



# Permit Submission Requirements for Development with Portfolio Manager Conditions

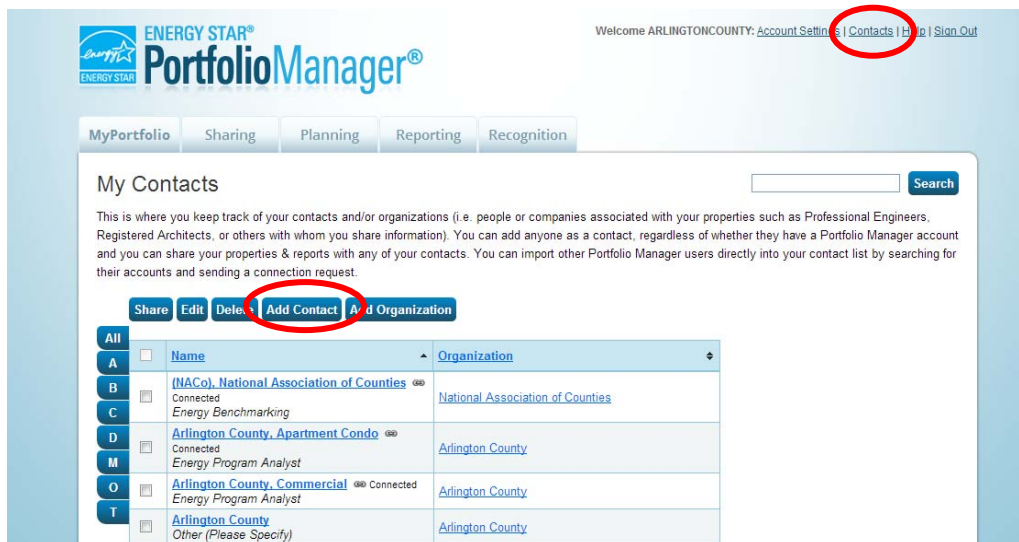
Below are directions to report your annual energy use to Arlington County using ENERGY STAR Portfolio Manager.

1. Link your building's Portfolio Manager account with the County's master account (see directions below). Through this link staff will be able to review your project on an annual basis for Site Plan compliance in the same way LEED is reviewed online.
2. A complete Portfolio Manager report shall contain:
  - All monthly utility data for each year. This shall include all utilities used in the building (water, gas, electric, oil, etc.)
  - Values for the building's actual space attributes and operating variable must be inserted where all default values for project building exist. This includes, but is not limited to:
    - Space type
    - Percentage of space conditioned
    - Gross floor area
    - Number of PCs
    - Weekly operating hours
    - Number of workers

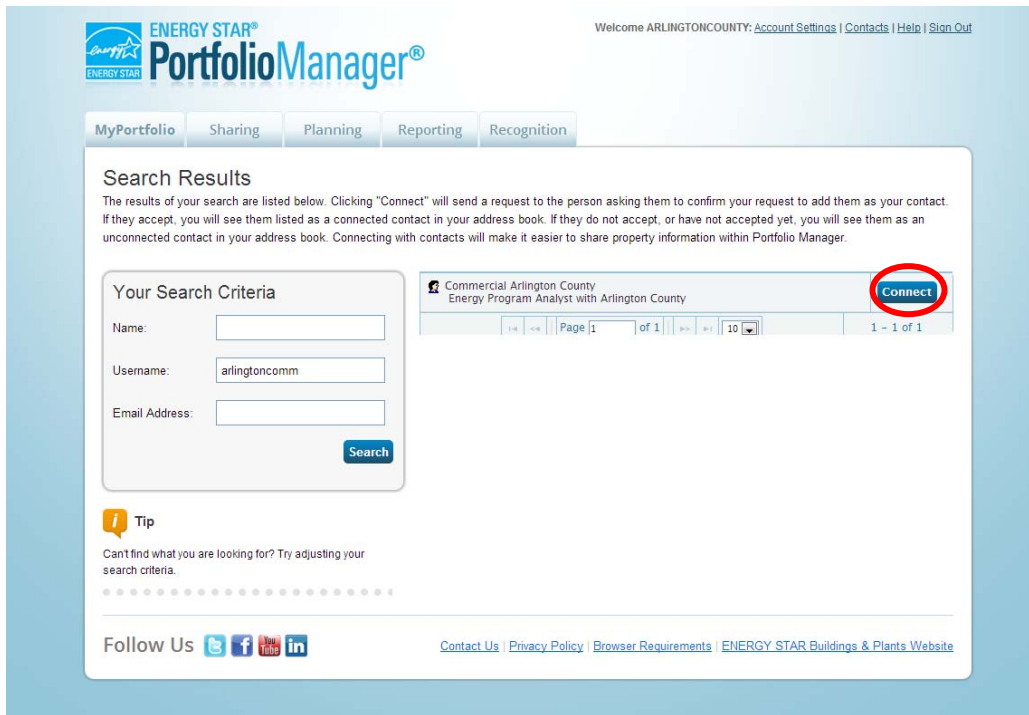
## How to Share Your Commercial Facilities in Portfolio Manager

Once you've created an account through Portfolio Manager ([www.energystar.gov](http://www.energystar.gov)), sharing your facility in a master account is easy. Follow the steps below to provide Arlington County access to your building(s). NOTE: If you share a facility with another user, that user will be able to see your username and e-mail address as the person who shared the facility. However, only those who have access to the master account will be able to see your information. For Site Plan projects, only Arlington County staff will be able to see your information.

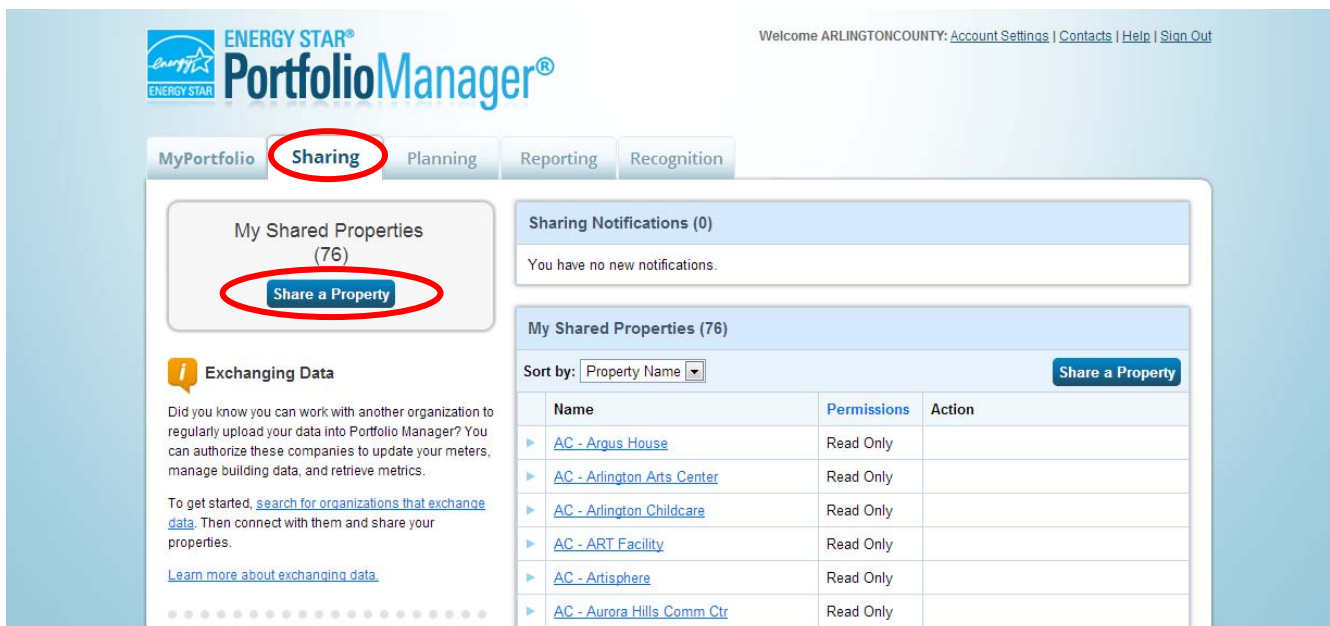
1. You can only share facilities with existing Contacts. To add Arlington as a contact, click on contacts in the top right corner, and then Add Contact.



2. Search for the username "arlingtoncomm" and choose to 'Connect' with the search result. An invitation will be sent to Arlington staff to accept your request to connect. When staff has accepted, you can continue with directions to share your facility.



3. After your invitation to connect is accepted, select the Sharing tab. Click on Share a Property in the top left corner.



4. From the drop down list select to share One Property and select the property from your portfolio. Then, select Arlington County, Commercial from the list of contacts. Click 'Continue'.

MyPortfolio | Sharing | Planning | Reporting | Recognition

### Share Your Property(ies)

Sometimes it's really important to be able to share your property with someone else. Maybe they need to help monitor your property, enter energy information (perhaps automatically) or process applications for recognition. If this sounds like what you need, start out by selecting the property(ies) that you'd like to share and who you'd like to share with them.



#### Select Properties to Share

We'll get into the details of the level of access later. For now, which properties do you want to share?

One Property - Select Property -



#### Select People (Accounts) to Share With

Which people (accounts) do you want to share these properties with? The access for each can be different and you'll be able to specify that on the next page.

Select contacts from my contacts book:

(NACo), National Association of Co...  
Arlington County, Apartment B...  
Arlington County, Commercial

To select multiple contacts, hold down your Control (CTRL) key and click on each selection. Only your connected contacts appear in this list.

Continue [Cancel](#)



#### Sharing with Accounts

In order to share properties with others (either individuals or organizations), you need to be "connected" with them. To make a connection, go to the "Add Contact" or "Add Organization" page and search for them within Portfolio Manager (they need to have a Portfolio Manager account). Once you find them, send a "Connection" request. After they accept your connection request, they will show up on the list to the left.



#### Exchanging Data

To get started, first connect with an [organization that exchanges data](#). Once you are connected, their name will appear on the selection list on the left.



#### Your Name & Email

After someone accepts your sharing request, they will be able to see your name and email address on their property page for that shared property. They will also

- Select the appropriate access rights and any additional rights the user should be granted. To grant the minimum access, select 'Read Only Access'. Then click 'Share Property(ies)'.

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### Share Your Property(ies)

To finish up, tell us what type of access the people you have selected should have for each of the properties that you have selected. The option to exchange data is only available for authorized accounts.



#### Select Permissions for Each Contact

The access levels you select do not have to be the same for each property or each person.

Sort by: Property Name

Name (ID)	None	Read Only Access	Full Access	Custom Access	Exchange Data
▼ AC - Central Library (1560352)					
Arlington County, Commercial	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Share Property(ies) [Cancel](#)

6. You will return to the main Sharing screen, and will see a green notification that you have successfully shared your property.

ENERGY STAR®  
ENERGY STAR PortfolioManager®

Welcome ARLINGTONCOUNTY: [Account Settings](#) | [Contacts](#) | [Help](#) | [Sign Out](#)

MyPortfolio **Sharing** Planning Reporting Recognition

You have successfully shared your property(ies) and you will receive a notification when your contact has accepted the share. See the [Sharing](#) tab for details.

**My Shared Properties (76)**  
[Share a Property](#)

**Sharing Notifications (1)**  
AC - Central Library - Sharing request sent to [Commercial Arlington County](#) [Cancel](#)

**My Shared Properties (76)**  
Sort by:  [Share a Property](#)

Name	Permissions	Action
▶ <a href="#">AC - Argus House</a>	Read Only	
▶ <a href="#">AC - Arlington Arts Center</a>	Read Only	

**Exchanging Data**  
Did you know you can work with another organization to regularly upload your data into Portfolio Manager? You can authorize these companies to update your meters, manage building data, and retrieve metrics.