

Montgomery County Building Energy Benchmarking

QUICK GUIDE: CONNECT WITH MONTGOMERYDEP VIA ESPM



A quick guide to [CONNECT AND SHARE YOUR BUILDING WITH MONTGOMERY COUNTY DEP WITHIN ENERGY STAR PORTFOLIO MANAGER.](#)

Additional instructions are available in the full [benchmarking how-to-guide.](#)

Last Updated: Jan 2025

SHARE YOUR BUILDING WITH MONTGOMERY COUNTY DEP WITHIN ENERGY STAR PORTFOLIO MANAGER

Montgomery County uses [ENERGY STAR Portfolio Manager's \(ESPM\)](#) data sharing capabilities. This allows DEP to pull data directly from ESPM and run basic data checks.

Once you have entered all of the required information into ENERGY STAR Portfolio Manager, the following two actions are required of all building owners in order to correctly share your energy use with the County.

1. **Connect** your Portfolio Manager account with Montgomery County's Portfolio Manager account.
2. **Share** read-only access for your covered buildings.

Please note: You will only need to complete these actions once. Unlike previous reporting years, you will **not** receive a separate reporting link to submit your energy data, you will use the [Montgomery County Benchmarking Reporting Portal](#) to submit your data.

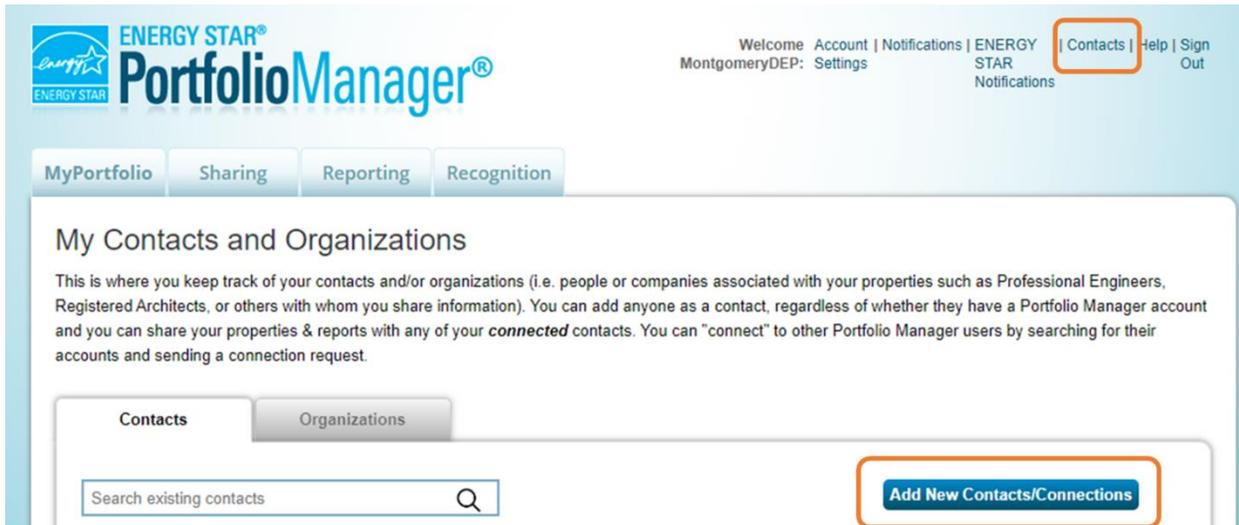
Please follow the steps below to confirm that your building is correctly shared with Montgomery County within ENERGY STAR Portfolio Manager and that your MBID has been entered correctly. If you failed to enter your MBID in Portfolio Manager, you will continue to receive an error message.

CONFIRM YOUR ACCOUNT INFORMATION

1. Confirm that your email address in your Portfolio Manager account is correct. Click on "Account Settings" in the upper right-hand corner of the screen.
2. Confirm that your unique Montgomery County Building IDs have been entered correctly for your buildings.

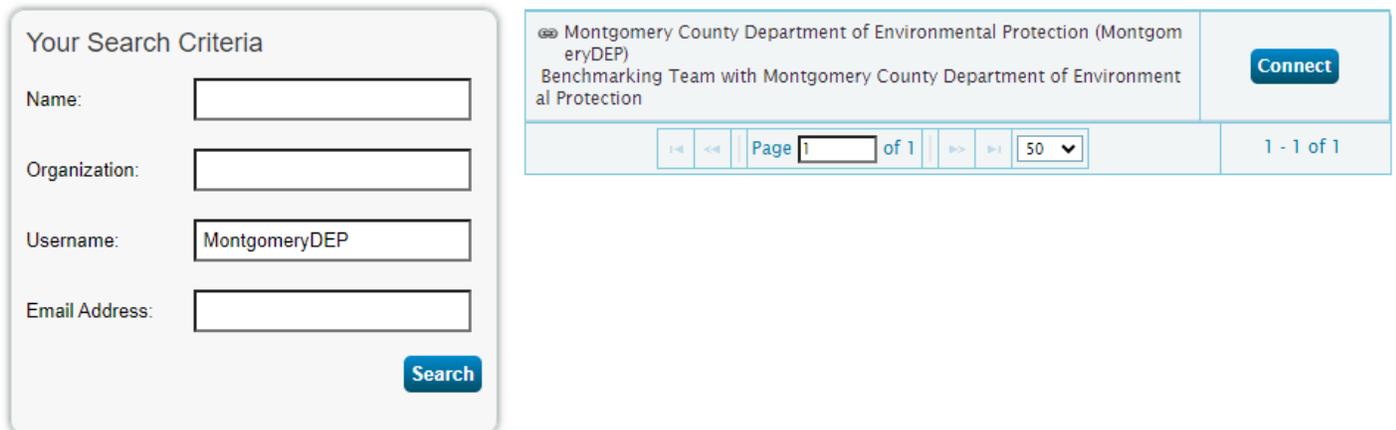
STEP 1 - CONNECT YOUR PORTFOLIO MANAGER ACCOUNT WITH MONTGOMERY COUNTY

1. Click "Contacts" in the upper right-hand corner of the screen.
2. Click "Add New Contacts".



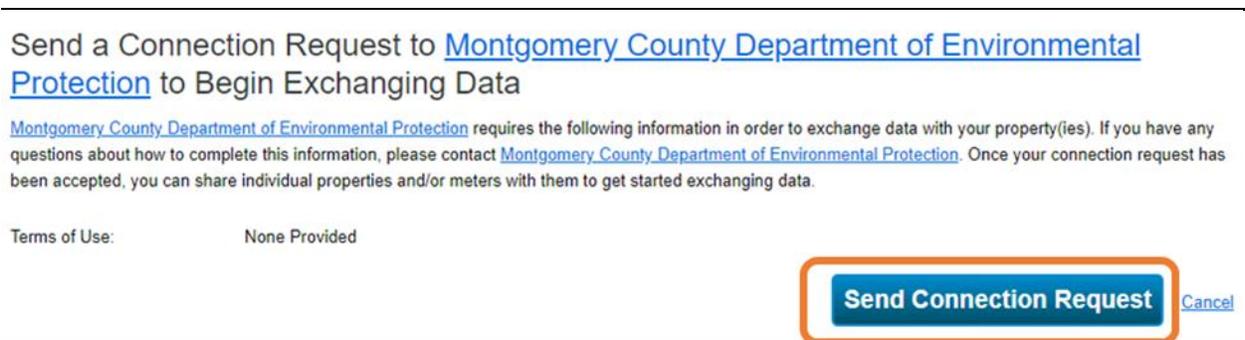
The screenshot shows the Energy Star Portfolio Manager interface. At the top left is the Energy Star logo. The main navigation bar includes 'MyPortfolio', 'Sharing', 'Reporting', and 'Recognition'. On the right, there are links for 'Welcome MontgomeryDEP', 'Account Settings', 'Notifications', 'ENERGY STAR Notifications', 'Contacts', 'Help', and 'Sign Out'. The 'Contacts' link is highlighted with an orange box. Below the navigation bar, there is a section titled 'My Contacts and Organizations' with a sub-header 'My Contacts and Organizations'. A search bar labeled 'Search existing contacts' is present, along with a button 'Add New Contacts/Connections' highlighted with an orange box.

3. Search for the username "**MontgomeryDEP**".
4. Click "Connect".



The screenshot shows the search results and search criteria. On the left, there is a 'Your Search Criteria' form with fields for 'Name', 'Organization', 'Username' (containing 'MontgomeryDEP'), and 'Email Address'. A 'Search' button is at the bottom right of the form. On the right, there is a search result for 'Montgomery County Department of Environmental Protection (MontgomeryDEP) Benchmarking Team with Montgomery County Department of Environmental Protection'. A 'Connect' button is next to the result. Below the result, there is a pagination control showing 'Page 1 of 1' and a dropdown menu set to '50'. The text '1 - 1 of 1' is also visible.

5. A pop-up window will appear. Click "Send Connection Request"



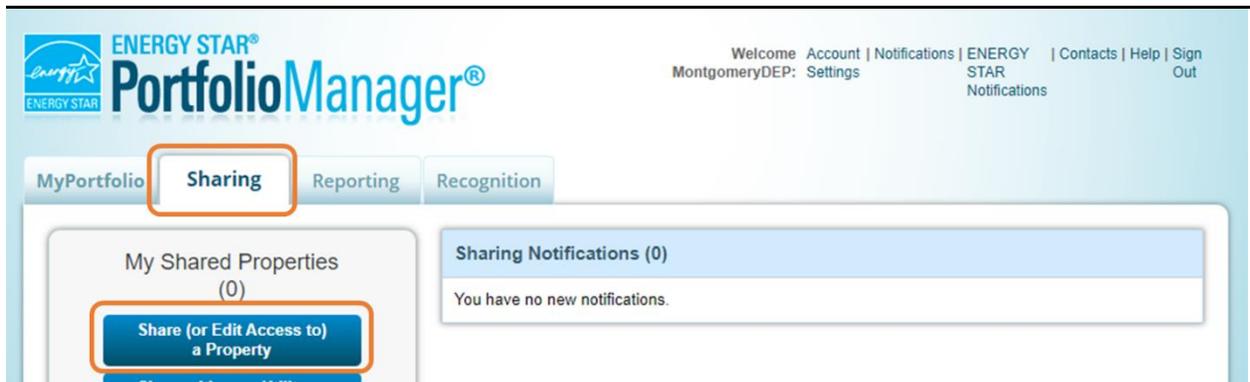
The screenshot shows a pop-up window titled 'Send a Connection Request to [Montgomery County Department of Environmental Protection](#) to Begin Exchanging Data'. The text below reads: 'Montgomery County Department of Environmental Protection requires the following information in order to exchange data with your property(ies). If you have any questions about how to complete this information, please contact [Montgomery County Department of Environmental Protection](#). Once your connection request has been accepted, you can share individual properties and/or meters with them to get started exchanging data.' At the bottom, there is a 'Terms of Use: None Provided' and a large blue button labeled 'Send Connection Request' with a 'Cancel' link next to it. The button is highlighted with an orange box.

Please note: Connection requests must be approved before you can share your buildings. Portfolio Manager will approve these requests in cycles of 30 minutes. If you have not received a connection confirmation email within one hour of submitting a request, please contact Energy@MontgomeryCountyMD.gov.

STEP 2 - SHARE READ-ONLY ACCESS TO YOUR DATA WITH MONTGOMERY COUNTY

Once your account is connected with Montgomery County DEP, you can start sharing properties.

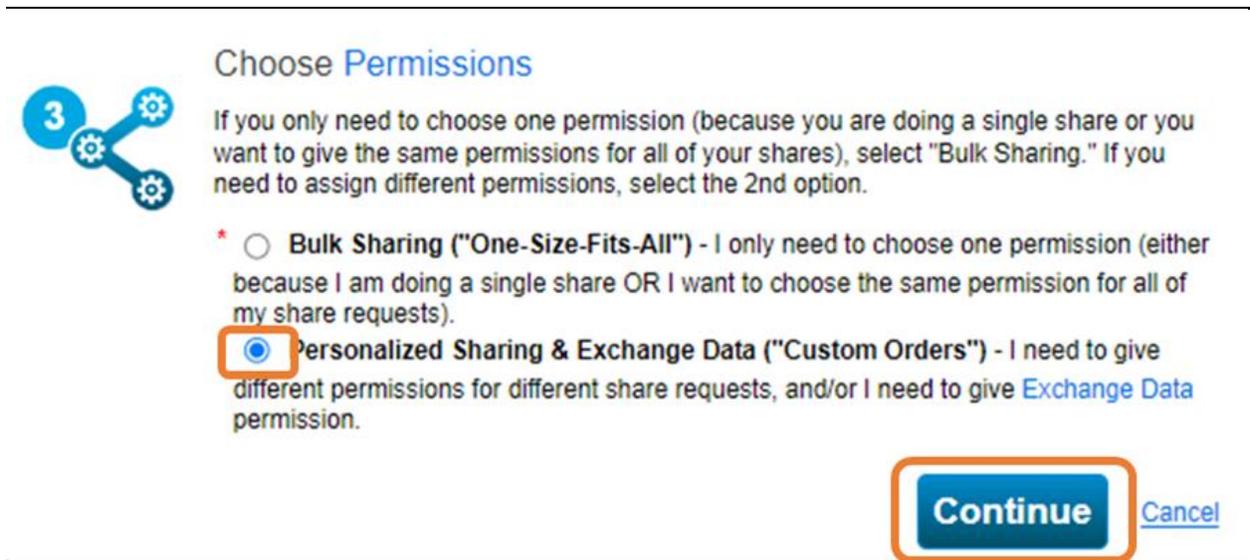
1. Go to the “Sharing” tab at the top of the page in Portfolio Manager.
2. Click "Share (or Edit Access) to a property":



3. Select your covered buildings and click “Apply Selection”.

Please note: If you are sharing a campus with multiple buildings, share **both** the campus and the individual buildings within the campus.

4. Select “**MontgomeryDEP**” as the recipient.
5. Select "Personalized Sharing & Exchange Data ("Custom Orders")" and click “Continue”:



6. Select "Exchange Data" for each property.

Sort by:

Name (ID)	No Access	Read Only Access	Full Access	Custom Access	Exchange Data
▼ Marriott Bethesda Downtown Hotel (21646097)	<input type="radio"/>				
Montgomery County Department of Environmental Protection	<input type="radio"/>				

7. A pop-up window will appear. Specify data attributes and permissions for each property.

- Select "Read Only Access" for "Property Information" and "All Meter Information."
- Select "None" for "Goals, Improvements, & Checklists" and "Recognition".
- Select "Yes" for "Share Forward".

Select the permission level below that you would like to grant [Montgomery County Department of Environmental Protection](#) for each category.

Item	None	Read Only Access	Full Access
Property Information	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
▼ All Meter Information			
▼ Energy Meters			
Electric Grid Meter #1	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Electric Grid Meter #2	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Natural Gas	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

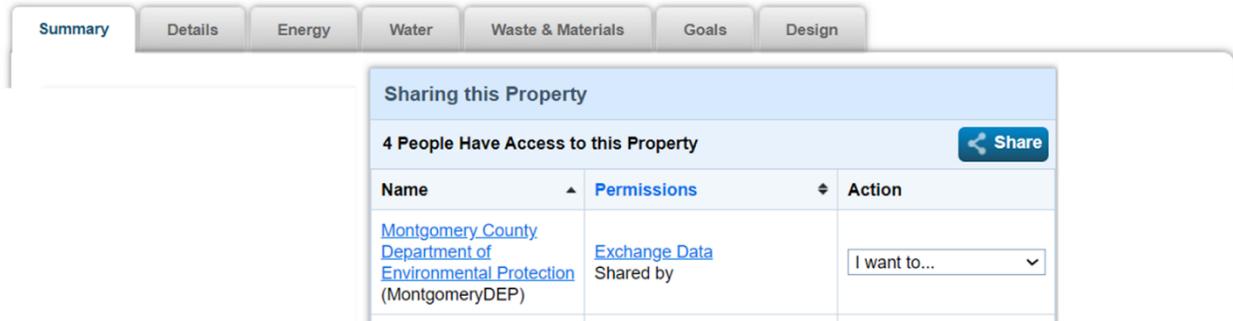
8. Click "Apply Selections & Authorize Exchange".

9. Once you've completed Exchange Data access for each property, click "Share Property(ies)".

Once the County accepts the shared properties, you'll receive a confirmation email.

For additional guidance on sharing properties within Portfolio Manager, click [here](#).

10. To confirm sharing, you should see “MontgomeryDEP” in the Sharing this Property table of the Summary Tab.

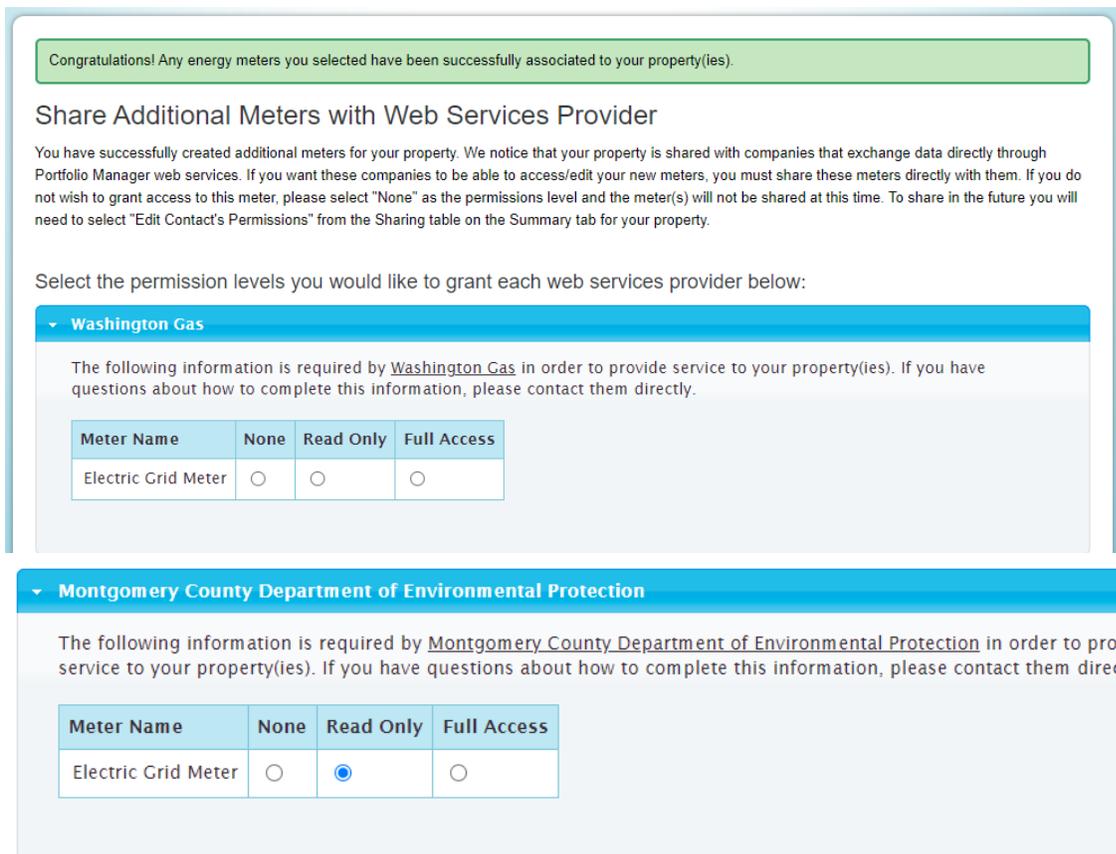


The screenshot shows a web interface with tabs for Summary, Details, Energy, Water, Waste & Materials, Goals, and Design. The 'Summary' tab is active, and a 'Sharing this Property' dialog is open. It indicates that 4 people have access to the property. A table lists the sharing details:

Name	Permissions	Action
Montgomery County Department of Environmental Protection (MontgomeryDEP)	Exchange Data Shared by	I want to... <input type="button" value="v"/>

You will receive a confirmation email within an hour once the property share request has been accepted. If you do not receive an email, please check your “spam” or “junk” folder.

Please note that if you ADD new meters to your property, you will also need to share those with MontgomeryDEP. ENERGY STAR Portfolio Manager will prompt you to share any new meters with existing connections:



The screenshot shows a confirmation message: "Congratulations! Any energy meters you selected have been successfully associated to your property(ies)." Below this is the heading "Share Additional Meters with Web Services Provider".

You have successfully created additional meters for your property. We notice that your property is shared with companies that exchange data directly through Portfolio Manager web services. If you want these companies to be able to access/edit your new meters, you must share these meters directly with them. If you do not wish to grant access to this meter, please select "None" as the permissions level and the meter(s) will not be shared at this time. To share in the future you will need to select "Edit Contact's Permissions" from the Sharing table on the Summary tab for your property.

Select the permission levels you would like to grant each web services provider below:

Washington Gas

The following information is required by [Washington Gas](#) in order to provide service to your property(ies). If you have questions about how to complete this information, please contact them directly.

Meter Name	None	Read Only	Full Access
Electric Grid Meter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Montgomery County Department of Environmental Protection

The following information is required by [Montgomery County Department of Environmental Protection](#) in order to provide service to your property(ies). If you have questions about how to complete this information, please contact them directly.

Meter Name	None	Read Only	Full Access
Electric Grid Meter	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Once these steps have been completed, you may return to the [Montgomery County Building Energy Benchmarking Reporting Portal](#) to finish submitting your report to DEP.