

WEB SERVICES INSTRUCTIONAL GUIDE



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HOW TO ENROLL IN SOCALGAS® WEB SERVICES

1A Connect with SoCalGas

Prior to requesting natural gas data, be sure to register for an account and set up your Property Profile in ENERGY STAR® Portfolio Manager. Please refer to ENERGY STAR Portfolio Manager <u>quick start quide</u> to get started.

NOTE: You <u>do not</u> need to create a Meter (nor Virtual Meter) for your aggregated natural gas data – SoCalGas will create one for you after you have completed steps 1.1 – 1.17 below.

Once you have set up your property, follow the steps below to request aggregated whole-building natural gas data.

Connect and share with SoCalGas

1.1 To set up Web Services, the first step is to connect with SoCalGas as a contact. Log into ENERGY STAR Portfolio Manager and click on the Contacts link at the top right-hand corner of the page.

| PO | rtfolio | Manag | Jer® | | Welcome LACI: <u>Account S</u> | ettings Not | ifications. ⁶ <u>Contacts</u> telp Sign |
|-------------|---|-----------|--|--|--|---|---|
| MyPortfolio | Sharing | Reporting | Recognition | | | | |
| Source EUI | Properties (1 Add a Property Trend (kBtu/ft | 1) 2) | Welcome to Po Now you can s "view". We hav these metrics, p need to be refro | rtfolio Views ee an overvi set up one lease <u>Refre</u> shed to see | t aw of your portfolio's perfor view to get you started, Er <u>sh Metrics</u> or, you can <u>set u</u> your most recent metrics. | mance righ lergy Highli lp your own | It from this page by using a ghts. If you would like to see a customized views. Views Clear Message |
| | | | Dashboard | | | | Search by ID or Name |
| | | | Please <u>refresh</u> to see | your curren | t metrics. | | |
| | | | View All Properties (1 |) 🔹 | Energy Highlights | \$ | Refresh Metrics |
| | | | Add/Edit/Delete Group | e | Add/Edit/Doloto Monur | | |

1.2 This takes you to My Contacts list. Click Add Contact.



Page | 2 For questions on SoCalGas' Web Services, contact us at 1-888-431-2226 or email <u>SCGBenchmarking@semprautilities.com</u>. **1.3** Search for SoCalGas by entering "Southern California Gas" as the Name click Search.

| PO | gy star [®] | Manag | er® | Welcome LACI: Account Settings Notifications |
|---|---|--|--|---|
| lyPortfolio | Sharing | Reporting | Recognition | |
| There are two wa a Connection Re Portfolio Manage | ays to add a conta quest, and when ar account, then y | act. First, search b they accept the re ou can create an e | elow to see if the contact yo quest, they will be added to entry within your personal co | u would like to add has a Portfolio Manager account. If you find the person, send your Contacts. Second, if the contact you would like to add does not have a ttacts. |
| Find Cont | act in Portfo | lio Manager | | Connecting with Other Users |
| Name: | any of the citteria | Southern Californ | nia Gas | Portfolio Manager, search for them. If you find the person, send a Connection Request, and if they accep they will be added to your Contacts. You can easily share your comparty information with your contacts. |
| Organization: | | | | |
| Usemame: | | | | Keeping Personal Contacts |
| Email: | | | | If the contact you want to add does not have a Portfol Manager account, you can still add them as your personal contact. |
| | | | | Search Gancel Organizing Personal Contacts by Organization |

1.4 After the page refreshes, **"Southern California Gas Company, Program Advisor with SCG"** will appear on the right-hand side of the page. Click **"Connect".**

| earchine | esuits | | | | |
|-----------------|---|-------------------------------|-----------------------------------|---|------------------------------------|
| ney accept, you | ir search are liste u will see them li | isted as a connecte | contact in your address book. | f they do not accept, or have not acc | epted yet, you will see them as an |
| connected con | tact in your addr | ress book. Connect | ng with contacts will make it eas | ier to share property information withi | in Portfolio Manager. |
| Your Search | h Criteria | | Southern California Ga | is Company SCG | Connect |
| Name: | Southern C | C <mark>a</mark> lifornia Gas | | Page 1 of 1 == == (| 50 \$ 1 - 1 of 1 |
| Organization: | | | | | |
| Jsername: | | | | | |
| mail Address: | | | 1 | | |

1.5 Next, carefully read all of SoCalGas' Terms of Use. Scroll down, read everything carefully, agree to the Terms of Use and click "Send Connection Request"



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

NOTE: You are <u>not yet</u> 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.

| | | | and a second sec | | |
|-----------------|---|---|--|--|----------------|
| You have such | cessfully sent a co | innection request | to Southern Calif | formia Gas Company. When Southern California Gas Company has accepted y | our |
| eduard log a | 10.23.2310.10.2110 | a high-rear size | | and a set to ensure a sector of the first sense and the port of the set | |
| earch R | esults | | | | |
| e results of yo | our search are list | ted below. Clicking | Connect will s | end a request to the person asking them to confirm your request to add them | is your |
| mact, if they a | ccept, you will see onnected contact | e them listed as a in your address b | connected contai took. Connecting v | ict in your address book. If they do not accept, or have not accepted yet, you will with contacts will make it easier to share property information within Portfolio la | see lanacer |
| em as an unc | | The standard of a | | | 00000 |
| em as an unc | | | | | |
| hem as an unc | | | | | |

1.7 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. Go to the **Sharing** tab.

| ENER PO | rtfolio | Manag | ler® | Welcome LACI: Account Settings Notifications | <u>Contacts</u> <u>Help</u> <u>Sign (</u> |
|-------------|--|----------------|---|--|--|
| MyPortfolio | Sharing | Reporting | Recognition | | |
| Source EUI | Properties (Add a Property Trend (kBtu/fi | 1) 2 t²) | Welcome to Portfr Now you can see "view". We have a these metrics, ple need to be refresh | vilo Views! an overview of your portfolio's performance right from this et up one view to get you started, Energy Highlights. If you ase <u>Refresh Metrics</u> or, you can <u>set up your own customize</u> ed to see your most recent metrics. | page by using a i would like to see <u>ed views</u> . Views Clear Message |
| 1.1 | | | Dashboard | Search t | by ID or Name |

1.8 Click Share (or Edit Access to) a property as shown on this screen.

-

| WyPortfolio | Sharing | Planning | Reporting | Recognition | | | |
|----------------------|---|---------------------------|--|--|--|--|--|
| My Shared Properties | | Sharing Notifications (0) | | | | | |
| | (0) | | You have no | new notifications. | | | |
| Dow | re (or Edit Acce a Property miced Sharing F | Report | More Abou No propertie if you want information consider sh | t Sharing ss are ourrently shared between you and <u>your contacts</u> . Sharing can be helpful to allow other people to view your property or help maintain or update about it (e.g. property use details or meter data). You may also want to aring with an organization who exchanges data to automatically update your meter | | | |

1.9 Next, make your choices under **Select Properties** to Share. Use the drop-down windows to choose the number of building(s) you would like to share with SoCalGas, and then indicate which specific buildings. Next, under **Select People (Accounts)** to Share With, highlight SoCalGas as the **Account** with which you would like to share. Lastly, under **Permissions**, select the setting for Exchange Data. Click **Continue**.

| ortfolio | Sharing | porting | Recognition | | |
|---|--|---|---|---|--|
| are (o | r Edit Access | to) Pro | perties | | |
| etimes ifs r laps autom you'd iike te | eally important to be abi atically) or process appli o share with them. If you | e to share you cations for rec have already | r property with someone else ognition. If this sounds like w shared properties, you can a | a. Maybe they need to he that you need, start out by itso use this form to edit p | Ip monitor your property, enter energy information y selecting the property(ies) that you'd like to share an seople's access to your properties. |
| | Select Properties | 5 | | | Operating with Accounts |
| R | We'll get into the detail want to share and/or e | s of the level o dit access to? | f access later. For now, which | ch properties do you | In order to share properties with others (either individuals or organizations), you need to be |
| | One Property | ÷ | AB802 setup- GCT | × | "connected" with them. To make a connection, go to th "Add Contact" or "Add Organization" page and search |
| | 1100 8329 70 40 | 201 | | | for them within Portfolio Manager (they need to have a Portfolio Manager account). Once you find them, send Consection, and the they accent using consection. |
| | Select People (A | ccounts) | | | request, they will show up on the list to the left. |
| 5 | Which people (account current access to)? The on the next page. | s) do you wan e access for e | t to share these properties w ach can be different and you | ith (or modify their Il be able to specify that | Exchanging Data |
| | Select contacts from m | y contacts boo | ik. | | To get started, first <u>connect with</u> an <u>programmation that</u> michanose data. Once you are connected, their name will appear on the selection list on the left. Note: you can now share in bulk for <u>exchanging data</u> . |
| | Southern California G | as Company () | 50G) | | |
| | | | | 1 | www. Who gets to Share Forward? |
| | | | | | Full Access - Automatically includes "Share Forward" |
| | To select multiple contacts connected cantacts appea | hold down your in this list. | Control (CTRL) key and click on | each selection. Only your | ngms Read Only - Automatically does NOT include "Share Forward" rights Curdens, You decide along with the individual |
| | Choose Permiss | ions | | | pennissions for property, meter, goals and recognition |
| Ś | If you only need to cho want to give the same need to assign differen 2nd option. | ose one permi permissions fo f permissions | ssion (because you are doin r all of your shares), select " or share with Data Exchange | g a single share or you Bulk Sharing " If you o providers, select the | permissions. Exchange Data - You decide, along with the individual permissions for property, meter, goals and recognition permissions. |
| | * 🔘 Bulk Sharing (* | One-Size-Fits | AII") - I only need to choos | e one permission (either | |
| | because I am doing a | single share | DR I want to choose the sam | ne permission for all of | |
| | Personalized S | haring & Excl | hange Data ("Custom Orde | irs") -1 need to give | |

1.10 On the next screen, select the **Exchange Data** radio button as the permission level to grant SoCalGas. When you do, a pop up box opens, as seen in the next screen shot.

| yPortfolio | Sharing | Reporting | Recognition | | | | |
|---|---|---|--|--|--|--|--|
| Share You | r Property | y(ies) | | | - | Who gets to Share F | Forward? |
| o tinisti up, tell us roperties that you l | what type of acce have selected. The | is the people y the option to excl sions for Ea | ou have selected should r range data is only availab ach Contact | ave for each of the le for authorized accou | ints. Full A righta Read Forwa | ccess - Automatically inclu Only - Automatically does rd" rights - You decide, along with | udes "Share Forward NOT include "Share |
| Sort by: Property N | enoca Permis ne access levels y irson. | rou select do no | t have to be the same for | each property or each | perma perma Perma perma | exions for property, meter, usbros. unge Data - You dieckie, aid setors for property, meter, secons. | goals and recognitio ong with the individua goals and recognitio |
| Sort by: Property N | erecti Permis ne access levels y inson. | rou select do no | t have to be the same for No Access | Read Only Access | Permis pe | estors for property, meter, solors. Inge Data -You decide, aid solors for property, meter, solors. | goals and recognition org with the individual goals and recognition |
| Sort by: Property N Name (ID) * AB802 setup-1 | ame GGT (5717913) | you select do no | t have to be the same for No Access | Read Only Access | Permis permis Exchu permis permis Putil Access | sions for property, meter, islons. Impe Data -You decide, aid source for property, meter, islans. | goals and recognitions goals and recognitions goals and recognitions and recognitions are seen as the second secon |

1.11 Enter either capital Y or capital N depending on your reason for requesting the data exchange, and whether you need monthly bills or not going forward. For Property Information select **Full Access**. All other options can be Read Only.

NOTE: this window is longer than it appears here. To see all fields, you must scroll down.

| • N | | | | | |
|------------------|---|--|---|---|--|
| Answer (Y) if yo | u require SCG to up | date the meters for t | his property.; 1 - 1 Characters | 200V | |
| None | Read Only Access | Full Access | Bill Account Number ¹ | Last Bill Amount ² | - |
| 0 | 0 | ۲ | 1 | | |
| | | | | | |
| | | | | | |
| 0 | 0 | 0 | [| 1 | |
| 0 | 0 | 0 | | | |
| 0 | | 0 | | | |
| | Arswer (Y) if you we that you we that you we we have you we | Answer (Y) if you require SCG to up w that you would like to grant 3 None Read Only Access 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 | Answer (Y) if you require SCG to update the meters for t w that you would like to grant <u>Southern Californ</u> None Read Only Full 0 0 • 0 0 • | Answer [Y] if you require SCG to update the meters for this property: 1 - 1 Characters we that you would like to grant <u>Southern California Gas Company</u> for each cate None Read Only Full Access Bill Account Number! | Answer (Y) if you require SCG to update the meters for this property.; 1 - 1 Characters with at you would like to grant Southern California Gas Company for each category. None Read Only Full Bill Account Number! Last Bill Amount? 0 0 Image: Company for each category. Image: Company for each category. 0 0 Image: Company for each category. Image: Company for each category. 0 0 Image: Company for each category. Image: Company for each category. 0 0 Image: Company for each category. Image: Company for each category. 0 0 Image: Company for each category. Image: Company for each category. 0 0 Image: Company for each category. Image: Company for each category. 0 0 Image: Company for each category. Image: Company for each category. 0 0 Image: Company for each category. Image: Company for each category. 0 0 0 Image: Company for each category. Image: Company for each category. 0 0 0 Image: Company for each category. Image: Company for each category. 0 0 0 Image: Company for each category. Image: Company for each category. |

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

| and deter summing method of a | Recognition | | | | |
|--|--|--|--|---|--|
| hare Your Property(ies) | | | - | Iha gats to Share F | Change |
| Select Permissions for I Deerson been been been been been been been be | you have selected and no change data is only available Each Contact not have to be the same for e | even for each of the e for authorized acco each property or each | Full Acc rights Read Or Forward Custom permissi permissi | ess - Automatically inclu ng- Automatically does 1 nghts - You decide, along with ons for property, meter, p ons. Data - You decide, alo | ides "Share Forward NOT include "Share the individual parts and recognition |
| ort by: Property Name | | | permiasi permiasi | ons for property, meter, g ons. | goals and recognition |
| ort by: [Property Name[v]] Name (ID) | No Access | Read Only Access | Permissi Permissi Full Access | Custom Access | Exchange Data |
| ort by: [Property Name][¥] Name (ID) = <u>AB802 setup- OCT</u> (5717913) | No Access | Read Only Access O | Full Access | Custom Access | Exchange Data |

You should see a message in the green banner noting you have successfully shared your property and your newly shared property in the "Sharing Notifications" box.

| Portfolio Mana | ger® | Welcome sogadmin: <u>Account Settings Notifications</u> | Contacts Hels S |
|--|---------------------|--|------------------------|
| Portfolio Sharing Reporting | Recognition | ion .) If you shared properties, you will receive a notification when your con | ntact has accepted the |
| share. If you edited access to current permissio | ins, the edits have | e been made, no acceptance is required. | |
| If you edited web services Custom ID fields, ray My Shared Properties | st Tris | g Notifications (98) <u>View All</u> | |
| I you edited web services Custom ID fields, reg My Shared Properties (12) Share (or Edit Access to) a Property | Sharing | g Notifications (98) <u>View All</u> B802 setup: GCT - Sharing request sent to <u>Southern California Gas</u> | Cancel |

1B Online Data Request Form

Prior to completing the online data request form, follow the steps in Section 1A to connect with SoCalGas and share your property in Portfolio Manager. Please note that the requirements below are subject to change based on updated regulations at the State level.

1.12 Gather the information you will need to complete the online usage data request from SoCalGas:

• ENERGY STAR Portfolio Manager Property ID – This can be located under your property's name and address in the top navigation bar in ENERGY STAR Portfolio Manager.

| Po | rtfolio | Manag | jer® | Welcome sogad | min: <u>Account Se</u> | dings (Notifications. —)) | Contacta theia 5 |
|----------------------------------|--------------------|--------------|-------------|---------------------------------------|------------------------|---------------------------------|--------------------------|
| tyPortfolio | Sharing | Reporting | Recognition | | | | |
| AB802 s | etup- GC | CA 90013 Max | | Not elucio ENERGY S Certificato | to apply for STAR | Weather-Norma Source EUI (kB | tlized tu/ft²) Marcal |
| Portfolio Mana Year Built 199 | ger Property ID: 5 | 5717913 | | | | Current EUI: | N/A |
| / Edit | | | | | | Baseline EUI: | N/A |
| C. Carrie | | | | | | basedine E.G. | LHC. |

- All addresses associated with the building(s). **NOTE**: Please provide the <u>service address</u> located on your SoCalGas utility bill.
- (Optional) Number of utility accounts serving the buildings address, and how many of the accounts are in the building owners name.

Once you have gathered this information, follow the steps below to request data from SoCalGas.

NOTE: If your property does not meet the aggregation threshold you will need to complete the Customer Information Standardized Request form:

https://www.socalgas.com/documents/business/benchmarking/cisr-form- 8206.pdf

1.13 Navigate to the Benchmarking Usage Request form: <u>https://eebenchmarking.socalgas.com/ab802/</u> Enter ENERGY STAR Portfolio Manager and requestor information in Step 1.

| Sempra Emergy cane | | Benchmarking Usage Request |
|--|---|---|
| Optimize website for s | creen magnification | |
| | | |
| Step 1 Ste | p 2 > Step 3 | |
| | | |
| Submit a Rec | uest | |
| Please provide the followin ENERGY STAR [®] Portfolio benchmarking usage data | information about the requestor and Manager (PM) account in order to re | d/or the quest |
| * Required | | |
| ENERGY STAR Portfolio | Manager Information | |
| *Is this request for your ENERGY STAR PM? | ® Yes 🛛 No | |
| * ENERGY STAR PM Username | Don't have an ENERGY STAR PM ac Visit ENERGY STAR® to create an ac | count? |
| *Property ID | | Read step-by-step instructions on benchmark were benchmark were building. |
| Requestor | | Read Now. |
| *First Name: | | |
| * Last Name: | | |
| * Email Address: | | |
| * Confirm Email | | |
| * Phone Number: | | |
| Business Name: | | |
| *Requestor Type: | Building Owner 🖤 | |
| Request Information | | |
| *Report Type: | T | |
| *Number of gas utility | | |
| accounts at the given address(es)?: | J | |
| "How many gas utility | | |
| building owner's | | |
| You have requested | a Non-aggregated Report. | |
| To process your requision to receive customer holder(s) must sign to Form. | rest, you must provide SoCalGas with signe Information or act on a customer's behalf. Th he Customer Information Standardized Reg | d authorization re account uest (CISR) |
| Download CISR For | D. | m/s) or Step 1 |
| The CISR form(s) m | we service, prease update the completed for ust be completed before moving to the next | ingg un ang) a. slep. |
| | | Next a |
| | | |
| CalCas Tama and Candhing | SoCalGas Privacy Policy SoCalGas P | Privacy Notice Contact Us |

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For questions on SoCalGas' Web Services, contact us at 1-888-431-2226 or email SCGBenchmarking@semprautilities.com.

1.14 Enter Building information for Step 2. **NOTE:** that **meter number is not required** to complete the request.

| SoCalGas | | socalgas.com Home Energy Efficiency Benchmarking Ir | | |
|---|--|--|--|--|
| Sempra Energy uany" | | Benchmarking Usage Requ | | |
| Step 1 Step | 2 Step 3 | | | |
| | | | | |
| | | | | |
| Submit a Req | uest | | | |
| Step 2 of 3. Add Bu | uilding Address(es) | | | |
| Please enter the building ty | pe and address(es) associated with | single building. | | |
| Required | | | | |
| Building Type | | | | |
| | | | | |
| Buildings can have different typ building.They include Commerc Mixed Use is both Commercial | es and they should reflect the use for a maj ial, Industrial, Mixed Use and Multi-family. F and Residential types. | brity of the lease note: | | |
| * Building Type: | Commercial 🔻 | | | |
| | | | | |
| Building Address 1 | | x | | |
| * Street Number: | | | | |
| Fraction: | | | | |
| Direction: | Please Select 🔹 | | | |
| *Street Name: | | | | |
| Direction: | Please Select 🔻 | | | |
| *Street Type: | ¥ | | | |
| *City: | | | | |
| *State: | California | | | |
| *Zip: | · · | | | |
| Meter Number: | | | | |
| | Add Meter | | | |
| Add Another Address | | | | |
| | | | | |
| <u>«Back</u> | | Next » | | |
| | | | | |
| oCalGas Terms and Conditions I | SoCalGas Privacy Policy SoCalGas P | rivacy Notice Contact Us | | |
| | | | | |

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1.15 Upload the letter of authorization (e.g. CISR form) if prompted to do so for Step 3.

| SoCalGas | | socalgas.com Hom | e Energy Efficiency Benchmarking Instructions |
|--|---|--------------------|--|
| Sempra Energy unity" | | Be | enchmarking Usage Request |
| | | De | |
| Optimize website for s | creen magnification | | |
| | | | |
| <u> </u> | | | |
| Step 1 Ste | p 2 Step 3 | | |
| | | | |
| | | | |
| Submit a Req | uest | | |
| Step 3 of 3. Provid | e Authorizations | | |
| United and the second second | ant/a) and a far unland | | |
| * Required | ienits) ready for upload. | | |
| | | | |
| Customer Authorization | Form(s) | | |
| Please enter the account nu | mbers associated with the signed CISR F | orm(s) and then | |
| choose your file(s) from your | r device. | onnijo) and mon | |
| You can upload any o Maximum file size is 1 | f these file types: pdf, jpg, jpeg, gif, png, b MB | mp or tif. | |
| The .exe and zip file | types are not allowed. | | |
| Customer Authorization | Form 1 | X | |
| | | | |
| Enter Account | | Add | Use comma between each account |
| Accounts added: | Click on X on an Account Number to re | emove that | Example: 00123456789, 00271045698 |
| Accounts added. | Account Number | | |
| Salact Document(a): | | × | |
| Select Documend(s). | Choose File No file chosen | | |
| | Add another file» | | |
| | L | Ipload Document(s) | |
| Add Another Customer Authoriz | ation Form | | |
| | | | |
| Terms and Conditions | | | |
| AUTHORIZATION FOR UT | TILITY TO RELEASE CUSTOMER USAG | E DATA TO | |
| ENERGY STAR [®] POP | RTFOLIO MANAGER INTERNET APPLIC | CATION | |
| HOL | | | |
| This AUTHORIZATION FOR | UTILITY TO RELEASE CUSTOMER US | AGE DATA | |
| TO ENERGY STAR® PORT | FOLIO MANAGER INTERNET APPLICAT | TON AND | |
| owner or operator ("Owner/C | Operator") of the building(s) identified by | | |
| * By clicking the checkbox, y | uiiding) in the Environmental Protection A ou acknowledge that you have fully reviewed | and agree to | |
| Terms of Service and Privacy F | Policy_ | 64 | |
| «Back | | Submit | |
| 61 1990 2080 I | | Submit | |
| | | | |

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For questions on SoCalGas' Web Services, contact us at 1-888-431-2226 or email <u>SCGBenchmarking@semprautilities.com</u>.

1.16 After clicking "Submit", you will receive an email from <u>SCGBenchmarking@semprautilities.com</u>.Click on the link within <u>7 days</u> to verify your email to complete the submission of your request. Please note your request will be fulfilled within 28 days of a complete request submittal. A complete request submission constitutes a properly completed request form, acceptance of the attestation, accurate address(es), and customer authorization, when applicable.

NOTE: SoCalGas customer is the utility account holder or tenant within the requested building.

| Request is Submitted Energy Efficiency Benchmarking | | | |
|--|--|--|--|
| REQUEST_NO:1840225502 555 W 5th St, Los Angeles, CA, 90013 | | | |
| Dear INC19 Test 6 Testing, | | | |
| Thank you for submitting your request for energy usage data with SoCalGas [®] . Please verify your email by clicking the button below: | | | |
| Verify email | | | |
| If your email address is not verified within seven days after receiving this email, your request will be cancelled and must be resubmitted. | | | |
| For more information, please email SCGBenchmarking@semprautilities.com or call 1- 800-508-2348 | | | |
| Thank you, SoCalGas | | | |
| Connect with Us* | | | |
| Explore SoCalGas [™] socalgas.com Ways to Pay Pay Bill Online Bill Assistance Bebate Programs | | | |
| | | | |
| *By clicking these links, you will leave socalgas.com and transfer directly to the website of a third party which is not part of Southern California Gas Company. The Terms and Conditions and Privacy Policy on that website will apply. | | | |
| Make sure you receive our emails by adding SCGBenchmarking@semprautilities.com to your address book. Please visit our website for more information on Energy Efficiency Benchmarking. Southern California Gas Company values your privacy. For more information, view our Privacy Policy and Privacy Notice | | | |

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For questions on SoCalGas' Web Services, contact us at 1-888-431-2226 or email SCGBenchmarking@semprautilities.com.



Email Address is Verified

Energy Efficiency Benchmarking

REQUEST_NO:1840225499

555 W 5th St, Los Angeles, CA, 90013

Dear INC19 Test 3 Testing,

Thank you for verifying your email address. We are reviewing your energy usage data request for completeness and will follow up via phone and/or email within 14 days if additional information is needed.

Once your submittal is complete, you will get a notification and your request will be fullfilled within 28 days.

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

Thank you, SoCalGas[®]

Connect with Us*



Explore SoCalGas[®]

socalgas.com | Ways to Pay | Pay Bill Online | Bill Assistance | Rebate Programs

1.17 After you receive an email from <u>SCGBenchmarking@semprautilities.com</u> with a list of meter(s) for your review. If you do not confirm these meters within 7 days the system will automatically confirm the meters for you. **NOTE**: SoCalGas will follow up via email to clarify any issues with the request.



Energy Usage Data Request Approved

Energy Efficiency Benchmarking

REQUEST_NO:1840225502

555 W 5th St, Los Angeles, CA, 90013

Dear INC19 Test 6 Testing,

Your energy usage data request to SoCalGas[®] for benchmarking compliance is now complete and approved. SoCalGas will upload the data to your Energy Star account within 28 days.

In order to ensure the accuracy of your energy usage data, we are offering you the opportunity to review the following list of meters active at the time of your request. Please click on the button below to confirm if the meter list is correct. The data will then be uploaded to your Portfolio Manager account within the next 7 days. If you notice that there are meters missing or find meters that don't belong, please let us know by emailing <u>SCGBenchmarking@semprautilities.com</u>. Please note that we will process your request automatically if no action is taken.

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

12345678 87654321

Confirm Meters

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

Thank you, SoCalGas

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For guestions on SoCalGas' Web Services, contact us at 1-888-431-2226 or email SCGBenchmarking@semprautilities.com.

1.18 <u>SoCalGas will create a virtual meter</u> and upload data directly to your account. Second image below illustrates how usage data will be presented once uploaded in Portfolio Manager. **NOTE**: if there are any issues with your request, SoCalGas will follow up via email.

| MyPortfolio Sharing Reporting | Recognition | |
|---|---|--|
| AB802 setup- GCT 555 W. 5th Street, Los Angeles, CA 90013 Map.J Portfolio Manager Property ID: 5717913 Year Buil: 1988 | Not aliable to apply for ENERGY STAR Certification Weather-Normalized Source EUI (kBtu/ft) Max aliable scale Current EUI: N/A | |
| | | |
| Summary I Details Energy | Water Waste & Materials Goals Design | |
| Meter Summary 4 Energy Meters Total 2 - Used to Compute Metrics 2 - Not Used in Metrics Add A Meter | Your utility, Los Angeles Department of Water & Power, may be able to send energy data directly to this building record, using Portfolio Manager web services. <u>Click here</u> for additional information and to see it his option is right to you. If this is what you would like to do, you can <u>connect</u> with Los Angeles Department of Water & Power to get the process started. <u>Remind me Later</u> Don't show me this again | |
| Current Energy Date Not Available | Energy Use by Calendar Month | |
| Four Ways to Enter Bill Data 1. Manually 2. Use our simple spreadsheet (one meter) to upload or CopyPaste 3. Use our complex spreadsheet (multiple meters + multiple properties) | 130 100 100 100 100 100 100 100 | |
| 4. Find an organization to electronically enter your data into Portfolio Manager | Expert Data by Calendar Month | |
| Your Property is: Edit | Meters - Used to Compute Metrics (2) Add A Meter Change Meter Selections | |
| A Single Building Part of a Building A Campus of Multiple Buildings | Name A Energy Type A Most Recent A In Use? A (Inactive Date) | |
| You Are Tracking: Edit | VM126725745 | |
| property Partial energy consumption for your property | 25967459 Natural Gas Yes | |
| | | |
| Utility & Weather Electric Distribution Utility (EDU): Los Angeles Department of Water & Power | Additional Meters - Not Used in Metrics (2) Change Meter Selections | |
| Regional Power Grid: CAMX (Southwest Coast) | | |
| Weather station: LA USC DOWNTOWN CAM (722874) | | |
| ventiliter station selections affect the calculation of your energy metrics. | Cownload Annual Totals by Meter | |
| | | |

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For questions on SoCalGas' Web Services, contact us at 1-888-431-2226 or email <u>SCGBenchmarking@semprautilities.com</u>.

| ont | hly Entries | | | | | | |
|-----|-------------|------------|-----------------|------------------|-------------------|------------------|--|
| | | | | | | | |
| | | | | Display Year(s): | Show All Years × | | |
| | Start Date | End Date | Usage therms | Total Cos | t (\$) Estimation | Last Updated | |
| | | | | | | | |
| | | | | | | | |
| | | 1010017 | 2.05 | | | 4/30/2018 | |
| | 1/1/2017 | 1/31/2017 | 2,495 | | | SCG | |
| | 2/1/2017 | 2/28/2017 | 2,285 | | | 4/30/2018 SCG | |
| | 3/1/2017 | 3/31/2017 | 2,401 | | | 4/30/2018 SCG | |
| 0 | 4/1/2017 | 4/30/2017 | 1,966 | | | 4/30/2018 SCG | |
| | 5/1/2017 | 5/31/2017 | 1,788 | | | 4/30/2018 SCG | |
| | 6/1/2017 | 6/30/2017 | 1,815 | | | 4/30/2018 SCG | |
| | 7/1/2017 | 7/31/2017 | 1,787 | | • | 4/30/2018 SCG | |
| D | 8/1/2017 | 8/31/2017 | 1,516 | | | 4/30/2018 SCG | |
| 0 | 9/1/2017 | 9/30/2017 | 1,554 | | | 4/30/2018 SCG | |
| | 10/1/2017 | 10/31/2017 | 1,583 | | 0 | 4/30/2018 SCG | |
| | 11/1/2017 | 11/30/2017 | 3,071 | | | 4/30/2018 SCG | |
| - | 12/1/2017 | 12/31/2017 | 2,044 | | 0 | 4/30/2018 SCG | |
| 9 | | | | | | | |