SHARE YOUR ENERGY STAR DATA
With BOMA of Greater Phoenix

Please go to the Energy Star Portfolio Manager website at:
https://portfoliomanager.energystar.gov/pm/login.html

PART I: REQUEST CONTACT CONNECTION WITH BOMA

- Login with your **Username** and **Password**
- Select the **Contacts** link in the upper right hand corner of the screen
- Select **Add Contact**
- Enter **BOMA of Greater Phoenix** in “Your Search Criteria” **Organization** field
- Select **Connect** with Olimpia; Office Manager
- Email **olimpia@bomaphoenix.net** to notify to accept your contact connection request
- Sign out of **Energy Star** and wait to receive an email confirmation from Olimpia Fleming that your connection request has been accepted
- Receive your email confirmation from Olimpia Fleming

PART II: SHARE YOUR PROPERTY WITH BOMA

- After contact confirmation has been received; login with your Username and Password to share your property
- Under the Main Screen, select the **Sharing** tab
- On the next screen, click on **Share a Property**
- Under “select number of properties”, click on the drop down and choose **One Property**, and then under the next drop down, choose your facility
- Under “Select People (Accounts) to Share With”, highlight **Olimpia Fleming (BOMA PHOENIX)**
- Under “Permissions”, select the level of **Access** permission you wish to share with BOMA Phoenix
  - Bulk Sharing → Read Only Access
- Click the **Share Property(ies) button**
- This will take you to the **Sharing** tab - confirmation that your facility has been shared