

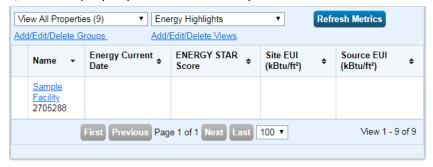
Existing Commercial Buildings Energy Performance Ordinance:

How to Reshare a Meter in Portfolio Manager

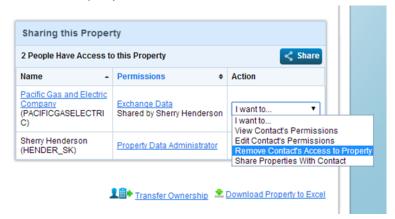
How to Reshare a Meter in Portfolio Manager (you must complete all 9 steps to reshare your meters):

This will "kickstart" the sharing process for your meter(s) – PG&E runs the share process twice a day (around 10am and 4pm) so if you successfully posted pending share requests, you should expect an email shortly after those times with your results.

1) Click on property name from the My Portfolio tab.



2) Under "Sharing This Property", for Company, Pacific Gas & Electric, select I want to "Remove Contact's Access to Property" (see below)



3) Select Continue on the popup screen.

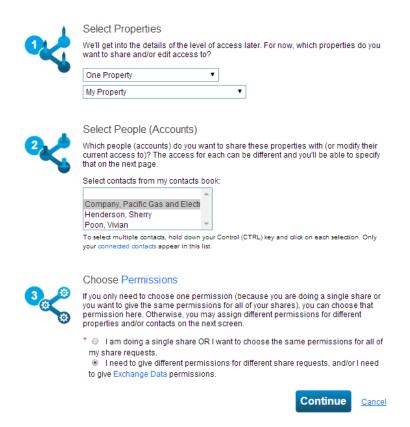


4) You should see a Green Bar at the top of our screen indicating that your property has been unshared.

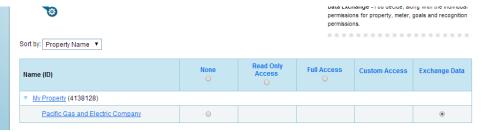


For more information visit <u>SFEnvironment.org/ecb</u> or email <u>benchmark@sfenvironment.org</u>

5) Now you need to share your property like it is a brand new share. You can click "Share this property again" from the Green bar (see above), or follow the standard Sharing process flow (from the "My Portfolio" tab, select "I Want To" "Share with Others" next to the property. For step 3 when choosing permissions, select option 2 for Exchange Data. Click "Continue".



6) Click the radio button under "Exchange Data"



7) Pop up screen appears – the Service ID or meter ID may already be populated from a previous sharing request, and can be changed here if re-sharing because of a tenant change. Enter Property Owner Name, and set Read Only Access for Property. Set the Access Level to "Full Access" for all meters you want to share with PG&E.

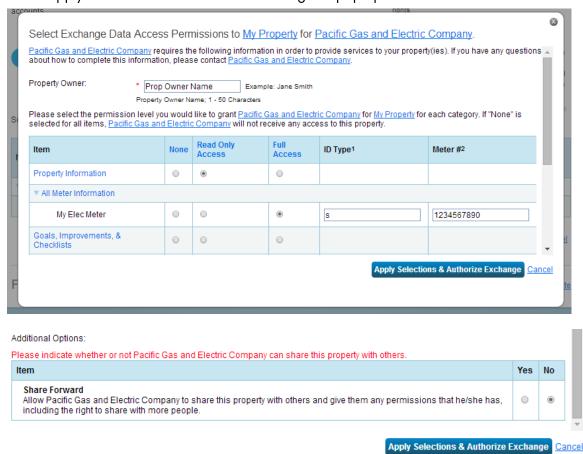
In the ID Type field, input an "S" if sharing by Service ID number, or "M" if sharing by Meter number. Enter either the Service ID or Meter number in "Meter #" column.

For the "Share Forward" option, please select radio button for "No" (may need to scroll down to see this option).

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Click "Apply Selections and Authorize Exchange" – pop up screen should close.



8) Hit big "Share Properties" button.



9) You should see a green bar indicating property/meters have been shared. Also, you should see a record in your Notifications section for each meter that has been shared. If there are no records there, there is no pending meter share for PG&E.



Within 24 hours you will receive an email with the results of your share.

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