



Portfolio Manager Setup Guide

- **How do I setup my properties in ENERGY STAR® *Portfolio Manager*?**
 - Utilize the Portfolio Manager Quick Start guide to setup your account: <https://www.energystar.gov/buildings/tools-and-resources/portfolio-manager-quick-start-guide>
 - Utilize Portfolio Manager's Guide on how to setup your property: https://www.energystar.gov/buildings/tools-and-resources/how_set_your_property_portfolio_manager
 - Video Guides can also be located here: [Basics of Benchmarking | Complying with Ordinances | ENERGY STAR](#)
- **How do I ensure that my properties are properly setup for sharing with Orange & Rockland/Rockland Electric Company?**
 - Adding **OrangeRocklandBenchmarking** as a Contact: Within ENERGY STAR® Portfolio Manager, **OrangeRocklandBenchmarking** will need to be added as a Contact. Utilize the following User Guide to see how to add us as a contact: [How to Connect and Share with a Web Services Provider | ENERGY STAR](#)
 - Sharing your Properties with Orange & Rockland / Rockland Electric's: Connect with **OrangeRocklandBenchmarking** in [Portfolio Manager](#).
Now you can connect your authorizations in the Orange & Rockland / Rockland Electric Portal to your account and properties in Portfolio Manager. These connections must be made in order for Orange & Rockland / Rockland Electric to send your aggregated consumption data to Portfolio Manager. You will need your Requestor ID from within the Orange & Rockland / Rockland Electric's Building Energy Usage Portal along with your Property IDs from Portfolio Manager.

Please refer to Orange & Rockland/Rockland Electric BEUP [User Guide](#) (section "Portfolio Manager Connection") for further details or complete the Customer Assistance Form available at: oru.com/contactus

The support page features:

Contact Us – lists the contact info for O&R/Rockland Electric Co.'s BEUP support team

Frequently Asked Questions – likely has the answer to your query without having to reach our center.

Portal Guides – a resource of considerable material covering BEUP, ESPM, and the entire benchmarking process, with links to a Quick Start Guide, Portfolio Manager Setup Guide, a Reports Guide, and more.

Additionally, here is another source of information:

[**ENERGY STAR Portfolio Manager How-to Guides**](#): this series covers in detail all the functionalities of Portfolio Manager.