



# BOMA STARS

- S** **Submit data** to ENERGY STAR® Portfolio Manager
- T** **Track progress** over time through benchmarking
- A** **Assess energy performance** and take steps to reduce consumption
- R** **Rate performance** by achieving an ENERGY STAR® rating
- S** **Share your data** with BOMA International and achieve recognition as one of the BOMA STARS

BOMA International is a vocal proponent of making commercial buildings more energy efficient and has rolled out several programs to help our members achieve this goal. A critical step in this process is benchmarking your portfolio using the U.S. Environmental Protection Agency's ENERGY STAR® Portfolio Manager and sharing your energy management data with BOMA International's Master Account. By agreeing to share your energy management progress, you help us highlight our industry's commitment to reducing greenhouse gas emissions. BOMA uses this data to track the progress of the voluntary marketplace. This allows us to show policy makers that we can reduce energy consumption without new mandates. The BOMA STARS campaign recognizes those companies that see the value in this important step as a means to effectively show that market transformation is working.

## Five Reasons to Be BOMA Stars

1. **Demonstrate** to policymakers that a voluntary marketplace is working.
2. **Understand** your building's energy consumption.
3. **Be confident** that your building's data is secure; only aggregate data will be reported.
4. **Improve** energy management and increase NOI.
5. **Join** the movement for market transformation because it makes sound business sense.

For over 90 years, BOMA has gone to great lengths to ensure that the data your company has submitted for BOMA's Experience Exchange Report® (EER) is kept confidential in the data collection and reporting processes. EER data is reported only in the aggregate, and no one outside key BOMA staff has access to individual building information. Over the years, we have earned the industry's confidence. Data shared with the BOMA Master Account through Portfolio Manager is treated similarly. We do not identify the submitters by name or location within a market, and all published data is aggregated to keep this information confidential.

# BOMA STARS

## Follow these 5 Easy Steps to Share your ENERGY STAR Data with BOMA International

### Establish a user account in Portfolio Manager

Go to [www.energystar.gov/benchmark](http://www.energystar.gov/benchmark) and login to Portfolio Manager. If you do not have a user account in Portfolio Manager, click the New User link on the Portfolio Manager login page and follow the instructions. Enter your building(s) information and begin tracking energy performance with Portfolio Manager.

### Get Started:

From the My Portfolio page, choose "Share Facilities"

#### ➤ Step 1:

From the drop down menu labeled "Select a Portfolio Manager Master Account," look for BOMA International/BOMABEEP and select it from the Master Account Registry. Click CONTINUE.

#### ➤ Step 2:

Select the access role "Read Only" and "No" for all optional rights.

Note: Sharing your account with BOMA International will only allow access to your account for you and the BOMA International Account holder, not for others who share with the BOMA International account.

#### ➤ Step 3:

If appropriate, choose the Facility Group within the BOMA International/BOMA BEEP Account. Click CONTINUES.

#### ➤ Step 4:

Select the Facilities to share with BOMA International. You may select all or some of your facilities to share by checking the box to the left of the facility. Click CONTINUE.

#### ➤ Step 5:

Confirm that all access changes are correct. Review the list of facilities shared and access privileges granted. If facilities or access changes are incorrect, you may return to the previous screen(s) by selecting CANCEL. Once you have reviewed the changes, click SAVE.

### After Sharing

Continue to update your facility information. As you input new information for your facility(ies) into Portfolio Manager, the BOMA International/BOMA BEEP Account holder will be able to track the performance of your facility(ies)/portfolio and recognize your successes.

### Apply for recognition from BOMA and EPA.

Continue to use Portfolio Manager to track your facilities' energy performance and demonstrate improvements over time.

Your facility (ies) may be eligible to receive the ENERGY STAR label and are one step closer to the BOMA International 360 designation (ENERGY STAR benchmarking is a prerequisite).

If you have any questions, please contact [benchmarking@boma.org](mailto:benchmarking@boma.org).