. Follow the instructions on the screen to make applicable requests. **If you do not see this message, skip to Step 3.**

Central Hudson is bound by regulatory policy to require additional authorizations from all tenant accounts prior to disclosure of aggregated whole-building usage.

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Request additional account holder consent to aggregate whole-building energy use data (if applicable)

- When required, consent is needed from current account holders (i.e., tenants) at the service location

- Complete and send requests to all account holders required to provide access to aggregated whole building data

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Account holders provide consent to release aggregated whole-building data to MyMeter user

Additional account holders, such as renters, complete the following form to provide their consent to release aggregated whole-building data to requestors

Helpful Hint - If you have any questions related to the account holder authorization request process, please contact a Central Hudson support team member at **benchmarking@cenhud.com**

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Account holders receive Consent Request email (if applicable)

- Identified account holder contacts will receive a Consent Request email, with copies sent to the Requestor and the Central Hudson Team, including a link for contacts to complete the online authorization process
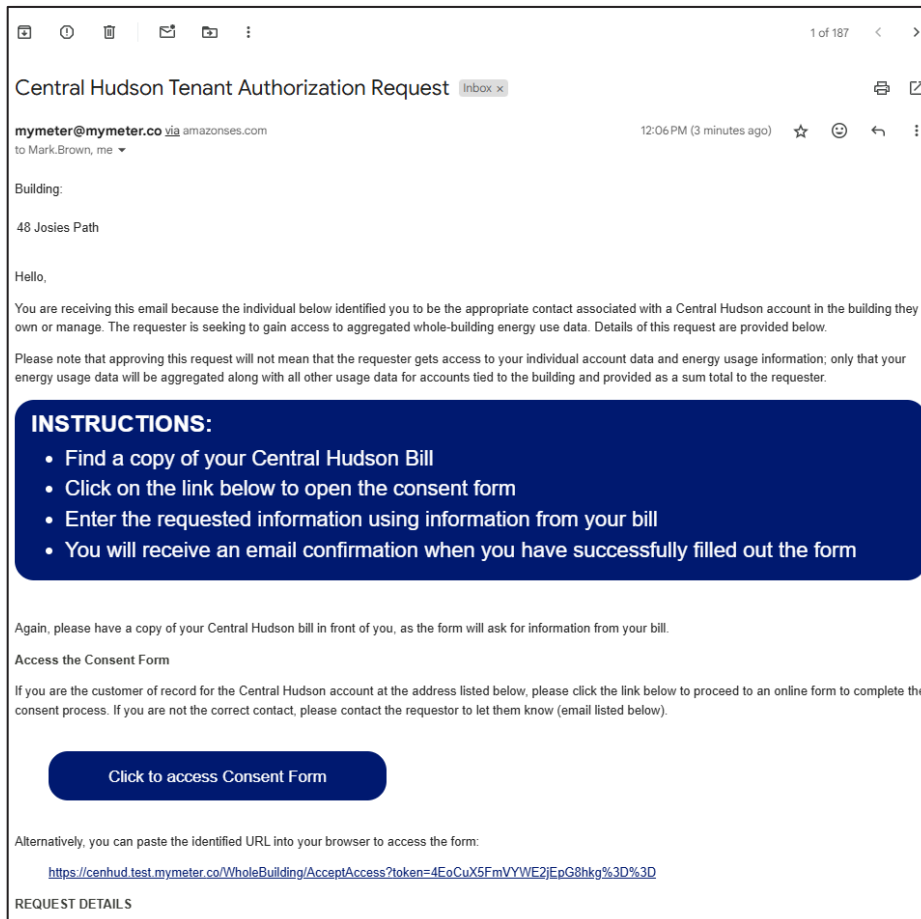

Helpful Hint – It's possible that MyMeter Portal-generated emails may be flagged as Spam or Clutter by email systems; the data requestor should follow-up with the account holder contact to ensure the Consent Request was received.

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Step **3**: Send Data from EDP to ESPM

In order to transfer monthly billing data from the EDP you must first establish a connection between your Energy Star Portfolio Manager (ESPM) account and CenterPoint Energy's web services account on ESPM. After the connection is in place you will be able to share your ESPM Property with the EDP and initiate automated data transfer

Initiate connection to your ESPM account

- Select **⊘ Benchmark** from the MyMeter Portal dashboard

- Select the radio button to answer 'Yes'
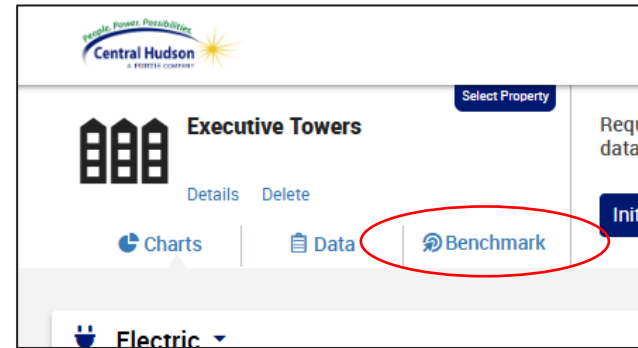
Link to an existing ENERGY STAR Portfolio Manager account and property?

⦿ Yes, I want to transfer data to an existing property in my ENERGY STAR account

◯ No, I want to characterize my property and manage benchmarking here

Link this property to an existing ENERGY STAR Portfolio Manager Property to initiate automated data tranfer:

1. First, from your Portfolio Manager account, you must request to Connect with the Central Hudson Benchmarking

Step 4 instructions for users opting the "Yes" path, characterizing their property through the MyMeter Dashboard:

Send and check for Contact connection request

• Click on the 'Request Connection' button to link to Central Hudson's Contact page on the ENERGY STAR® Portfolio Manager (ESPM)) (opens as a new tab on your web browser)

Helpful Hint - In the case that you are not currently logged on to the ESPM site, you may first be prompted to enter your username and password before you are transferred to the Contact connection page.

• Click on the 'Send Connection Request' button

ENERGY STAR

Link to an existing ENERGY STAR Portfolio Manager account and property?

◉ Yes, I want to transfer data to an existing property in my ENERGY STAR account   ○ No, I want to characterize my property and manage benchmarking here

Link this property to an existing ENERGY STAR Portfolio Manager Property to initiate automated data tranfer:

1. First, from your Portfolio Manager account, you must request to Connect with the Central_Hudson_Benchmarking web services account Contact

Request Connection

2. Click the button below to have your ENERGY STAR Contact connection request accepted

Check for My Contact Request

3. From your ENERGY STAR Portfolio Manager account, now select to enable Sharing for the Property where you would like billing data to transfer - requires Share Properties for Exchanging Data to be completed

Initiate Sharing

4. Toggle control below to enter your ENERGY STAR Property ID and initiate meter data transfer
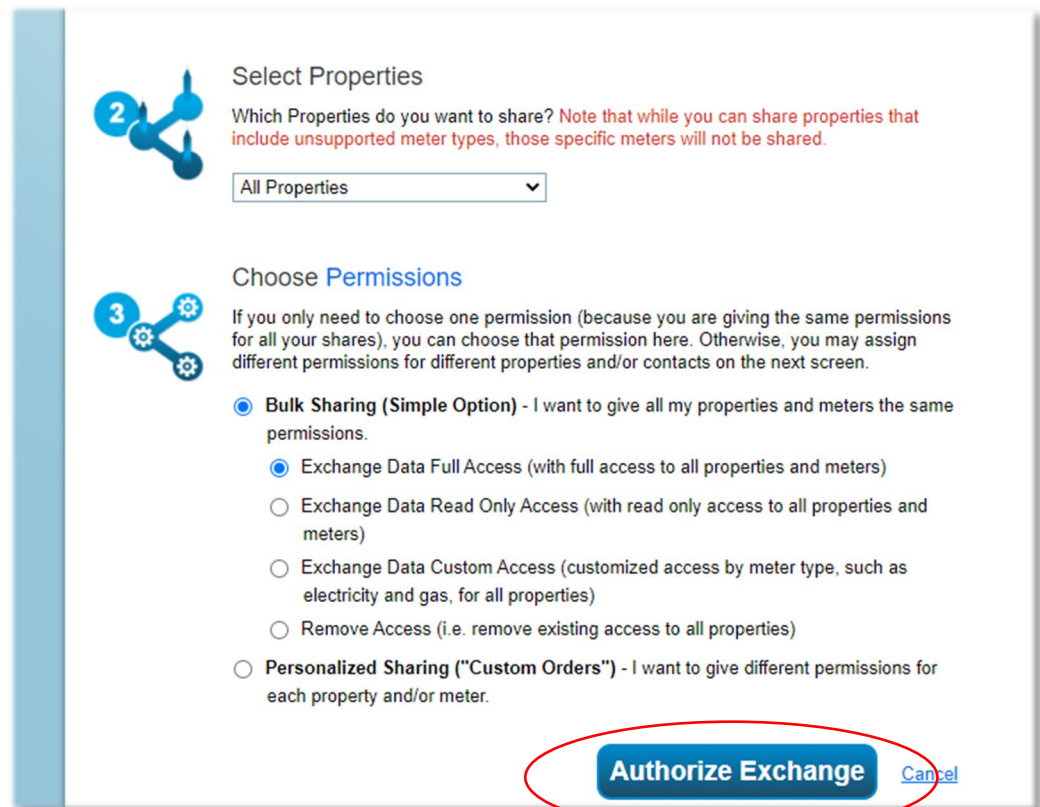
◯ Link with Property ID

Send Connection Request   Cancel

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Check for My Contact Request

- Return to the MyMeter Dashboard (by selecting the tab on your web browser) and click on the 'Check for My Contact Request' button.

Helpful Hint - A green checkmark will appear to indicate that the system has accepted any submitted and pending contact connection requests.

Initiate Sharing

- Click on the 'Initiate Sharing' button to link to the Share Properties for Exchanging Data page on the ESPM web site.

- Complete form to select 'One Property' or 'All Properties' to share with Central Hudson

Step 4.4 Set ESPM access permissions

Helpful Hint - The easiest option to ensure successful data transfer is to opt for 'Bulk Sharing' and assign 'Exchange Data Full Access' permission.

Custom settings may be applied if desired. At a minimum, the Central Hudson contact needs to be assigned 'Exchange Data Full Access' permission to access Energy Meters and Property Information in order to transfer data to ESPM.

- Click the 'Authorize Exchange' button to complete the sharing process

Select Properties

Which Properties do you want to share? Note that while you can share properties that include unsupported meter types, those specific meters will not be shared.

All Properties

Choose Permissions

If you only need to choose one permission (because you are giving the same permissions for all your shares), you can choose that permission here. Otherwise, you may assign different permissions for different properties and/or contacts on the next screen.

- ● Bulk Sharing (Simple Option) - I want to give all my properties and meters the same permissions.
  - ● Exchange Data Full Access (with full access to all properties and meters)
  - ○ Exchange Data Read Only Access (with read only access to all properties and meters)
  - ○ Exchange Data Custom Access (customized access by meter type, such as electricity and gas, for all properties)
  - ○ Remove Access (i.e. remove existing access to all properties)
- ○ Personalized Sharing ("Custom Orders") - I want to give different permissions for each property and/or meter.

Authorize Exchange Cancel

Link ESPM Property ID to MyMeter property

- Click on the 'MyPortfolio' tab to view your ESPM building list

- Find and copy the Property ID for the ESPM property you are trying to link to your MyMeter property

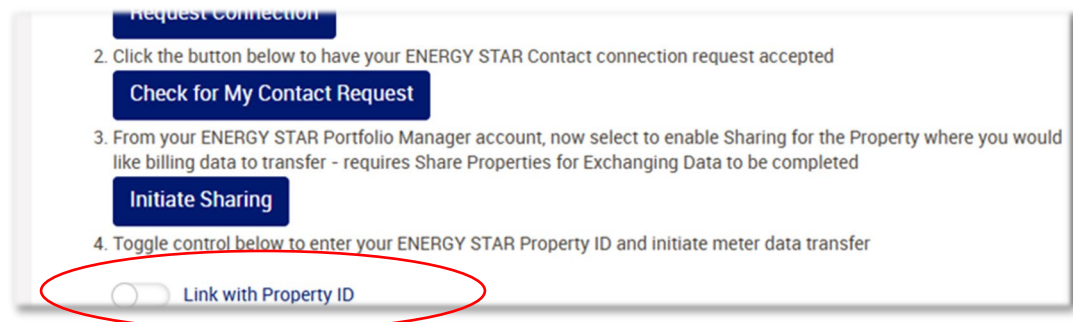- Return to the MyMeter Dashboard and toggle the 'Link with Property ID' slider control
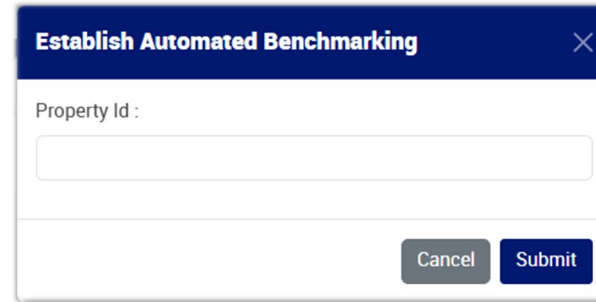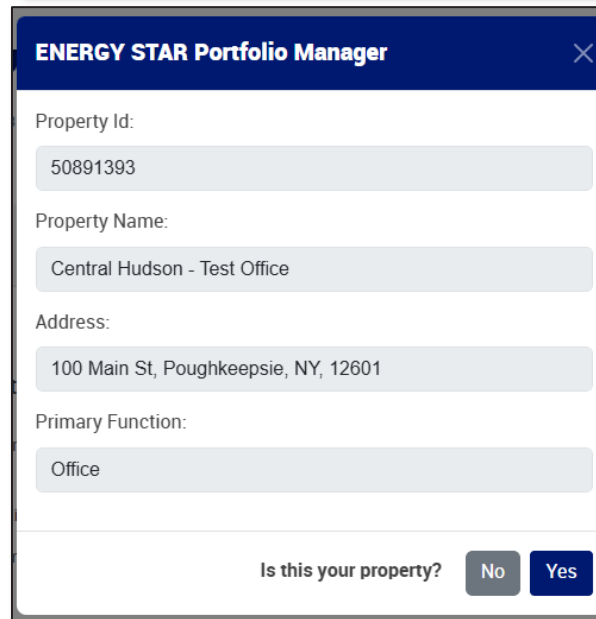
• Enter your building's ESPM Property ID and click 'Submit'

Establish Automated Benchmarking

Property Id :

[   ]

Cancel   Submit

• Confirm your property's information and click 'Yes'

ENERGY STAR Portfolio Manager

Property Id:

50891393

Property Name:

Central Hudson - Test Office

Address:

100 Main St, Poughkeepsie, NY, 12601

Primary Function:

Office

Is this your property?   No   Yes

• Confirm the meter data to be transferred and click 'Submit' to initiate data transfer process

Congratulations! You have now established ongoing automated data transfer to ESPM to facilitate your building benchmarking.

Please Confirm

Upon clicking 'Submit' below, records for all available historical usage following new meter(s):

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Confirm data transfer to ESPM

- Return to your ESPM account and select your target property from the MyPortfolio dashboard

- Select the 'Energy' tab for your property to confirm that the new MyMeter meter is showing with recent bill information in the 'Meters' table

Helpful Hint - In the case that your Central Hudson account billed electric and natural gas usage had been previously entered manually on separate ESPM meter(s), because MyMeter will transfer a full history of billing data it may be necessary to use the 'Change Meter Selections' to only include the new MyMeter meter and avoid double entry of historical usage.

Step **1** instructions for non-account holder users requesting whole-building benchmarking access:

Follow instructions and provide all required information on the Request for Whole-Building Energy Usage Data form

Define your building request by using the address 'Search' function:

- Enter street number/name to display available service location groups

- Click each relevant service address that comprises the building, from the "My Service Addresses" list and confirm unit count details.

- Use the "Add Other Locations" tab to search for and select service addresses where you do not have an authenticated account.

Helpful Hint - In some cases for buildings with multiple accounts/meters, there may be more than one service address associated with a single building – please refer to your Central Hudson bills to confirm relevant service addresses.

- Clicking 🗑 will remove selected locations from the target list
- Clicking 🔽 will show additional service address unit details

CONTACT INFORMATION AND USEFUL LINKS

User Support:

Email: CHGEPrograms@icf.com

Phone: 1-800-515-5353

Central Hudson My Account login/registration:

www.cenhud.com/en/login

THANK YOU!