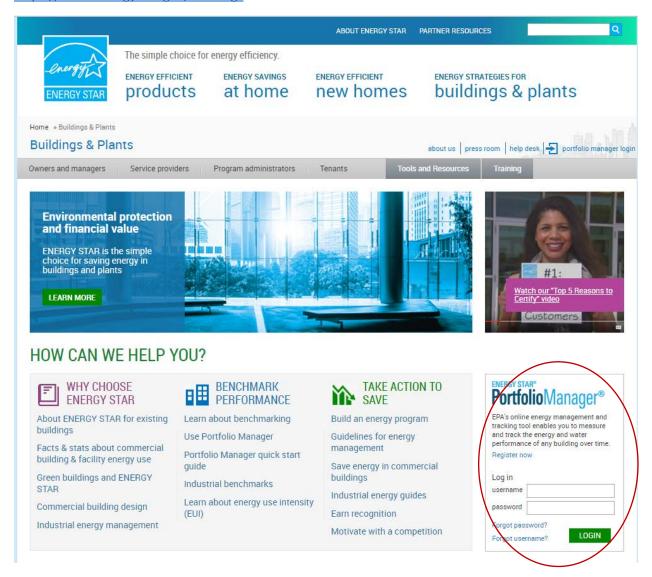
## Is your contact information current in your benchmarking account?

Update your Portfolio Manager account to ensure a current contact is associated with your building's benchmarking record.

Log into your Portfolio Manager account using your username and password.

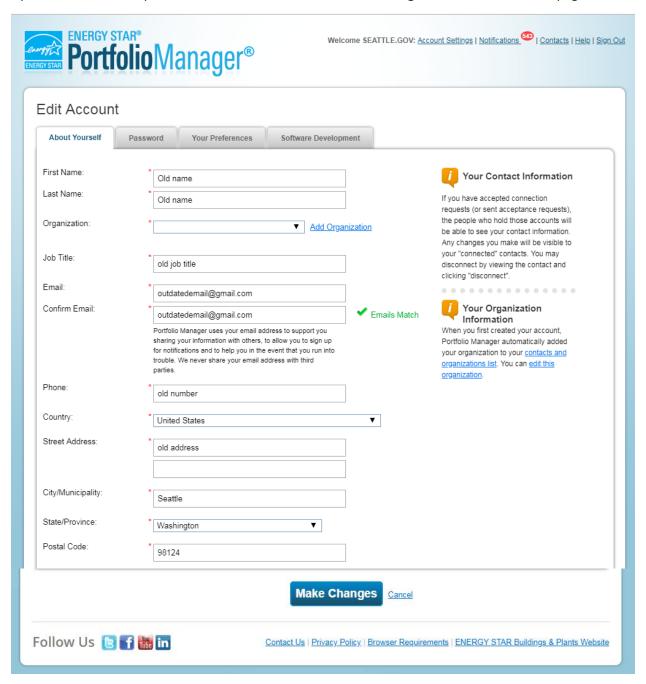
https://www.energystar.gov/buildings



Once logged into your Portfolio Manager account, click on Account Settings.



Update contact with up to date information and select Make Changes at the bottom of the page.



Your contact information is now current in your Portfolio Manager account. Please retain these instructions should your benchmarking staff contact information need to be updated in the future.

Thank you,

Seattle Energy Benchmarking Program