



CITY OF CAMBRIDGE
Community Development Department

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Updates to BEUDO reporting in 2022

The Cambridge Building Energy Use Disclosure Ordinance (BEUDO) requires owners of larger non-residential and residential buildings to annually report their energy and water use to the City in order to support climate change policies, inform real estate transactions, foster improvements to building performance, and more.

The following two important actions are required of all BEUDO building owners in order to correctly share your 2021 energy and water use with the City.

Please note that these actions will only need to be completed once, and will apply for BEUDO reporting in years going forward:

1. **Connect** your ENERGY STAR Portfolio Manager account with the City of Cambridge's new BEUDO data and communications platform
2. **Share** energy data for buildings which are subject to the BEUDO ordinance

Note: You will not receive a separate URL to submit your energy and water data as in past reporting years. Instead, you are encouraged to upload your energy and water data into Portfolio Manager as soon as you have your 2021 usage records. The city will begin to pull data from your accounts beginning April 1st.

If you would like assistance with the process of connecting your account or sharing your data, please contact our Help Desk at BEUDO@cambridgema.gov or call **617-250-4205**.

Sharing your Portfolio Manager Account with the City

In order to streamline the transfer of data into the new BEUDO management platform, the City of Cambridge will now use ENERGY STAR Portfolio Manager's third-party data sharing capabilities. Owners and managers reporting their 2021 data to BEUDO are asked to **provide read-only access of their Portfolio Manager data for covered properties** with an account managed by City of Cambridge.

Please see below for specific steps to connect and share with the City of Cambridge's Portfolio Manager account:

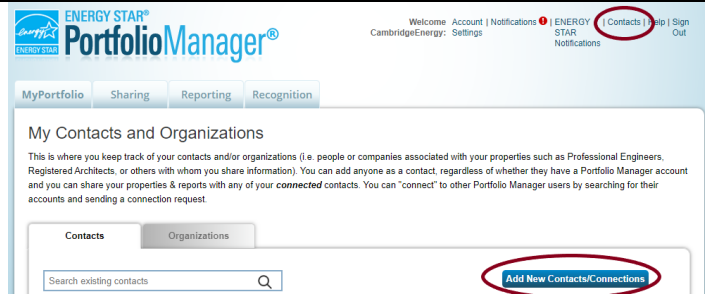
Verify your Account Information

Before proceeding with the steps to share your data, check to ensure:

1. The unique Cambridge Building IDs are entered and correct for all of your covered properties
 - In your Homepage, click the individual property names to open their profile
 - Under the Details Tab, scroll to the IDs box to click and view the Standard ID for that building
2. Your contact email address in Portfolio Manager is correct
 - Go to Account Settings in the top right menu, update your email address

Connect to the City of Cambridge

1. Click **Contacts** in the upper right-hand corner of the screen
2. Click **Add New Contacts** button
3. Search for the username "**CambridgeEnergy**" with name/title "City of Cambridge Building Energy Use Disclosure Ordinance"
4. Click the blue **Connect** button



Note: All connection requests must be approved before you can continue to the next step.

*Portfolio Manager will approve these requests in cycles of 30 minutes.
If you have not received a notification in PM within one hour of submitting a request, please contact BEUDO@cambridgema.gov*

Share Your Properties

Building owners should only share buildings which are subject to the BEUDO ordinance. Please check the City BEUDO page to verify which of your buildings are subject to reporting requirements, found under the "Who Has to Report" tab at

www.cambridgema.gov/BEUDO

Go to the **Sharing** tab:

1. Click **"Share (or Edit Access) to a property"** button
2. On the next screen: Select the properties to share,
3. Select **CambridgeEnergy** as the recipient,
4. Select the **"Personalized Sharing & Exchange Data ("Custom Orders")"** option and click **Continue**.

5. For each property that you wish to share with the City, click the button under **Exchange Data**.

Please note that steps 5 and 6 must be done for each individual property row

Name (ID)	No Access	Read Only Access	Full Access	Custom Access	Exchange Data
City of Cambridge Building Energy Use Disclosure Ordinance	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
City of Cambridge Building Energy Use Disclosure Ordinance	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
City of Cambridge Building Energy Use Disclosure Ordinance	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

6. On the next screen, selecting the properties will open a menu allowing to specify which data attributes to share. **The City is requesting "Read Only" access to "Property Information" and "All Meter Information."**

Reporters should not share "Goals, Improvements and Checklists" or "Recognition" information.

Item	None	Read Only Access	Full Access
Property Information	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
All Meter Information	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Energy Meters	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
11737940038	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
15984730018	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
15984750016	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
16108930013	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
16108940012	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

7. Select the **Share Forward** option
8. Click **Apply Selections and Authorize Exchange**
9. Exit the popup menu and click **Share Property(ies)** to complete the data exchange

Item	Yes	No
Share Forward Allow City of Cambridge Building Energy Use Disclosure Ordinance to share this property with others and give them any permissions that he/she has, including the right to share with more people.	<input checked="" type="radio"/>	<input type="radio"/>

Apply Selections & Authorize Exchange

You will receive an automated message in Portfolio Manager once your account connection request is received by the City, and no further action is required from you at this time.

More detailed information and instructions on how to share property data with other Portfolio Manager users, including privacy concerns, can be viewed in this ENERGY STAR factsheet:



How to Share Properties – Step by Step
<https://camb.ma/3fWUz2r>

