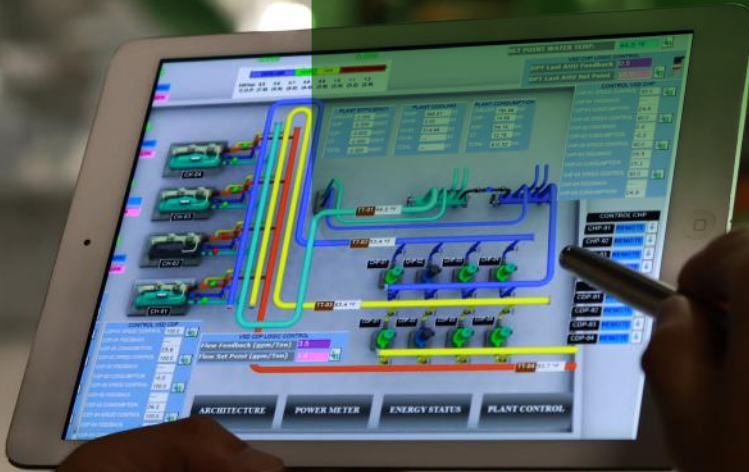
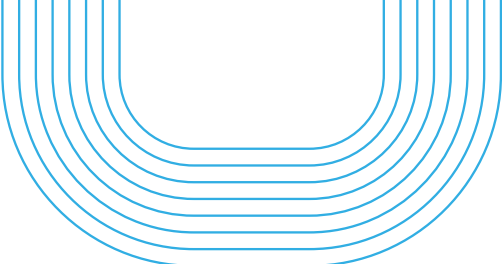




Instructions for sharing access



SIMPLIFY THE PATH TO BETTER BUILDING PERFORMANCE



To access financial resources, property owners need to register their property in Energy Star Portfolio Manager(ESPM), update the utility data and share access with Enspire.

Uploading your data on ESPM provides several benefits to property owners:

Take an important step towards regulatory compliance

Gain valuable intel by tracking and analyzing energy, water, and utilization

Benchmark building consumption and cost data against similar buildings in the area, across the province/territory, and nationally

Receive funding support and financial guidance from the Enspire team

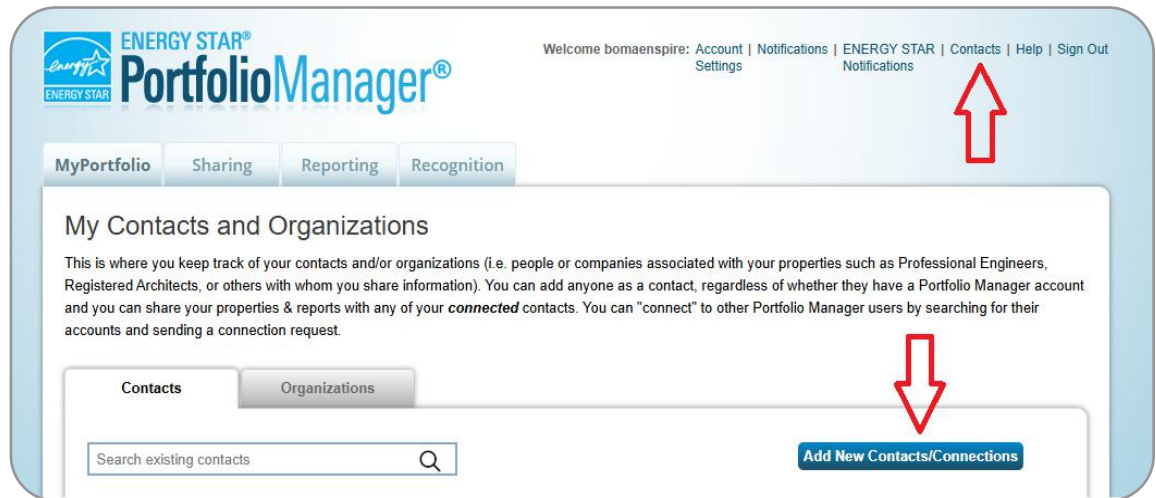
**Get started! Sharing property data with BOMA Enspire is quick and easy.
Follow the instructions on the following pages.**

Share access to the property's account in 3 simple steps:

Step 1

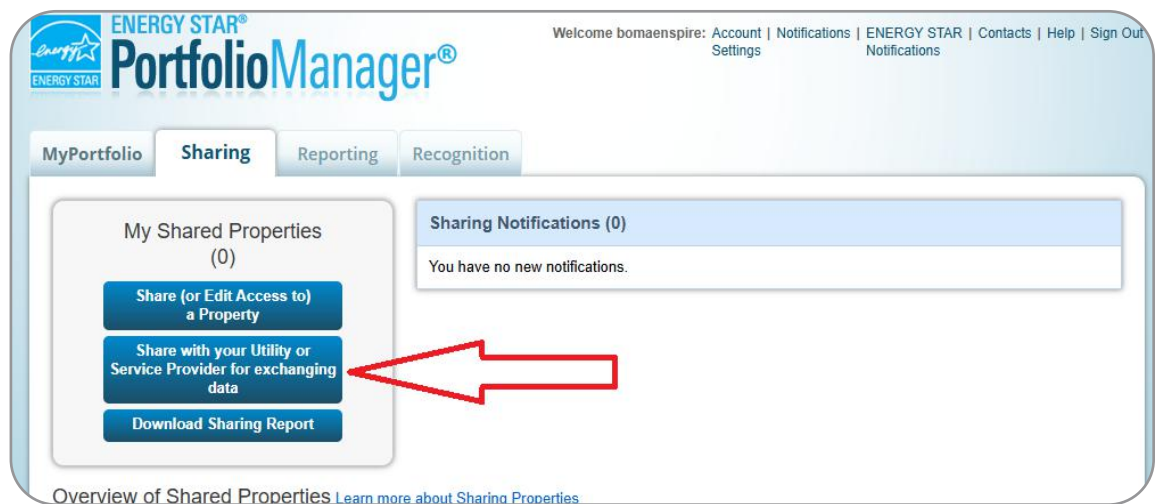
Add 'bomaenspire' to your contacts

Once initiated, your connection request will be accepted within 5 minutes. You can then share the property data required to claim funding.



Step 2

After adding BOMA Enspire as a contact, share your property's information by selecting **"Share with Your Utility or Service Provider for Exchanging Data."**



Step 3

On the Sharing page

Select **'BOMA Ensfire Team (bomaensfire)'** as the web services provider. Choose the properties you want to share, then select **'Bulk Sharing (Simple Option)'** to grant either **'Exchange Data Full Access'** or **'Exchange Data Read Only'**.

This ensures consistent access to all the properties you share with us.

MyPortfolio | **Sharing** | Reporting | Recognition

Share Properties for Exchanging Data

Choose Permissions | Set Up Connections | Check Existing Permissions | View Results/ Confirmation

Sometimes it's really important to be able to share your property with someone else. Use this option to set up automatic exchange of data with your utility or service provider.

1 Select Web Services Provider (Account)

Which web services provider (account) do you want to share these properties with in order to exchange data? You can share multiple properties at once with a single provider.

Select web services provider from my contacts book:

BOMA Ensfire Team (bomaensfire) ▼

2 Select Properties

Which Properties do you want to share? Note that while you can share properties that include unsupported meter types, those specific meters will not be shared.

Select Properties

Selected Properties: 0

3 Choose Permissions

If you only need to choose one permission (because you are giving the same permissions for all your shares), you can choose that permission here. Otherwise, you may assign different permissions for different properties and/or contacts on the next screen.

☒ **Bulk Sharing (Simple Option)** - I want to give all my properties and meters the same permissions.

- ☒ Exchange Data Full Access (with full access to all properties and meters)
- ☐ Exchange Data Read Only Access (with read only access to all properties and meters)
- ☐ Exchange Data Custom Access (customized access by meter type, such as electricity and gas, for all properties)
- ☐ Remove Access (i.e. remove existing access to all properties)

☐ **Personalized Sharing ("Custom Orders")** - I want to give different permissions for each property and/or meter.

Authorize Exchange Cancel



**Thank you for your commitment
to energy management!**

Contact us for assistance

BOMA Enspire Program

w: bomaenspire.ca

e: support@bomaenspire.ca

t: 1 (877) BOMA-511

ENSPiRE
A BOMA Initiative

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