Benchmark your Multi-Unit Residential Buildings with BC Hydro Web Services

To get started, follow these steps:

PART A: OBTAIN AUTHORIZATION AND MURB CODE

Action	Tips:
1. Ask building owner or strata council member to complete Authorization Form	○ Building must have a min of 10 residential units to be eligible for autoupload with BC Hydro Web Services
2. Complete Request Form, attach signed Authorization from and email both forms to BC Hydro	You will need: ○ number of residential units in the building ○ common area account numbers, bill date and bill amount
3. Obtain MURB code from BC Hydro	○ BC Hydro agent will respond within 3–5 business days

PART B: SET UP PROPERTIES AND METERS IN PORTFOLIO MANAGER

Action (in Portfolio Manager)	Tips:
1. Set-up an ENERGY STAR Portfolio Manager account.	○ This should be a person responsible for energy management and benchmarking in your organization. ○ Do not enter any personal information
2. Create your MURB property	○ You will need to enter basic property data (building usage, floor area, etc.).
3. Create an electric meter for aggregated residential consumption	○ One meter in Portfolio Manager will represent aggregated consumption from all residential accounts for this building ○ Call this Aggregated Meter
4. Create electric meters for each common area or non-residential account	○ Each electric meter will represent one BC Hydro account. ○ Give each meter a descriptive name that includes BC Hydro Account number

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PART C: CONNECT TO BC HYDRO FOR AUTO UPLOAD

1. Create connection to BC Hydro web services a) Search for BC Hydro Web Services under "Contact" b) Accept Terms and Conditions	○ Check for response 4 hrs later ○ Connection with BC Hydro Web Services must be accepted before starting Step 2.
2. Select properties and meter(s) for automated upload a) Select "share properties with Others" b) Select "Personalized sharing and exchange data" c) Give full access to each meter. d) Enter validation information (account number, invoice date, invoice amount, and MURB code)	○ For aggregated meter, enter account number for which MURB code was generated, invoice date and amount, and MURB code ○ If you are on standard billing, enter your account number, most recent bill date, and total amount due (dollars and cents). ○ If you are on consolidated billing, enter your MEMBER or SITE account number, most recent MASTER invoice date and MASTER invoice amount (total amount due with dollars and cents), as it appears on your bill.
3. Check for response and data the next business day a) If there are overlaps, delete duplicate records b) If meter reading are longer than 65 days, manually split them.	○ If the request was accepted, up to 36 months of history will be uploaded overnight. ○ Electricity consumption updates will be done on the first weekend of each month

Where to get help?

- See our detailed How to video and How To Guide at: **https://www.bchydro.com/powersmart/business/resources/energy-efficiency-benchmarking.html**
- See information from Natural Resources Canada on Portfolio Manager at: **http://www.nrcan.gc.ca/energy/efficiency/buildings/energy-benchmarking/3727**
- See information, training videos and contact info for Help Desk on the EPA Portfolio Manager web site at: **https://www.energystar.gov/buildings/facility-owners-and-managers/existing-buildings/use-portfolio-manager**
- For technical issues with BC Hydro Web Services only email **PMWebServices@bchydro.com** with your Portfolio Manager Property ID, Portfolio Manager Meter ID, BC Hydro account number, invoice date, invoice amount, MURB Code and error message that was received.

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