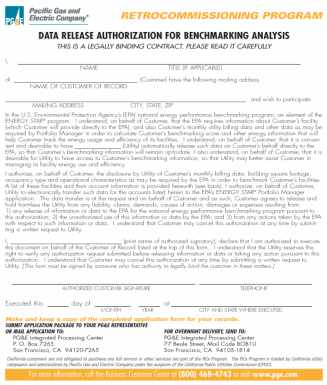
PG&E ABS Help Guide

Helping you Navigate ABS for ENERGY STAR Portfolio Manager

1. Utility Data Release Form


Pacific Gas and Electric Company — RETROCOMMISSIONING PROGRAM

DATA RELEASE AUTHORIZATION FOR BENCHMARKING ANALYSIS

THIS IS A LEGALLY BINDING CONTRACT. PLEASE READ IT CAREFULLY

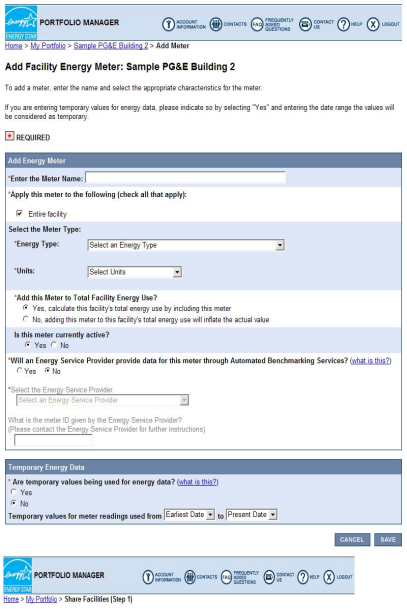
Complete the Utility Data Release Form, sign and submit it to PG&E
For where and how to submit the Release Form, please visit
www.pge.com/benchmarking

2 Go to www.energystar.gov/benchmark

Access your account

- **New User**? Register for a new account
- **Existing User**? Login

3. Enter and Share Meter Data



- **New User**? Add Space under "Space Use" as necessary and for each meter you have (if you have multiple meters for the facility)
- **Energy Meter** Add a meter using your PG&E Service ID Number in both the Meter Name and Meter ID fields
- **Apply this meter to the following…**
  If you have more than one meter for the facility, uncheck this box and check the space use for which the meter applies
- **Select Meter Type:** Be sure to enter the Energy Type (Electricity, Natural Gas) and the Unit type (kWh and therms)
- **Will an Energy Service Provider… Automated Bench-marking Service?**
  Click YES, then select Pacific Gas & Electric from the drop-down menu (make sure to enter your PG&E Service ID in the Meter ID field)
- **Existing User**? Click on the Meter you want activated for ABS. In the upper RH corner under Meter Information Click EDIT– follow the directions above to enable ABS

4. Sharing Data

- From the **My Portfolio** Page,
  (at the top of the page under Work with Facilities)
- Click Share facilities, then choose (at the bottom)
- Energy Service Provider and again choose
- Pacific Gas & Electric
- **Click ADD and MODIFY**

Please follow this link to more information about PG&E's ABS for ENERGY STAR Portfolio Manager

www.pge.com/benchmarking

Or Feel Free to Contact Amber Ackman at aackman@eeinitiative.com