



## **Centrio Energy Star Reporting Services**

Centrio offers Portfolio Manager Data Exchange services that will automatically report your monthly steam usage data to ENERGY STAR Portfolio Manager. Automated reporting can save you time in data entry, ensure data accuracy and timeliness, and improve your ability to continuously manage energy across your organization. As well, our Portfolio Manager Data Exchange services support facility compliance with the City of Seattle Energy Disclosure Ordinance.

### **How Does Centrio's Portfolio Manager Data Exchange Service Work?**

It's easy to initiate Portfolio Manager Data Exchange for your steam meters:

1. Complete the Centrio Authorization Agreement in your online Centrio UtilityStudio account.  
  
If you do not know your username and password for your Centrio customer portal account, or if you have any questions, please contact Clarence Clipper at 206-658-2026, or [clarence.clipper@centrioenergy.com](mailto:clarence.clipper@centrioenergy.com).
2. Create your Portfolio Manager account in ENERGY STAR Portfolio Manager, defining your property and the steam meters listed on your current Centrio bill.
3. In your Portfolio Manager account, add a CONTACT to establish a connection with Enwave Seattle Energy Star Reporting Services. This contact name will change to Centrio Energy Star Reporting Services.
4. Request Data Exchange Services by "Sharing" your property and setting permissions for each steam meter to "Full Access".
5. We will complete your setup and report the most-recent 3 years of usage data for each steam meter to your Portfolio Manager account. Monthly reporting will automatically continue. Data updates will be completed by the 15<sup>th</sup> of each month after the billing cycle.
6. Track your energy usage and ENERGY STAR reporting in your Centrio UtilityStudio account.

For more information on initiating Portfolio Manager Data Exchange services, log in to your Centrio UtilityStudio account and click on Energy Star Reporting: How Exchanging Data with Portfolio Manager Works. We require a completed Authorization Agreement before we can begin Energy Star reporting services for your facilities.