



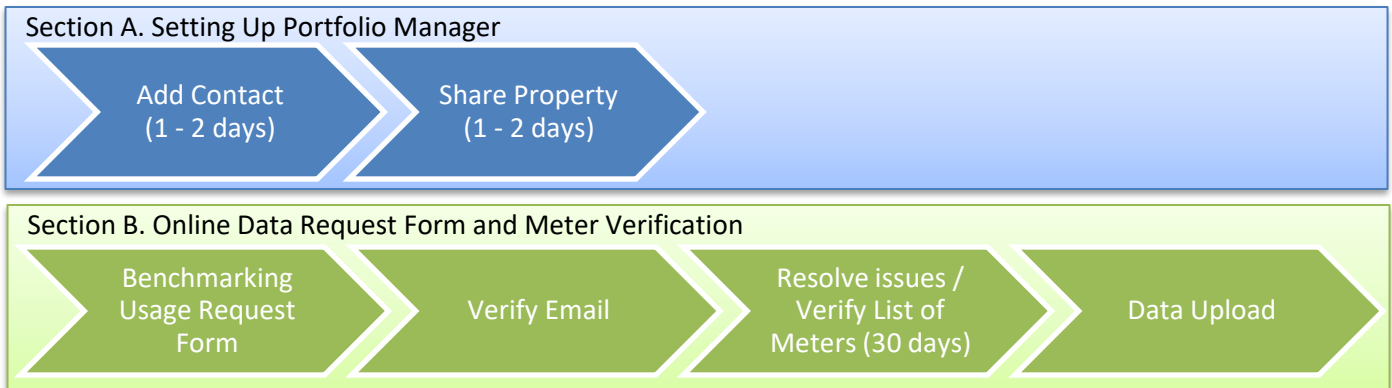
How to Enroll in SoCalGas Web Services

Last Updated 11/16/2023

INTRODUCTION

SoCalGas Web Services is a program by which SoCalGas can automatically provide the data needed to benchmark your building, including data for any tenant-controlled areas.

Follow the instructions below to request SoCalGas to upload your building’s prior and current year to date aggregated gas usage data to your Portfolio Manager Property and establish an automated, recurring update. Please note that you will not receive the usage data if you do not complete **all** the steps described in this guide. This guide is intended **first time** compliance and divided into two sections, outlined below:



BEFORE YOU BEGIN NOTES

- ✓ If you are **already enrolled** in SoCalGas’ Web Services, refer to Guide 8: HOW TO BENCHMARK – ONGOING.
- ✓ A **Portfolio Manager account** is required to complete the steps below. Refer to Guide 3: HOW TO CREATE A PORTFOLIO MANAGER ACCOUNT if you don’t have one yet.
- ✓ A **Portfolio Manager property** is required to complete the steps below. Refer to Guide 4: HOW TO CREATE A PROPERTY PROFILE if you don’t have one yet.
- ✓ **It is strongly recommended that you submit your data request(s) no later than March 1st to allow sufficient time for data upload and review.**
- ✓ SoCalGas will upload the **aggregated gas usage data** for the **current and prior calendar year** and **provide automated, recurring updates**. You do not need to repeat the data request process for future reporting. However, you will need to monitor the virtual meter and report any upload interruption to SCGBenchmarking@semprautilities.com.
- ✓ To request for historical gas usage data, refer to Benchmark FAQ # 41 posted at ladbs.org/ebewe/ebewe-benchmarking-process-and-information.
- ✓ Questions regarding status of gas usage data requests, or issues with the gas usage data provided by SoCalGas should be sent to SCGBenchmarking@semprautilities.com.
- ✓ Once you have received the **whole building** usage data for **Energy (electric and gas) and Water** meters for the **prior** calendar year, proceed to Guide 9: HOW TO SUBMIT YOUR BENCHMARK REPORT to submit the benchmark report to LADBS.



How to Enroll in SoCalGas Web Services

INSTRUCTIONS

SECTION A. Setting up Portfolio Manager

1. **ADD SOCALGAS AS A CONTACT.**

1.1 To set up Web Services, the first step is to connect with SoCalGas as a contact.

Click on the **Contacts** link in the top right corner of the page.

On the **My Contacts and Organizations** screen, click **Add New Contacts/Connections**.

The screenshot shows the ENERGY STAR Portfolio Manager interface. At the top, there is a navigation bar with 'Welcome', 'Account Settings', 'Notifications', 'ENERGY STAR Notifications', and 'Contacts' (highlighted with a red box). Below the navigation bar are tabs for 'MyPortfolio', 'Sharing', 'Reporting', and 'Recognition'. The main content area is titled 'My Contacts and Organizations' and contains a search bar for existing contacts, a table with columns for Name (title), Organization, Connection Status, and Username, and a red box highlighting the 'Add New Contacts/Connections' button. Below the table are links for 'Delete selected entries', 'Share properties with selected connected contacts', and 'Download all contact information'.



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1.2 On the Name field of the **Find Contact in Portfolio Manager** box type in **Southern California Gas** and click **Search**.

The screenshot shows the 'Add Contact' page in the Energy Star Portfolio Manager interface. At the top, there is a navigation bar with 'Welcome', 'Account Settings', 'Notifications', 'ENERGY STAR Notifications', 'Contacts', 'Help', and 'Sign Out'. Below the navigation bar are tabs for 'MyPortfolio', 'Sharing', 'Reporting', and 'Recognition'. The main heading is 'Add Contact', followed by a paragraph explaining two ways to add a contact. The 'Find Contact in Portfolio Manager' section contains a search form with fields for 'Name', 'Organization', 'Username', and 'Email'. The 'Name' field is highlighted with a red box and contains the text 'Southern California Gas'. Below the form are 'Search' and 'Cancel' buttons, with the 'Search' button also highlighted with a red box. To the right of the form are two informational sections: 'Connecting with Other Users' and 'Keeping Personal Contacts', each with an information icon and a paragraph of text.

NOTE: Do not use any abbreviations; type out the full name, exactly as shown.



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1.3 A list of available contacts will be returned. Click on the **Connect** button for the **Southern California Gas Company (SCG) Program Advisor with SCG**.

The screenshot shows the Energy Star Portfolio Manager interface. At the top, there is a navigation bar with the Energy Star logo and 'PortfolioManager' text. To the right, there are links for 'Welcome', 'Account Settings', 'Notifications', 'ENERGY STAR Notifications', 'Contacts', 'Help', and 'Sign Out'. Below the navigation bar, there are tabs for 'MyPortfolio', 'Sharing', 'Reporting', and 'Recognition'. The main content area is titled 'Search Results' and contains a paragraph explaining the search process. Below this, there is a search criteria box with 'Name: Southern California Gas' and a table of results. The table has one row with the text 'Southern California Gas Company (SCG) Program Advisor with SCG' and a 'Connect' button. Below the table, there are pagination controls showing 'Page 1 of 1' and a dropdown menu set to '50'.

NOTE: If you are already connected with SoCalGas, the Connect button will show “ ✓ Connected” instead.



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How to Enroll in SoCalGas Web Services

1.4 Next, read all of SoCalGas' Terms of Use. Scroll down, read everything carefully. Click on **I agree to my provider's Terms of Use**. Then click **Send Connection Request**.

The screenshot shows the Energy Star Portfolio Manager interface. At the top, there is a navigation bar with links for Welcome, Account Settings, Notifications, ENERGY STAR Notifications, Contacts, Help, and Sign Out. The main heading reads "Send a Connection Request to [Southern California Gas Company](#) to Begin Exchanging Data". Below this, a paragraph explains that Southern California Gas Company requires certain information for data exchange and provides contact details. A "Terms of Use" section is displayed in a scrollable box, titled "AUTHORIZATION FOR UTILITY TO RELEASE CUSTOMER USAGE DATA TO ENERGY STAR® PORTFOLIO MANAGER INTERNET APPLICATION AND NON-DISCLOSURE AGREEMENT". The text describes the agreement between the user and Southern California Gas Company. Below the terms, an "Agreement:" label is followed by a red-bordered checkbox and the text "I agree to my provider's ([Southern California Gas Company](#)) Terms of Use." At the bottom right, there is a prominent red-bordered button labeled "Send Connection Request" and a "Cancel" link.

1.5 The top of the page will show a green bar confirming your connection request was sent to SoCalGas.

The screenshot shows the Energy Star Portfolio Manager interface after a connection request has been sent. The top navigation bar is identical to the previous screenshot. Below the navigation bar, there are tabs for "MyPortfolio", "Sharing", "Reporting", and "Recognition". A green confirmation bar is highlighted with a red border, containing the text: "You have successfully sent a connection request to Southern California Gas Company. When Southern California Gas Company has accepted your request, you will be able to share properties and, therefore, authorize this provider to begin exchanging data with your property(ies)."

NOTE: You are not yet connected to SoCalGas until they accept your request. You will receive a notification in Portfolio Manager when your request is accepted. **This process takes 24 to 48 hours.**



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1.6 Once SoCalGas has accepted your connection request you will receive a connection accepted notification.

Go to **Notifications** on the top right corner of the page, click the **Notices** tab and find the message that says **SoCalGas has accepted your request to connect**.

ENERGY STAR® PortfolioManager®

Welcome Account : Settings **Notifications 10** ENERGY STAR Notifications | Contacts | Help | Sign Out

MyPortfolio Sharing Reporting Recognition

View All Notifications (10)

Incoming Requests (0) Outgoing Requests (1) **Notices (9)**

Type	Notification	Date	
✓	Southern California Gas Company has accepted your request to connect because Customer connection request is accepted.	7/2/2019	

2. SHARE PROPERTY WITH SOCALGAS.

2.1 After you have received notification that SoCalGas has accepted your connection request, the next step is to share your property(ies) through your Portfolio Manager account.

Click the **Sharing** tab.

Click **Share (or Edit Access to) a Property** on this screen.

ENERGY STAR® PortfolioManager®

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

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

Download Sharing Report

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.](#)

NOTE: Check your ESPM Account home page for Notifications regularly.



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2.2 The following screen will appear.

ENERGY STAR PortfolioManager®

Welcome Account | Notifications | ENERGY STAR Notifications | Contacts | Help | Sign Out

MyPortfolio **Sharing** Reporting Recognition

Share (or Edit Access to) Properties

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. If you have already shared properties, you can also use this form to edit people's access to your properties.

1 Select Properties
We'll get into the details of the level of access later. For now, which properties do you want to share and/or edit access to?
Select Properties
Selected Properties: 0

2 Select People (Accounts)
Which people (accounts) do you want to share these properties with (or modify their current access to)? 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:
Southern California Gas Company (SCG)

3 Choose Permissions
If you only need to choose one permission (because you are doing a single share or you want to give the same permissions for all of your shares), select "Bulk Sharing." If you need to assign different permissions, select the 2nd option.

* Bulk Sharing ("One-Size-Fits-All") - I only need to choose one permission (either because I am doing a single share OR I want to choose the same permission for all of my share requests).
 Personalized Sharing & Exchange Data ("Custom Orders") - I need to give different permissions for different share requests, and/or I need to give Exchange Data permission.

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 "Contacts" page and search for them under "Add Contact" or "Add Organization" (they need to have a Portfolio Manager account). Once you find them, send a "Connection" request. When they accept your connection request, they will show up on the list to the left.

Exchanging Data with Web Service Providers?
If you need to share your property(ies) with a Web Service Provider or Utility, use the "Set Up Web Services/Data Exchange" page.

Who gets to Share Forward?
Full Access - Automatically includes "Share Forward" rights
Read Only - Automatically does NOT include "Share Forward" rights
Custom - You decide, along with the individual permissions for property, meter, goals and recognition permissions.
Exchange Data - You decide, along with the individual permissions for property, meter, goals and recognition permissions.



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Under **Select Properties**, click **Select Properties**. A pop-up window will appear where you can select the check boxes of all the properties you want to share. Click the **Apply Selection** button to return to the previous screen. You may need to use the scroll bars to find the Apply Selection button

Under **Select People (Accounts)**, click **Southern California Gas Company (SCG)** as the Account with which you would like to share.

Under **Choose Permissions**, select the setting for **Personalized Sharing & Exchange Data**.

Click **Continue**.

2.3 On the next screen, select the **Exchange Data** radio button as the permission level to grant SoCalGas.

The screenshot shows the 'Edit Sharing Permissions' interface in the ENERGY STAR Portfolio Manager. The 'Sharing' tab is selected. A table lists permissions for a 'TEST OFFICE' property, with 'Southern California Gas Company' listed as a user. The 'Exchange Data' radio button for this user is highlighted with a red box. A 'Share Property(ies)' button is visible at the bottom right.

Who gets to Share Forward?

- Full Access** - Automatically includes "Share Forward" rights
- Read Only** - Automatically does NOT include "Share Forward" rights
- Custom** - You decide, along with the individual permissions for property, meter, goals and recognition permissions.
- Exchange Data** - You decide, along with the individual permissions for property, meter, goals and recognition permissions.

Name (ID)	No Access	Read Only Access	Full Access	Custom Access	Exchange Data
TEST OFFICE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Southern California Gas Company	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Sort by:

Share Property(ies) [Cancel](#)



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2.4 When the **Exchange Data** radio button is clicked, a pop-up window will appear.

Enter **Y** for the reason for requesting the data exchange, and to receive monthly updates.

For Property Information select **Full Access**. All other options can be **Read Only Access**.

Scroll down and click **Apply Selections & Authorize Connection**

Select Access Permissions to [TEST OFFICE](#) for [Southern California Gas Company](#).
 The following information is required by [Southern California Gas Company](#) in order to provide service to your property(ies). If you have any questions about how to complete this information, please contact them directly.

Is this property being benchmarked because of AB802? [Y/N]: *
 Answer [Y] if you are requesting data for this property to comply with AB802.; 1 - 1 Characters [More Information](#)

Do you require monthly meter updates? [Y/N]: *
 Answer [Y] if you require SCG to update the meters for this property.; 1 - 1 Characters

Select the permission level below that you would like to grant [Southern California Gas Company](#) for each category.

Item	None	Read Only Access	Full Access
Property Information	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
▼ All Meter Information			
Goals, Improvements, & Checklists	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Recognition	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Additional Options:

Item	Yes	No
* Share Forward Allow Southern California Gas Company to share this property with others and give them any permissions that he/she has, including the right to share with more people.	<input type="radio"/>	<input checked="" type="radio"/>

Apply Selections & Authorize Exchange [Cancel](#)

NOTES:

- This window is longer than it appears here. To see all fields, you must scroll down.
- **Share Forward** option is not required and is at the discretion of the customer and will not impact the upload of aggregated data to the virtual meter.



EBEWE Benchmarking Compliance Instructions



How to Enroll in SoCalGas Web Services

2.5 On the next page, click **Share Property(ies)** to share your property with SoCalGas.

ENERGY STAR® PortfolioManager®

Welcome Account | Notifications ● | ENERGY STAR Notifications | Contacts | Help | Sign Out

MyPortfolio **Sharing** Reporting Recognition

Edit Sharing Permissions

The table below lists your property (ies) and the type of access you have granted to each person. You may make any necessary edits and click "Edit Permissions".

NEW Who gets to Share Forward?

- Full Access** - Automatically includes "Share Forward" rights
- Read Only** - Automatically does NOT include "Share Forward" rights
- Custom** - You decide, along with the individual permissions for property, meter, goals and recognition permissions.
- Exchange Data** - You decide, along with the individual permissions for property, meter, goals and recognition permissions.

Sort by:

Name (ID)	No Access	Read Only Access	Full Access	Custom Access	Exchange Data
▼ TEST OFFICE					
Southern California Gas Company	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> Edit

Share Property(ies) [Cancel](#)

2.6 A green bar will appear at the top of the Sharing tab confirming the request was submitted.

ENERGY STAR® PortfolioManager®

Welcome Account | Notifications ● | ENERGY STAR Notifications ● | Contacts | Help | Sign Out

MyPortfolio **Sharing** Reporting Recognition

You have successfully shared/edited access to your property(ies). If you shared properties, you will receive a notification when your contact has accepted the share. If you edited access to current permissions, the edits have been made, no acceptance is required.

If you edited web services Custom ID fields, [read this](#).



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2.7 Once SoCalGas has accepted your connection request you will receive a connection accepted notification. Go to **Notifications** on the top right corner of the page, click the **Notices** tab and find the message that says LADWP has accepted your request to connect

The screenshot shows the Energy Star Portfolio Manager interface. At the top, there is a navigation bar with 'Welcome', 'Account Settings', 'Notifications' (highlighted with a red box), 'ENERGY STAR Notifications', 'Contacts', 'Help', and 'Sign Out'. Below the navigation bar are tabs for 'MyPortfolio', 'Sharing', 'Reporting', and 'Recognition'. A green message box states: 'You have successfully cleared the selected request(s) from your queue.' Below this is a section titled 'View All Notifications (2)' with three tabs: 'Incoming Requests (0)', 'Outgoing Requests (0)', and 'Notices (2)' (highlighted with a red box). A table of notifications is displayed, with the second row highlighted by a red box:

Type	Notification	Date	
<✓	Southern California Gas Company has accepted your request to connect because Customer connection request is accepted.	1/21/2022	<input type="checkbox"/>
<✓	TEST OFFICE - Share accepted by Southern California Gas Company because Property share request is accepted	1/21/2022	<input type="checkbox"/>

A 'Clear' button is located at the top right of the notification table.



How to Enroll in SoCalGas Web Services

SECTION B. Online Data Request Form and Meter Verification

Prior to completing the online data request form, follow the steps in Section A to connect with SoCalGas and share your property in Portfolio Manager.

1. Complete the **BENCHMARKING USAGE REQUEST Form**.

1.1 Gather the information you will need in order to complete the online usage data request from SoCalGas:

- **ENERGY STAR Portfolio Manager Property ID** – This can be located under your property’s name in the My Portfolio Dashboard.

The screenshot shows the ENERGY STAR Portfolio Manager interface. At the top, there are navigation links for 'Welcome', 'Account Settings', 'Notifications', 'ENERGY STAR Notifications', 'Contacts', 'Help', and 'Sign Out'. Below the navigation is a menu with 'MyPortfolio', 'Sharing', 'Reporting', and 'Recognition'. The 'MyPortfolio' section is active, showing 'Properties (1)' with an 'Add a Property' button. A 'Refresh' button is also present. Below this is a 'Dashboard' section with a search bar and a 'Refresh Metrics' button. A table lists the properties:

Name	Energy Current Date	ENERGY STAR Score	Site EUI (kBtu/ft ²)	Source EUI (kBtu/ft ²)
TEST OFFICE 19450455				

- **All addresses associated with the building(s)** – you will receive incomplete data if you do not provide all addresses associated with the building
- **Number of utility accounts** serving the buildings address, and how many of the accounts are in the building owners name.
- **Tenant Consent.** If there are **less than five active gas accounts not in the owner’s name** (e.g. in tenants name), then you must provide SoCalGas with signed authorization in order to receive customer information or act on a customer’s behalf. The account holder(s) must sign the Customer Information Standardized Request (CISR) Form: socialgas.com/1443740417415/CISR_Form_8206.pdf
- Through the online form, you will attest that you are authorized to request data on behalf of the owner - Proof of Ownership and a Letter of Authorization are no longer required.



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1.2 Navigate to the Benchmarking Usage Request form: eebenchmarking.socalgas.com/ab802/

Complete Step 1 by entering your ENERGY STAR PM username and Property ID, Requestor information, select **Aggregated** under Report Type and enter the number of gas accounts in the address/es.

If you indicated that there are less than five active gas accounts not in the owner's name (e.g. in tenants name), you will be prompted to download and complete the Customer Information Standardized Request (CISR) Form before moving to the next step.

If you are not prompted to complete the CISR form or you already have a completed CISR form, click **Next**.

Step 1 **Step 2** **Step 3**

Submit a Request

Step 1 of 3. Requestor information

Please provide the following information about the requestor and/or the ENERGY STAR® Portfolio Manager (PM) account in order to request benchmarking usage data

* Required

ENERGY STAR Portfolio Manager Information

*Is this request for your ENERGY STAR PM? Yes No

* ENERGY STAR PM Username

*Property ID

Don't have an ENERGY STAR PM account?
Visit ENERGY STAR® to create an account.

NOTE: Image continues to next page.



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Requestor

*First Name:

* Last Name:

* Email Address:

* Confirm Email Address:

* Phone Number:

Business Name:

*Requestor Type:

Request Information

*Report Type:

*Number of gas utility accounts at the given address(es)?:

*How many gas utility accounts are in building owner's name?:

Next »



How to Enroll in SoCalGas Web Services

- 1.3 In Step 2, select the **Building Type** from the drop-down list and add all the **addresses associated with the building**. A list of addresses will be suggested if the address entered cannot be found in the database. You must have a match to move to Step 3. Note that meter number is not required to complete the request.

Click **Next**.

Step 1 > **Step 2** > Step 3

Submit a Request

Step 2 of 3. Add Building Address(es)

Please enter the building type and address(es) associated with a single building.
** Required*

Building Type

Buildings can have different types and they should reflect the use for a majority of the building. They include Commercial, Industrial, Mixed Use and Multi-family. Please note: Mixed Use is both Commercial and Residential types.

** Building Type:*

Building Address 1 X

** Street Address :*

Apartment or Unit Number:

** City:*

** Zip Code:*

[«Back](#)



How to Enroll in SoCalGas Web Services

1.4 Be sure to have your required document(s) ready for uploading.

Review the **Terms and Conditions**.

Click on the Terms acknowledgment **checkbox**.

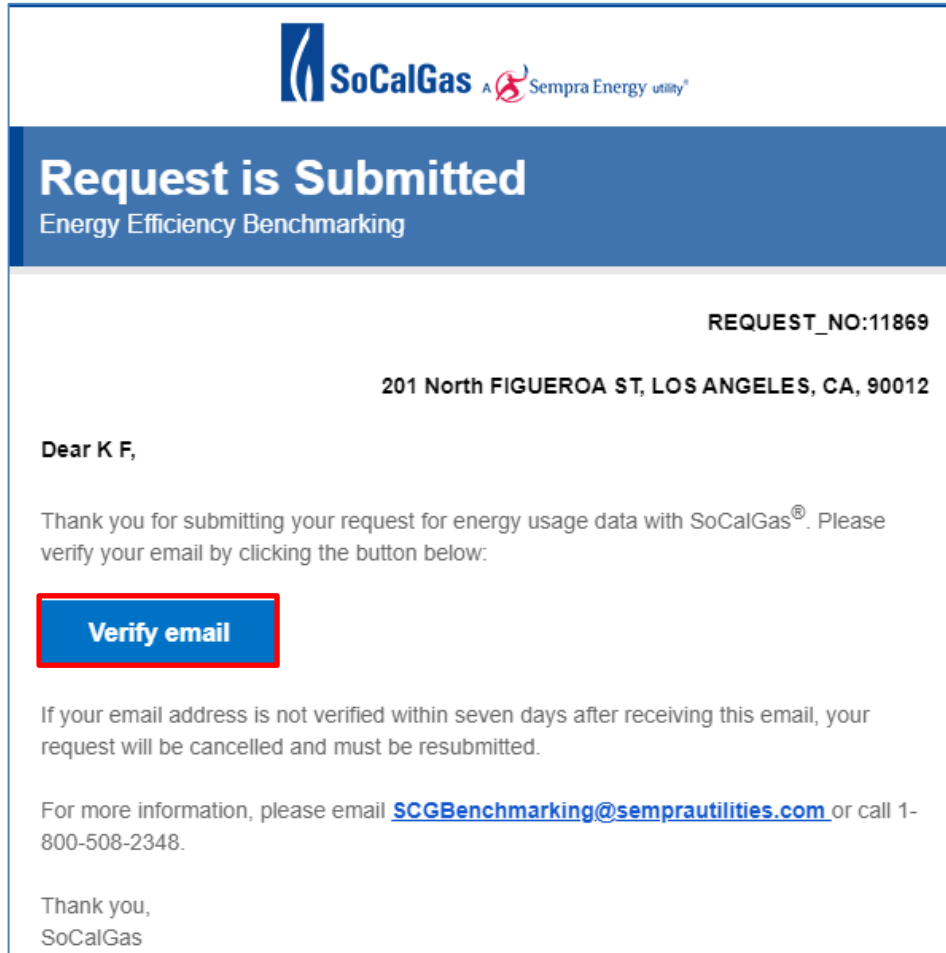
Click on the **Submit** button.

NOTE: If you have indicated there are less than five active gas accounts not in the owner’s name (e.g. in tenants name), this step will provide an option to upload the Customer Information Standardized Request (CISR) Form (see image on the next page).



How to Enroll in SoCalGas Web Services

2. **VERIFY EMAIL.** After clicking **Submit**, you will receive an email from SCGBenchmarking@semprautilities.com. Click on the link within 7 days to verify your email to complete the submission of your request.



NOTES:

- Your request will be fulfilled within 28 days of a complete request submittal. A complete request submission constitutes building ownership verification/attestation and 3rd party & party & customer authorization, when applicable.
- 3rd party is a requestor who is not a building owner (i.e. building manager/operator, facilities personnel, benchmarking service provider, owner's agent, etc.). Customer is account holder or tenant within the requested building.




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3. **RESOLVE ISSUES / VERIFY LIST OF METERS.** SoCalGas will follow up via email to clarify any issues with the request. You will receive an email from SCGBenchmarking@semprautilities.com with a list of meter/s for your review.

Click **Confirm Meters** to proceed with the request.

 **SoCalGas** A Sempra Energy utility

Energy Usage Data Request Approved

Energy Efficiency Benchmarking

REQUEST_NO:11869

Dear K F,

Your energy usage data request to SoCalGas® for benchmarking, AB802 and/or EBEWE compliance has been approved. SoCalGas will upload the data to your Energy Star account within 28 days.

To ensure the accuracy of your request for aggregated data, we are offering you the opportunity to review the following list of meters and determine if this is an accurate representation of the meters serving your building/property. If you notice that there are meters missing or meters included that shouldn't be, please let us know by emailing SCGBenchmarking@semprautilities.com so we can investigate.

03576271
04832326
11788277
15722892
15722891

Click on the "Confirm Meters" button below to proceed with your request.

Confirm Meters

—

For more information, please email SCGBenchmarking@semprautilities.com or call 1-800-508-2348.

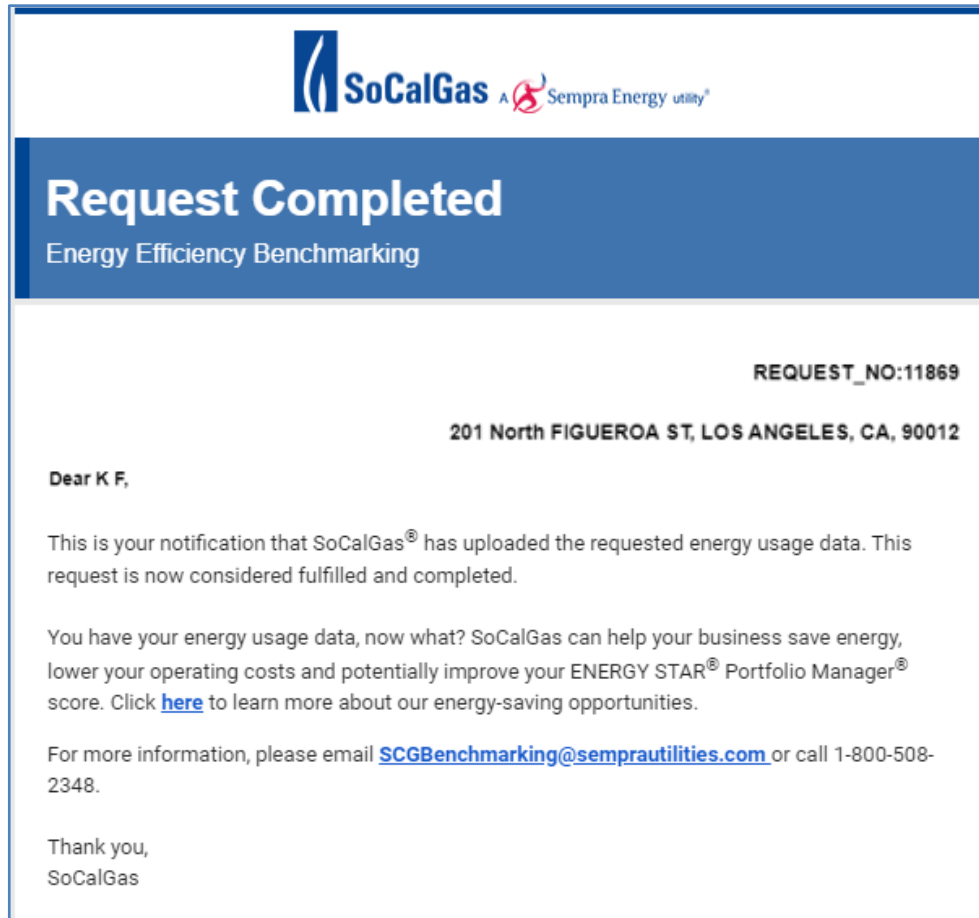
Thank you,
SoCalGas®



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4. **DATA UPLOAD.**

4.1 Once any issues with your request are resolved, SoCalGas will send an email to inform you that they have created a virtual meter and uploaded data directly to your account.





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4.2 Log in to your Portfolio Manager and go to the Energy tab of your Property, you will find a Natural Gas Meter, with a name that starts with VM followed by 10-digit number. If this meter is under Additional Meters – Not Used in Metrics, move it to **Meters – Used to Compute Metrics**:

Under the Energy tab of your Portfolio Manager Property, click **Change Meter Selections**.

Summary Details **Energy** Water Waste & Materials Goals Design

Meter Summary

2 Energy Meters Total

- 1 - Used to Compute Metrics
- 1 - Not Used in Metrics

[Add A Meter](#)

Current Energy Date
Not Available

Enter Your Bills

Meters - Used to Compute Metrics (1) **Add A Meter**

[Change Meter Selections](#)
[View as a Diagram](#)

Name Meter ID	Energy Type	Most Recent Bill Date	In Use? (Inactive Date)
Electric Aggregate - Whole Building 70022808	Electric - Grid		Yes

[Download Annual Totals by Meter](#)

Additional Meters - Not Used in Metrics (1)

[Change Meter Selections](#)

Name Meter ID	Energy Type	Most Recent Bill Date	In Use? (Inactive Date)
VM1223518774 74178754	Natural Gas	12/31/2019	Yes

Four Ways to Enter Bill Data

- Manual
- Use our simple spreadsheet (on the bottom of each meter's Manage Bills page) to upload or [Copy/Paste](#)



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4.3 On the next page, **tick the checkbox** next to the Natural Gas Meter and make sure the first radio button option is selected.

Click **Apply Selection** to save changes.

The Virtual Meter will now appear under Meters - Used to Compute Metrics

Select Meters to Include in Metrics

Tell us which meters to include when calculating the metrics for [redacted] so that we can provide you with the most accurate metrics possible.

Summary

2

Meters representing the total energy consumption for [364 S. Cloverdale Ave](#) (a single building).

i About Sub-meters

If you have sub-meters to measure energy or water consumption for a specific purpose, and you also have a master meter (which measures total consumption), counting both of those meters would double count your consumption and skew your metrics (e.g., artificially increase your Site Energy Use Intensity). [Learn More about configuring meters for performance metrics.](#)

.....

Energy Meters

Select all meters to be included in your metrics. (Hint: Most meters should be included unless they are [sub-meters](#).)

<input checked="" type="checkbox"/>	Name Meter ID	Type
<input checked="" type="checkbox"/>	Electric Aggregate - Whole Building 70022808	Electric - Grid
<input checked="" type="checkbox"/>	VM1223518774 74178754	Natural Gas

Total of 2 meter(s). Tell us what this represents:

* These meter(s) account for the total energy consumption for [redacted] a single building).

These meter(s) do not account for the total energy consumption for [redacted] a single building).

Apply Selections [Cancel](#)

WAIT! THERE IS MORE TO THE PROCESS!



Enrolling in the Web Services is **not the final step** in the benchmarking process. You will still need to submit the data to LADBS.

Once you have received the **whole building** usage data for **Energy and Water** for the **prior** calendar year, proceed to Guide 9: HOW TO SUBMIT YOUR BENCHMARK REPORT to submit the benchmark report to LADBS.