



BUILDING ENERGY SAVINGS PROGRAM

Benchmarking Guide

For Buildings with Tenants
Who Are Responsible for Utility Bills



CITY OF MADISON
SUSTAINABILITY

February 2026

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Program Information

What is the Madison Building Energy Savings Program?

The Building Energy Savings Program is a building energy benchmarking and tune-ups program adopted by the City of Madison in 2023. This program helps large commercial building owners identify opportunities to increase energy efficiency, save money, and reduce the carbon footprint of their buildings, which currently account for 45% of community-wide greenhouse gas emissions.

Energy benchmarking involves assessing and analyzing a building's annual energy use. Energy benchmarking enables building owners and operators to understand current energy use patterns and track changes over time. Importantly, benchmarking does NOT require a building to meet a prescribed level of energy use.

A tune-up is a process of reviewing a building's existing energy systems, controls, and maintenance practices, and making minor adjustments and fixes as needed to bring them up to a good state of performance. More information on tune-ups is provided in a [separate guide](#).

Which buildings are required to benchmark?

All non-residential, commercial buildings of at least 25,000 square feet (sq. ft.) are required to benchmark annually. In mixed-use buildings, only the non-residential portion of a building counts toward the size threshold and is covered by the program.

Covered Buildings List

The Covered Buildings List on the [BESP Official Website](#) includes all buildings that must benchmark in the current calendar year. Please review the current list to verify your building's status.

When is the annual reporting deadline? What if I need more time?

The reporting deadline for benchmarking is June 30 each year. A submission is not considered complete until the building owner or manager reporting for that building receives a confirmation email that the building's benchmarking report has been received and accepted.

The City's primary goal is to work with building owners to make sure they can complete building energy benchmarking. Building owners may request extensions and exemptions if extenuating circumstances mean they need more time to complete the benchmarking process or if benchmarking is not feasible during the current reporting cycle.

A building owner may apply for extensions or exemptions by submitting a ticket on the [BESP Help Desk](#).

90-day Extensions

The City of Madison may grant a **90-day extension** during the current benchmarking year for the following reasons:

1. the building owner purchased the building within 180 days prior to the compliance deadline;
2. the building owner has encountered technical difficulties;
3. the building owner can demonstrate proof of financial hardship preventing completion of benchmarking; or
4. good cause is shown by the building owner, as determined by the Program Administrator.

Important Note: Extension requests must be made in writing to the BESP Help Desk prior to the June 30 deadline for submission. We can only offer one extension per reporting cycle.

1-year Exemptions

The City of Madison may grant an exemption from **one year of benchmarking** for the following reasons:

1. the building did not have a certificate of occupancy for the full year to be benchmarked;
2. the building was demolished or otherwise not receiving utility services for at least 30 days of the year to be benchmarked; or
3. fifty percent or more of non-residential floor area of the building was physically vacant and not leased during a consecutive 6-month period within the 12-months of the calendar year to be benchmarked.

Important Note: Exemptions must be requested in writing to the BESP Help Desk by no later than June 30 of the reporting year.

Support available through the Help Desk

A free Help Desk service is available to help you complete your submission to the Building Energy Savings Program. Visit the [BESP Help Desk website](#) for more information.

Knowledge Base

The Knowledge Base contains articles and resources about:

- the Building Energy Savings Program requirements,
- how to set up your building in ENERGY STAR Portfolio Manager, and
- how to submit your building data to the Building Energy Savings Program using the Building Owner Portal.

Ticket Forms

Ticket forms help you get in touch with the Help Desk support team. When you submit a ticket, choose the topic that best describes the support you need:

- ask a question (general information),
- help using ENERGY STAR Portfolio Manager,
- help using the Building Owner Portal,
- request a 90-day deadline extension for benchmarking,
- request a 1-year exemption from benchmarking, or
- report a bug or malfunction on the Building Owner Portal or Help Desk.

You can also reach the Help Desk by sending an email to madison-support@opentech.eco.

Online training sessions

Training sessions are scheduled leading up to the benchmarking deadline and held in an online webinar format. Check the [BESP Official Website](#) for more information on the training schedule.

Benchmarking How-To Guide

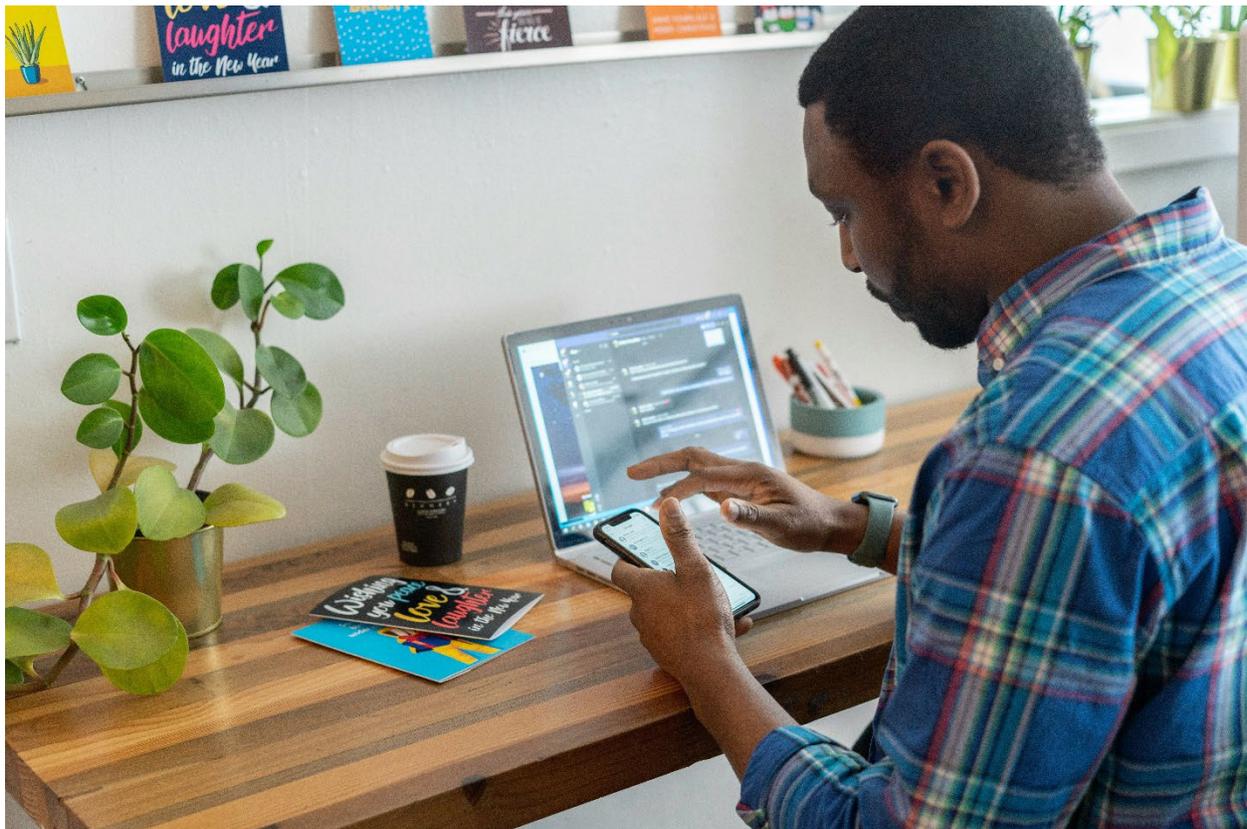
Getting Started

The following instructions outline the required steps for setting up energy benchmarking for buildings where tenants are responsible for either all or a portion of utility bills for the building. If you own a building that is owner-occupied or where the owner is responsible for all of the utility bills, please refer to the [Benchmarking Guide for Owner-Occupied Buildings or Buildings Where Owners are Responsible for Utility Bills](#).



If you benchmarked your building last year and set up automatic data uploads through MG&E, you can skip ahead to [Part 3 – Submit Your Building Using the Building Owner Portal](#).

All steps of the benchmarking process can be completed from your computer. First, check the Covered Buildings List on the [BESP website](#) and find your building’s **Madison Building ID**. You will need your building’s Madison Building ID to submit your building’s data. The Covered Buildings List is updated annually, so please review the newest list to verify your building’s status.



Next, make sure you have the following information about your building on hand:

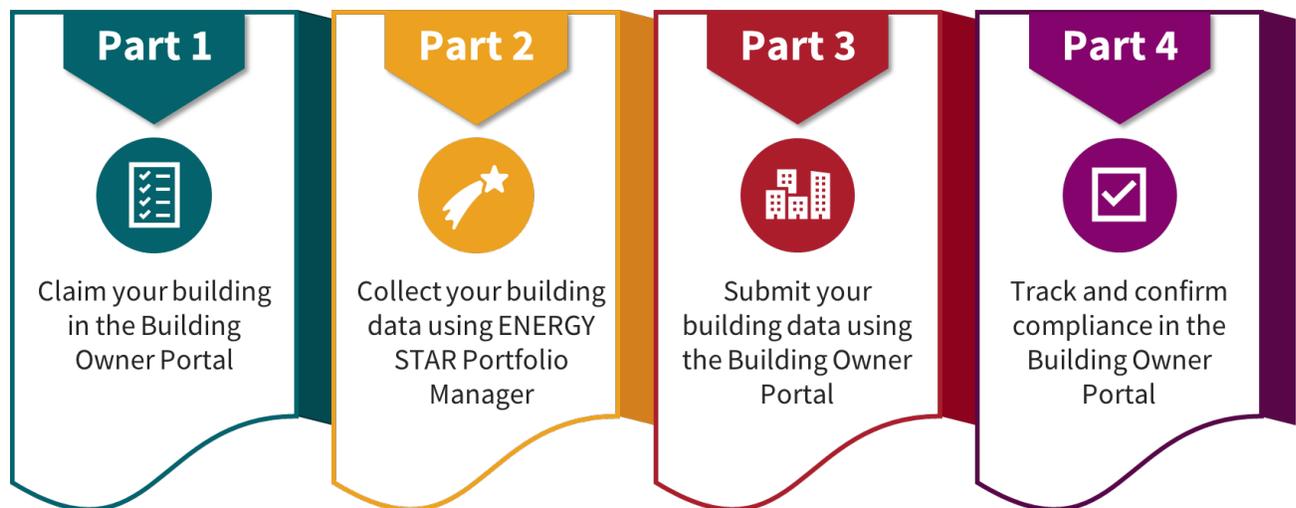
- Building name and address
- Access to the 12-months of your building’s energy bills for the year being benchmarked - either through Madison Gas and Electric or Alliant. Online log-in information is preferred. This guide will detail the steps you will need to take to receive tenant consent for access to your building’s utility data if you do not already have it.
- Total Gross Floor Area (sq. ft.) of the building (included on the Covered Buildings List)
- Building use(s)
- Year Built
- Occupancy (exact or estimate %)
- Number of Buildings (if applicable)

Additional data may be needed based on the selected building type. This information will be collected in ENERGY STAR Portfolio Manager before you can submit your data through the Building Owner Portal.

Navigating this guide

This guidance will walk you through the four parts of the benchmarking process. Each part uses a specific tool. Each part is color coded and labeled along the left side of the page to make it easy for you to know which step you are on.

You can use the Table of Contents and Navigation Pane to jump between sections and steps within sections. We also provide links to all steps at the beginning of each section so you can easily move within a section.





Claim your building
in the Building
Owner Portal

PART 1. Claim your building in the Building Owner Portal

Part 1 walks you through the steps of creating an account in the Building Owner Portal and claiming your building. The Building Owner Portal is where you must submit your energy use data, year after year, and track your submission status as it gets reviewed. It's also where you can access your buildings' scorecards once they are ready. This part has two steps:

[STEP 1. Create a Building Owner Portal account](#)

[STEP 2. Claim your building](#)

STEP 1. Create a Building Owner Portal account

To create an account visit the [Building Owner Portal](#) and click on 'Register.'

On the registration page, enter your contact information, choose and confirm a password, and click on 'Register.' You will receive an email from "no-reply@opentech.eco" asking you to confirm your registration.

Helpful hint: If you have not received an email – check your Junk or Spam folder. If you have still not received one within 15 minutes, please reach out to our [Help Desk](#).


Welcome back
to the Building Owner Portal

Email

Password

Remember me [Forgot Password?](#)

New user? [Register](#)

English ▾


grid
by open

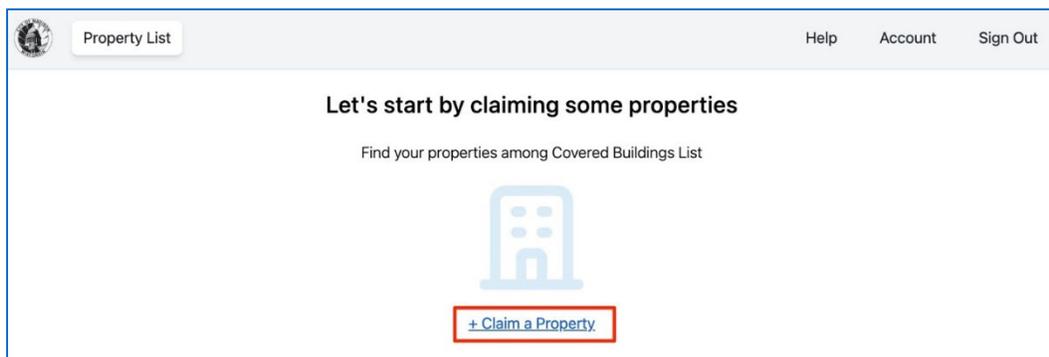


Claim your building
in the Building
Owner Portal

STEP 2. Claim your building

To complete benchmarking for a building, you must first ‘claim’ the building in the Building Owner Portal. By claiming a building, you become the building’s main point of contact (‘data contact’) responsible for submitting the building’s benchmarking information to the BESP from that point forward. The primary data contact can be changed easily any time by un-claiming the building in the Building Owner Portal or by submitting a [Help Desk Ticket](#).

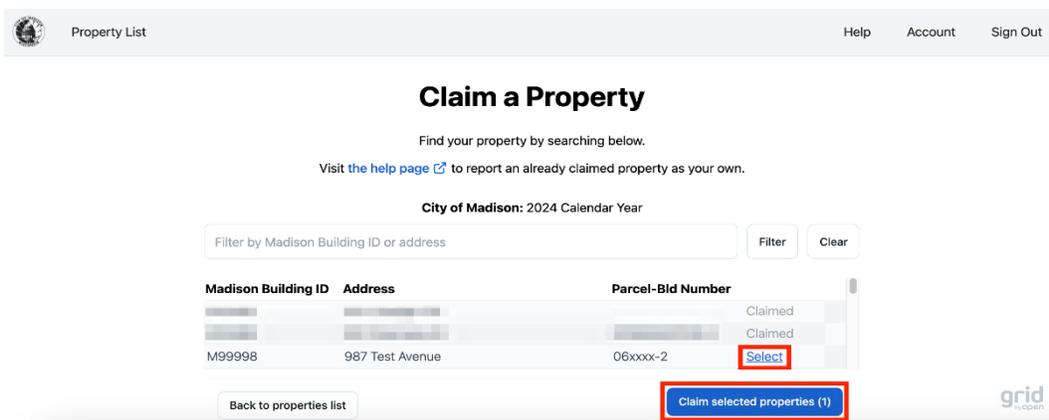
STEP 2.1 - After logging in to the [Building Owner Portal](#), click on ‘Claim a Building.’



STEP 2.2 - Search for your building using the address or Madison Building ID.

Helpful hint: If you cannot find a building in the Building Owner Portal, it may not be required to benchmark, or it may be missing in error. Double check the [Covered Buildings List](#). If you still do not see your building, please contact us for more information by submitting an ‘Ask a Question’ Ticket on the [Help Desk](#).

STEP 2.3 - Claim your building by clicking on ‘Select’ and then the ‘Claim selected properties’ button. If you are submitting for multiple buildings, repeat steps 2.1 & 2.2 until you have claimed all your buildings.





Enter building data
into ENERGY STAR
Portfolio Manager

PART 2. Enter building data into ENERGY STAR Portfolio Manager (ESPM)

Part 2 walks you through the five steps of setting up your building in ENERGY STAR Portfolio Manager. This part has five steps:

[STEP 1. Create an ENERGY STAR Portfolio Manager \(ESPM\) account](#)

[STEP 2. Add and set up your building](#)

[STEP 3. Add energy use information \(energy meters and monthly data\)](#)

[STEP 4. Use the Data Quality Checker to find and correct any errors](#)

[STEP 5. Share your building with the City of Madison](#)



If your building already exists in ESPM and contains all of the building's energy data for the year, you can skip ahead to [Part 3 – Submit your building using the Building Owner Portal](#) on page 37.

STEP 1. Create an ENERGY STAR Portfolio Manager (ESPM) account

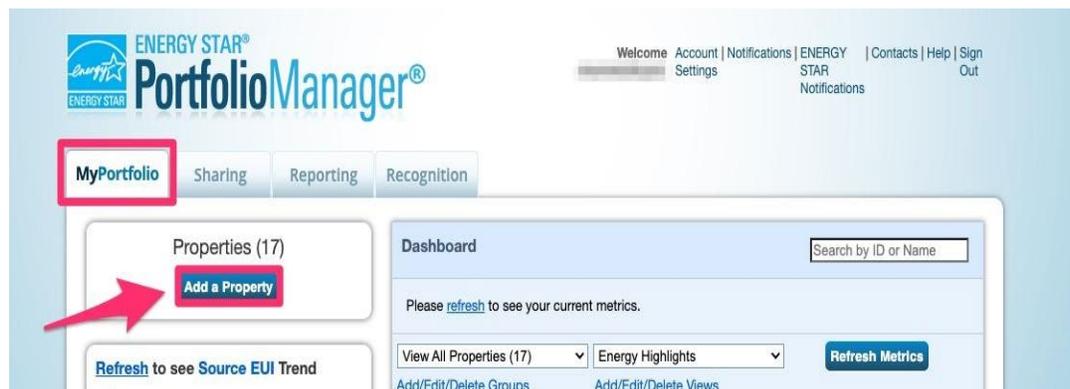
If you do not have an ESPM account, visit the [ENERGY STAR Portfolio Manager website](#), and click 'Create a New Account.' Fill out the required information, and then click 'Create my Account.' Make sure to select Conventional units (kBtu/ft²) and to confirm that your username is searchable to other users.

Helpful hint: Make sure to keep a record of your username, because it cannot be recovered. The username also cannot be changed after it has been created.

You will receive an email to verify your account. Once you have completed the verification, you are ready to start using ESPM.

STEP 2. Add and set up your building

STEP 2.1 – Log in to ESPM with your new account, and click the 'Add a Property' button on the upper left of the MyPortfolio tab.





Enter building data
into ENERGY STAR
Portfolio Manager

STEP 2.2 – Enter information about your building, including:

- Building type (Use the building type that reflects the majority of your building)
- Number of buildings (Partial building, Single building, or Multiple buildings)
- Construction Status ('Existing')

After adding this information, click 'Get Started!'

ENERGY STAR® Portfolio Manager®

Welcome Account | Notifications **0** | ENERGY STAR | Settings | Notifications | Contacts | Help | Sign Out

Set up a Property: Let's Get Started!

Properties come in all shapes and sizes, from a leased space in a large office building, to a K-12 school with a pool, to a large medical complex with lots of buildings. Since there are so many choices, Portfolio Manager can walk you through getting your property up and running. When you're done, you'll be ready to start monitoring your energy usage and pursue recognition!

Your Property Type

We'll get into the details later. For now, overall, what main purpose does your property serve?

Select a property type

[Learn more about Property Types.](#)

Your Property's Buildings

How many physical buildings do you consider part of your property?

None: My property is part of a building (e.g., a Tenant Space)

One: My property is a single building

More than One: My property includes multiple buildings ([Campus Guidance](#))

How many?

Your Property's Construction Status

Is your property already built or are you entering this property as a construction project that has not yet been completed?

Existing: My property is built, occupied and/or being used. I will be using Portfolio Manager to track energy/water consumption and, perhaps, pursue recognition.

Design Project: My property is in the conceptual design phase (pre-construction); I will be using Portfolio Manager to evaluate the energy efficiency of the design project.

Test Property: This is not a real property. I am entering it to test features, or for other purposes such as training.

Tip

To set up a property, you'll need information such as **gross floor area** and **operating hours**.

Tip

Not sure what kind of property you are? Because we focus on whole building benchmarking, you want to select the property type that best reflects the activity in the majority of your building. Don't worry if you have other tenants with different business types, just select the main activity.

Test Properties

You may want to enter a property into Portfolio Manager that isn't actually a "real" property, either to familiarize yourself with features or maybe to train other people. By telling us this a "Test" property, we can give the option of including this property in your portfolio-level metrics, charts and table or not, depending what your needs are. This can be configured on your [Account Settings](#).

Get Started! [Cancel](#)



Enter building data into ENERGY STAR Portfolio Manager

STEP 2.3 - Add basic building information in all required fields with a red star (*), including: Building name, Country, Address, City/Municipality, State, Zip code, Year built, Gross Floor Area (GFA) in square feet, and Occupancy. Please refer to this [guide on reporting GFA from ESPM](#) and [this guide on how to report parking from ESPM](#).



[Welcome](#) | [Account Settings](#) | [Notifications](#) | [ENERGY STAR Notifications](#) | [Contacts](#) | [Help](#) | [Sign Out](#)

Set Up a Property: Basic Property Information

Tell us a little bit more about your property, including a name that you will use to look up your property and its address.

About Your Property

Name: *

Country: * --- Select ---

Street Address: *

City/Municipality: *

County:

State/Province: * --- Select ---

Postal Code: *

Year Built: *

Gross Floor Area: * Sq. Ft. Temporary Value

Gross Floor Area (GFA) is the total property floor area, measured from the principal exterior surfaces of the building(s). **Do not include parking.** [Details on what to include.](#)

Irrigated Area: Sq. Ft.

Occupancy: * Select %

Property Photo (optional): No file chosen
Select an image file on your computer with the format type of .jpg, .jpeg, .png or .gif; photos will be resized to fit a space of 2.78 inches wide x 2 inches tall.

Tip

The name you choose for your property does not have to be unique. But, it may make it easier for you to work with properties in your portfolio if you do not use the same (or similar) names.

Tip

The property photo that you upload here can be used on the [Registry of ENERGY STAR Qualified Buildings](#) if you submit the photo with your application for ENERGY STAR certification. Once a photo has been approved with an application, it cannot be changed until the next time that the property receives ENERGY STAR certification.



Enter building data
into ENERGY STAR
Portfolio Manager

STEP 2.4 - Add your building's **Madison Building ID (MBID)** to your building in ESPM in the 'Standard IDs' section. This important step enables the proper submission and tracking of your building by the BESP.

- Continuing from the previous step, scroll down to find the field 'Standard ID - City/ Town' and select 'Madison, WI Building ID.'
- In the 'Standard ID - City/Town' field, add the Madison Building ID number for your building which was assigned to you by the City of Madison. You can find your Madison Building ID on the [Covered Buildings List](#) or when you have claimed your building in the Building Owner Portal (See [PART 1 - b "Claim your building"](#) on page 7).
- After adding this information, click 'Continue.'

Standard IDs

Standard IDs are typically used in data collection, including by most state and local governments with benchmarking laws. If your property is covered by a benchmarking law, you probably need to fill this in. See [this FAQ](#) if you need help finding your Standard ID.

Standard ID - City/Town: ID:

Standard ID - County/District: ID:

Standard ID - State/Province: ID:

Standard ID - Other: ID: [+ Add Another](#)

Do any of these apply?

My property's energy consumption includes [parking areas](#)

[Back](#) [Continue](#) [Cancel](#)

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Enter building data into ENERGY STAR Portfolio Manager

STEP 2.5 - Complete your building set-up by entering information about how the building is used in the required fields with a red star (*).

- Add the Gross Floor Area (in square feet) for each building use. The total square footage of your combined building uses should match the square footage of your building that you entered in Step 2.3.
- If your building has multiple building uses (for example Office and Retail), you can add the additional building uses here. Please use the minimum number of building uses possible as suggested by the [ESPM guidance](#).
- Click 'Add Property.'

Helpful hint: Weekly Operating Hours, Number of Workers on Main Shift and Number of Computers are not required for the BESP. These fields are used to calculate the building’s ENERGY STAR Score, which is useful for building owners and managers but not required for compliance with the BESP.

Add Another Type of Use

Building Use / Edit Name

Other - Public Services refers to buildings used by public-sector organizations to provide public services other than those described in the available property uses in Portfolio Manager (i.e. services other than offices, courthouses, drinking water treatment and distribution plants, fire stations, libraries, mailing centers or post offices, police stations, prisons or incarceration facilities, social or meeting halls, transportation terminals or stations, or wastewater treatment plants).

Gross Floor Area should include all space within the building(s), including but not limited to administrative space, kitchens used by staff, lobbies, waiting areas, cafeterias, stairways, atriums, elevator shafts, landscaping sheds, and storage areas.

Property Use Detail	Value	Current As Of	Temporary Value
Gross Floor Area	* 100,000 <input type="text"/> Sq. Ft. <input type="text"/>	1/1/1955 <input type="text"/>	<input type="checkbox"/>
Weekly Operating Hours	<input type="text"/>	1/1/1955 <input type="text"/>	<input type="checkbox"/>
Number of Workers on Main Shift	<input type="text"/>	1/1/1955 <input type="text"/>	<input type="checkbox"/>
Number of Computers	<input type="text"/>	1/1/1955 <input type="text"/>	<input type="checkbox"/>



Enter building data
into ENERGY STAR
Portfolio Manager

STEP 3. Add energy use information

This step describes how to add energy meters and monthly usage information. There are two options depending on your electricity and natural gas service provider and whether you'd like to manually enter use data or opt into automatic data upload.

Choose the option of Step 3 that best suits your needs and click the link below or scroll down for instructions.

[STEP 3 Option A. Madison Gas and Electric automatic data exchange.](#)

[STEP 3 Option B. Manually enter energy use.](#) *If Alliant Energy provides electricity or natural gas service to your building, you need to follow these instructions.*



As a building owner or representative, you are responsible for reporting energy use for the whole building, including tenant spaces and common areas. If you have do not have tenants in your building or as an owner are responsible for all of your utility bills, please stop and switch to the [Benchmarking Guide for Owner-Occupied Buildings or Buildings Where Owners are Responsible for Utility Bills](#).

STEP 3 Option A. Madison Gas and Electric automatic data exchange

Madison Gas and Electric (MG&E) Business Customers should use the MyMeter tool to upload energy use information for their building(s) to ESPM. This will automatically create meters and add monthly energy data to ESPM for their building(s) from MyMeter and will allow for seamless updating each year. Please contact business@mge.com for any additional assistance.



If you would like to enter data manually, skip ahead to [STEP 3 Version B Manually enter energy use](#) on page 21.



Enter building data into ENERGY STAR Portfolio Manager

STEP 3A.1 - Request tenant consent for utility data sharing. There are two different paths for requesting tenant access, which depend on whether you already have an MGE Account Log In:

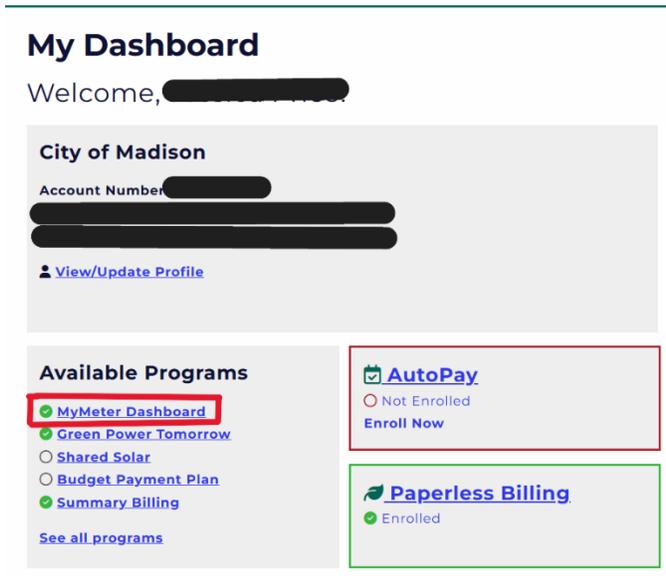
[PATH 1: If you have an MGE Account log in](#)

[PATH 2: If you do not have an MGE Account log in](#)

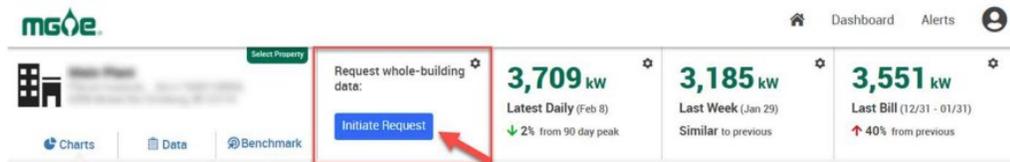
PATH 1: If you have an MGE Account log in:

- Visit mge.com/myaccount to log in. The ‘MyMeter Dashboard’ link will be available under ‘Programs’ in the bottom-left box, or under the ‘My Account’ navigation.

Helpful hint: Start by opening MGE’s MyMeter tool and Energy Star Portfolio Manager in two separate tabs in your web browser. This will make it easier to switch between these web pages to complete this step.



- Request access to your tenant’s meter data. Click on the ‘Initiate Request’ button from the ‘Request whole building data’ button in the portal





Enter building data into ENERGY STAR Portfolio Manager

- 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 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.

The screenshot shows a web form titled "Request whole-building data access:". The form includes a "Building Name" input field at the top. Below it is a block of instructions: "INSTRUCTIONS: Initiate access to whole building data by assigning your building name above and completing the form below. Click on each service address to add to the building definition and confirm service location count. Remove a service address from the building definition by clicking on the red trash icon. View service location details by clicking on the arrow icon to right of selected service address. Limit service address options by typing in the 'Search' field. Once form is complete, click Submit button at bottom of form to complete request. Contact benchmarkingsupport@mge.com for assistance in identifying missing service locations." Below the instructions are two tabs: "My Account Locations:" and "Add Other Locations:". The "Add Other Locations:" tab is active. Under this tab, there is a search input field and a list of service addresses. Two addresses, "Mckee Rd 53719", are highlighted with red boxes. To the right of the search field is a text input field labeled "Service locations comprising target building:". Below the list of addresses is a summary box titled "Service locations comprising target building:" which displays "Total count of locations: 27". Below this summary, there is a red trash icon, a blurred address, and the text "- 27 locations", followed by a blue dropdown arrow icon.

Part 2



Enter building data
into ENERGY STAR
Portfolio Manager

- Confirm the expected number of meters at the building

Helpful hint: In some multi-tenant buildings, a meter will be shown for each individual unit or meter at a building. 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?

Service locations comprising target building:

Total count of locations: 115

1000 University Ave 10700 - 115 locations

- 1000 University Ave Apt 200
- 1000 University Ave Apt 201
- 1000 University Ave Apt 202
- 1000 University Ave Apt 203
- 1000 University Ave Apt 204
- 1000 University Ave Apt 205
- 1000 University Ave Apt 206

- Click 'Submit' to complete the whole building data access request.

By clicking 'Submit' below, I attest that:

I am requesting whole-building data for a building comprising the above address(es).

My relationship to this building is:

Owner

Employer/Organization

Title

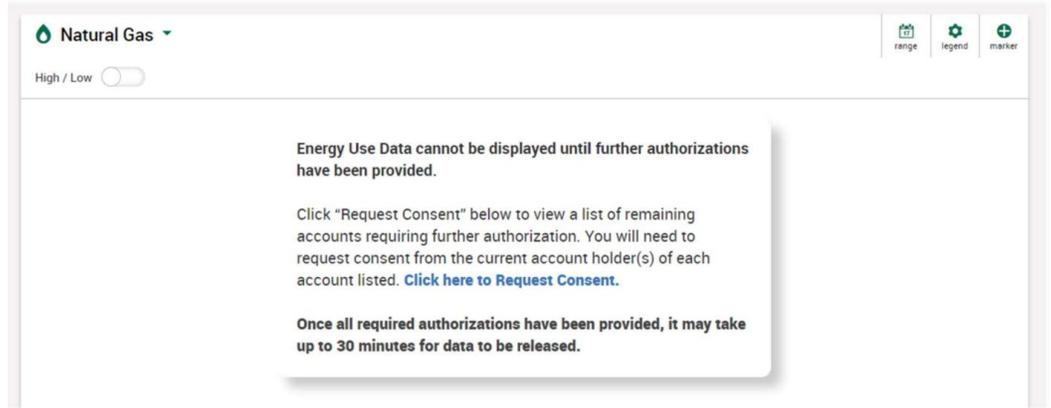
All information currently contained in my account profile is true and accurate.

Submit

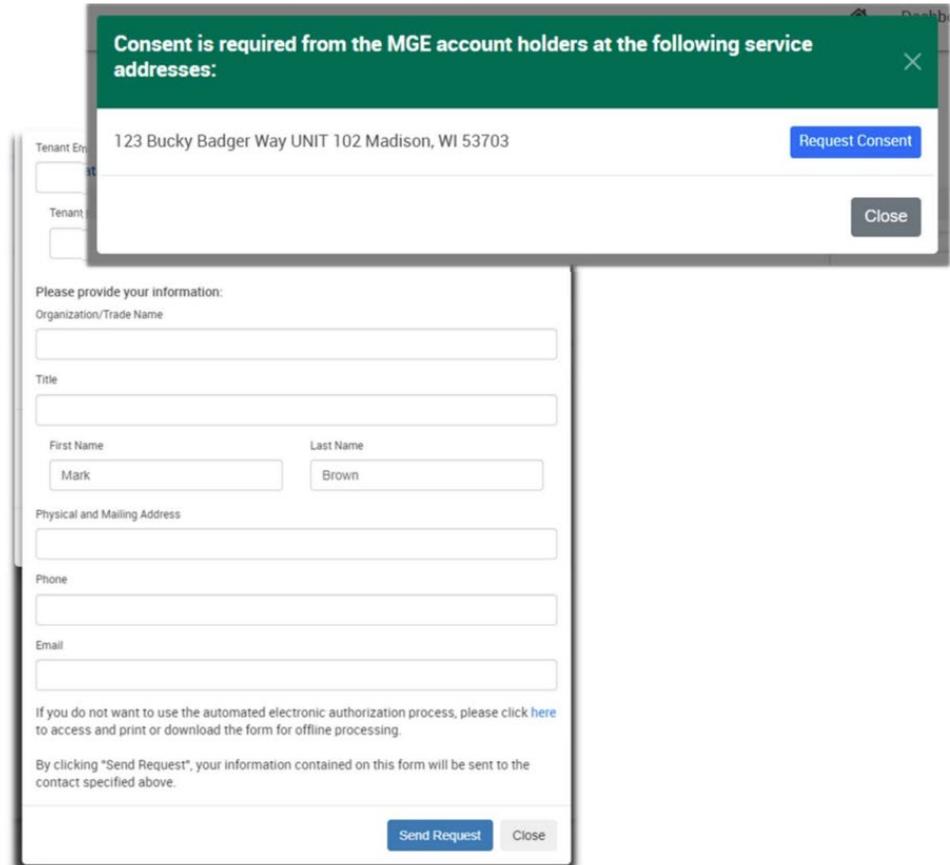


Enter building data into ENERGY STAR Portfolio Manager

- Request additional account holder consent to aggregate whole-building energy use data. You will see the message “Energy Use Data cannot be displayed until further authorizations have been provided” if further authorization is required. To make applicable requests, click ‘Click here to Request Consent’ and follow the instructions on the screen.



- Complete and send requests to all account holders required to provide access to aggregated whole-building data. You will need the Tenants' Name, email address, phone and physical address to send the request

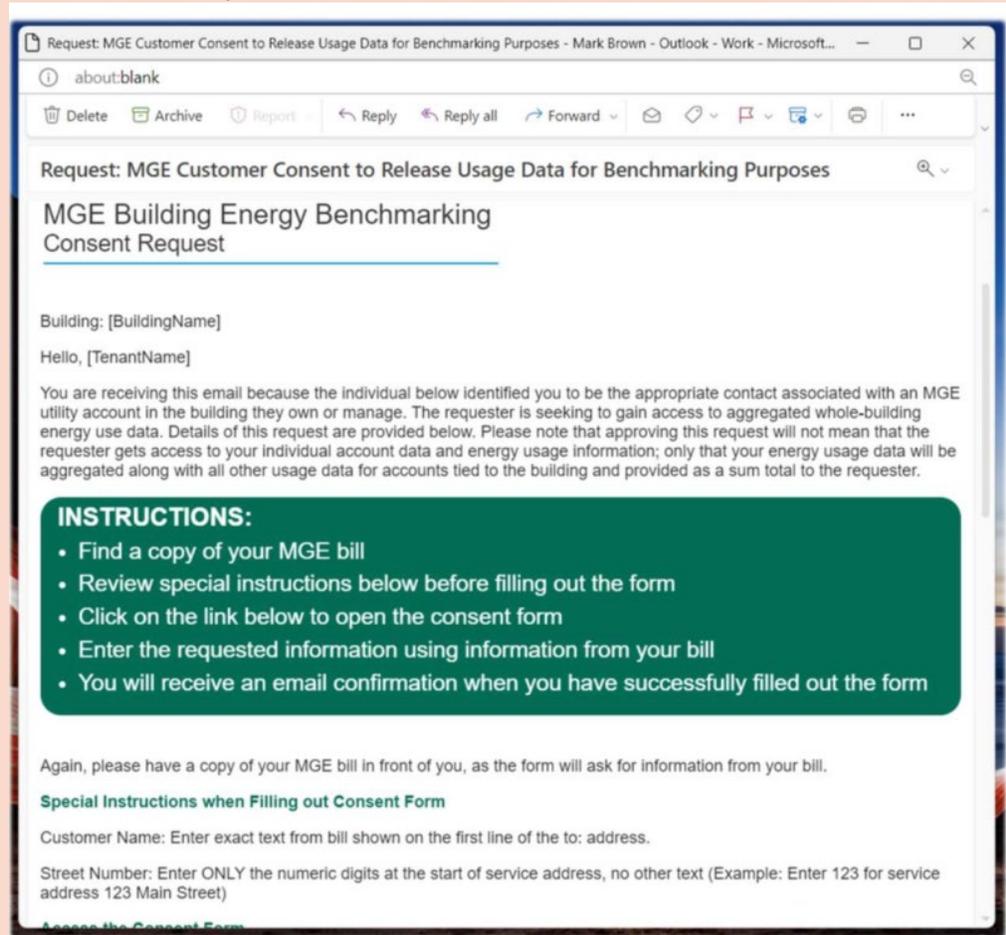




Enter building data
into ENERGY STAR
Portfolio Manager

- Once you have filled out the form above, account holders will receive a consent request email.

Helpful hint: Email generated by the MyMeter Dashboard may be flagged as Spam; you should follow-up with your tenants to ensure the Consent Request was received. The email will look like this:



If you have any questions related to the account holder authorization request process, please contact an MGE team member at business@mge.com.

If your tenants do not respond to your request via MyMeter, an alternative option is to complete the [Customer Authorization for Release of Information](#). Please email the completed authorization forms to Business@mge.com.



Enter building data
into ENERGY STAR
Portfolio Manager

You can view the status of your requests at any time in MyMeter by clicking on the 'Click here to request consent button'. You will see a screen like the below that notes the status in the 'Status' column.

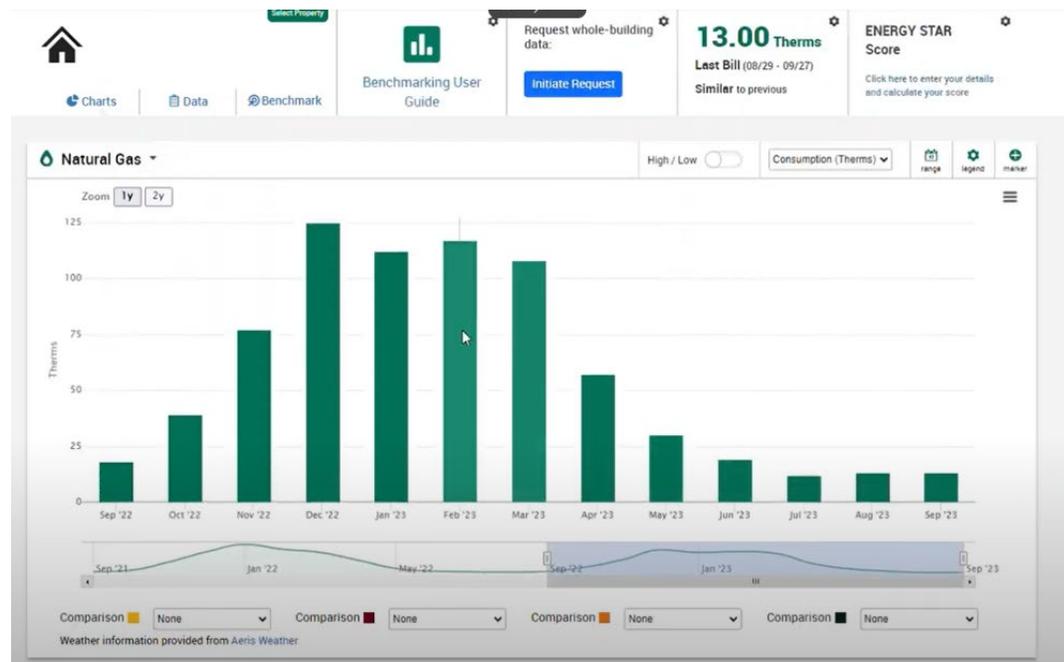
Consent is required from the MGE account holders at the following service addresses:

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 email us at business@mge.com to request assistance with identifying the tenant(s) from whom consent is required. For better assistance, please include the service address(es) shown below in the body of your email.

Address	Status	Request Consent
123 Bucky Way Suite 100 , Madison, WI, 53701	No Request Sent	Request
123 Bucky Way Suite 200 , Madison, WI, 53701	No Request Sent	Request
100 Badger Ln , Madison, WI, 53701	No Request Sent	Request

[Close](#)

If all tenant consent requests have been received, you will no longer see the pop-up that says, 'Energy data cannot be displayed until further authorizations are provided' and will instead see energy data. At this point, you are ready to benchmark!



PATH 2: If you do not have an MGE Account Log In:

- 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 building data
into ENERGY STAR
Portfolio Manager

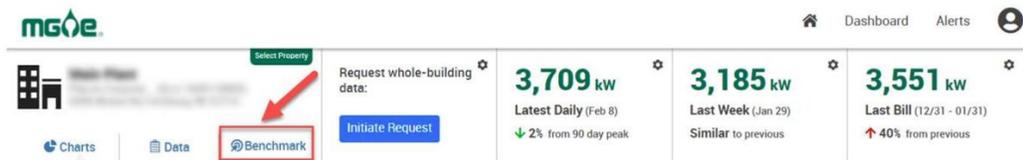
- Enter street number/name to display available service location groups
- Click each relevant service address that comprises the building, from the “My Service Addresses” list and confirm unit count details.
- Use the “Add Other Locations” tab to search for and select service addresses where you do not 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.

- Once you have filled out this form, MGE will confirm the information entered and authorize you as a third-party requestor for an MGE Account. Once you have an account, please follow the [PATH 1](#) steps above starting on page 15.

STEP 3A.2 - Automate data transfer to the existing ESPM account.

- Click on ‘Benchmark’ below the building tab.



- The next page will help you link to your existing ESPM account. Since your building is already set up in ESPM, select ‘Yes, I want to transfer data to an existing property in my ENERGY STAR account.’

ENERGY STAR

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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 do not have an ENERGY STAR Portfolio Manager account and want to manage benchmarking here. In the case that I have included a Madison, WI Building ID at right, I authorize Madison Gas and Electric to share my property's benchmarking metrics for the purposes of compliance with the City of Madison's code requirements as part of the Building Energy Savings Program (BESP).

If you select ‘No,’ you can find further instructions for characterizing your building beginning on page 20 of [MGE Benchmarking User Guide](#).



Enter building data into ENERGY STAR Portfolio Manager

STEP 3A.3 - Share energy data with ESPM.

- Click the ‘Request Connection’ button. This will open ESPM in a new tab on your web browser.

Helpful hint: If you are not currently logged in to ESPM, you may be prompted to enter your username and password before you are transferred to the Contact Connection page.

ENERGY STAR

ENERGY STAR® PortfolioManager®

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 do not have an ENERGY STAR Portfolio Manager account and want to manage benchmarking here. In the case that I have included a Madison, WI Building ID at right, I authorize Madison Gas and Electric to share my property's benchmarking metrics for the purposes of compliance with the City of Madison's code requirements as part of the Building Energy Savings Program (BESP).

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 Madison Gas and Electric web services account. **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

- In ESPM, click ‘Send Connection Request.’

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Welcome Account | Notifications | ENERGY STAR | Contacts | Help | Sign Out

Settings Notifications

Send a Connection Request to [CityofMadison CityofMadison](#) to Begin Exchanging Data

[CityofMadison CityofMadison](#) requires the following information in order to exchange data with your property(ies). If you have any questions about how to complete this information, please contact [CityofMadison CityofMadison](#). Once your connection request has been accepted, you can share individual properties and/or meters with them to get started exchanging data.

Terms of Use: None Provided

Send Connection Request Cancel

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Enter building data
into ENERGY STAR
Portfolio Manager

- 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.

ENERGY STAR Markers Energy Challenge

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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 Madison Gas and Electric 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

- Initiate sharing by clicking on the 'Initiate Sharing' button. This will open a new ESPM tab in your browser.

[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



Enter building data into ENERGY STAR Portfolio Manager

Select the following options on the ESPM Initiate Sharing Page:

- In the Web Services Provider (Account) drop down, select MGE – Madison Gas and Electric Company.
- Select property(ies) to share.
- In the Choose Permissions options, select ‘Bulk Sharing (Simple Option)’ and ‘Exchange Data Full Access.’
- Click ‘Authorize Exchange.’



Select Web Services Provider (Account)

Which web services provider (account) do you want to share these properties with in order to exchange data? You can share multiple properties at once with a single provider.

Select web services provider from my contacts book:

MGE - Madison Gas and Electric Comp ▼



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.

Select Properties

Selected Properties: 1



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

Helpful hint: Make sure you have selected “MGE – Madison Gas and Electric Company” in the dropdown in the Select Web Services Provider Account.

- Link ESPM Property ID to MyMeter property.
 - In ESPM, click on the ‘MyPortfolio’ tab to view your ESPM building list.



Part 2



Enter building data
into ENERGY STAR
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- Find and copy the Property ID for the ESPM property you are trying to link to your MyMeter property.

Name	Energy Current Date	ENERGY STAR Score	Site EUI (kBtu/ft ²)	Source EUI (kBtu/ft ²)
Sample K-12 School (US) 17710886				
Sample Library (US) 17710884				

- Return to the MyMeter Dashboard tab in your browser and toggle the 'Link with Property ID' slider control.

2. Click the button below to have your ENERGY STAR Contact connection request accepted

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

4. Toggle control below to enter your ENERGY STAR Property ID and initiate meter data transfer

Link with Property ID

- Enter your building's ESPM Property ID and click 'Submit.'

Establish Automated Benchmarking ✕

Property Id :

- Confirm your property's information and click 'Yes.'

ENERGY STAR Portfolio Manager ✕

Property Id: [REDACTED]

Property Name: [REDACTED]

Address: [REDACTED]

Primary Function: Office

Is this your property?



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- Confirm the meter data to be transferred and click 'Submit' to initiate data transfer process.

Please Confirm

Upon clicking 'Submit' below, records for all available historical usage data will be created under the following new meter(s):

New Meter Name	Service Type	Start Date	End Date

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

STEP 3 Option B. Manually add energy use

Alliant Energy customers will need to add their building's energy use manually in ESPM.

STEP 3B.1 – Request tenant consent for utility data sharing. To obtain tenant data as an Alliant customer, you will need to fill out and submit the form "[Authorization to Release Information](#)" or provide a Letter of Authorization to allow Alliant to release the aggregated energy use data as a spreadsheet. Tenant authorization is required for the information to be released, so please allow for extra time.

Please contact businesscenter@alliantenergy.com or visit the [Business Resource Center](#) for additional information.

STEP 3B.2 – Once you have received the data, select your building from the MyPortfolio tab and click on the Energy tab. Click the 'Add a Meter' button.

The screenshot shows the ENERGY STAR Portfolio Manager interface for a building named 'Madison building'. The 'MyPortfolio' tab is selected, and the 'Energy' sub-tab is active. A red box highlights the 'Add a Meter' button in the bottom right corner. The interface also shows a 'Weather Normalized Source EUI (GJ/m²)' section with 'Current' and 'Baseline' values both set to 'N/A'. A red arrow points to the 'Add a Meter' button.



Enter building data into ENERGY STAR Portfolio Manager

STEP 3B.3 - Select the type(s) of meter(s) (Electric or Gas, etc.), the energy source (purchased from the grid or generated onsite) and enter the number of meters for each energy type. After adding this information, click 'Get Started.'

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Welcome Account | Notifications | ENERGY STAR | Settings | Notifications | Contacts | Help | Sign Out

Get Started Setting Up Meters for Madison building

There are five ways to enter meter data. First, you can enter manually, starting below. Second, you can set up your meters below, then upload a specially formatted spreadsheet with just your bill data. Third, for advanced users, you can use our upload tool that allows you to set up all of your meters and enter bill data. Fourth, you can [hire a company to update your data electronically](#). And finally, you can see if your [utility offers the service to update your energy data automatically](#).

Sources of Your Property's Energy

What kind of energy do you want to track? Please select all that apply.

- Electric
 - purchased from the grid
 - How Many Meters?
 - generated from onsite solar panels
 - generated from onsite wind turbines
- Natural Gas
 - How Many Meters?

i Tracking Energy

To track your energy, create an energy meter for each source of energy from a utility, a neighboring building, or an onsite solar or wind panel. If you purchase a raw fuel (e.g. gas) and produce your own fuel (e.g., electricity or chilled water), you only need a meter for the fuel you purchased (e.g. gas), and not for the fuel you produce.

Get Started! [Cancel](#)

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Enter building data into ENERGY STAR Portfolio Manager

STEP 3B.4 - Click the white rectangle below ‘Date Meter became Active’ to start adding the required information about your meters:

- Meter name (can include type of meter and account number for easy identification)
- Meter type (Electric, Gas or other)
- Units (ex. Electric meter units = kWh; Gas meter units = kBtu - please confirm with your utility provider)
- Date meter became active (if unknown, add the year your building was built)

After adding this information, click ‘Create Meter(s).’

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About Your Meters for Madison building

Enter the information below about your new meters. The meter's **Units** and **Date Meter became Active** are required. You can also change the meter's name.

1 Energy Meter for Madison building (click table to edit)

<input type="checkbox"/>	Meter Name	Type	Other Type	Units	Date Meter became Active	In Use?	Date Meter became Inactive	Enter as Delivery?	Custom Meter ID 1 Name
<input type="checkbox"/>	Electric Grid Meter	Electric - Grid				<input checked="" type="checkbox"/>		<input type="checkbox"/>	

[X Delete Selected Entries](#)
[+ Add Another Entry](#)



Enter building data
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Portfolio Manager

STEP 3B.5 - Once you have created your meter(s), you are now ready to add monthly energy use information. There are two options to add monthly energy data manually to your meter in ESPM:

OPTION 1. Add monthly data manually based on your monthly energy bill(s)

Click 'add entry' and add the required information for each month, then click 'Save Bills.'

OPTION 2. Add monthly data in bulk from an excel spreadsheet.

Download the single-meter spreadsheet, add the required information and upload the spreadsheet to 'Upload data in bulk for this meter.' Alliant Energy's Business Center will provide building data reports from your tenants utility bill data which can be used to populate the single-meter spreadsheet. Please contact businesscenter@alliantenergy.com or visit the [Business Resource Center](#) for additional information.

Click 'Continue' to move on to the final step of setting up your meters.

Helpful hint: You are not required to enter monthly data immediately to finish setting up your meters.

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Your Meter Entries for Madison building

Now we need actual energy consumption information in order to start providing you with your metrics and, possibly, your score!

2 Energy Meter(s) for Madison building

▼ Electric Grid Meter

Start Date	End Date	Usage kWh (thousand Watt-hours)	Total Cost (\$)	Estimation	Green Power	Demand (kW)	Demand Cost (\$)
<p>Click to add an entry OPTION 1</p> <p> Delete Selected Entries Add Another Entry Learn how to copy/paste </p> <p>Upload data in bulk for this meter: OPTION 2</p> <p>Use this single-meter spreadsheet to:</p> <ul style="list-style-type: none"> Upload the completed file below Copy and Paste the data into the table above <p>Choose File No file chosen Upload</p>							

► Natural Gas

Continue Cancel



Enter building data
into ENERGY STAR
Portfolio Manager

STEP 3B.6 - Select which meters to include for your building and confirm if these meters represent the total energy usage of your building or only represent the partial energy usage of the building.

When you have completed this step, click 'Apply Selections.'

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MyPortfolio | Sharing | Reporting | Recognition

Your meter entries have been added to your meters!

Select Meters to Include in Metrics

Tell us which meters to include when calculating the metrics for Madison building so that we can provide you with the most accurate metrics possible.

Summary

2

Meters representing the total energy consumption for Madison building (a single building).

About Sub-meters

If you have sub-meters to measure energy or water consumption for a specific purpose, and you also have a master meter (which measures total consumption), counting both of those meters would double count your consumption and skew your metrics (e.g., artificially increase your Site Energy Use Intensity). [Learn More about configuring meters for performance metrics.](#)

Energy Meters

Select all meters to be included in your metrics. (Hint: Most meters should be included unless they are [sub-meters](#).)

<input type="checkbox"/>	Name Meter ID	Type
<input checked="" type="checkbox"/>	Electric Grid Meter 186547778	Electric - Grid
<input checked="" type="checkbox"/>	Natural Gas 186547779	Natural Gas

Total of 2 meter(s). Tell us what this represents:

- These meter(s) account for the total energy consumption for Madison building (a single building).
- These meter(s) do not account for the total energy consumption for Madison building (a single building).

Apply Selections [Cancel](#)

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STEP 4. Use the Data Quality Checker to find and correct any errors

Before sharing your building with the Building Energy Savings Program, you need to check for errors. The best way is to do this directly in ENERGY STAR Portfolio Manager using the Data Quality Checker.



Enter building data into ENERGY STAR Portfolio Manager

STEP 4.1 - From the MyPortfolio tab, select the building that you want to check for data errors, and select 'Check for Possible Errors' in the Data Quality Checker section.

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MyPortfolio Sharing Reporting Recognition

Madison building

210 Martin Luther King Jr. Blvd, Madison, WI 53703
[Map It](#)
Portfolio Manager Property ID: 33966203
Year Built: 1955
[Edit](#)

Not currently eligible for ENERGY STAR Certification

Weather Normalized Source EUI (GJ/m²) Why not score?

Current: N/A
Baseline: N/A

Change Metric

Summary Details Energy Water Waste & Materials Goals Design

Refresh to see Source EUI Trend
[Change Metric](#)

2013 2015 2017 2019 2021 2023

Metrics Summary [Change Metrics](#) [Change Time Periods](#)

Metric	Not Available (Energy Baseline)	Not Available (Energy Current)	Change
ENERGY STAR Score (1-100)	Not Available	Not Available	N/A
Source EUI (GJ/m²)	Not Available	Not Available	N/A
Site EUI (GJ/m²)	Not Available	Not Available	N/A
Energy Cost (\$)	Not Available	Not Available	N/A
Total (Location-Based) GHG Emissions Intensity (kgCO2e/m²)	Not Available	Not Available	N/A
Water Use (All Water Sources) (m³)	Not Available	Not Available	N/A
Total Waste (Disposed and Diverted) (Metric Tons)	Not Available	Not Available	N/A

Custom Intensity Metrics [\(Learn more about this feature\)](#)

Create up to three custom intensity metrics to view in reporting for this property.

Data Quality Checker

Run a check for any 12-month time period to see if there are any possible errors found with your data.

[Check for Possible Errors](#)



Enter building data
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Portfolio Manager

STEP 4.2 - Select the last day of the year for the 12-months of data you would like to check. For example, the 2026 submission will include data from Jan 1, 2025 to Dec 31, 2025. Once you have added this information, click 'Run Checker.'

The Data Quality Checker will flag the exact months which are missing monthly energy use, have duplicate monthly energy use, or any other potential quality errors.

Helpful hint: The BESP only requires monthly energy use data, it does not require water or waste to be reported.

The screenshot shows the 'Data Quality Checker for Madison building' interface. At the top, there are navigation links: 'Welcome', 'Account Settings', 'Notifications', 'ENERGY STAR Notifications', 'Contacts', 'Help', and 'Sign Out'. Below this are tabs for 'MyPortfolio', 'Sharing', 'Reporting', and 'Recognition'. The main content area is titled 'Data Quality Checker for Madison building' and includes a brief description: 'The Data Quality Checker will help you find potential errors and unusual data within a given year. Select your year of interest, review your alerts, and follow the links to view or correct your data as needed.' The 'Select Timeframe & Run Checker' section contains the instruction: 'We check data for a full year (12 months) of meter consumption and Property Use Details (called a Metric Year). Select a Year Ending Date and click "run checker" to see possible data issues.' The 'Year Ending:' field has a dropdown menu showing 'Dec 31' and a year dropdown showing '2023'. A red arrow points to the 'Run Checker' button. To the right, an 'About Timeframes' section states: 'The Data Quality Checker needs one full calendar year of Property Use Details and meter information for most checks. Otherwise, we will show you basic alerts to let you know what's missing.' At the bottom, there is a 'Cancel' link and a 'Follow Us' section with social media icons for Twitter, Facebook, YouTube, and LinkedIn, along with links to 'Contact Us', 'Privacy Policy', 'Accessibility Statement', 'Browser Requirements', and 'ENERGY STAR Buildings & Plants Website'.

STEP 4.3 – Correct any errors identified by the data quality checker. For help, review the article [“Use the data quality checker to check your data for issues and correct any errors”](#). Once corrected, re-run the data quality checker to verify no errors with the building’s gas or electric data.

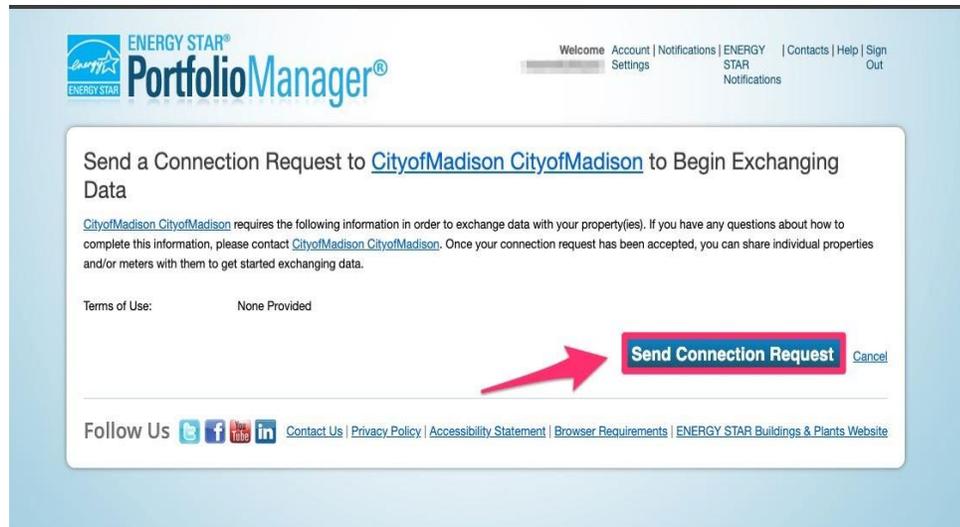


Enter building data
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STEP 5. Share your properties with the City of Madison on ESPM

STEP 5.1 – Send a connection request to the City of Madison Benchmarking ESPM account. You have two options for completing this step.

OPTION 1. Add the City of Madison Benchmarking as a contact on ESPM by clicking on this link: [Website Link - Connection Request](#). Then select, ‘Send Connection Request.’



OPTION 2. Follow the steps below to manually add the City of Madison to your ESPM contacts.

- Click on ‘Contacts’ on the upper right corner of the ESPM website, then ‘Add New Contacts/Connections.’
- Search for the City of Madison’s BESP account by entering ‘City_of_Madison_Benchmarking’ in the Name field under ‘Connect with an Existing User for Sharing’ and clicking ‘Search.’ Connect with the ‘City_of_Madison_Benchmarking’ account.



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Welcome Account | Notifications | ENERGY STAR Notifications | **Contacts** | Help | Sign Out

MyPortfolio | Sharing | Reporting | Recognition

My Contacts and Organizations

This is where you keep track of your contacts and/or organizations (i.e. people or companies associated with your properties such as Professional Engineers, Registered Architects, or others with whom you share information). You can add anyone as a contact, regardless of whether they have a Portfolio Manager account and you can share your properties & reports with any of your **connected** contacts. You can "connect" to other Portfolio Manager users by searching for their accounts and sending a connection request.

Contacts | Organizations

Search existing contacts

Add New Contacts/Connections

<input type="checkbox"/>	Name (title)	Organization	Connection Status	Username
--------------------------	--------------	--------------	-------------------	----------

MyPortfolio | Sharing | Reporting | Recognition

Search Results

The results of your search are listed below. Clicking "Connect" will send a request to the person asking them to confirm your request to add them as your contact. If they accept, you will see them listed as a connected contact in your address book. If they do not accept, or have not accepted yet, you will see them as an unconnected contact in your address book. Connecting with contacts will make it easier to share property information within Portfolio Manager.

Your Search Criteria

Name:

Organization:

Username:

Email Address:

Search

	City of Madison Heights (CITYMADISONHTS) Not Available with City of Madison Heights	Connect
	CityofMadison CityofMadison (City of Madison Benchmarking) Benchmarking with City of Madison	Connect

Page 1 of 1 | 50

1 - 2 of 2

STEP 5.2 - After your request to connect has been approved, share your building directly with the 'City_of_Madison_Benchmarking' account. Click on the 'Sharing' tab and then on 'Share with your Utility or Service Provider for exchanging data.'

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MyPortfolio | **Sharing** | Reporting | Recognition

My Shared Properties (0)

Share (or Edit Access to) a Property

Share with your Utility or Service Provider for exchanging data

Download Sharing Report

Sharing Notifications (0)

You have no new notifications.

More About Sharing
No properties are currently shared between you and [your contacts](#). Sharing can be helpful if you want to allow other people to view your property or help maintain or update information about it (e.g. property use details or meter data). You may also want to consider sharing with an organization who exchanges data to automatically update your meter information. [Learn more about exchanging data.](#)

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STEP 5.3 - Share your properties by completing the information required:

- Select Web Services Provider (Account) to share with (City_of_Madison_Benchmarking).
- Select property(ies) to share.
- Choose Permissions (access rights) for sharing with the City of Madison. You must select 'Bulk Sharing (Simple Option)' and 'Exchange Data Full Access.'

When you have completed this step, click 'Authorize Exchange'

ENERGY STAR Portfolio Manager®

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Settings Notifications

MyPortfolio **Sharing** Reporting Recognition

Share Properties for Exchanging Data

Choose Permissions → Set Up Connections → Check Existing Permissions → View Results/Confirmation

Sometimes it's really important to be able to share your property with someone else. Use this option to set up automatic exchange of data with your utility or service provider.

1 Select Web Services Provider (Account)

Which web services provider (account) do you want to share these properties with in order to exchange data? You can share multiple properties at once with a single provider.

Select web services provider from my contacts book:

CityofMadison CityofMadison (City_of_ | ▾)

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.

Select Properties

Selected Properties: 1

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

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Part 3



Submit your building data using the Building Owner Portal

PART 3. Submit your building data using the Building Owner Portal

Now that you have completed the required steps in PARTS 1 and 2 on pages 7-36, you are ready to submit benchmarking data for your building using the Building Owner Portal.

[STEP 1. Log in to the Building Owner Portal](#)

[STEP 2. Link your building to ESPM](#)

[STEP 3. Check and submit your building data](#)

STEP 1. Log in to the Building Owner Portal

Open the [Building Owner Portal](#) and enter your user name and password.



If you have not already created Building Owner Portal account and claimed your building, return to [PART 1](#) (pages 7-8).

STEP 2. Link your building to ESPM

STEP 2.1 - Click on 'Property List' in the top navigation bar, select one of your claimed buildings on the left sidebar, and click the 'Get Started' button.

The screenshot shows the 'Property List' page in the Building Owner Portal. At the top, there is a navigation bar with 'Property List', 'Help', 'Account', and 'Sign Out'. Below the navigation bar, there is a section titled 'YOUR PROPERTIES' with a 'Claim a Property' button. The main content area displays the property '987 Test Avenue' with a 'Unclaim this Property' button. Below the property name, it shows 'Madison, Wisconsin · Madison Building ID: M99998'. A red circle icon next to the property name indicates that 'Set-up Required' is needed. Below this, there is a section titled 'Set Up this Property' with the text 'To submit data for this property, there are a few steps you'll need to take to get set up.' and a blue 'Get Started!' button.



Submit your building data using the Building Owner Portal

STEP 2.2 – Type in your building’s ESPM Property ID (Please read [this article](#) on how to find your property's ESPM ID) and click ‘Next’.

STEP 2.3 – Confirm that you have shared your building on ESPM with the City of Madison. If not, follow the instructions and links in the Building Owner Portal to share access to your properties.

STEP 2.4 – Add, or confirm that you have added, your building’s Madison Building ID (assigned to you on the Covered Buildings List) to your ESPM building in the ‘Standard ID- City/ Town’ field.

Helpful hint: For detailed instructions on how to add your Madison Building ID (MBID) to your ESPM Building, review [PART 2 - STEP 2.4](#) (page 12).

If you have shared the building on ESPM with full access rights, you will be able to apply the Madison ID to your ESPM building from the Building Owner

Part 3



Submit your building data using the Building Owner Portal

Portal. Click the checkbox "I agree to BOP automatically setting this building's Madison, WI Building ID in ESPM" and then click 'Complete Setup.'

The screenshot shows the 'Property List' page for '987 Test Avenue' in Madison, Wisconsin. The left sidebar lists the property with a 'Set-up Required' status. The main content area is titled 'STEP 3 of 3 Register Standard ID in ESPM'. Below the title, it states: 'Finally, your benchmarking program has given this property a specific Standard ID that must be registered in ESPM.' A checkbox is checked with the text 'I agree to BOP automatically setting this property's Madison, WI Building ID in ESPM.' At the bottom, there are two buttons: 'Go Back' and 'Complete Setup'.

If you have already added your Madison Building ID to your building in ESPM, the message "Looks like you've already completed this step!" will appear. Click 'Complete Setup' to move to the next step.

This screenshot is similar to the previous one, but the message below the title reads: 'Looks like you've already completed this step!' The 'Complete Setup' button remains visible at the bottom.

Part 3



Submit your building data using the Building Owner Portal

STEP 3. Check and submit your building data

STEP 3.1 - Click 'Start Here' under Benchmarking Data Submission to submit your building data to the Madison BESP. Then select 'Submit Your Data' which will launch the Data Quality Checker to check that your energy data is complete before you can finish the submission process.

The screenshot shows the 'Property List' page for '987 Test Avenue' in Madison, Wisconsin. The left sidebar lists 'Properties for 2024' with a '+ Claim' button and a specific entry for '987 Test Avenue, Madison, Wisconsin' with 'Madison Building ID: M99998' and 'Awaiting Submission'. The main content area for '987 Test Avenue' includes a 'Unclaim this Property' button, a '2024' link, and a 'Benchmarking Data Submission' section. This section contains the text: 'All non-residential commercial buildings with a gross floor area greater than 50,000 ft² must benchmark their energy use annually' and a blue 'Start here' button.

This screenshot shows the 'Submit Your Data' section for '987 Test Avenue'. The left sidebar is identical to the previous screenshot. The main content area now features a 'Submit Your Data' button, followed by instructions: 'Before submitting your data, make sure you've run the Data Quality Checker for this property on ESPM. See instructions [here](#). When no critical issues remain, submit this property's data to the City of Madison 2024 benchmarking program using the button below.'

The Data Quality Checker may take up to 20 seconds to check your energy data for errors.

This screenshot shows the 'Submitting...' status for '987 Test Avenue'. The left sidebar remains the same. The main content area shows the 'Submit Your Data' section with the same instructions as the previous screenshot. Below the instructions, there is a 'Submitting...' button with a circular progress indicator and the text 'Estimated wait: 20 seconds'.

Part 3



Submit your building data using the Building Owner Portal

If errors are detected, you will receive an error message. Go to ESPM and correct the data errors, before clicking 'Check Again.' You will not be able to submit your building's benchmarking data to the Madison BESP without completing this step. If you have any questions about the errors, please contact our [Help Desk](#).

The screenshot shows the 'Property List' page for the year 2024. A property at 987 Test Avenue, Madison, Wisconsin (Building ID: M99998) is listed as 'Awaiting Submission'. A 'Missing Data Detected' error message is displayed, stating: 'There is not 12 full months of meter data'. The problem is identified as: 'At least one of the energy meters does not have 12 months of data that cover the entire calendar year (Jan 1 - Dec 31)'. The instructions for resolution are: 'Go to your property in ENERGY STAR Portfolio Manager (ESPM)', 'Go to the "Energy" tab', 'For each meter under "Meters - Used to Compute Metrics", ensure there is continuous energy data for the entire calendar year that is being submitted.', and 'Click into a meter to view the consumption data and add any missing data.' A 'Check Again' button is visible. Below the error message, it says 'Meter(s) with gaps in meter entries.' and provides a link to 'See more error details by running the Data Quality Checker in ESPM'.

Once your building has passed the Data Quality Checker, your submission status will change to 'In Review.'

The screenshot shows the 'Property List' page for the year 2024. The property at 987 Test Avenue, Madison, Wisconsin (Building ID: M99998) is now listed as 'Submitted (Pending Review)'. A message states: 'Your Submission is Pending Review'. Below this, a notification box says: 'Your benchmarking data looks complete and is currently under manual review. Once we've completed our review, we'll notify you via email. If you need help in the meantime, contact us on the Helpdesk'.

Helpful hint: The City of Madison team will review your submittal. Once review is complete, you will receive an email confirming that your submission has been accepted. Until you receive this email, you are not considered to be in compliance with the program.



Track and confirm compliance in the Building Owner Portal

PART 4. Track and confirm compliance using the Building Owner Portal

[STEP 1. Check the status of your submission](#)

[STEP 2. If needed, correct errors and resubmit data](#)

[STEP 3. Confirm your submission has been accepted](#)

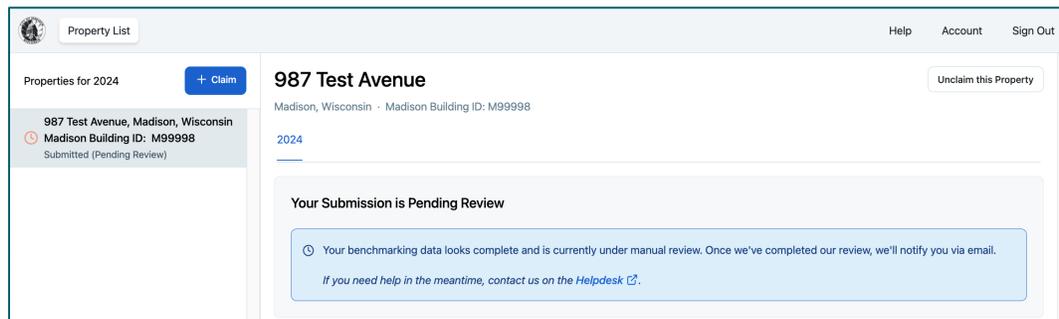
[STEP 4. Get your building performance scorecard](#)

STEP 1. Check the status of your submission

You can track the current status of your submission(s) at any time in the Building Owner Portal.

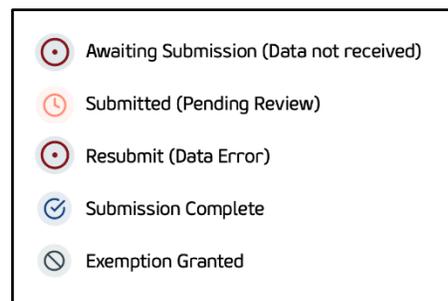
STEP 1.1 - After logging in to the [Building Owner Portal](#), click on ‘Property List’ in the top navigation bar, and select one of your claimed properties on the left sidebar.

STEP 1.2 - Review your submission status under the Submission Status heading.



Your submission can show one of the following statuses:

- **Awaiting Submission (Data not received):** No submission was received for the building.
- **Submitted (Pending Review):** The submission is being reviewed by the BESP team.
- **Resubmit (Data Error):** Data corrections must be made prior to re-submitting.
- **Submission Complete:** The submission has been accepted and is complete.
- **Exemption Granted:** The building was granted an exemption from the reporting year of benchmarking.





Track and confirm compliance in the Building Owner Portal

STEP 2. If needed, correct errors & resubmit building data

If your building is flagged with a data error, your submission status will be updated to 'Action Required,' and your building will be flagged with a notification 'Revisions Requested' in the Building Owner Portal.

Helpful hint: The City of Madison team will also send you an email regarding the error. If you have any questions you can respond in the email thread.

The screenshot shows the Building Owner Portal interface. At the top, there are navigation links for 'Property List', 'Help', 'Account', and 'Sign Out'. The main content area is titled '987 Test Avenue' with the address 'Madison, Wisconsin' and 'Madison Building ID: M99998'. A '2024' tab is selected. A 'Revisions Requested' section is highlighted, containing a red warning box with the text: 'Errors have been detected in this property's benchmarking data submission. Check your email for details and instructions. Haven't received an email? Contact us on the [Helpdesk](#).' A 'Resubmit' button is visible next to the notification. On the left sidebar, there is a 'Properties for 2024' section with a '+ Claim' button and a list item for '987 Test Avenue, Madison, Wisconsin' with a 'Madison Building ID: M99998' and a 'Resubmit (Data Error)' status.

To fix data errors, follow the steps below:

- Run the Data Quality Checker on ESPM.
 - For help, review the article [“Use the data quality checker to check your data for issues and correct any errors.”](#)
- Correct all errors in ESPM.
- Click 'Resubmit.'

If your building data passes the data quality check, it will be submitted, and your building's status will be updated to 'In Review.'



Track and confirm compliance in the Building Owner Portal

STEP 3. Confirm your submission has been accepted

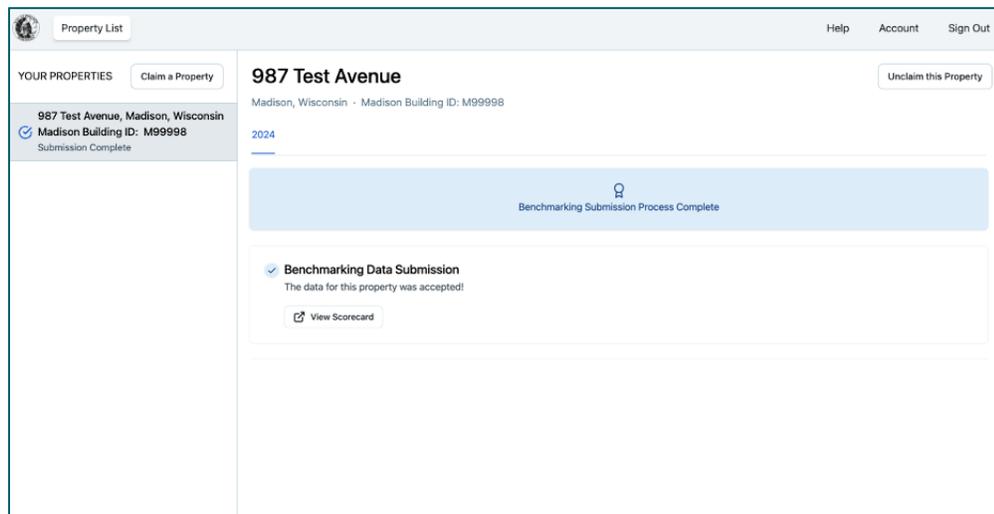
If your submission has been accepted, your building’s status will be updated to ‘Complete.’ You will also receive an email with confirmation of your compliance for the current benchmarking year of the BESP. Until you have received this email, do not consider your report as complete.

STEP 4. Get your building performance scorecard

After your submission has been accepted, you will receive a personalized building performance scorecard. The scorecards are issued once the majority of covered buildings data has been submitted, reviewed, and accepted. The scorecard will show:

- how your building’s energy use and greenhouse gas emissions compare to other, similar buildings in Madison;
- provide unique insights on how you can improve your building’s energy efficiency, including which improvements will generate the most cost savings; and
- available rebate and incentives to help pay for any efficiency upgrades you might be considering.

When your scorecard is ready, the ‘View Scorecard’ button will appear in the Building Owner Portal and you will be notified via email. Click ‘View Scorecard’ to review your Building Performance Scorecard (*please note, initial loading can take up to 30 seconds*).



Glossary

Administrator: the Sustainability and Resilience Manager of the City of Madison.

Base Building Systems: the systems or subsystems of a building that use energy and/or impact energy consumption including but not limited to: (1) primary HVAC (heating, ventilation, air conditioning) systems; (2) conveying systems; (3) domestic hot water systems; (4) electrical and lighting systems. Base building systems shall not include life safety systems, such as fire detection and suppression, and equipment used for industrial or manufacturing processes.

Benchmarking: the assessment of a building's energy use and efficiency.

Benchmarking Report: a report the ENERGY STAR Statement of Energy Performance, generated by ENERGY STAR Portfolio Manager, summarizing the annual energy performance of a building.

Building Owner or Owner: the owner of record of a building. In the case of a building held in cooperative or condominium form of ownership, the term Building Owner or Owner shall refer to the board of managers, board of directors, condominium association, or other representative body of the jointly owned building with authority to make decisions about building assessments and alterations to the building.

Building Tune-Up or Tune-Up: a review of base building systems an inspection by a tune-up specialist and subsequent appropriate corrective actions to increase a covered building's energy efficiency.

Certificate of Occupancy: the certificate issued by the Building Inspection Division under Section 29.11 allowing the building to be occupied.

Commercial Building: public buildings and places of employment subject to the commercial building code, Wis. Admin. Code Ch. SPS 361-366, and Wis. Admin Code Ch. SPS 375-379, excluding buildings used solely for multifamily housing, manufacturing, or industrial purposes.

Corrective Actions: operational adjustments, maintenance or minor repairs to existing building equipment or systems to resolve issues identified during the building tune-up assessment. These corrective actions will all be minor repairs, which is defined as low-cost repairs to existing equipment.

Covered Building: commercial buildings larger than 25,000 square feet.

ENERGY STAR Portfolio Manager®: the tool developed and maintained by the United States Environmental Protection Agency to track and assess the relative energy performance of similar buildings nationwide.

ENERGY STAR Score: The 1-100 score calculated by ENERGY STAR Portfolio Manager® that measures how well the building is performing relative to similar properties, when normalized for climate and operational characteristics. One represents the worst performing buildings and 100 represents the best performing buildings.

GHG: Greenhouse gas emissions, in tons of CO₂ (carbon dioxide) equivalents.

Gross Floor Area: For single buildings, measure the GFA between the outside surface of the exterior walls of the building(s). This includes all areas inside the building(s) including supporting areas. GFA is not the same as rentable space, but rather includes all the areas inside the building(s).

- Include in GFA: lobbies, tenant areas, common areas, meeting rooms, break rooms, atriums (count the base level only), restrooms, elevator shafts, stairwells, mechanical equipment areas, basements, storage rooms.
- Do not include in GFA: exterior spaces, balconies, patios, exterior loading docks, driveways, covered walkways, outdoor play courts (tennis, basketball, etc.), parking, the interstitial plenum space between floors (which house pipes and ventilation), crawl spaces.

Tenant: a person occupying or holding possession of a building or premises pursuant to a rental lease agreement.