How to Share Green MIP Compliance Data from Multifamily Properties in Portfolio Manager®

This guidance explains how Multifamily owners can share Green MIP compliance data with HUD using the Environmental Protection Agency (EPA)'s ENERGY STAR® Portfolio Manager®. If your property does not already have a Portfolio Manager account, learn how to create one in the full instructions here. If a Statement of Energy Performance was previously generated for the property, then it is possible the account already exists, and you must gain access to it.

It's as easy as 1-2-3!

1. Confirm the correct HUD Property ID(s).

2. Connect with HUD ("HUDMultifamilyBenchmarking").

3. Share Data with your Service Provider (HUD) for Exchanging Data.

! Please note that each property's **HUD Property REMS ID number should be a nine-digit numeric-only number that begins with an 8**. If this ID is entered incorrectly, the property's data will not be uploaded to HUD's systems and the property will fail to be in compliance.

Confirm

Go to **Basic Property Information** and find the **Standard IDs** section.

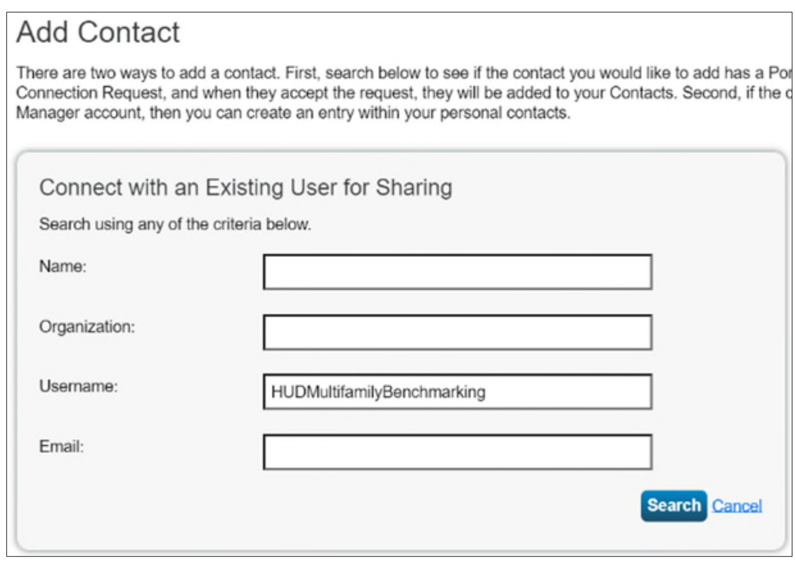
Confirm the HUD Property REMS ID is listed, and the number provided is correct for each property you need to share with HUD. If you do not know your REMS ID, please contact your Account Executive at HUD.

If it is missing, then select **HUD Property REMS ID** using the dropdown menu and enter your property's REMS ID in the box provided. If it is incorrect, enter the correct REMS ID.

Connect

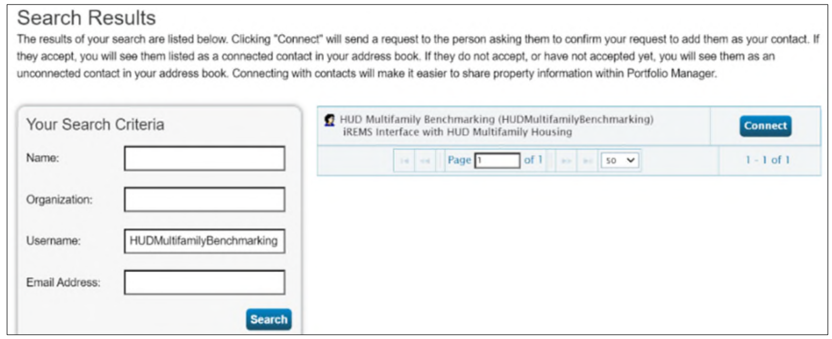
To send a connection request go to the **Contacts** page:

1. Click **Contacts** in the upper right-hand corner of the screen. The directory shows the current list of contacts, including those you are currently "connected" with.
2. Click **Add New Contacts/Connections**.
3. Type **HUDMultifamilyBenchmarking** (no spaces) in Username area and click **Search** button.
4. Once the username is found (see image below) on the **Search Results** pane, click "**Connect**" button to send them a connection request.



When a connection request is sent, the owner HUD account will get a "Notification". Once the HUD account accepts the connection request, confirmation will be received in your Portfolio Manager account.

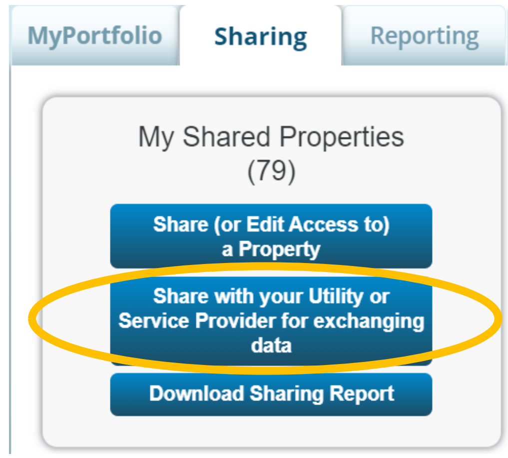
! Owners must receive HUD’s confirmation before proceeding to the next steps.

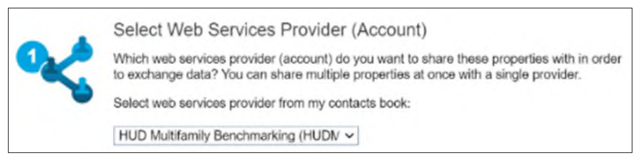


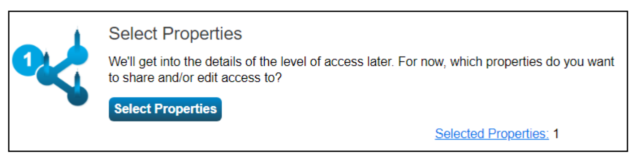
Share

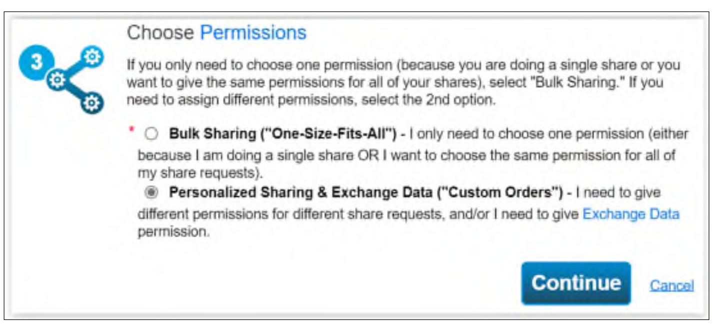
Once the connection between the two accounts is established, users can share the property(ies) with HUD’s account.

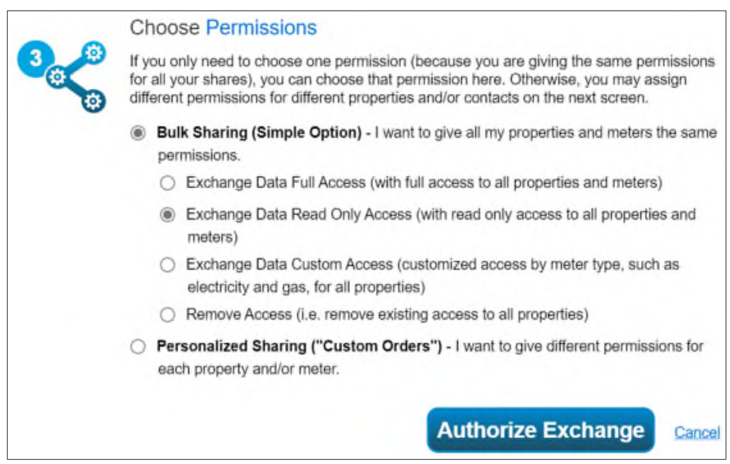
1. Under Sharing tab, click **Share with your Utility or Service Provider for exchanging data** button.
2. Under **Select People (Account)** section, select the **HUD Multifamily Benchmarking (HUDMultifamilyBenchmarking)** contact. If you do not have this account in your list, check to see if they have accepted your connection request.
3. Select the properties you want to share by clicking the **Select Properties** button. You can select a single property, multiple properties, a group of properties or all properties in your account. Click **Apply Selection** button.
4. Under **Choose Permissions** section, select **Personalized Sharing & Exchange Data ("Custom Orders")** option and click the **Set Permissions** button.
    a. On the next **Select Permissions for Each Contact** page, check the **Read Only Access** and **Exchange Data** radio buttons.
    b. On the next **Choose Permissions** screen, select **Exchange Data Read Only Access (with read only access to all properties and meters)** option and click **Apply Selections & Authorize Exchange** button.











After you’ve successfully shared your property, you will receive two (2) alerts in the **Notification** section:

1. When a share request is sent to HUD, and
2. When the HUD Multifamily Benchmarking account has accepted your sharing request.