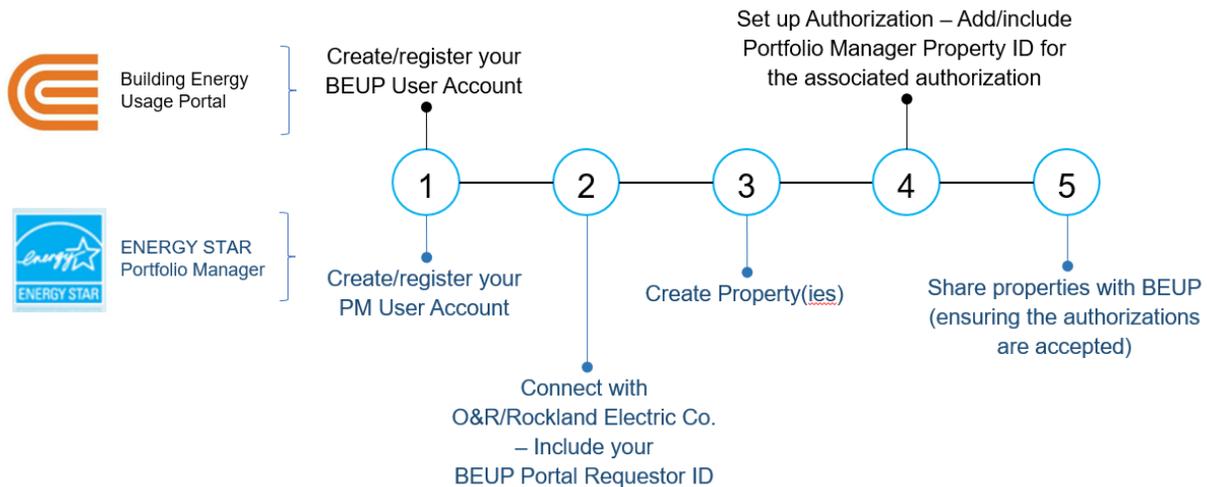


Building Energy Usage Portal (BEUP): Quick Start User Guide

O&R/Rockland Electric Company's **Building Energy Usage Portal (BEUP)** enables users to submit authorizations and have consumption automatically uploaded to ENERGY STAR® Portfolio Manager. This Quick Start Guide outlines the steps of the process.



1. Create or register new accounts at both the <https://BuildingEnergyUsage.oru.com> and [ENERGY STAR® Portfolio Manager](#) if this is your first time accessing either of these tools. Take note of your BEUP Requestor ID as you'll need it in the next step. If you already have user accounts, simply log in to both.
2. Connect your Portfolio Manager account with O&R/Rockland Electric Web Services as a contact (you can search by username for **OrangeRocklandBenchmarking**). You will need the Requestor ID associated with your BEUP account. If you previously connected your accounts, you don't have to do it again.
3. Set up your properties in ENERGY STAR® Portfolio Manager. Consult the '[How to Set up Your Property Guide](#)' for details.
4. Set up Authorizations by property. For each property, enter the Property ID number from Portfolio Manager. Doing this when submitting the Authorization will include the ID on all additional service addresses on the Authorization. If you are a third-party requestor, submit these authorizations for customer approval. Self-requestors are automatically approved.
5. Share your properties in Portfolio Manager with O&R/Rockland Electric Co. Make sure to do this after the Authorizations are accepted and approved.

At this point, consumption will automatically upload to Portfolio Manager.

For additional details on the process and steps above consult our full [User Guide](#), email benchmarking@oru.com, see oru.com/contactus, or complete the Customer Assistance Form available at: <https://www.oru.com/en/accounts-billing/contact-customer-assistance-form>.