



How to Create a Portfolio Manager Account

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INTRODUCTION

ENERGY STAR Portfolio Manager (ESPM) is the tool used to collect and measure (benchmark) energy and water use in buildings. The Los Angeles Department of Building and Safety (LADBS) does not manage, nor have access to it. Follow the instructions below to create an ESPM account. This guide is intended for **first time** compliance.

BEFORE YOU BEGIN NOTES

- ✓ If you already have an ESPM Account, proceed to Guide 4: HOW TO CREATE A PROPERTY PROFILE to set up your property/ies.
- ✓ You do not have to create an ESPM Account for each property you will be benchmarking. **A single ESPM Account can be used to benchmark multiple properties.**
- ✓ Once you create an ESPM account, you will not be able to change the username. For organizations with multiple properties, consider creating a "corporate" account which "owns" all of the properties and have an administrator share properties with employees' individual accounts as necessary.

INSTRUCTIONS


1. Go to the ESPM Login page: portfoliomanager.energystar.gov/pm/login and click **Create a New Account**.

The screenshot shows the ENERGY STAR Portfolio Manager login page. At the top left is the ENERGY STAR logo. The main heading is 'Welcome to Portfolio Manager' with the subtext 'Helping you track and improve energy efficiency across your entire portfolio of properties.' Below this is a login form with 'Username:' and 'Password:' labels, each followed by a text input field. There are two links: '[I forgot my password.](#)' and '[I forgot my username.](#)'. A blue 'Sign In' button is positioned to the right of these links. A red-bordered button labeled 'Create a New Account' is located below the login form. To the right of the login form is a sidebar with three links: 'ENERGY STAR Buildings Homepage', 'Take a Training', and 'Learn More About Portfolio Manager'. A small note at the bottom of the sidebar states: 'These links provide more information from ENERGY STAR and are not available in French.' At the bottom of the page, there is a 'Follow Us' section with icons for Twitter, Facebook, YouTube, and LinkedIn. To the right of these icons are links for 'Contact Us', 'Privacy Policy', 'Browser Requirements', and 'ENERGY STAR Buildings & Plants Website'. A disclaimer at the bottom left reads: 'You are accessing a U.S. Government information system. System usage may be monitored, recorded, and subject to audit. Unauthorized use of the system is prohibited and subject to criminal and civil penalties. Use of the system indicates consent to monitoring and recording.'



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- Fill out the required information (fields marked with red asterisk) and be sure to select **Yes** under **Searchability** in Portfolio Manager. Then click **Create My Account**.



[Help](#) | [Login](#)
 Language: [English](#) | [Français](#)

Already have an account? [Sign In Here](#)

Create an Account

Accessing Your Account

Username: *

Password: *
Create a password that is at least 8 characters long and includes at least three of the following: lowercase letters, uppercase letters, numbers and/or special characters (such as *, #, %, etc.).

Confirm Password: *

About Yourself

First Name: *

Last Name: *

Job Title: *

Email: *

Confirm Email: *
Note: We never share your email address with third parties.

Phone: *

Country: *

Language:

Reporting Units: Conventional EPA Units (e.g., kBtu/ft²)
 Metric Units (e.g., GJ/m²)

Street Address: *

City/Municipality: *

State/Province: *

Postal Code: *

Selecting a Username

You cannot change your username, so choose wisely. For organizations with multiple properties, we recommend you create a "corporate" account which "owns" all of the properties and have an administrator share properties with employees' individual accounts as necessary.

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First & Last Name for Organizations

If you are creating a corporate account, you can enter your organization's name in the first and last name fields in order to make it easier for other Portfolio Manager users to find your organization. Example: First Name: Company ABC, Last Name: Web Services Division

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### About Your Organization

Organization Name: \*

Primary Business or Service of Your Organization: \*

Is your organization an ENERGY STAR Partner?  Yes  No

### Primary Business or Service

If you have more than one "primary business," just pick the best option. Portfolio Manager will determine your category for a score based on the information, like square footage, that you enter for each of your property uses.

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### Do you want your Account Name (and username) to be searchable by other Portfolio Manager users?

Do you want your username to be searchable by other Portfolio Manager users? You must select "Yes" if you want to connect with other users to allow automatic upload of utility data or to share properties.


Yes  No

### Connecting with Others in Portfolio Manager

You can connect with other people in Portfolio Manager to easily share information. Your account must be searchable in order for others to send you a connection request.

### Confirm Your Identity

Please confirm that you are a human

I'm not a robot 

[Cancel](#)

**NOTE:** Make sure to note your Username, Email Address and Password for future reference.



## How to Create a Portfolio Manager Account

- You will receive an email from ESPM ([donotreply@energystar.gov](mailto:donotreply@energystar.gov)) that contains a link to verify your email address. Remember to **activate your account within 24 hours**.

An email has been sent to the email address provided with further instructions to finish creating your account. This includes a link to activate your account within 24 hours. If you don't see the email in your inbox, check your Spam or Junk folder.

Activate Your Portfolio Manager Account Inbox x

**donotreply@energystar.gov** 11:13 AM (1 hour ago) ☆ ↶ ⋮  
to me ▾

Dear

You're almost there... The final step in creating your Portfolio Manager account is to click on **this link** to verify your email address, then log into Portfolio Manager. **This link will be available for 24 hours**. If you don't click on this link within 24 hours, you'll need to repeat the process of creating a new account.

Your username is:

ENERGY STAR Commercial and Industrial Program

- When you click the link, you will be asked to log in. Once you log in, your account will be created and you will be brought to the "My Portfolio" tab.

ENERGY STAR® **PortfolioManager**®

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

MyPortfolio | Sharing | Reporting | Recognition

K:

Your account has been created. Here is how to get started:

- Set up your first building. If you have any questions or run into trouble, please check out our support pages or contact our help desk for assistance.
- Learn about using Portfolio Manager and about ENERGY STAR recognition

- Proceed with Guide 4: HOW TO CREATE A PROPERTY PROFILE.