

CREST Awards

Emission Reduction Leadership award (12 building categories)

Square Footage	Office	Enclosed Retail	Open Air Retail	Light Industrial	MURB	Mixed Use	Universal Facility	K-12 School
<100K	✓							
>100K - <500K	✓							
>500K	✓							
Single Award - Any Size			✓	✓	✓		✓	✓
Two Awards - <500K & >500K		✓✓				✓✓		

Easy to enter via ESPM (see following pages for detailed instructions)

1. Add bomatoronto to your Contacts
2. Share your property by selecting "Share with Your Utility or Service Provider for Exchanging Data."
3. 'BOMA Toronto(bomatoronto)' as the web services provider. Choose the properties you want to share, then select 'Bulk Sharing (Simple Option)' to grant either 'Exchange Data Full Access' or 'Exchange Data Read Only'.



Inspired leadership since 1917

Step 1

ENERGY STAR
PortfolioManager[®]

Welcome bomaenspire: [Account Settings](#) | [Notifications](#) | [ENERGY STAR Notifications](#) | [Contacts](#) | [Help](#) | [Sign Out](#)

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

My Contacts and Organizations

This is where you keep track of your contacts and/or organizations (i.e. people or companies associated with your properties such as Professional Engineers, Registered Architects, or others with whom you share information). You can add anyone as a contact, regardless of whether they have a Portfolio Manager account and you can share your properties & reports with any of your *connected* contacts. You can "connect" to other Portfolio Manager users by searching for their accounts and sending a connection request.

Contacts | **Organizations**

Add New Contacts/Connections

Step 2

The screenshot displays the ENERGY STAR Portfolio Manager interface. At the top left is the ENERGY STAR logo and the text "ENERGY STAR® PortfolioManager®". To the right, a navigation bar includes "Welcome bomaenspire: Account | Notifications | ENERGY STAR | Contacts | Help | Sign Out Settings Notifications". Below this are four tabs: "MyPortfolio", "Sharing", "Reporting", and "Recognition". The "Sharing" tab is active. On the left, under "My Shared Properties (0)", there are three buttons: "Share (or Edit Access to) a Property", "Share with your Utility or Service Provider for exchanging data", and "Download Sharing Report". A red arrow points to the middle button. On the right, a "Sharing Notifications (0)" box contains the text "You have no new notifications." At the bottom left, there is a link: "Overview of Shared Properties [Learn more about Sharing Properties](#)".

Step 3

MyPortfolio | **Sharing** | Reporting | Recognition

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.

1 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:

BOMA Toronto (bomatoronto)

2 Select Properties

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

Select Properties Selected Properties: 0

3 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.

- Bulk Sharing (Simple Option) - I want to give all my properties and meters the same permissions.
 - 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)
- Personalized Sharing ("Custom Orders") - I want to give different permissions for each property and/or meter.

Authorize Exchange [Cancel](#)