Georgia Power

Automated Benchmarking Tool User Guide

Creating a New Account

1. Home Page

Click the *Register* button at the bottom of the page.

Automated Benchmarking Tool

Georgia Power has developed the efficient and secure Automated Benchmarking Tool (ABT) to enable building owners and property managers to retrieve energy consumption data for upload to the ENERGY STAR® Portfolio Manager. The tool will help you, from start to finish, aggregate your building's usage data into a single virtual meter that can be used in Portfolio Manager to generate your benchmark score.

For buildings that have five or more tenants and for which no single account comprises over 50 percent of the building energy usage, energy usage data will be automatically aggregated. However, for buildings that have fewer than five tenants and for buildings where one account comprises over 50 percent of the building energy usage, you will need to download the consent form, get authorization from each of the tenants and submit the authorizations via the website. Consent forms must be reviewed and approved by Georgia Power prior to the release of aggregate building usage data.

Click here to download the consent form.

Already using the Georgia Power Automated Benchmarking Tool? Any time there are changes in tenant occupancy or account information, you must update the building profile in order to generate the most accurate benchmarking score and to keep the consent form up to date.

Links to Automated Benchmarking Tool user guides

- User Guide
- FAQs

Links to Portfolio Manager user guides

- How to get utility data into Portfolio Manager
- Portfolio Manager Quick Start Guide
- An overview of Portfolio Manager

Sign in

OR

Register

2. Registration

To create your user profile, fill out the email address and password fields. Your password should be at least eight characters long and include at least three of the following: lowercase letters, uppercase letters, numbers and/or special characters.

Read through the Terms and Conditions, and check the box at the bottom to accept the terms. If you do not check the box for Terms and Conditions, you cannot create a user profile.

Automated Benchmarking Tool Registration

To use the Automated Benchmarking Tool (ABT), you will need the following:

A meter number or electric account number of one of the building tenants.

For buildings with less than five electric accounts and for buildings where one account comprises over 50 percent of the building energy usage, download the ABT consent form and have each tenant sign.

Download Form

To use Portfolio Manager, you will need the following:

Information about the building's square footage, age, and purpose (e.g. used for retail, office space, etc.)

The diagram below outlines how to use ABT and Portfolio Manager.

Step 1	Create Building Profile(s) to receive your building aggregate usage report.
Step 2	Create a Portfolio Manager Account.
Step 3	Create a property in Portfolio Manager.
Step 4	Use the building aggregate usage report to add meters to your property.
Step 5	Receive score from PM.

Click here to download the User Guide.

Register

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3. Building Registration

On the Building Registration page, enter either a Meter Number or Georgia Power Account Number, and click the *Create* button.

The system uses the Meter Number or Account Number you enter to return associated building addresses.

Note: Meter Numbers must be 7-digit numbers and Account Numbers must be 10-digit numbers. The Account Number can be found on any bill, and the Meter Number can be found on the meter box in the building.

Building Registration

Please provide either your Meter Number or Georgia Power Account Number to create your building profile.

○ Meter Number

Please provide a Meter Number for one of the meters located in your building. The Meter Number will be used to more accurately locate your building.

OR

◉ Account Number

Create

*Please note: If your building contains fewer than five accounts or your building has one account that comprises over 50 percent of the building energy usage, you must have the consent form signed by each tenant and you must upload the consent form to receive consumption information. Click here to download the consent form.

Back to Registered Building Profiles

Automated Benchmarking Tool User Guide | Creating a New Account

4a. Building Verification: No Address Returned

If you entered an incorrect Meter Number or Account Number, no address will be returned on this page.

Please call **1-877-310-5607** if you have difficulty finding matches for the Meter Number or Account Number.

4b. Building Verification: Addresses Returned

If you have entered a valid Meter Number or Account Number, you will get to the Building Verification page.

Multiple addresses could display on this page because the system returns all addresses corresponding to the Meter Number you entered.

Please select your building address and click *Confirm*.

If you have trouble finding your address, please call **1-877-310-5607**.

Building Verification

Account Number: ▓▓▓▓▓

Based on the number you entered, we have found the following matches. Please select your building address and click Confirm. If your address is not displayed, please select the link below.

◉ ▓▓▓▓▓▓▓▓▓   [View Building]

[Confirm]

If you have trouble finding your address, please contact support at 1-877-310-5607.

Back to Building Registration

5. Account Confirmation

On this page, select all of the premise account(s) that are associated with your building, and click the *Next* button.

You can also add a Georgia Power Account Number with the *Add Account* button, which guides you back to the Building Registration page (Step 3 above).

One reason you may need to add another account is if your building is at a cross street, and that street has a different address. For example, if the building is at the intersection of 123 Main Street and 456 Pine Street, the system might only return the accounts associated with 123 Main Street. Please click the *Add Account* button to add the other account or address associated with this account that needs to be benchmarked.

The Building Type is either "R" for residential or "C" for commercial. The Georgia Power Automated Benchmarking Tool supports commercial building types and multifamily buildings with residential customers who may have their own Georgia Power account. Select those residential premises within your multifamily building to ensure inclusion in the benchmarking score.

Manage Account   [Log off]

Account Confirmation

From the profile you have created, our records indicate that there are the following premises in this building. Is this correct?

Verified	Address	Meter Number	Building Type
☑			Commercial

Add Meter

Next

Back to Registered Building Profiles

6a. Confirmation – Fewer Than Five Accounts

Enter the Account Number, Account Holder Name and date the form was signed, check the *Consent Signed* box and upload a signed consent form for each account number to proceed. If you do not fill in all fields with the correct information, you will not proceed to the View Your Meter Number for Portfolio Manager page.

If you have **five or more accounts** associated with the address, you will not need to go through this step and should proceed to Step 6b.

Manage Account   [Log off]

Confirmation - Fewer than five accounts

Because there are fewer than five accounts in the building, you must have the consent form signed by each tenant and you must upload the signed consent forms to receive consumption information. Consumption information will be provided once consent forms are reviewed and approved. Please provide the following information on each tenant.

Download Form

Account Number	Account Holder Name	Date of Signature	Consent Signed	Consent Form
		🗓	☐	Choose File

Back to Registered Building Profiles

Next

Automated Benchmarking Tool User Guide | Creating a New Account

6b. Confirmation – Greater Than 50% Usage From One Account

Enter the Account Number, Account Holder Name and date the form was signed; check the *Consent Signed* box, and upload a signed consent form for each Account Number to proceed. If you do not fill in all fields with the correct information, you will not proceed to the View Your Meter Number for Portfolio Manager page.

If no account associated with the address comprises **more than 50 percent of the usage**, you will not need to go through this step and should proceed to Step 7.

Confirmation - Greater than 50 Percent Usage From One Account

Because there is one account in the building that comprises over 50 percent of the building energy usage, you must have the consent form signed by each tenant and you must upload the signed consent forms to receive consumption information. Consumption information will be provided once consent forms are reviewed and approved. Please provide the following information on each tenant.

Download Form

Account Number	Account Holder Name	Date of Signature	Consent Signed	Consent Form
			☐	Choose File N...n
			☐	Choose File N...n
			☐	Choose File N...n
			☐	Choose File N...n
			☐	Choose File N...n
			☐	Choose File N...n
			☐	Choose File N...n
			☐	Choose File N...n

Back to Registered Building Profiles   **Next**

7. Registered Building Profiles

Once you have completed the process above, you will now see your listed address with a link to download usage data to be uploaded to Portfolio Manager.

You can also add more building profiles by clicking the *Add Profile* button.

Consult the Portfolio Manager documentation to set up an account with Portfolio Manager and start posting data.

8. Questions

If you have any questions, please call **1-877-310-5607**.

Registered Building Profiles

Add Profile

Street	City	State	Status	Action
		GA	Created	Download Data
		GA	Created	Download Data
		GA	Created	Download Data
		GA	Awaiting review	
		GA	Awaiting review	
		GA	Created	Download Data
		GA	Created	Download Data
		GA	Awaiting review	
		GA	Created	Download Data
		GA	Awaiting review	

|◄ ◄ **1** 2 3 4 ► ►| 10 ▼ items per page   1 - 10 of 34 items