



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

Gain access to the MyMeter Dashboard:

Link via your My Account user login

OR

Non-account holders can complete the whole-building request form outside of login

Step 2

Define your meter group in MyMeter Dashboard:

Request whole-building aggregated usage

OR

Select your individual account(s) and meter(s) comprising your building's usage

Step 3

Choose your path for property characterization:

Link to your individual ENERGY STAR® Portfolio Manager® (ESPM) account and Property ID

OR

Utilize the portal for property end use characterization

Step 4

Transfer data and retrieve your benchmarking score:

- Complete Contact connection and Property Sharing requests
- Link your building(s) with ESPM Property IDs
- 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.

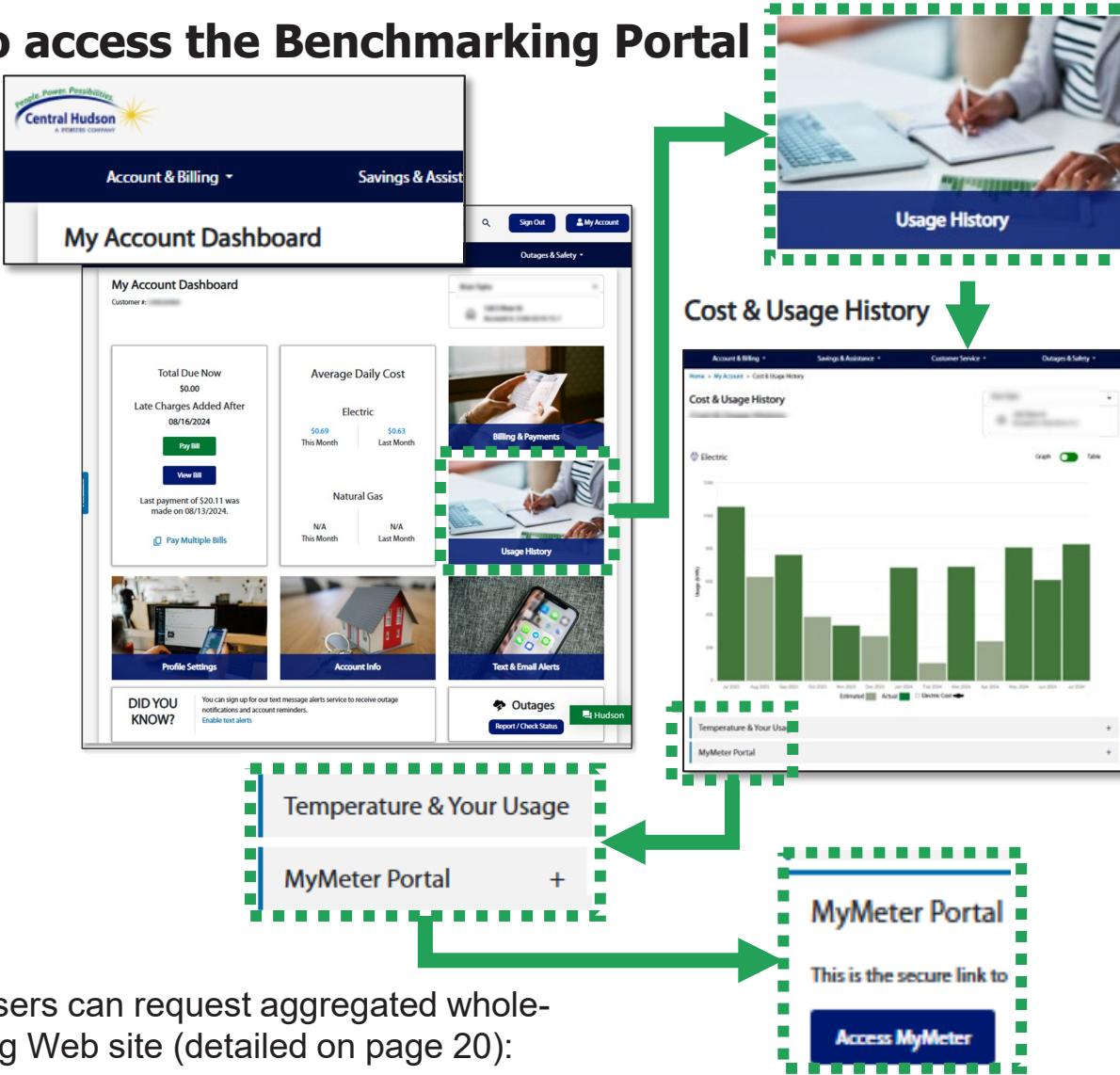
The MyMeter Portal link will be available on the *Usage History* page, selected in the right-hand navigation.

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

Select Property



- 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

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.

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 pages 6-7 below for more details.

See page 8 for more details.

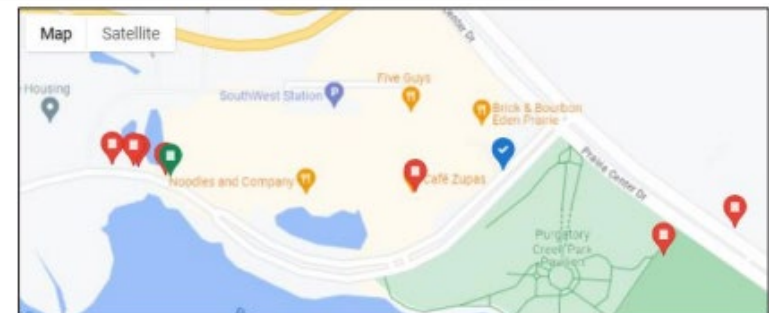
Helpful Hint – Whole-building data will transfer aggregated energy use data for **all meters** at the selected service address(es) – including any tenant meters.

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.



Initiate Request



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.



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

 [Redacted] - 115 locations 

- [Redacted] Apt 200
- [Redacted] Apt 201
- [Redacted] Apt 202
- [Redacted] Apt 203
- [Redacted] Apt 204
- [Redacted] Apt 205
- [Redacted] Apt 206

- 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

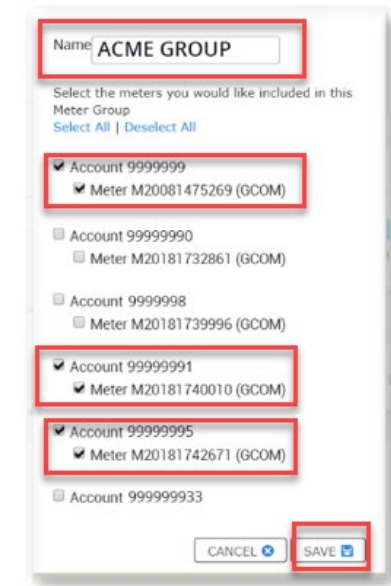
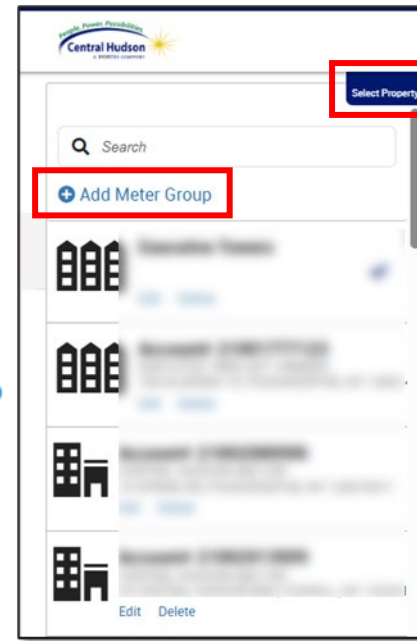
Option 2 - DETAILED METER LEVEL DATA

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: 
- 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.**

 Natural Gas

High / Low ☐

 range

 legend

 markers

Energy Use Data cannot be displayed until further authorizations have been provided.

Central Hudson Customers: If you are the customer of record for one or more account(s) at the building, first check that you have added each of your Central Hudson accounts to your profile. [Click here to Add Accounts](#) to your profile.

Third Party Service Providers and Building Owners/Managers with Tenants: If you are NOT the customer of record for any accounts at the building, (e.g. your tenants or your clients pay Central Hudson bills), click "Request Consent" below to view a list of remaining accounts requiring further authorization. You will need to request consent from the current account holder(s) of each account listed. [Click here to Request Consent](#).

Once all required authorizations have been provided, it may take up to 30 minutes for data to be released.

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

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

Consent is required from the account holders at the following service addresses

Note: Unit/Suite/Apartment numbers will appear within the addresses below if they are available in our system. If unit numbers do not appear, or you do not recognize the unit numbers presented, please contact us using the links below.

Please provide your information:

Organization/Trade Name

Title

First Name

Last Name

Physical and Mailing Address

Phone

Email

If you do not want to use the automated electronic authorization process, please click [here](#) to access and print or download the form for offline processing.

By clicking "Send Request", your information contained on this form will be sent to the contact specified above.

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

TO BE COMPLETED BY THE CUSTOMER

PLEASE READ THE ABOVE CUSTOMER DISCLOSURES BEFORE SIGNING THIS FORM

By signing this form you acknowledge and agree that you are the customer of record for this account and that you authorize your utility service provider to disclose your customer data as specified in this form.

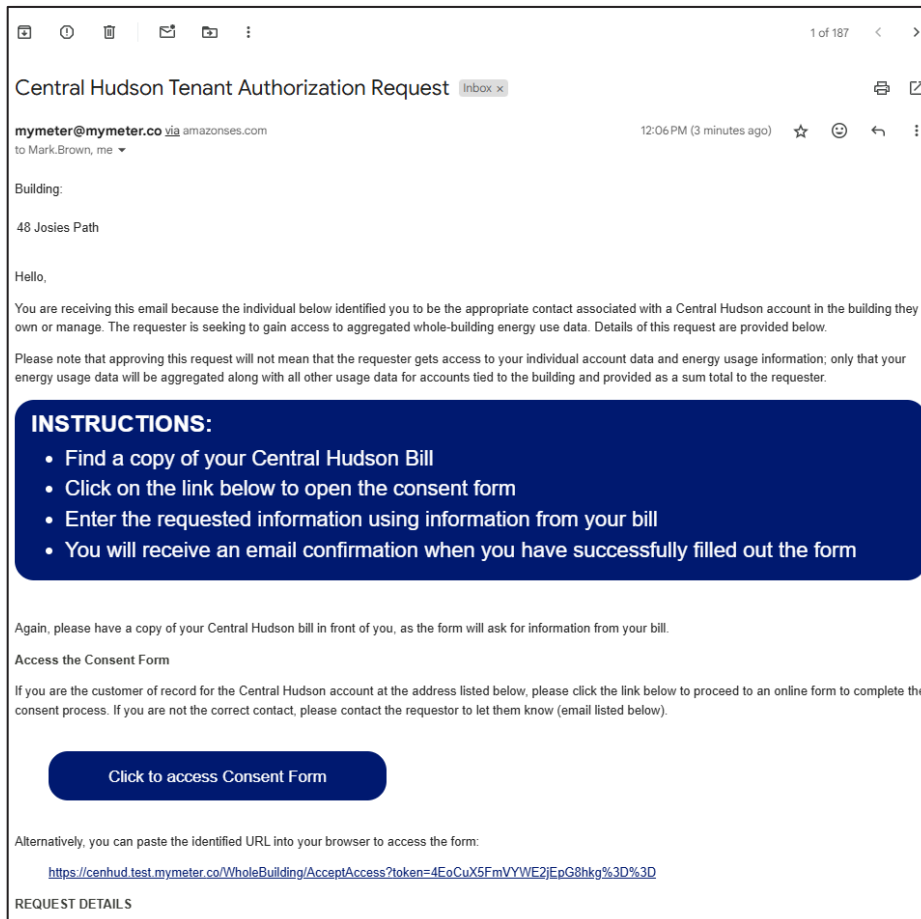
Customer Account Number	Start with the first non-zero digit as shown on bill; provide only digits preceding a hyphen/dash character
Customer Name	Enter Customer name exactly as it appears on bill
Service Address	
Street Number	Street number, enter only numeric portion of Service Address shown on bill
Street Name	Street Name
City	City
State	State
Zip	Zip
Signature	
Signature of Customer of Record	Please type your first and last name
Date Signed	03 / 27 / 2020

Approve

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

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




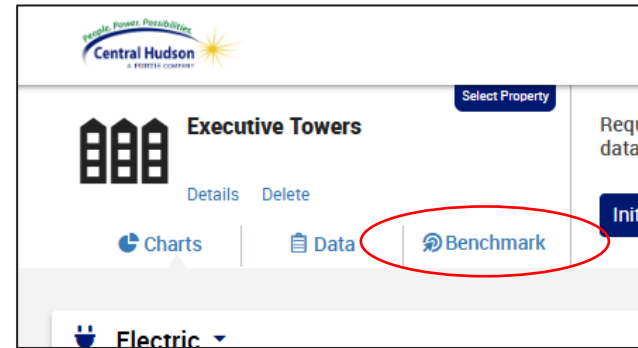
Helpful Hint – It's possible that MyMeter Portal-generated emails may be flagged as Spam or Clutter by email systems; the data requestor should follow-up with the account holder contact to ensure the Consent Request was received.

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 transfer:

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 transfer:

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](#)

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.

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 transfer:

1. First, from your Portfolio Manager account, you must request to Connect with the Central_Hudson_Benchmarking web services account Contact
Request Connection
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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
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4. Toggle control below to enter your ENERGY STAR Property ID and initiate meter data transfer
☐ Link with Property ID

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

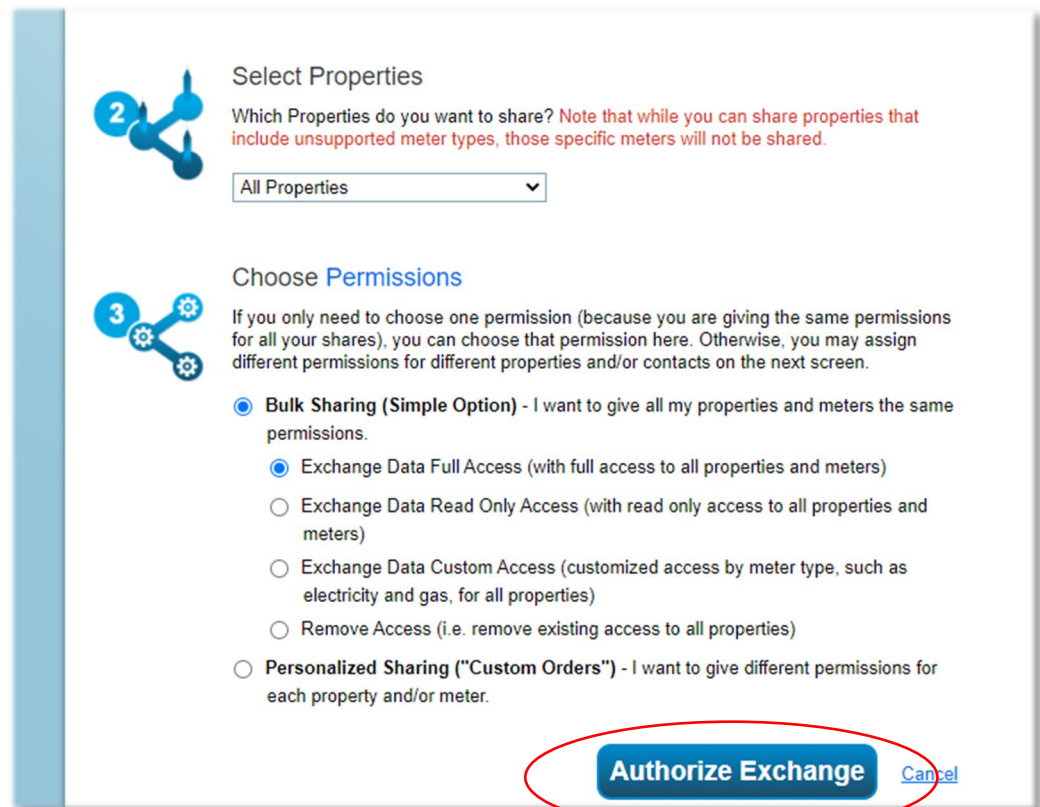
- Complete form to select 'One Property' or 'All Properties' to share with Central Hudson

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



2 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

3 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](#)

- Send Data from MyMeter to ESPM

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



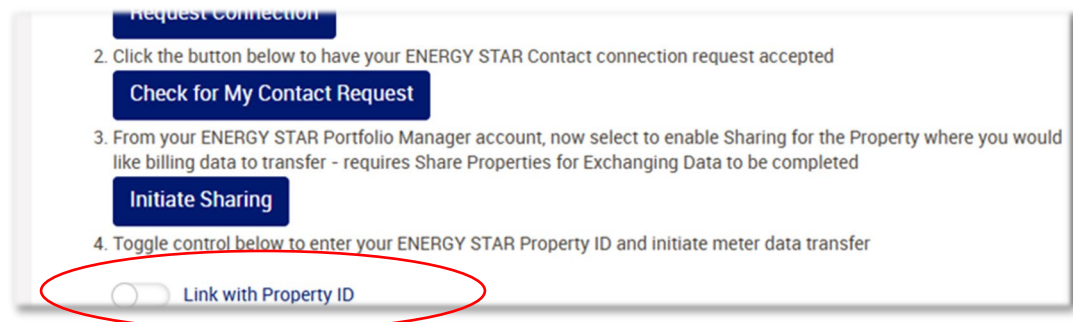
Dashboard

Please [refresh](#) to see your current metrics.

View All Properties (6) Energy Highlights Refresh Metrics

[Add/Edit/Delete Groups](#) [Add/Edit/Delete Views](#)

Name	Energy Current Date	ENERGY STAR Score	Site EUI (kBtu/ft²)	Source EUI (kBtu/ft²)
Sample K-12 School (US) 17710886				
Sample Library (US) 17710884				



Step 1

Step 2

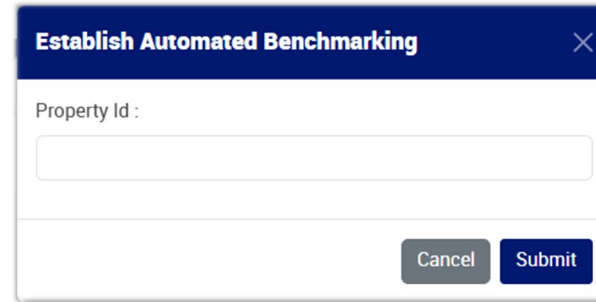
Step 3

Step 4:

- Send Data from MyMeter to ESPM

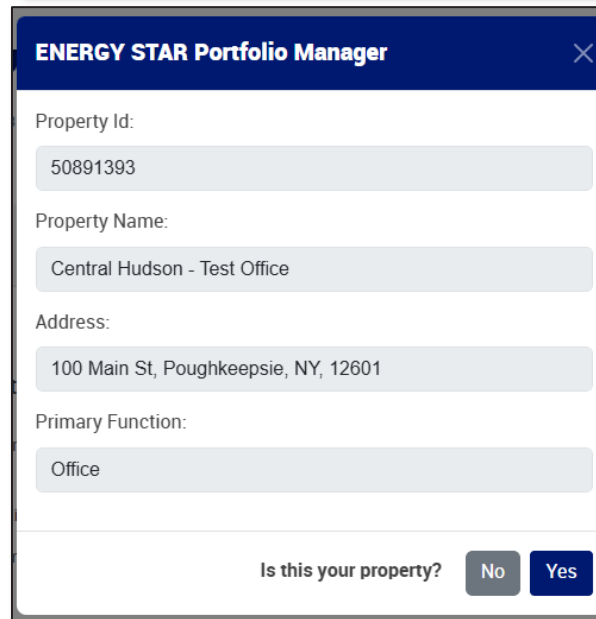
- Enter your building's ESPM Property ID and click 'Submit'
- Confirm your property's information and click 'Yes'
- Confirm the meter data to be transferred and click 'Submit' to initiate data transfer process

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



Establish Automated Benchmarking [X]

Property Id :



ENERGY STAR Portfolio Manager [X]

Property Id:

Property Name:

Address:

Primary Function:

Is this your property?



Please Confirm

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

- Send Data from MyMeter to ESPM

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

The screenshot displays the ENERGY STAR Portfolio Manager interface for a 'Sample K-12 School (US)'. The 'Energy' tab is selected and circled in red. The 'Meters' table shows the following data:

Name	Meter ID	Energy Type	Most Recent Bill Date	In Use? (Inactive Date)
Electric Grid Meter	115513927	Electric - Grid	01/11/2020	Yes
Electric Solar Meter	115513924	Electric - Solar	12/31/2019	Yes
Test 923	115586542	Natural Gas	01/01/2021	Yes

The 'Test 923' meter is circled in red. The interface also shows the 'ENERGY STAR Score (1-100)' with a 'Current Score' of 60 and a 'Baseline Score' of 96. The 'Meters' table has a 'Change Meter Selections' link and a 'View as a Diagram' link. The 'Your Property is:' section shows 'A Single Building' selected. The 'You Are Tracking:' section shows 'Total energy consumption for your property' selected.

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

The form is titled 'Building Name' and has a text input field below it. Below the input field is a 'Search:' label. Under 'Search:', there is a 'Street' label, a text input field, and a blue 'Search' button. Below the search section is a 'Requestor Attestation' section. It contains four rows of input fields: 'First Name' and 'Last Name' in the first row, 'Employer/Organization' and 'Title' in the second row, 'Address' and 'Email' in the third row. Each row has two input fields side-by-side.

The summary box is titled 'Service locations comprising target building:'. Below the title, it says 'Total count of locations: 27'. Below this, there is a red trash can icon, a grayed-out text field, and the text '- 27 locations'. To the right of this is a blue dropdown arrow icon.

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!