• Go to the Portfolio Manager Log In Page at https://portfoliomanager.energystar.gov/ and click Register Now.

• Fill in the appropriate fields with your information. Ensure that “Reporting Units” is set to “Conventional EPA Units”.
• Ensure that “Searchability in Portfolio Manager” is set to “Yes”, then click “Create My Account”.

• You will receive an email from Portfolio Manager with a link to activate your account and your username. Click that link to activate your account.
• Enter your username and password to Sign In to Portfolio Manager.

• Select “Contacts”.

• Select “Add Contact”.

• In the “Username” field, type “NOLAGreenBuildings” and click “Search”.

“Derek Mills, Demand Side Manager with Entergy” should appear. Click “Connect”. This will send a connection request to Entergy.
• Click on “My Portfolio” to return to the main page.

• Select “Add Property” to begin adding building info to your portfolio.
• Select the best property type for the building you are adding. Ensure that the Construction Status is set to “Existing” and click “Get Started”.

• Fill the boxes with the appropriate information about your property and click “Continue”. For the “Name” field, please use the name provided by Entergy in the application approval email.
• Fill out the details for your building’s use. Items with a star are required to generate and Energy Star score. Click “Add Property” when finished.

• Click the “Energy Star Portfolio Manager” header to return to the main page.
Once you have received a notification that Derek Mills has accepted your Connection Request, select the “Sharing” tab.

Select “Share (or Edit Access to) a Property”.

Select the property for which you want Entergy to provide meter data, select Derek Mills (NOLAGreenBuildings) as the person to share with, and select “Bulk Sharing”.
• Select “Full Access”.

• Select “Share Property(ies)”.

• That’s it! Your request for meter data will be sent to Entergy and the data will be uploaded in a matter of days.