

# 2020 Enterprise Green Communities Criteria

## Criterion 8.5: Instructions for Sharing Project Utility Accounts with Enterprise

*Last updated July 2023*

*Compliance reminder for all projects: Regardless of platform utilized, Green Communities considers documentation for 2020 Criteria 8.5, Data Collection & Monitoring, in compliance when meters for the required accounts are available in the platform. Specific utility usage is not required at the time of Postbuild.*

### I. WegoWise:

1. Before submitting your Post-build certification application to Green Communities for review, work with your WegoWise representative to create an account for the project in the WegoWise platform:
  - a. Ensure that the project name and address established for your WegoWise account match that of the project name associated with the Green Communities certification application.
  - b. Set up the appropriate type and number of utility meters for the project in alignment with the compliance Method chosen for [2020 Criteria 8.5 Data Collection & Monitoring](#)
  - c. Grant Enterprise Green Communities (username EGCCertification ) access to the project in WegoWise.
2. In your Post-build application, specify that “WegoWise” is the platform utilized to share data for compliance with Criteria 8.5.
3. The Green Communities team will review your utility benchmarking data for compliance as part of the Post-build certification review process.
4. Once available, monthly utility usage will be shared with Enterprise via the WegoWise platform for a period of 5 years.\*

*\*It may take up to one year from occupancy of a project for utility data to populate in the WegoWise platform.*

### II. EPA Portfolio Manager:

1. Access your existing EPA Portfolio Manager account or create a new user account:  
<https://portfoliomanager.energystar.gov/pm/signup>
2. Add your property to your account portfolio by clicking the “Add a Property” button on the Portfolio tab and inputting your project information:
  - a. Ensure that the project name and address established for your WegoWise account match that of the project name associated with the Green Communities certification application.

- b. Upload the appropriate utility meters to your property’s portfolio on the energy and water tabs by clicking the “Add a Meter” button on each tab. Check that the accounts included reflect alignment with the compliance Method chosen for [2020 Criteria 8.5 Data Collection & Monitoring](#)
  3. Add Green Communities as a Contact for your property:
    - a. On the Share tab, select Contacts in the upper right corner.
    - b. Search for Enterprise Green Communities username **EGCCertification**.
    - c. Select **Enterprise Green Communities** from the list of Enterprise Community Partners contacts and select **Connect**.
  4. Share the property with **EGCCertification**: On the Share tab, share your property with EGCCertification with the blue button.
  5. In your Post-build application in the Green Communities portal, specify that “EPA Portfolio Manager” is the platform utilized to share data for compliance with Criteria 8.5.
  6. The Green Communities team will review your utility benchmarking data for compliance as part of the Postbuild certification review process. Note that monthly utility usage should be shared with Enterprise for a period of 5 years.

III. **Energy ScoreCards:**

1. Work with your EnergyScoreCards energy analyst to grant Enterprise Green Communities (username **EGCCertification** ) access to the property data.
2. In your Post-build application in the Green Communities portal, specify that “Energy ScoreCards” is the platform utilized to share data for compliance with Criteria 8.5.
3. The Green Communities team will review your utility benchmarking data for compliance as part of the Postbuild certification review process. Note that monthly utility usage should be shared with Enterprise for a period of 5 years.

**Contact the Certification team at [certification@enterprisecommunity.org](mailto:certification@enterprisecommunity.org) with questions!**