Sharing with us in Energy Star Portfolio Manager

Step 1: Make sure your meters are entered in properly for each property.

Meter Name field: Avista meter number (must be exact)

Unit field: Must be kWhs for electric or therms for gas

About Your Meters for Deer Park

Enter the information below about your new meters. The meter's **Units** and **Date Meter became Active** are required. You can also change the meter's name.

1 Energy Meter for Deer Park (click table to edit)

	Meter Name	Type	Other Type	Units	Date Meter became Active	In Use?	Date Meter became Inactive	Enter as Delivery?	C 1
☐	61433632	Electric - Grid ⌄		kWh (thousand ⌄	📅	☑		☐	☐

✖ Delete Selected Entries
➕ Add Another Entry

[Back]   [Create Meters]   Cancel

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Step 2: Make sure Avista Utilities is listed as one of your contacts.

Step 3: Click on the Sharing tab and select the "Share with your Utility…"

MyPortfolio | **Sharing** | **Reporting** | **Recognition**

My Shared Properties (0)

Share (or Edit Access to) a Property

Share with your Utility or Service Provider for exchanging data

Upload Sharing Rep...

Sharing Notifications (0)

You have no new notifications.

More About Sharing
No properties are currently shared between you and your contacts. Sharing can be helpful if you want to allow other people to view your property or help maintain or update information about it (e.g. property use details or meter data). You may also want to consider sharing with an organization who exchanges data to automatically update your meter information. Learn more about exchanging data.

On the **Share Properties for Exchanging Data** screen:

A. Select "Avista Utilities" from the drop-down list of your connected web services accounts.

B. Select the property(ies) that you wish to share.

C. Select "Exchange Data Full Access."

D. Click the "Authorize Exchange" button.

E. If you are in a hurry, or there has been a delay since your request, please contact us at (509) 495-4728 or benchmarking@avistacorp.com

Share Properties for Exchanging Data

| Choose Permissions | Set Up Connections | Check Existing Permissions | View Results/ Confirmation |

Sometimes it's really important to be able to share your property with someone else. Use this option to set up automatic exchange of data with your utility or service provider.

Select Web Services Provider (Account)

Which web services provider (account) do you want to share these properties with in order to exchange data? You can share multiple properties at once with a single provider.

Select web services provider from my contacts book:

[John Smith (Cadmus_Web_Services) ▾] ◀ **A**

Unlike "regular sharing," when you "bulk share" with a Web Service Provider, you can only pick one provider. This is because the bulk share depends on the requirements/settings of the provider.

Select Properties

Which Properties do you want to share? Note that while you can share properties that include unsupported meter types, those specific meters will not be shared.

[One Property ▾] [EXAMPLE TRAINING TEST ▾] ◀ **B**

Choose Permissions

If you only need to choose one permission (because you are giving the same permissions for all your shares), you can choose that permission here. Otherwise, you may assign different permissions for different properties and/or contacts on the next screen.

◉ I want to set permission levels in bulk for all selected properties and meters.

C ▶ ◉ Exchange Data Full Access (with full access to all properties and meters)

○ Exchange Data Read Only Access (with read only access to all properties and meters)

○ Exchange Data Custom Access (customized access by meter type, such as electricity and gas, for all properties)

○ Remove Access (i.e. remove existing access to all properties)

○ I want to provide different levels of access for each property or to each individual meter within a property.

D ▶ [**Authorize Exchange**] Cancel

Approved: 24 months of meter usage data uploaded

Denied: Avista will contact you directly to correct and resubmit