How to Share your Building with Michigan Battle of the Buildings in Portfolio Manager

Log into Energy Star Portfolio Manager (PM).

1. On your main page, in the upper right hand corner click on the contacts tab.
2. Once in the “My Contacts” page you will need to search for Michigan Battle of the Buildings in the upper right hand search bar.
3. Click search for new contacts
4. Results of search will appear
5. Press connect

6. You will then wait (24-48 hours) for Michigan Battle of the Buildings to accept you as a connection.
7. You will know the connection has been accepted by Michigan Battle of the Buildings the next time you log in and see a notification on your home page.
8. Now for sharing. Click on the share tab on the top of your homepage.

8. Click Here
9. Under “Select Properties” select which properties you’d like to share
10. Highlight MI BOB
11. Under “Choose Permission” select read only access
12. Click share property to finish