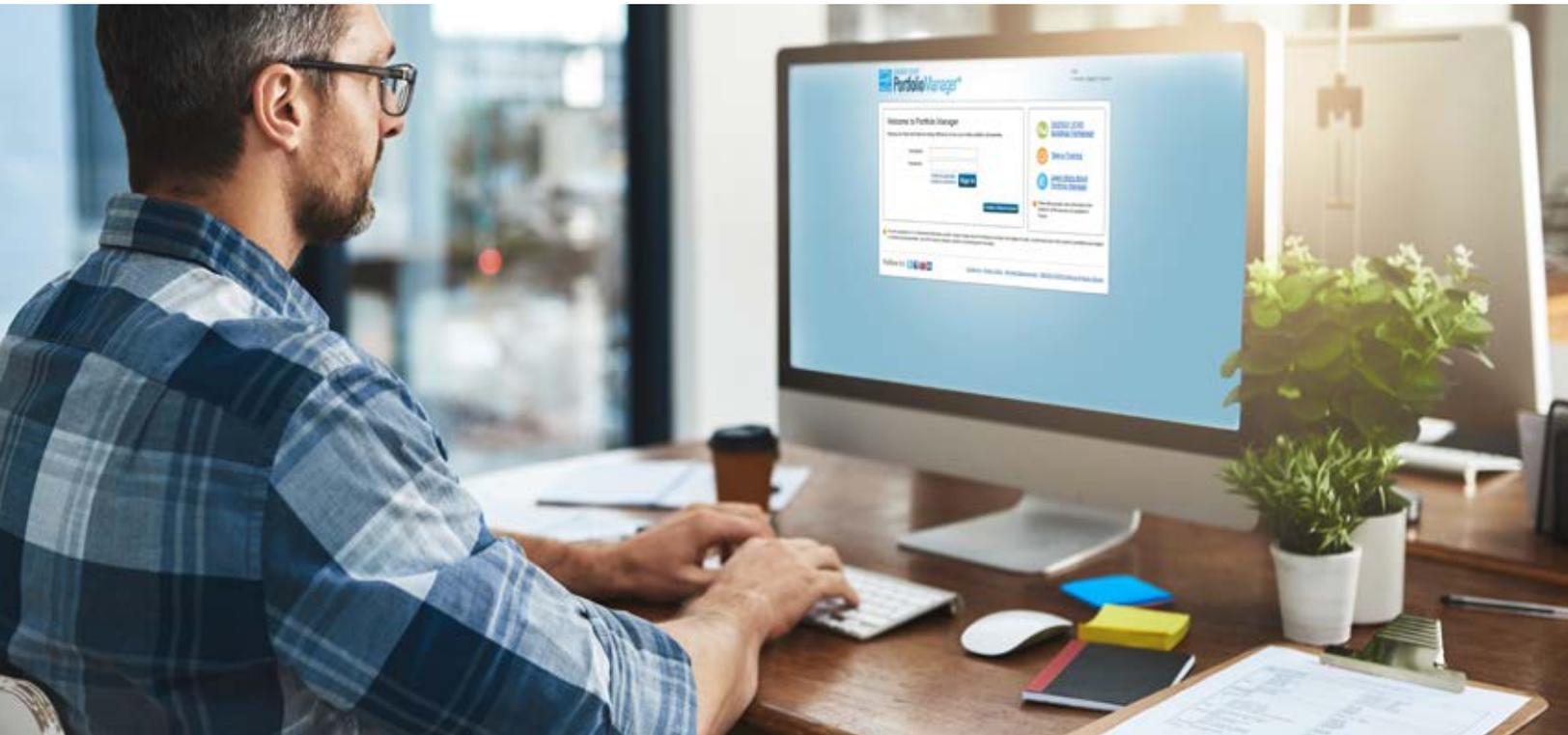


# ENERGY STAR® Portfolio Manager quick start guide

## Upload your FortisBC natural gas consumption data



### **Step 1: Open ENERGY STAR Portfolio Manager**

Create an account or log in to [ENERGY STAR Portfolio Manager](#). It's free!

### **Step 2: Enter information about your property**

Go to the MyPortfolio tab and click Add a Property. Enter basic information about your property, such as gross floor area, hours of operation and types of use.

**Tip:** use the [Data Collection Worksheet](#) on the Portfolio Manager website to gather information about your building before starting.

### **Step 3: Add natural gas meter(s) for your property**

Under the Energy tab for the property, click Add a Meter to create the natural gas meters you wish to associate with the property.

### **Step 4: Connect with FortisBC**

To start, click Contacts in the upper-right corner of the page, click Add Contact and search for "FortisBC natural gas." Click Connect, and carefully read FortisBC's terms and conditions for the transfer and use of your data between FortisBC and Portfolio Manager. If you agree, click Send Connection Request.

**Tip:** you will be notified when FortisBC accepts the connection request. This step may take up to 24 hours.

## Step 5: Set up data exchange with FortisBC

After the connection with FortisBC is accepted, go to the Sharing tab in Portfolio Manager to select the properties and natural gas meters you want data uploaded for. This is where you'll set up custom permissions and sharing, and validate each meter with your FortisBC account number(s), last bill date and amount.

Click Share Properties to complete the process and authorize the exchange of natural gas consumption data with FortisBC.

**Tip:** ensure you select “full access” sharing to your meters. Meters with “read-only” permissions will not be accepted by FortisBC.

**Tip:** gather your account information for each natural gas meter, including account number and point of delivery number from your [FortisBC natural gas bill](#) (see sample). You will also need this in Step 5 to validate each meter.

FORTIS BC		Name:	ANY COMPANY	NATURAL GAS	
Service address:		12345 ANY STREET CRANBROOK		Customer Service: 1-888-224-2710 7 am - 8 pm Mon - Fri fortisbc.com	
Rate class:		Large commercial			
Billing date:		Jan 2, 2017			
Account number	Due date	Amount due	Amount paid		
555555	Jan 23, 2017	\$4,589.96			
Previous bill		2,488.42		Gas usage calculation (Meter RCT673584)	
Less payment - Thank you		2,488.42 CR		Present reading - Previous reading X Conversion factor = Gas used in gigajoules (GJ)	
Balance from previous bill			0.00	Jan 2 '17 - Dec 1 '16	
				270,413 - 260,011	0.0520023 = 540.6
Delivery charges				Point of delivery: 994022	
Basic charge (32 days at 4.3538 per day)		139.32		Comparison to previous year	

## Step 6: Receive your natural gas consumption data

Your request will be processed in one to two business days. You will receive up to 36 months of historical consumption data for each meter, and after that you will receive monthly automatic updates in Portfolio Manager.

**Tip:** you may need to review the historical consumption data to remove duplicate entries. These will be marked with a “!” and an error message. Be careful to select only one entry from each pair of duplicates you choose for deletion.

## Step 7: Track your progress

Once set up, you can review your building's performance by using tools in Portfolio Manager's Reporting tab, which allow you to make charts and graphs of your property or portfolio of properties and to generate reports and spreadsheets from a number of built-in templates.

## Questions?

- For help with Portfolio Manager software, click on Help when you're logged in to access support resources.
- If you still have questions, email Natural Resources Canada at [info.services@nrcan-rncan.gc.ca](mailto:info.services@nrcan-rncan.gc.ca).
- For questions about FortisBC natural gas consumption data only, contact your [Key Account Manager](#) or email [commercial.energy@fortisbc.com](mailto:commercial.energy@fortisbc.com).

Connect with us

