WEB SERVICES
INSTRUCTIONAL GUIDE

ENERGY EFFICIENCY PROGRAM

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 quick start guide to get started.

**NOTE:** You do not 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.

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

For questions on SoCalGas’ Web Services, contact us at 1-888-431-2226 or email SCGBenchmarking@semprautilities.com.
1.3 Search for SoCalGas by entering “Southern California Gas” as the Name and click Search.

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”.

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

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

![Image of the window showing the selection options](image)

- Property Information:
  - Select **Full Access** for access to full property information.
  - All other options can be **Read Only**.

- Additional Options:
  - **Store Forward**
    - Allow Southern California Gas Company to share this property with others and give them any permissions that have been set, including the right to share with more people.

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

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.
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.

- All addresses associated with the building(s). **NOTE:** Please provide the service address 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:

1.13 Navigate to the Benchmarking Usage Request form: https://eebenchmarking.socalgas.com/ab802/
Enter ENERGY STAR Portfolio Manager and requestor information in Step 1.
1.14 Enter Building information for Step 2. **NOTE:** that meter number is not required to complete the request.
1.15 Upload the letter of authorization (e.g. CISR form) if prompted to do so for Step 3.
1.16 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. 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.
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 fulfilled within 28 days.

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

Thank you,
SoCalGas®
1.17 After you receive an email from SCGBenchmarking@semprautilities.com 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.
1.18 SoCalGas will create a virtual meter 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.
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