

***Energy Efficiency
Planning for Rural
Communities (EETPRC)
Technical Assistance Program***

***Energy Star Portfolio
Manager Trainings***



Maine EEPRC

ENERGY STAR PORTFOLIO MANAGER TRAINING SESSION 1: BENCHMARKING & BASICS

THURSDAY, SEPT. 25TH 2025

PRESENTED BY



MADE POSSIBLE BY



GOVERNOR'S OFFICE OF
Policy Innovation
and the Future



PROGRAM TEAM ORGANIZATIONS

1



GOVERNOR'S OFFICE OF
Policy Innovation
and the Future

Maine GOPIF, State Team

Based in Augusta, ME

2



PowerOptions, Consultant Team

Based in Boston, MA

3



RBG, Energy Auditor Team

Based in Concord, NH



GOVERNOR'S OFFICE OF
**Policy Innovation
and the Future**

State Team



Casey Zorn
*Lead by Example Project
Coordinator*

*Primary point of contact for
Maine GOPIF*



Ashley Krulik
*Community Resilience
Partnership Program
Manager*



Consultant Team



Claire Kokoska

*Project Manager, Energy
Sustainability, and Analytics*

*Primary point of contact for
program logistics and questions.*



Erin Camp, PhD

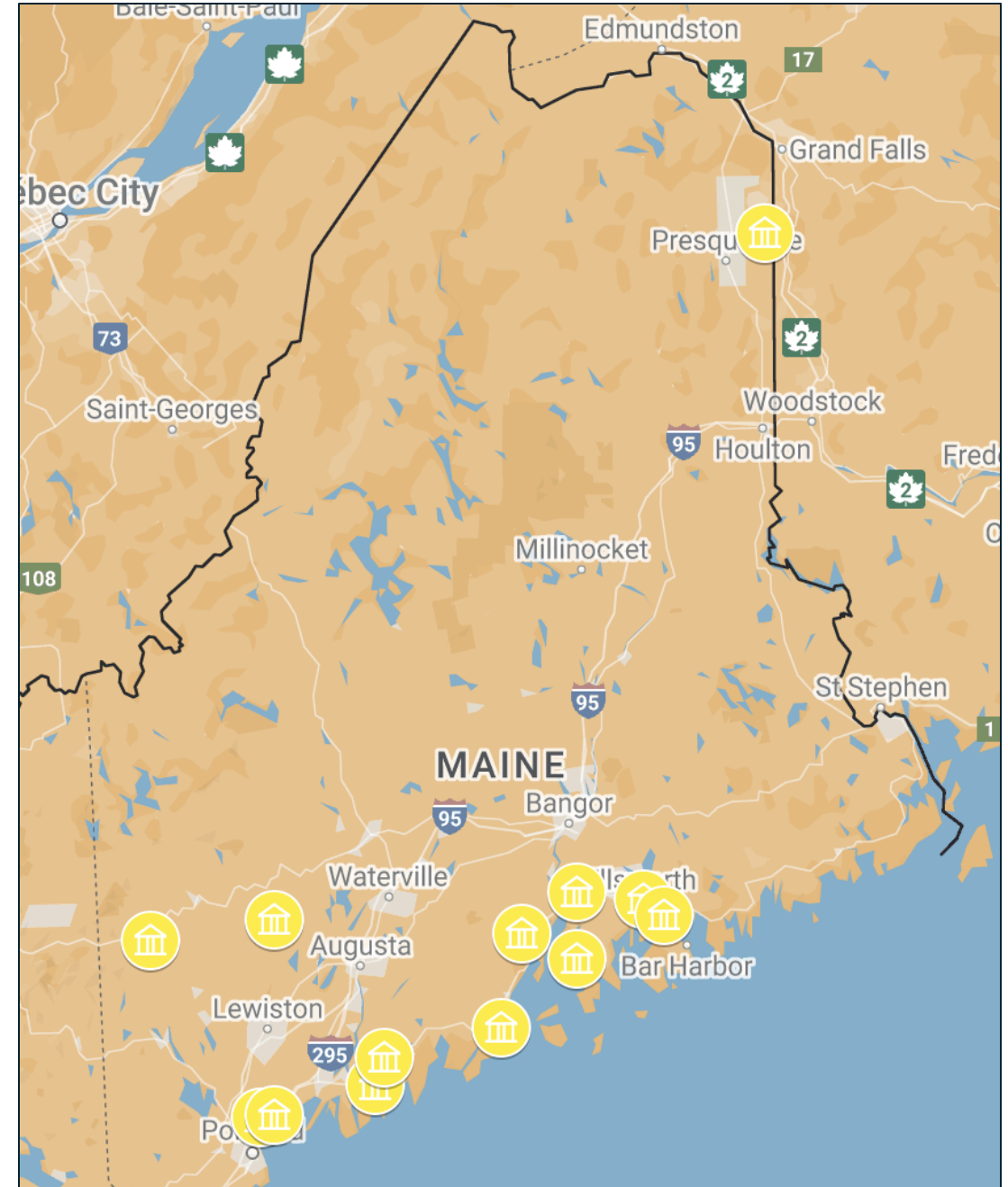
*Program Director, Energy
Sustainability, and Analytics*

Senior Advisor

PARTICIPATING COMMUNITIES

in alphabetical order

- | | |
|-------------------|---------------------|
| 1. Arrowsic | 8. Lamoine |
| 2. Belfast | 9. Livermore Falls |
| 3. Bethel | 10. Orland |
| 4. Brooksville | 11. Rockland |
| 5. Cumberland | 12. Westport Island |
| 6. Ellsworth | 13. Wiscasset |
| 7. Fort Fairfield | 14. Yarmouth |



Maine EEPRC PROGRAM TIMELINE

Program Stage	When?	Apr. 2025	May. 2025	Jun. 2025	Jul. 2025	Aug. 2025	Sep. 2025	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	May. 2026	Jun. 2026	Jul. 2026	Aug. 2026	Sep. 2026
0. Kick Off & Orientation Introduction to program and program teams.	Apr. 2025																		
1. Building Energy Audits For two (2) buildings in each community.	Apr. 2025 to May 2026																		
2. Energy Star Portfolio Manager Trainings Three (3) total, held virtually.	Sept. 2025 to Nov. 2025																		
3. Energy Conservation Plans Develop a plan for each community.	Apr. 2025 to Jul. 2026																		

AGENDA (Session I: Sept. 25th)

1. Benchmarking Your Buildings

- Benchmarking Purpose & Stages
- What is Energy Star Portfolio Manager (Portfolio Manager)?

2. Understanding Energy Bills

- Electricity Bills
- Natural Gas Bills
- Delivered Fuels

3. Portfolio Manager: Getting Started

- Creating Accounts and Properties, and Building Entry

4. Portfolio Manager: Energy Benchmarking In Practice

- Data Collection
- Meter & Bill Data Entry
- Introduction to Data Quality Checker (DQC)



1. BENCHMARKING YOUR BUILDINGS

PURPOSE OF BENCHMARKING

The purpose of benchmarking is to:

- a. Understand your building(s) performance in comparison to similar buildings
- b. Understand trends to help guide decision-making and strategy
- c. Identify opportunities for energy and cost savings
- d. Track energy usage, costs, and related waste
- e. Track greenhouse gas (GHG) emissions

STAGES OF BENCHMARKING

1. Data Collection & Standardization (aka clean up)
2. Data Input & Maintenance
3. Data & Trend Analysis
4. Implementing Improvements Based on Findings



As Bill Hewlett famously said, “you cannot manage what you cannot measure.”

1. BENCHMARKING YOUR BUILDINGS

WHAT IS ENERGY STAR PORTFOLIO MANAGER (PORTFOLIO MANAGER)?

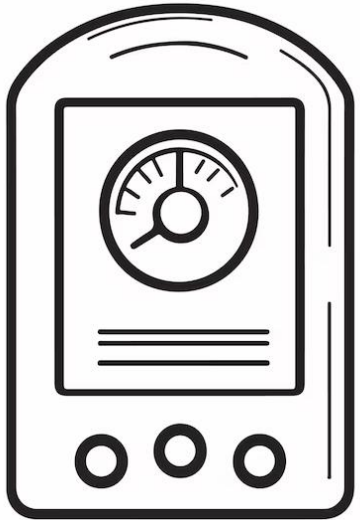
Portfolio Manager is a free and secure online platform for building benchmarking, made available by the EPA. It is the most widely-used benchmarking tool in the U.S.

WHAT DOES PORTFOLIO MANAGER BENCHMARK?

- Energy
 - Electricity
 - Natural Gas
 - Delivered Fuels
- Water & Sewer
- Greenhouse Gas (GHG) Emissions



2. UNDERSTANDING ENERGY BILLS



ENERGY BILL TYPES

A. Electricity Bills

- Cadence: Monthly
- Components
 - Delivery
 - Supply (*can be via third-party supplier*)
 - Demand
 - Net Metering Credits

B. Natural Gas Bills

- Cadence: Monthly
- Components
 - Delivery
 - Supply

C. Delivered Fuels Bills*

- Cadence: Monthly, or by delivery date (*typ.*)
- Components
 - Supply

ENERGY BILL CHARGES

- **DELIVERY CHARGE:** An amount charged to deliver the energy to you and upkeep the infrastructure required to do so.
- **SUPPLY CHARGE:** An amount charged for the actual electrons, natural gas, or delivered fuels used.
- **DEMAND CHARGE (ELECTRICITY BILLS):** An amount charged based on the intensity of your meter's electricity usage, especially during peak demand times (when the grid's overall electricity use is highest).
- **VARIOUS OTHER CHARGES:** Utilities will include various other charges for applicable federal / state / utility programs or fees.

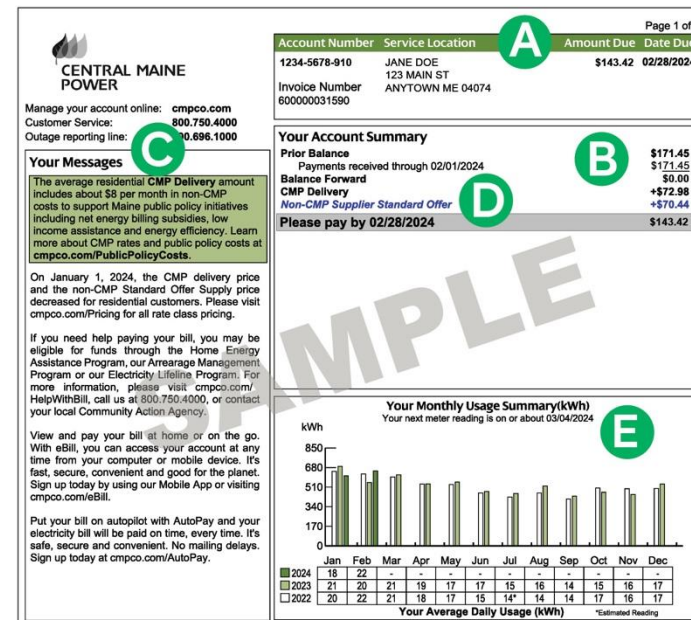
*Please note that we will not be covering Delivered Fuels energy bills in the same level of detail as electricity and natural gas for these trainings given the many different types across participating Communities.

2. UNDERSTANDING ENERGY BILLS

ELECTRICITY

BILL COMPONENTS

- **USAGE:** Amount of electricity (kWh) used during the billing period.
- **BILLING PERIOD:** The start and end dates for which a given bill is applicable.
- **NET METERING CREDITS:** When applicable, this represents the credit for your share of a solar or wind farm's recent energy production. You would pay the net metering provider another amount and receive an overall discount.



2. UNDERSTANDING ENERGY BILLS

NATURAL GAS

BILL COMPONENTS

- **USAGE:** Amount of natural gas (CF, kBtus, therms) used during the billing period.
- **BILLING PERIOD:** The start and end dates for which a given bill is applicable.

Service Address 1 VALUED CUSTOMER 246 HOMETOWN ST MANSFIELD, MO 65704-8468 Rate Code: GRSR Account: 1234567

What Do I Owe? 3 \$55.60 **When Is It Due?** 2 03/29/2019

WHAT HAVE I USED? 5 Bill Date: 03/06/2019 Mail Date: 03/07/2019 Meter: 72128

WHAT DO I NEED TO KNOW? 4

- We are pleased to be your Natural Gas company, providing a more affordable and cleaner energy source.
- Auto Pay - Save time and money. Visit summitnaturalgas.com to enroll for automatic payments with your checking, savings, credit or debit cards. Online registration is required.
- The Budget Bill Plan is a smart choice if you want to even out the seasonal highs and lows of your heating bill. The Budget Bill Plan is available year-round and can be used with the next bill following sign-up.
- GO GREEN! Sign up for eBilling visit summitnaturalgas.com

YOUR MONTHLY GAS USAGE (in CCF) 6

Bar chart showing monthly usage from May to February. Usage is relatively stable, around 10-15 CCF per month.

WHAT MAKES UP MY BILL? 7

Previous Balance	Late Fee	Payments/Credits	Last Payment Date	Balance Forward
\$62.82	\$0.00	-\$62.82	02/14/2019	\$0.00

Delivery and Service Charges	\$37.47	
Customer Charge	\$11.00	
Commodity Charge	\$3.24750 @ \$0.6757	\$22.47

Supply Charges	\$15.29	
Purchase Gas Adjustment	\$3.24750 @ \$0.4599	\$15.29

Taxes and Other Charges	\$2.64
Manufactured Franchise Fee 0%	\$2.64
Wright County Tax - Residential .375%	\$0.20

Account Summary

Current Statement Charges	\$55.60
Total Amount Due by 03/29/2019	\$55.60

Summit Natural Gas of Missouri, Inc. Account: 1234567
PO Box 2414 | Fort Smith, AR 72902-2414
Call your SNGAR office at 800-927-0787 concerning billing, service, or to discuss payment arrangements.

8 Total Amount Due by 03/29/2019 \$55.60

Amount due if received after due date: \$56.43

PAY BY PHONE: 1 (877) 857-7493
PAY ONLINE: summitnaturalgas.com and enroll in paperless billing.

Amount Enclosed \$

Summit Natural Gas of Missouri, Inc.
P.O. Box 9257
Des Moines, IA 50306-9257

060000000000002059976000000055600

2. UNDERSTANDING ENERGY BILLS

DELIVERED FUELS

BILL COMPONENTS

- **USAGE:** Amount of delivered fuel (various units) either used during the billing period or delivered on a certain date or series of dates.
- **BILLING PERIOD:** If delivered at regular intervals, the start and end dates for which a given bill is applicable.
- **DELIVERY DATE:** The date at which the fuel was delivered.

DELIVERED FUEL TYPES

- a. Fuel Oil (no. 1 - 6)
- b. Propane
- c. Diesel
- d. Coal
- e. Wood Pellets (Biomass)
- f. Among others less common

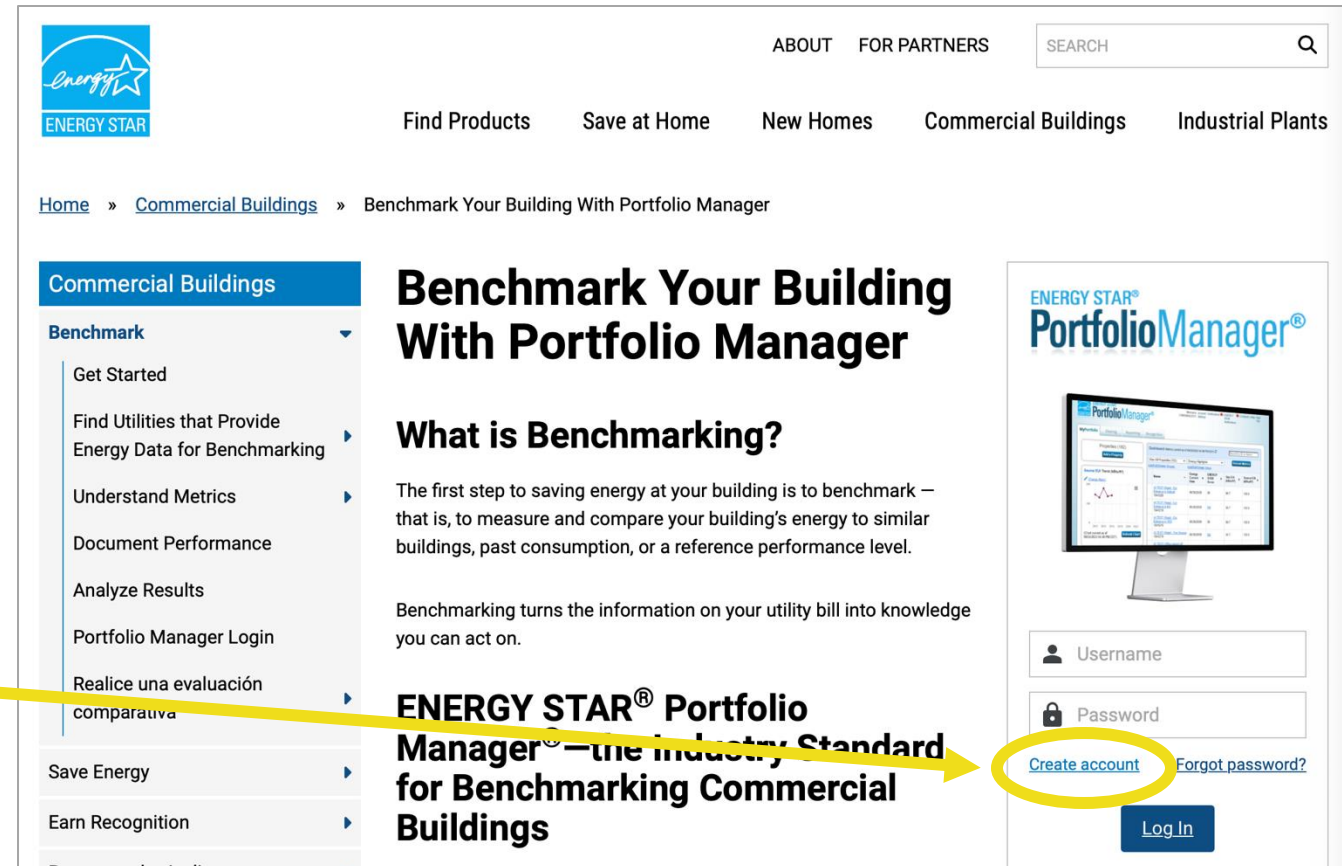
3. PORTFOLIO MANAGER: GETTING STARTED

PORTFOLIO MANAGER ACCOUNT TYPES

- **Create one Account for Your Community:** This can serve as the primary Portfolio Manager account for your municipality (and related school district).
- **Create various Accounts for Individuals as needed:** These accounts will be created by the individuals that will need access to your Community's primary account (Community Liaisons, key facilities employees, etc.).

CREATING AN ACCOUNT (PT. 1)

- Go to www.energystar.gov/portfoliomanager
 - a. Click "Create account"
 - b. BONUS: You can log in here too.



3. PORTFOLIO MANAGER: GETTING STARTED

CREATING AN ACCOUNT (PT. 3)

- Input Basic Information

- Accessing Your Account

- Create Username (**cannot be changed**)
 - Create Password

- About You

- First & Last Name
 - Job Title
 - Email & Phone
 - Address & Location
 - Org. Name

- About Your Organization

- Organization Name (e.g. “X, Maine, Town of”)
 - Primary Business or Service (

- Searchability (choose “Yes”)

- Confirm Your Humanity

- Click “Create My Account”

The screenshot shows the 'Create an Account' page of the ENERGY STAR Portfolio Manager. It includes sections for 'Accessing Your Account' (Username, Password, Confirm Password), 'About Yourself' (First Name, Last Name, Job Title, Email, Confirm Email, Phone, Country, Language), and 'About Your Organization' (Organization Name, Primary Business or Service, Searchability, Reporting Units, Street Address, City/Municipality, State/Province, Postal Code). There are also links for 'Help | Login' and 'Language: English | Français | Español'.

continued

This screenshot continues the 'Create an Account' process. It includes 'About Your Organization' (Organization Name, Primary Business or Service, Is your organization an ENERGY STAR Partner?), '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?', 'Connecting with Others in Portfolio Manager', and 'Confirm Your Identity' (reCAPTCHA). A large blue arrow points from the 'continued' text to the top of this section.

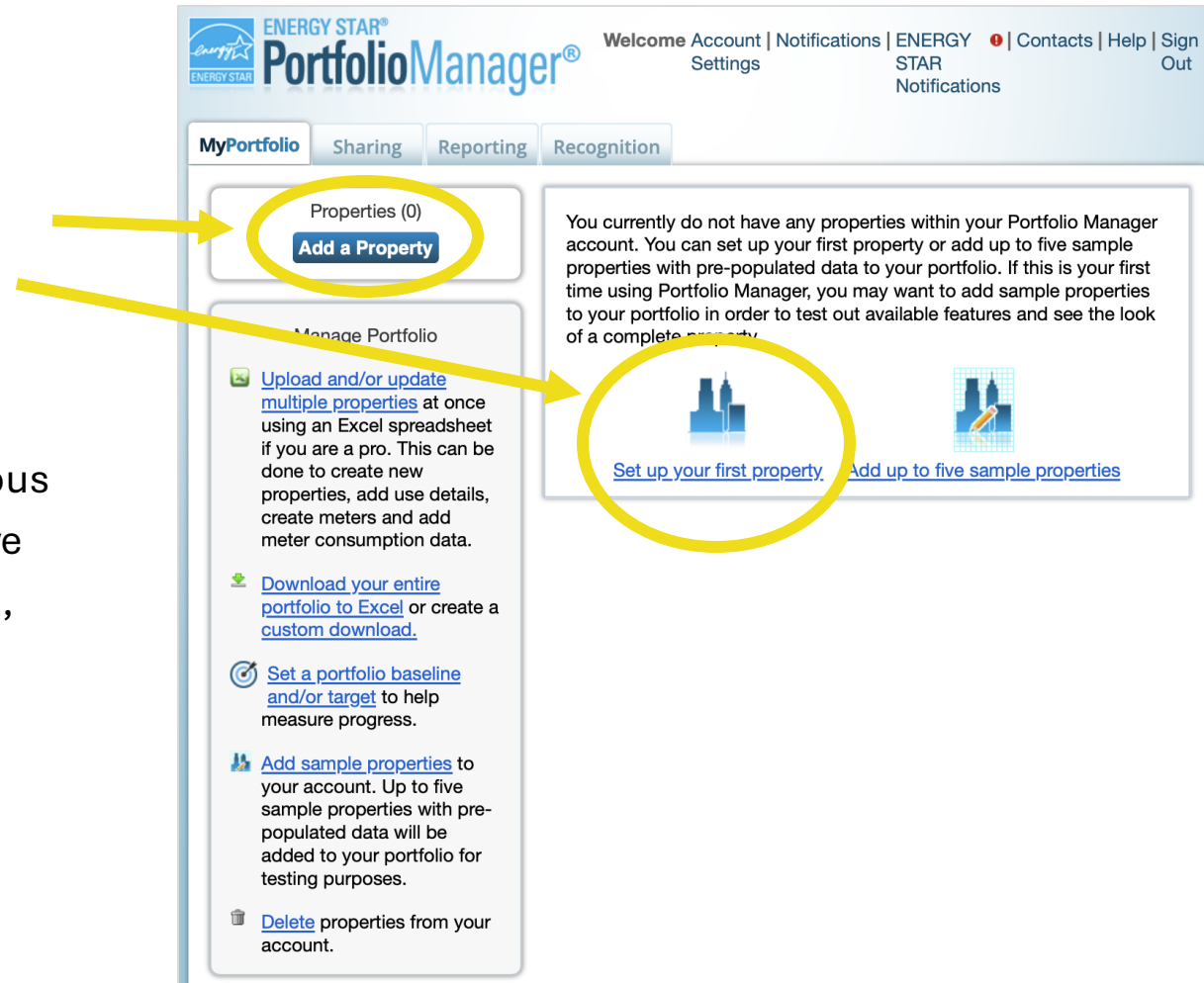
3. PORTFOLIO MANAGER: GETTING STARTED

CREATE A PROPERTY (PT. 1)

From homepage:

Click ***either*** “Add a Property”
or “Set up your first property”

IMPORTANT: “Property” is not synonymous with “Building.” It can mean (a) a definitive section of a building (like a tenant space), (b) a single building, (c) or multiple buildings in a single group (with one “parent” building).



3. PORTFOLIO MANAGER: GETTING STARTED

CREATE A PROPERTY (PT. 2)

1. Add “Property Type”

- Your building’s property type would be listed under either “Public Services” or “Education.”

2. Organize Your “Properties”

- a. **“None”**: For adding new spaces into a building.
- b. **“One”**: For single, independent buildings.
- c. **“More than one”**: You may select this if you want your buildings organized in a “Campus” relationship where there is one “Parent” property or base and various, related “Child” properties.

You may update the organization of your buildings later, as needed.

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

Set up a Property: Let's Get Started!

Properties come in all shapes and sizes, from a leased space in a large office building, to a K-12 school with a pool, to a large medical complex with lots of buildings. Since there are so many choices, Portfolio Manager can walk you through getting your property up and running. When you're done, you'll be ready to start monitoring your energy usage and pursue recognition!

Your Property

We'll get into the details later. For now, overall, what main purpose does your property serve?

Q Property Type

[Learn more about Property Types.](#)

Your Property's Buildings

How many physical buildings do you consider part of your property?

☐ **None:** My property is part of a building (e.g., a Tenant Space)
☐ **One:** My property is a single building
☐ **More than One:** My property includes multiple buildings ([Campus Guidance](#))

How many?

Your Property's Construction Status

Is your property already built or are you entering this property as a construction project that has not yet been completed?

☒ **Existing:** My property is built, occupied and/or being used. I will be using Portfolio Manager to track energy/water consumption and, perhaps, pursue recognition.
☐ **Design Project:** My property is in the conceptual design phase (pre-construction); I will be using Portfolio Manager to evaluate the energy efficiency of the design project.
☐ **Test Property:** This is not a real property. I am entering it to test features, or for other purposes such as training.

[Get Started!](#) [Cancel](#)

Test Properties

You may want to enter a property into Portfolio Manager that isn't actually a "real" property, either to familiarize yourself with features or maybe to train other people. By telling us this a "Test" property, we can give the option of including this property in your portfolio-level metrics, charts and table or not, depending what your needs are. This can be configured on your [Account Settings](#).

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3. Construction Status

- **“Existing”**: For already-built, existing buildings.
- **“Design Project”**: For conceptual buildings in the pre-construction phase.
- **“Test Property”**: For test “buildings” where you want to input a (sample) building for practice.

3. PORTFOLIO MANAGER: GETTING STARTED

CREATE A PROPERTY (PT. 3)

Fill In



About Your Property

Name: *

Country: *
--- Select ---

Street Address: *

City/Municipality: *

County:

State/Province: *
--- Select ---

Postal Code: *

Year Built: *

Gross Floor Area: *
Sq. Ft. ☐ Temporary Value

Gross Floor Area (GFA) is the total property floor area, measured from the principal exterior surfaces of the building(s). **Do not include parking.** [Details on what to include.](#)

Irrigated Area: ☐ Sq. Ft.

Occupancy: *
Select %

Property Photo (optional):
 no file selected
Select an image file on your computer with the format type of .jpg, .jpeg, .png or .gif; photos will be resized to fit a space of 2.78 inches wide x 2 inches tall.



The name you choose for your property does not have to be unique. But, it may make it easier for you to work with properties in your portfolio if you do not use the same (or similar) names.



The property photo that you upload here can be used on the [Registry of ENERGY STAR Qualified Buildings](#) if you submit the photo with your application for ENERGY STAR certification. Once a photo has been approved with an application, it cannot be changed until the next time that the property receives ENERGY STAR certification.

The Standard ID section is for Communities that are subject to building compliance regulations and reporting requirements. You may skip if not relevant.



Standard IDs

Standard IDs are typically used in data collection, including by most state and local governments with benchmarking laws. If your property is covered by a benchmarking law, you probably need to fill this in. See [this FAQ](#) if you need help finding your Standard ID.

Standard ID - City/Town: ID:

Standard ID - County/District: ID:

Standard ID - State/Province: ID:

Standard ID - Other: ID: [Add Another](#)

Do any of these apply?

☐ My property's energy consumption includes [parking](#) areas

[Back](#) [Continue](#) [Cancel](#)



Answering these simple questions will help us guide you in entering your property correctly.

3. PORTFOLIO MANAGER: GETTING STARTED

CREATE A PROPERTY (PT. 5)

From homepage:
Click ***either*** “Add a
Property”
or “Set up your first
page”

About Your Property

Name:

*

Country:

*

--- Select ---

Street Address:

*

City/Municipality:

*

County:

State/Province:

*

--- Select ---

Postal Code:

*

Year Built:

*

Gross Floor Area:

*

Sq. Ft.

Temporary Value

Gross Floor Area (GFA) is the total property floor area, measured from the principal exterior surfaces of the building(s). Do not include parking. Details on what to include.

Irrigated Area:

Sq. Ft.

Occupancy:

*

Select

%

Property Photo (optional):

Choose File

no file selected

Select an image file on your computer with the format type of .jpg, .jpeg, .png or .gif; photos will be resized to fit a space of 2.78 inches wide x 2 inches tall.



The name you choose for your property does not have to be unique. But, it may make it easier for you to work with properties in your portfolio if you do not use the same (or similar) names.



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Standard ID - City/Town:

ID:

Standard ID - County/District:

ID:

Standard ID - State/Province:

ID:

Standard ID - Other:

ID:

[Add Another](#)

Do any of these apply?

☐ My property's energy consumption includes parking areas

Back

Continue

Cancel



Answering these simple questions will help us guide you in entering your property correctly.



3. PORTFOLIO MANAGER: GETTING STARTED

ENTER A BUILDING

- Building Inputs to Have Ready
 - Building Name
 - Property Type (*i.e. Public Services, Education, and sub-types*)
 - Construction Status
 - Gross Floor Area (sq. ft.) (*you may check the “temporary value” box if the # you are inputting is an estimate to be updated later*)
 - Occupancy
 - Space Type
 - Year Built
 - 12+ Months of Energy Usage for Buildings You Are Tracking

Click “+Add Another Building” in lower right to add another building

Enter a New Building

If you need to add a building to this property that has not been entered yet, you can provide the name and property type to get started. You will have the opportunity to enter specific information about the building as you walk through the addition.

Name: *

Property Type: *

Construction Status: *

Gross Floor Area: * ☐ Temporary Value

Gross Floor Area (GFA) is the total property floor area, measured from the outside surface of the exterior walls of the building(s). **Do not including parking.** [Details on what to include.](#)

Irrigated Area:

[+ Add Another Building](#)

[Continue](#) [Cancel](#)

4. PORTFOLIO MANAGER: BENCHMARKING IN PRACTICE

EUI & UNIT CONVERSION

WHAT IS ENERGY USE INTENSITY (EUI)?

- EUI is energy per square foot per year.
- EUI allows you to measure the energy (in)efficiency of a building (i.e. energy performance).
 - Compare a building's EUI against other similar use buildings in “apples-to-apples” fashion.
 - Track building EUI over time.
 - If relevant year's weather was abnormal, weather-normalized EUI can estimate EUI under normal weather conditions.



IMPORTANT: To get EUI, all building energy use for the relevant year must be converted / standardized to the same metric (i.e. kBtus or GJ).

Associated Energy Types	Input Unit	Multiplier to get kBtu (thousand BTu)
All	kBtu (thousand Btu)	1
	therm	100
	MBtu / MMBtu (million Btu)	1,000
	GJ (billion joules)	947.817
Electricity	kWh	3.412
	MWh	3,412
Natural Gas	cf (cubic feet)	1.026
	Ccf (hundred cubic feet)	102.6
Other Delivered Fuels	For delivered fuels conversion factors (US assumptions), see https://portfoliomanager.energystar.gov/pdf/reference/Thermal%20Conversions.pdf	

4. PORTFOLIO MANAGER: BENCHMARKING IN PRACTICE

COMMUNITY BUILDING DATA COLLECTION

Required by Portfolio Manager (as reminder)

1. Building Details

- Property Name
- Property Address
- Total Gross Square Footage
- Irrigated Area (sometimes)
- Year Built
- Occupancy
- Use Type (can include multiple uses, if applicable)

2. Energy

- 12+ consecutive months of all energy used or generated by all accounts and meters for the relevant building

BEST PRACTICES & TIPS

Maine EEPRC's program team will help you with data collection, but the below will be helpful to keep in mind.

• Identify and document:

- Where building information, energy bills, and water & sewer bills are stored. **TIP:** a central and secure digital workspace is best
- In what format. **TIP:** digital is best, digitize physical versions if able
- Who has access. **TIP:** having 1-2 people responsible for managing (with others given access) is best

• If there are missing energy or water & sewer bills:

- Access your utility or third-party providers' online portal to access these bills quickly and easily, any time.
- Call or email your utility or third-party provider to make this common request. They can often share 12-24 months of (a) actual bills or (b) usage and billing information. **TIP:** The request should come from an authorized representative of the Community that knows the relevant account numbers and addresses, and possibly your Community's EIN)

4. PORTFOLIO MANAGER: BENCHMARKING IN PRACTICE

METER & BILL DATA ENTRY

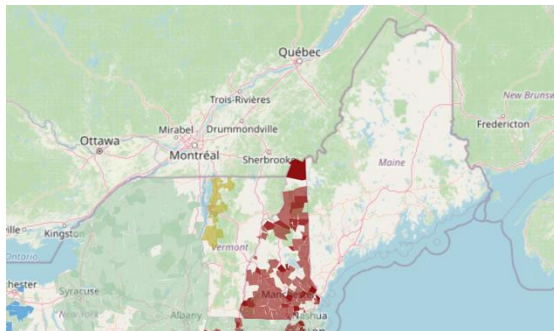
A. Manual Entry

B. Spreadsheet Entry

- Simple or Complex Spreadsheet (for entering multiple invoices for multiple properties)

C. “Web Services”

- A. Hiring an organization to upload data
- B. Utility automation not currently available in Maine (see map below)



FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER New Tab										
K19 : X ✓ fx										
	A	B	C	D	E	F	G	H	I	J
	Property Name (Required)	Street Address (Required)	Street Address 2 (Optional)	City/Municipality (Required)	State/Province (Required)	Other State/Province (Required for Non- US-or-Canada)	Postal Code (Required)	Country (Required)	Year Built/Year Planned for Construction Completion (Required)	Primary Function (Required)
1										
2	Main Warehouse	714 W. Camargo		San Antonio	TX		78205	United States	1975	Non-Refrigerated Warehouse
3	Office Tower	716 W. Hulsache		San Antonio	TX		78212	United States	1994	Office
4	Sunshine School	800 Flores St.		San Antonio	TX		78212	United States	1980	Adult Education
5										
6										
7										
28										
29										
30										
31										
32										
33										
34										
35										
36										
37										
38										
39										
Instructions Properties US or CA Federal Property Info Property IDs Uses Parking Swimming Pool ...										

Spreadsheet template sample

4. PORTFOLIO MANAGER: BENCHMARKING IN PRACTICE

MANUAL ENTRY

From homepage, click “Energy, Water, or Waste & Materials” tab.

1. Add Meter: Click “Add Meter” on the right side, filling in the requested information:

- Meter Name (see IMPORTANT note below)
- Type
- Units
- Date Meter Became Active
- In Use?
- Date Meter Became Inactive
- Delivered Fuel?

2. Add Bill: In the “About Your Meters Page,” click in appropriate cell date to add bill information.

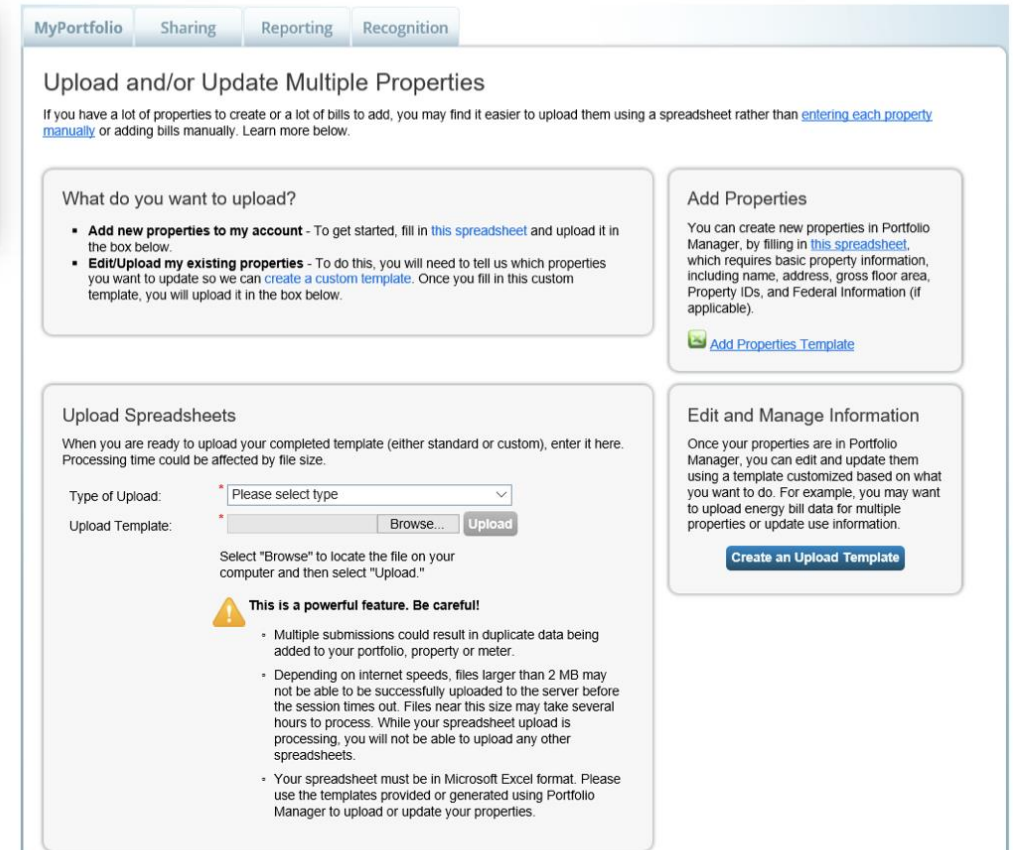
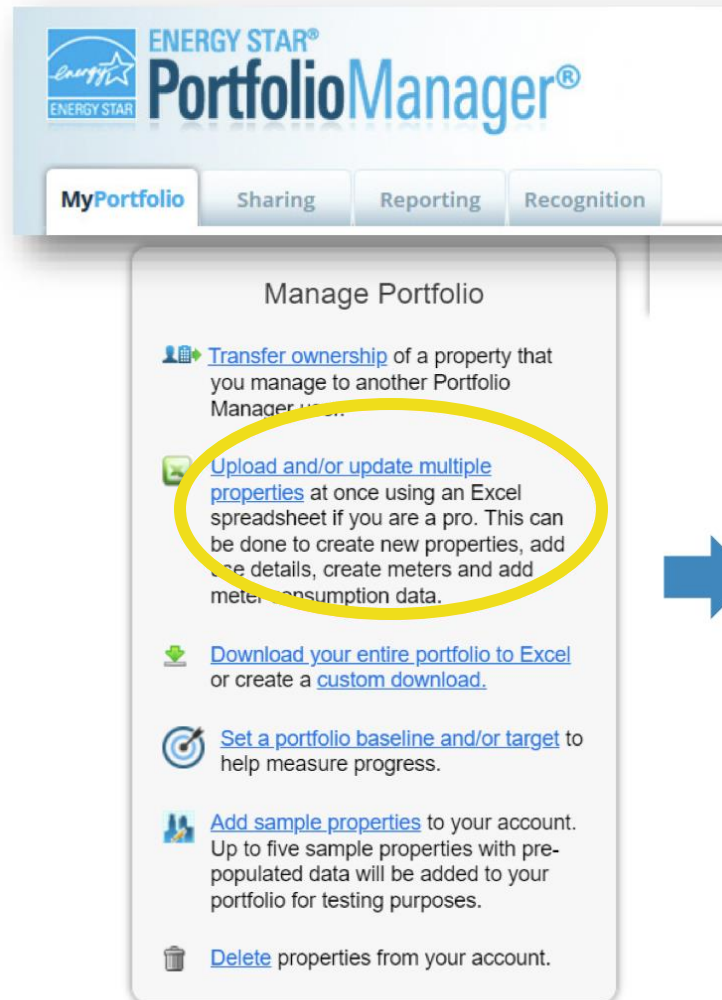
☐	Meter Name	Type	Other Type	Units	Date Meter became Active	In Use?	Date Meter became Inactive	Enter as Delivery?	Custom Meter ID 1 Name
☐	Electric Grid Meter # 1	Electric - Grid				☒		☐	
☐	Electric Grid Meter # 2	Electric - Grid				☒		☐	
☐	Electric Grid Meter # 3	Electric - Grid				☒		☐	
☐	Electric Grid Meter # 4	Electric - Grid				☒		☐	
☐	Electric Grid Meter # 5	Electric - Grid				☒		☐	

[X Delete Selected Entries](#)
[+ Add Another Entry](#)

IMPORTANT: You must give meters a name, so be sure to think about your naming convention (e.g. “Utility Account ##_Meter ##”)

4. PORTFOLIO MANAGER: BENCHMARKING IN PRACTICE

SPREADSHEET ENTRY



4. PORTFOLIO MANAGER: BENCHMARKING IN PRACTICE

DATA QUALITY CHECKER (DQC)

The **Data Quality Checker** runs a set of basic data checks on individual buildings to help you identify possible data entry errors and see whether your building differs from typical operational patterns.

It is accessible from the **Summary** tab for each property. Currently, you can only run the Data Quality Checker on individual properties. It will show you:

 Warnings

 Errors

Data Quality Checker

Run a check for any 12-month time period to see if there are any possible errors found with your data.

[Check for Possible Errors](#)

We will cover this a bit more in an upcoming training session.

AGENDA (Training Session II: Oct. 2nd)

SHARING, DASHBOARDS, AND REPORTS

1. **Contacts, Sharing & Access**
2. **Single Property Dashboards**
3. **Multi-Building Dashboards**
4. **Templates as Tools**
5. **Reports**

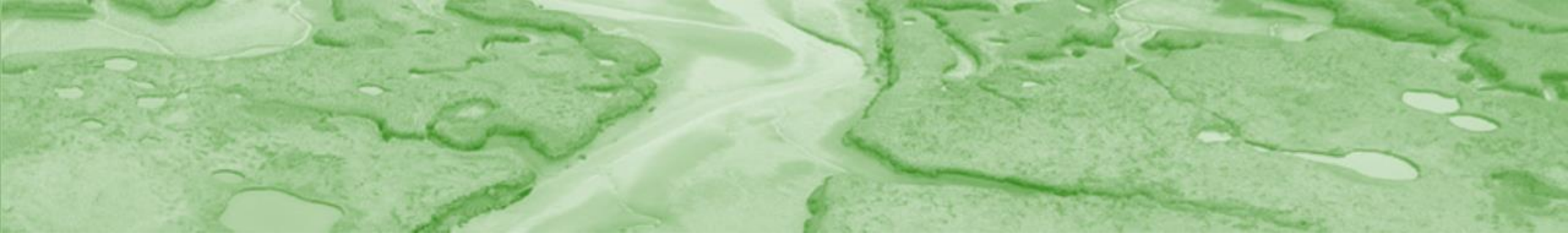


AGENDA (Training Session III: Oct. 9th)

PORTFOLIO MANAGER MAINTENANCE & TROUBLESHOOTING

1. **Portfolio Manager Data Maintenance - Best Practices**
2. **Setting Energy Targets**
3. **Common Error Messages**
4. **Troubleshooting**
5. **Closing**





COMMUNITY LIAISON TAKE-AWAY TASK

Prior to Portfolio Manager Training Session 2 on Thursday, Oct. 2:

1. Create an Account for Your Community *(the Community Liaison should do this, unless otherwise specified by Community officials and staff)*
2. Create an Account for Yourself *(and begin to think about others that should have access to your Community's Portfolio Manager account to prepare for a future session)*
3. Add Your Community's Maine EEPRC Buildings to Portfolio Manager *(our team can help you with inputting accounts and meters after the buildings are entered)*



THANK YOU!

**We welcome your
questions.**

*You may also contact the Program Team
at MaineEEPRC@poweroptions.org*