



The Race will be using **Energy Star Portfolio Manager (ESPM)** as the new reporting method. If you don't already have an ESPM account, you will need to create one and link it to your race2reduce account following the instructions given below. Providing the Race with read-only access to your ESPM is one of the eligibility requirements to participate in the CREST Awards as we need this data for the evaluation and selection of CREST Awards winners and runners-up.

BOMA Toronto abides by all the provincial and federal rules and regulations related to the privacy and protection of confidential information. As such, any information obtained through the ESPM will not be shared with any third-party or published, and only be used to the extent of fulfilling the mandate of the Race.

### **INSTRUCTIONS for ESPM**

You will be required to make an account and input information such as building characteristics (size, use, location, etc.) and data related to energy use, water use and waste management.

Click on the Energy Star Portfolio Manager (ESPM) Logo or Sign-Up at <https://portfoliomanager.energystar.gov/pm/signup>

### **Link your ESPM account to your race2reduce account in order to participate in the CREST Awards.**

Follow the steps below in order to link your account:

- Sign up for portfolio manager
- Click "Contacts" at the top right of the page
- Look for [ihasham@bomatoronto.org](mailto:ihasham@bomatoronto.org) and follow the prompts thereafter in order to share portfolio data with BOMA Toronto
- BOMA Toronto will accept the connection request and wait for you to follow the next step
- Click the "Sharing" tab and you will have to click the "Share Properties" button. Choose the BOMA Toronto contact you have added from above ([ihasham@bomatoronto.org](mailto:ihasham@bomatoronto.org)) and share the data for the properties you want enrolled into the race.

Please note there will be notifications in the "Energy Star Notifications" button at the top right of the page. You can follow the on-screen instructions.