

## Compliance Checklist

### Minnesota Large Building Energy Benchmarking Program

Building owners can use this checklist to comply with the Minnesota Large Building Energy Benchmarking Program using ENERGY® STAR Portfolio Manager® (ESPM) and the Large Building Energy Benchmarking Portal

#### Step 1: Create An [ENERGY STAR® Portfolio Manager®](#) Account

- 1.) Add building(s) to your account
- 2.) Add property use details
- 3.) Identify and add your State of Minnesota Building ID
  - i. Search the Minnesota Large Buildings Energy Benchmarking Program [Building ID Lookup Tool](#) to find your State of Minnesota Building ID
    1. Every Building ID will start with MN followed by 5 digits, i.e. MN00000
  - ii. Add the ID to your building's profile in ESPM by navigating to Details > Unique Identifiers > Standard IDs > Standard ID – State/Province > State of Minnesota Building ID > **MN00000**
  - iii. Enter your building's unique ID into the “ID” box. Ensure you **capitalize** the **MN** and **do not** include spaces or extra characters

For more information on the steps above, view our tutorial video series for how to [create an ESPM account](#) and [add your](#) State of Minnesota Building ID.

#### Step 2: Upload 12 full months of whole-building energy data

Building owners must enter 12 full months of energy data from the previous calendar year (January 1 – December 31) into ESPM. This includes whole-building energy consumption of electricity, natural gas, solar, district steam, etc. Xcel Energy, Minnesota Power, CenterPoint can provide automatic upload of aggregated whole-building energy data directly into ESPM.

##### **Xcel**

- Visit Xcel Energy's [Benchmarking Portal](#)
- Read instructions on how to set up [Xcel auto upload](#)

##### **Minnesota Power**

- Visit Minnesota Power's [MyAccount](#)
- Read instructions on how to set up [Minnesota Power auto-upload](#)

##### **CenterPoint**

- Visit CenterPoint Energy's [Energy Data Portal](#)
- Read instructions on how to set up [CenterPoint auto-upload](#)

For all other utility providers, building owners will need to reach out to their provider or tenant to obtain 12 full months of energy data. This energy data can be uploaded in ESPM through manual entry or spreadsheet upload. For more information on how to manually enter energy data or upload via spreadsheet, view our informational video [here](#).

### **Step 3: Run the data quality checker**

After energy data has been entered in ESPM, run the data quality checker.

- 1.) Select the “Summary” tab in ESPM
- 2.) Scroll down to the “Data Quality Checker” and select “Check for Possible Errors”
- 3.) Select “December 31” and the previous year for “Year Ending”
- 4.) Select “Run Checker” - Ignore any water or waste and materials meter alerts

### **Step 4: Connect and Share your building with the State of Minnesota**

- 1.) Connect your ESPM account with the State of Minnesota
- 2.) After the connection is accepted, share your ESPM account with the State of Minnesota

### **Step 5: Create a Large Building Energy Benchmarking Portal Account**

- 1.) Create an account in the [Large Building Energy Benchmarking Portal](#)
- 2.) Claim your building(s)

### **Step 6: Complete the Energy Reporting Form & Submit Report**

- 1.) Confirm property details and energy are correct by completing the energy reporting form in the Large Building Energy Benchmarking Portal
- 2.) Submit your report

After you submit your report, you will be notified by the Minnesota Benchmarking Program Help Desk if your report has been approved or if report errors need to be corrected.

For more information on how to set up a Large Building Energy Benchmarking Portal account and submit a report through the energy reporting form, view our informational video series [here](#).