Welcome to our Benchmarking Tool! BGE developed this tool as an efficient and secure way for building owners and property managers to retrieve data on their energy consumption and upload it into the ENERGY STAR® Portfolio Manager®. From start to finish, the tool helps you aggregate your building’s usage data into a single virtual meter that can be used in Portfolio Manager to generate your benchmark score.

Even if you’re already participating in ENERGY STAR Facilities, you’ll still need to create a new account, because your data will not be transferred to the Benchmarking Tool. However, any existing data in ENERGY STAR Portfolio Manager will not be affected. Once you create your account, simply follow steps 3 through 7 to input your building’s information.

Creating a New Account

1. Home Page

Select the Register button at the bottom of the page.

2. Instructions

Read through the steps and data points needed to complete the benchmarking process. When you’re ready, select the Register button.
To create your user profile, fill out the email address and password fields. Your password should be at least eight characters long and include at least three of the following: lowercase letters, uppercase letters, numbers and/or special characters.

Read through the Terms and Conditions, and check the box at the bottom to accept. If you do not check the box for Terms and Conditions, you cannot create a user profile.

When you're ready, select the Create button.

On the Building Registration page, enter either a Meter Number or Account Number, and select the Create button. The system uses the Meter Number or Account Number you enter to pull up associated building addresses.

Note: Meter Numbers must be 9-digit numbers, and Account Numbers must be 10-digit numbers. You'll find the Account Number on any BGE bill, while the Meter Number can be found on the meter box in the building.

If you entered an incorrect Meter Number or Account Number, no address will be returned on this page.

If you have difficulty finding matches for the Meter Number or Account Number, please contact our support team at 410.290.1202.
If you entered a valid Meter Number or Account Number, you’ll arrive at the Building Verification page.

Multiple addresses could display on this page, because the system returns all addresses corresponding to the Meter Number or Account Number you entered.

Please select your building address and select Confirm.

If you have trouble finding your address, please contact our support team at 410.290.1202.

On this page, select all of the premise account(s) associated with your building, and then select the Next button.

You can also add additional meters to your building profile with the Add Meter button, which guides you back to the Building Registration page (step 4 above).

One reason you may need to add another meter is if your building is at a cross street and has a different address. For example, if the building is at the intersection of Main Street and Pine Street, the system might only return the meters associated with Main Street. Please select the Add Meter button to add the other meter address associated with this account that needs to be benchmarked.

The Building Type is either “R” for residential or “C” for commercial. BGE’s Benchmarking Tool supports commercial and multifamily buildings with residential customers who may have their own BGE accounts. Select those residential premises within your multifamily building to ensure their inclusion in your benchmarking score.
Confirmation: Fewer Than Five Accounts

If you have fewer than five accounts associated with the address you selected, you’ll need to have each tenant sign our consent form.

In the provided fields, enter the account number, account holder name and date the form was signed. Then check the Consent Signed box. If you don’t fill in all fields with the correct information, you won’t be able to proceed to the View Your Meter Number for Portfolio Manager page. Select the Save button.

Registered Building Profiles

Once you’ve completed the process above, you’ll see your listed address with a link to download usage data to be uploaded to the ENERGY STAR Portfolio Manager.

You can also add more building profiles by selecting the Add Profile button.

Consult the Portfolio Manager documentation to set up an account with Portfolio Manager and start posting data.

Questions

If you have any questions, please call 410.290.1202.