Creating a New Account

1. Home Page
Go to the following URL:
https://abtbgesmartenergy.icfwebservices.com/Account/Login

Click the Register button at the bottom of the page.
2. Registration

To create your user profile, fill out the email address and password fields. Your password should be at least 8 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 the terms. If you do not check the box for Terms and Conditions, you cannot create a user profile.

![Registration Form]

3. Building Registration

On the Building Registration page, enter either your Account Number or Meter Number, and click the Create button.

The system uses the Account Number or Meter Number you enter to return associated building addresses.

Note: Account Numbers must be 10-digit numbers (include the leading zeros in the number), and Meter Numbers must be 9-digit numbers. The Account Number and Meter Number(s) can both be found on your BGE bill. If you have two or more meters with one Account Number, we combine the meter usage into one total. As a last resort, you can also go to the building’s meter room to find the meter number. The meter number is NOT on the box, but on the meter itself preceded by a letter which could be: G, S, D or W.

G = General Electric
S = Schlumber
D = Duncan
W = Westinghouse

![Building Registration Form]
4a. Building Verification: No Address Returned

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

You can verify your Account Number and Meter Number(s) on your BGE bill.

If you have difficulty finding matches for the Account or Meter Number, please call our Project Coordinator, Megan Lackay, at 443.718.4878 or email Megan.Lackay@icf.com.

4b. Building Verification: Addresses Returned

If you have entered a valid Account Number or Meter Number, you will get to the Building Verification page.

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

If you are using the Public Service (or PS) account in management’s name, you should see that account, then others with that root address.

Please select your building address and click Confirm.

If you have trouble finding your address, please call our Project Coordinator, Megan Lackay, at 443.718.4878 or email Megan.Lackay@icf.com.
5. Account Confirmation

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

You can also add an Account Number with the Add Meter button, which guides you back to the Building Registration page (Step 3 above).

One reason you may need to add another account is if your building is at a cross street that has a different address. For example, if the building is at the intersection of 123 Main Street and 456 Pine Street, the system might only return the accounts associated with 123 Main Street. Please click the Add Meter button to add the other account/address associated with this account that needs to be benchmarked.

The Building Type is either “R” for residential or “C” for commercial. The BGE Automated Benchmarking Tool supports commercial building types and multifamily buildings with residential customers who may have their own BGE accounts. Select those residential premises within your multifamily building to ensure inclusion in the benchmarking score.

In the BGE Automated Benchmarking Tool, you will need an account number or meter number in the property owner’s name to obtain an Electric or Gas Virtual Meter Number (EVM# or GVM#). If you are benchmarking multifamily properties with apartments and townhouses, you will start with the public service (PS) account in the property owner’s name. The PS meter/account serves common areas within an apartment building, such as hallway lighting, laundry and elevators. The PS account number will bring in all residential apartments with a shared root address. You will then verify the apartments with the same address as the PS account for inclusion.

If your property has townhomes to include in benchmarking, the utilities are usually paid by the tenant. The on-site property managers should obtain the meter number for each townhouse. To benchmark the townhomes, each meter number must be input individually.
6a. Confirmation

If you have fewer than 5 accounts associated with the address you selected, please have the consent form provided signed by each tenant on file.

Enter the Account Number, account holder name and date the form was signed, and check the Consent Signed box to proceed. If you do not fill in all of the fields with the correct information, you will not proceed to the view Your Virtual Meter Number for Portfolio Manager page.

If you have 5 or more accounts associated with the address, you will not need to go through this step and should proceed to Step 6b.

6b. Your Virtual Meter Number for Portfolio Manager

On this page, you will see your new Electric Virtual Meter Number (EVM#) and/or Gas Virtual Meter Number (GVM#), depending on what type of meters you have selected. The EVM# and GVM# generated are used in the Portfolio Manager tool to link to the energy consumption data we have looked up and aggregated for you.

From here, you can add another building profile by clicking the Add button, or go back to the Registered Building Profiles page by clicking Home on the navigation at the top of the page.
7. Registered Building Profiles

Once you have completed the process above, you will now see your listed address with the corresponding Virtual Meter Numbers and fields for the status, reference date, score and score type from Portfolio Manager.

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

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

8. Questions?

If you have any questions, please contact our Project Coordinator, Megan Lackay, at 443.718.4878 or email Megan.Lackay@icf.com.

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