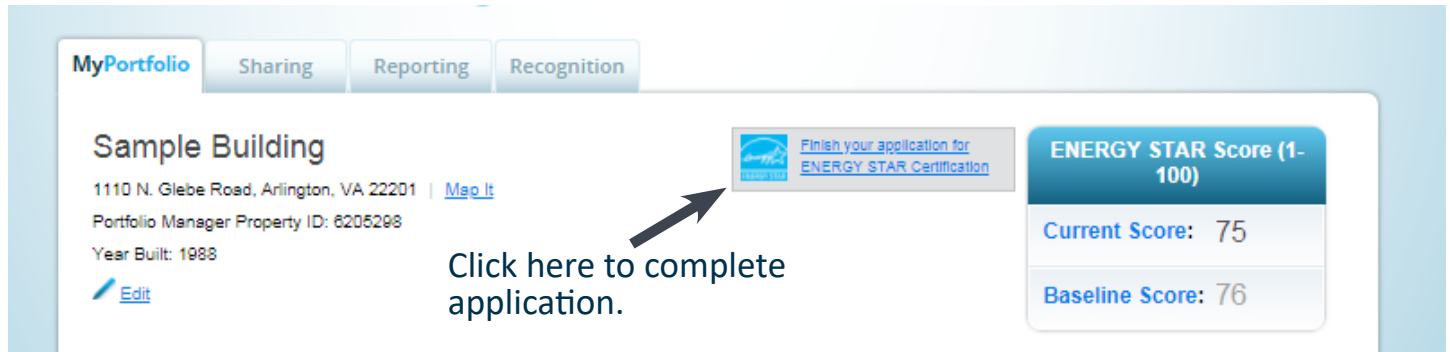


ENERGY STAR Application Guide

1. Once your property is selected in Portfolio Manager, click the link that says FINISH YOUR APPLICATION FOR ENERGY STAR CERTIFICATION.



MyPortfolio | Sharing | Reporting | Recognition

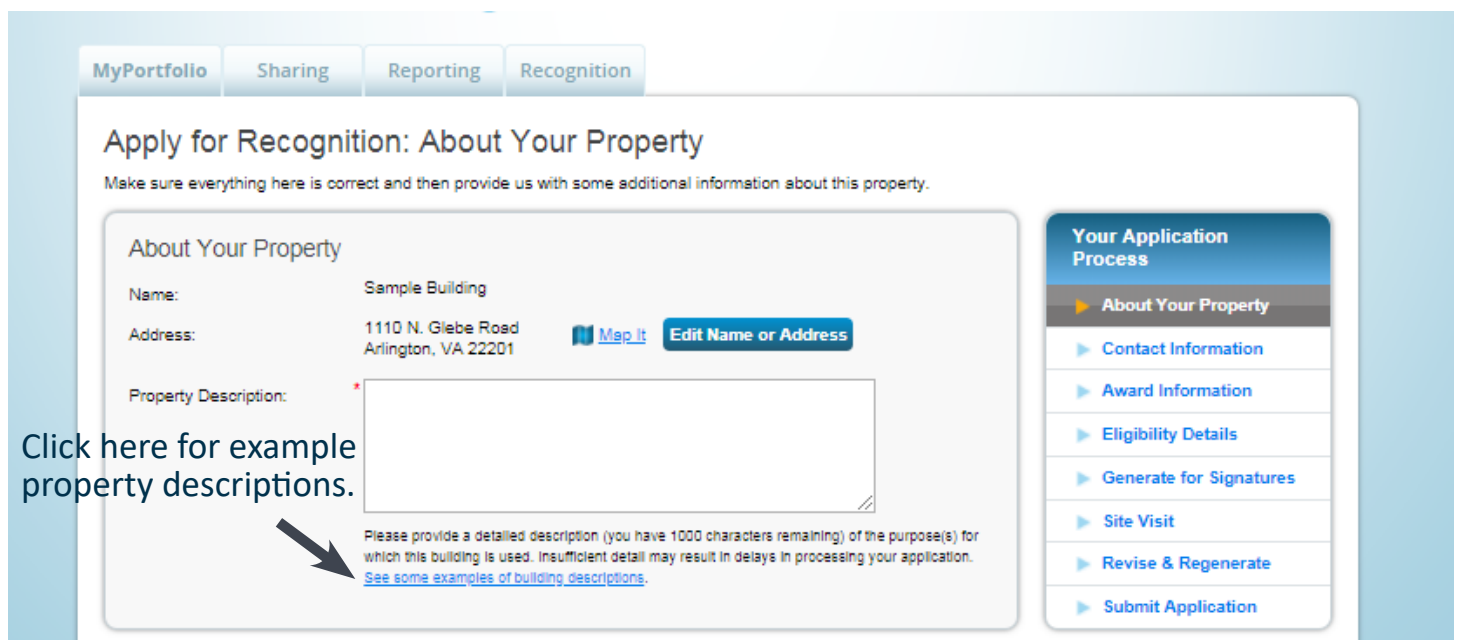
Sample Building
1110 N. Glebe Road, Arlington, VA 22201 | [Map It](#)
Portfolio Manager Property ID: 6205298
Year Built: 1988
[Edit](#)

[Finish your application for ENERGY STAR Certification](#)

ENERGY STAR Score (1-100)
Current Score: 75
Baseline Score: 76

Click here to complete application.

2. Following the prompts that appear, enter a detailed description of your property in the text box. This description should include number of floors, space type, etc. For description examples, click the link provided.



MyPortfolio | Sharing | Reporting | Recognition

Apply for Recognition: About Your Property
Make sure everything here is correct and then provide us with some additional information about this property.

About Your Property

Name: Sample Building
Address: 1110 N. Glebe Road, Arlington, VA 22201 | [Map It](#) [Edit Name or Address](#)
Property Description:

Please provide a detailed description (you have 1000 characters remaining) of the purpose(s) for which this building is used. Insufficient detail may result in delays in processing your application. [See some examples of building descriptions.](#)

Your Application Process

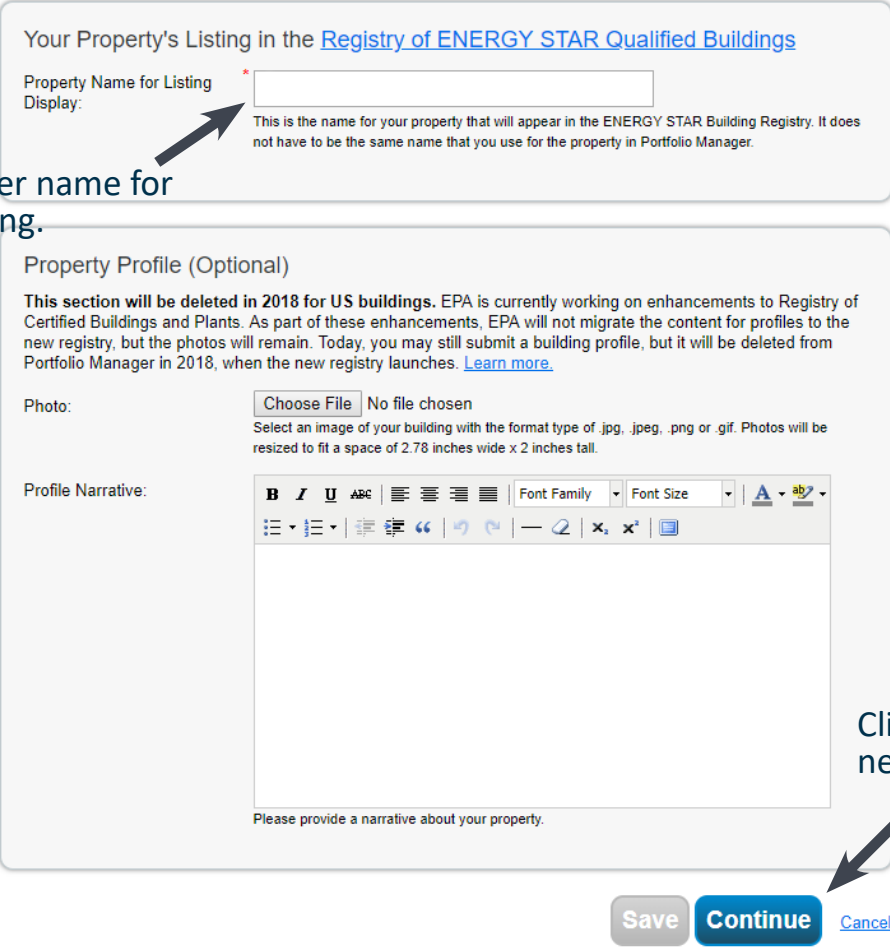
- ▶ About Your Property
- ▶ Contact Information
- ▶ Award Information
- ▶ Eligibility Details
- ▶ Generate for Signatures
- ▶ Site Visit
- ▶ Revise & Regenerate
- ▶ Submit Application

Click here for example property descriptions.



ENERGY STAR Application Guide

3. Continue following the questions by entering the name of your property as you'd like it to appear in the ENERGY STAR building registry. The PROPERTY PROFILE section is optional. Please contact GHT if you need assistance with this section. Click CONTINUE.



The screenshot shows a web form for the ENERGY STAR application. It is divided into two main sections: 'Your Property's Listing in the Registry of ENERGY STAR Qualified Buildings' and 'Property Profile (Optional)'. The first section has a text input field for 'Property Name for Listing Display' with a red asterisk indicating it is required. An arrow points to this field with the text 'Enter name for listing.'. The second section contains a 'Photo' upload area and a 'Profile Narrative' text area with a rich text editor. An arrow points to the 'Continue' button with the text 'Click to move on to the next section.'. On the right side, there are two informational boxes: 'Verify Your Information' and 'About Profiles'. At the bottom, there are three buttons: 'Save', 'Continue', and 'Cancel'.

Your Property's Listing in the [Registry of ENERGY STAR Qualified Buildings](#)

Property Name for Listing Display:

This is the name for your property that will appear in the ENERGY STAR Building Registry. It does not have to be the same name that you use for the property in Portfolio Manager.

Property Profile (Optional)

This section will be deleted in 2018 for US buildings. EPA is currently working on enhancements to Registry of Certified Buildings and Plants. As part of these enhancements, EPA will not migrate the content for profiles to the new registry, but the photos will remain. Today, you may still submit a building profile, but it will be deleted from Portfolio Manager in 2018, when the new registry launches. [Learn more.](#)

Photo: No file chosen
Select an image of your building 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.

Profile Narrative:
B I U ABC | | Font Family | Font Size | |

Please provide a narrative about your property.

Verify Your Information
The name and address for your property has been pre-populated with information you provided while setting up your property. If this information is incorrect, please make corrections before continuing.

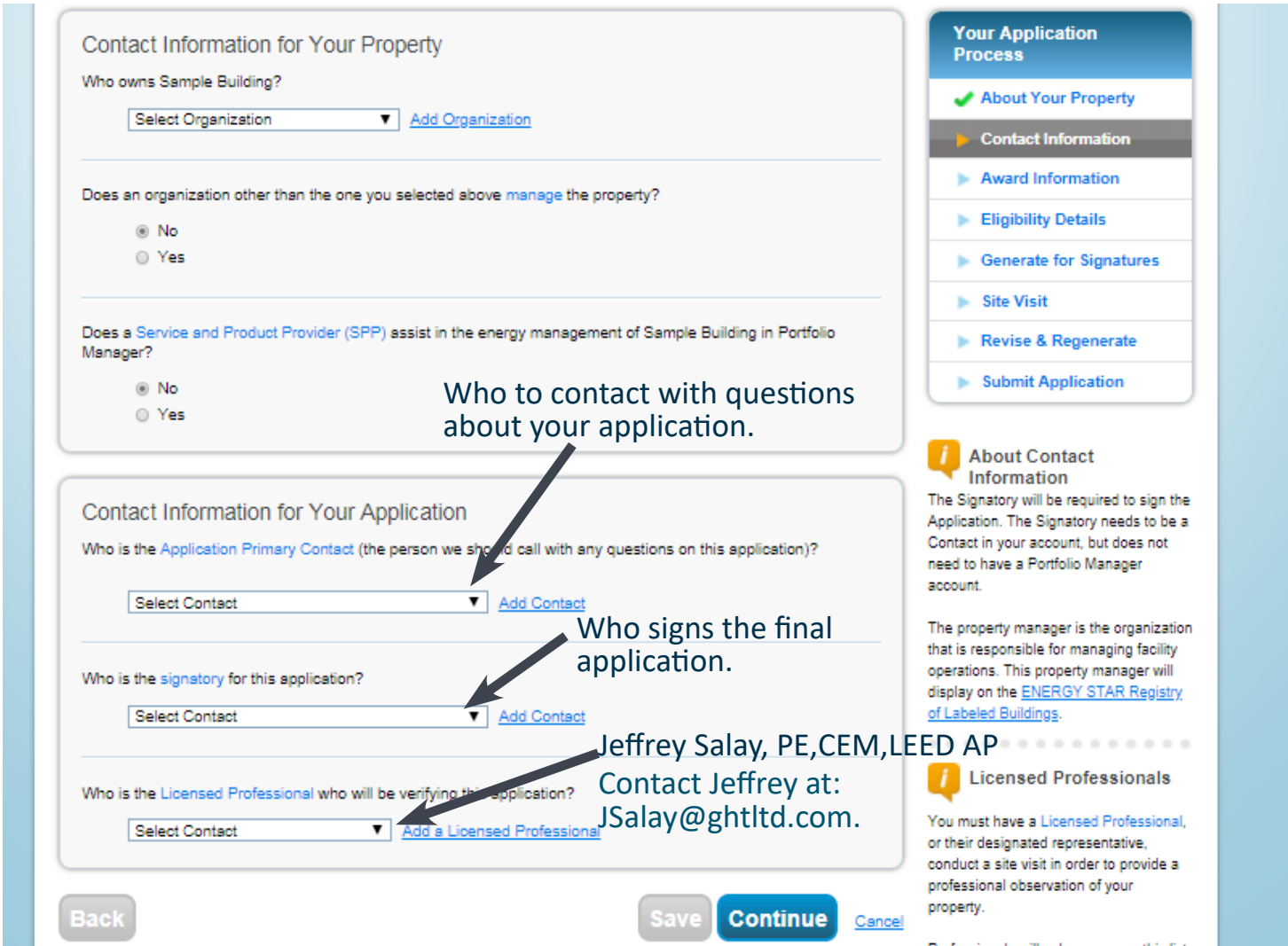
About Profiles
Once listed in the [Registry of ENERGY STAR qualified buildings](#), people searching for your property can view a profile about it.

[Cancel](#)



ENERGY STAR Application Guide

4. Once you complete the ABOUT YOUR PROPERTY section, you will move on to the CONTACT INFORMATION section. Answer the questions as you are prompted.



Contact Information for Your Property

Who owns Sample Building?

Select Organization [Add Organization](#)

Does an organization other than the one you selected above manage the property?

No
 Yes

Does a [Service and Product Provider \(SPP\)](#) assist in the energy management of Sample Building in Portfolio Manager?

No
 Yes

Contact Information for Your Application

Who is the [Application Primary Contact](#) (the person we should call with any questions on this application)?

Select Contact [Add Contact](#)

Who is the [signatory](#) for this application?

Select Contact [Add Contact](#)

Who is the [Licensed Professional](#) who will be verifying this application?

Select Contact [Add a Licensed Professional](#)

Your Application Process

- ✓ About Your Property
- ▶ Contact Information
- ▶ Award Information
- ▶ Eligibility Details
- ▶ Generate for Signatures
- ▶ Site Visit
- ▶ Revise & Regenerate
- ▶ Submit Application

About Contact Information

The Signatory will be required to sign the Application. The Signatory needs to be a Contact in your account, but does not need to have a Portfolio Manager account.

The property manager is the organization that is responsible for managing facility operations. This property manager will display on the [ENERGY STAR Registry of Labeled Buildings](#).

Licensed Professionals

You must have a [Licensed Professional](#), or their designated representative, conduct a site visit in order to provide a professional observation of your property.

Jeffrey Salay, PE,CEM,LEED AP
Contact Jeffrey at: JSalay@ghtltd.com.

Who to contact with questions about your application.

Who signs the final application.

Back Save Continue Cancel



ENERGY STAR Application Guide

5. Once you've completed the AWARD INFORMATION section, move on to ELIGIBILITY DETAILS section where you enter the end date for your energy consumption. Address the alerts notices with explanations, or contact GHT for assistance.

Select Energy Consumption Information

Your application is based on 12 months of [energy consumption information](#). We've automatically selected the most recent 12 month period, but you may change this.

Period Ending: * ← **Select energy consumption end date.**

Alerts & More Information

Based on the information you have provided for your property, the following ENERGY STAR eligibility alerts were found. Please review, and make corrections or provide explanations for each alert.

⚠ Additional meters with energy use not associated to property

Your property includes the following additional Meter, whose energy use has not been associated with the property:

- [Electric Grid Meter](#)

Please provide a description of the loads captured by this meter, including an indication of whether these loads are also captured by one of your property's associated meters, and whether the energy use for the Additional Meter should be included in the property's energy totals.

* Explanation: ← **Enter explanations to move on to next section. If you need assistance, contact OES@ghtltd.com.**

⚠ Workers on Main Shift appears unusual for the year selected.

The [Number of Workers on Main Shift](#) appears unusual for the [Gross Floor Area](#) for the year selected (12/01/2016 - 11/30/2017).

Your Application Process

- ✔ About Your Property
- ✔ Contact Information
- ✔ Award Information
- ▶ Eligibility Details
- ▶ Generate for Signatures
- ▶ Site Visit
- ▶ Revise & Regenerate
- ▶ Submit Application

ⓘ Eligibility Timeframes

The year on your decal will be based on the year in which you are approved, regardless of the [Year Ending Date](#) of your application. Your property is only eligible to receive certification once per year.

.....

ⓘ Additional Information

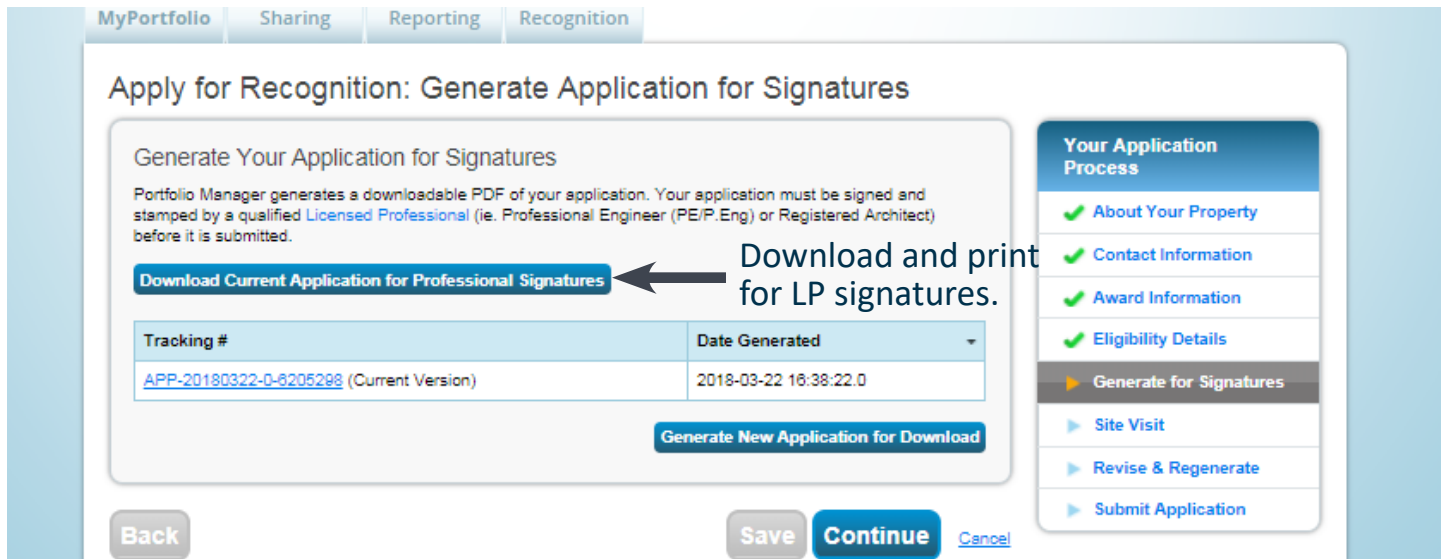
Not including sufficient responses to alerts may significantly increase the processing time for your ENERGY STAR application.

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ENERGY STAR Application Guide

6. Continue to GENERATE FOR SIGNATURES section to download and print application for professional signatures.



MyPortfolio | Sharing | Reporting | Recognition

Apply for Recognition: Generate Application for Signatures

Generate Your Application for Signatures

Portfolio Manager generates a downloadable PDF of your application. Your application must be signed and stamped by a qualified Licensed Professional (ie. Professional Engineer (PE/P.Eng) or Registered Architect) before it is submitted.

[Download Current Application for Professional Signatures](#) ← Download and print for LP signatures.

Tracking #	Date Generated
APP-20180322-0-8205298 (Current Version)	2018-03-22 16:38:22.0

[Generate New Application for Download](#)

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

Your Application Process

- ✓ About Your Property
- ✓ Contact Information
- ✓ Award Information
- ✓ Eligibility Details
- ▶ **Generate for Signatures**
- ▶ Site Visit
- ▶ Revise & Regenerate
- ▶ Submit Application

7. Schedule a site visit with our Licensed Professional (LP). Complete the SITE VISIT section with the Licensed Professional.



ENERGY STAR Application Guide



8. The final step is the SUBMIT APPLICATION section. Enter your application tracking number, complete the checklist, attach the completed and signed application.

Apply for Recognition: Submit Application

Attach Signed Document

Scan and attach a signed and stamped copy of your application. This includes a stamp and signature from your licensed professional (in the site visit section) and a signature from your Signatory. The signatures must be on the [most recently saved version of your application](#).

Application Tracking Number: APP-YYYYMMDD-0-0000000

The application tracking number ensures that the signed copy you are submitting is the most recently saved version of your application. You can find your tracking number in the footer of every page of your application. [See Example](#)

- Signed and Stamped by the Licensed Professional
- Signed by the Signatory
- All Checkboxes Completed
- Tracking Number Entered Above Matches Tracking Number on Submitted PDF

Attach Signed Document: No file chosen
Click "Browse" to select the application file on your computer.

Your Application Process

- ✓ About Your Property
- ✓ Contact Information
- ✓ Award Information
- ✓ Eligibility Details
- ✓ Generate for Signatures
- ✓ Site Visit
- ✓ Revise & Regenerate
- ▶ **Submit Application**

About Submitting Your Application

Submit your application electronically on this page. However, you need to print a copy, get it signed and stamped by your LP, then scan and attach the signed copy here.

Your application tracking number is in the footer of every page of your application.

[Cancel](#)



ENERGY STAR Application Guide

Once you have successfully submitted your application, you should see the submission notice under your RECOGNITION tab. If you have any questions about your submission or do not see a confirmation, contact our team at OES@ghtltd.com.



The screenshot shows the ENERGY STAR Portfolio Manager interface. At the top left is the ENERGY STAR logo and 'PortfolioManager' text. At the top right, it says 'Welcome CatherineJonesGHT: [Account Settings](#) | [Notifications](#) | [Contacts](#) | [Help](#) | [Sign Out](#)'. Below the header are navigation tabs: 'MyPortfolio', 'Sharing', 'Reporting', and 'Recognition' (which is selected). A green notification box states: 'You have successfully submitted your application for ENERGY STAR recognition for [55 M Street!](#)'. Below this is a 'Get Recognized' section with an information icon and text explaining the benefits of ENERGY STAR certification, including links for 'Commercial Buildings', 'Industrial plants', and 'Commercial new construction projects'. To the right, there is a 'Recognition Notifications (0)' section stating 'You have no new notifications.' Below that is a 'My ENERGY STAR Certified Applications' table.

Name	Status	Action
125310 - Capitol Plaza I	Award Sent	
280111 - 2401 Penn Ave.	Award Sent	
4000 Mass	Award Sent	
55 M Street	Submitted	

