

# How To Submit Data: Energy Benchmarking

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## Do you have questions about submitting your building's energy benchmarking data?

Follow these steps to begin the process. For a pdf version of these instructions that have links to the guides below, visit: <http://www.minneapolismn.gov/environment/energybenchmarking>

### Step 1: Create an ESPM (Energy Star Portfolio Manager) account

To start benchmarking, create an [Energy Star Portfolio Manager](#) account for your building. After setting up the building profile, enter energy (electricity, gas and water) use data for the entire reporting year.

These [instructions \(pdf\)](#) would walk you through each step on how to set up the building profile.

To automate the data entry process from Xcel Energy and CenterPoint Energy, go to step 2. Or, to submit year 2018 data, go to step 3.

### Step 2: Connect to get automatic data transfer from Utilities (Xcel Energy & CenterPoint Energy) to ESPM account

Follow the steps outlined in [Xcel Energy's Benchmarking User Guide](#) and the [Energy Tracker Tool](#) by CenterPoint Energy to get whole building energy usage data transferred to the building's ESPM account.

### Step 3: Submit data

Once the energy (electricity, heat) data has been uploaded to the building's Energy Star Portfolio Manager account and water usage data has been entered, respond to this [Data Request Link](#) from the Energy Star Portfolio Manager (this link is only valid for reporting year 2018).

Follow these [steps to submit](#) data to the City.

### Free consultation:

Free consultation is also available. To set up a time, contact Don Bailey via phone 612-245-0252 or email at [dnktbailey1@aol.com](mailto:dnktbailey1@aol.com).

Learn more about benchmarking your data, saving energy, and upcoming trainings at:  
<http://www.minneapolisenergybenchmarking.org/>