

Welcome to BEAM!

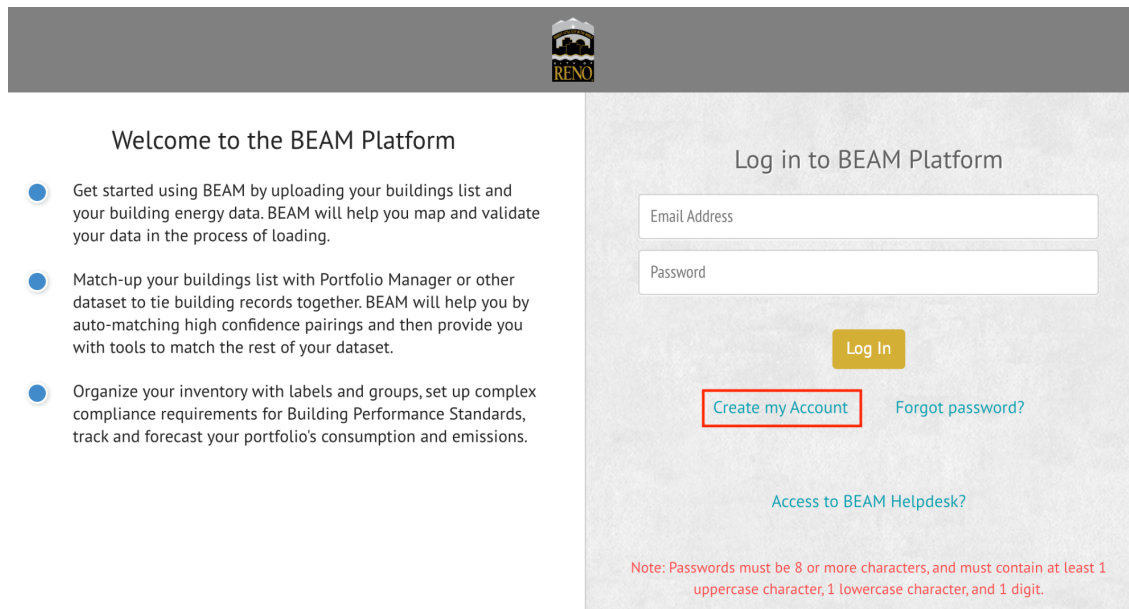
The Building Energy Analysis Manager (BEAM) tool is meant to make the benchmarking process as easy as possible for you by streamlining data collection and communication. Put your building performance data into Energy Star Portfolio Manager, and BEAM will handle the rest. If you have questions or want to read more about Reno's benchmarking program, see [BEAM's communication and ticketing platform](#).

You don't *need* to use BEAM to manage your data, but we do recommend it. Some benefits of registering for BEAM are:

- Better understand your building's energy performance
- See what Reno program administrators see
- Identify data flags and warnings
- View future predictions of your building's or portfolio's performance (*feature coming soon!*)

How to Register

1. Visit reno.beam-portal.org
2. Select "Create My Account"



The screenshot shows the BEAM Platform interface. On the left, there is a "Welcome to the BEAM Platform" section with three bullet points: "Get started using BEAM by uploading your buildings list and your building energy data. BEAM will help you map and validate your data in the process of loading.", "Match-up your buildings list with Portfolio Manager or other dataset to tie building records together. BEAM will help you by auto-matching high confidence pairings and then provide you with tools to match the rest of your dataset.", and "Organize your inventory with labels and groups, set up complex compliance requirements for Building Performance Standards, track and forecast your portfolio's consumption and emissions." On the right, there is a "Log in to BEAM Platform" section with input fields for "Email Address" and "Password", a "Log In" button, a "Create my Account" button (highlighted with a red box), and a "Forgot password?" link. Below these is a link for "Access to BEAM Helpdesk?". At the bottom, a note states: "Note: Passwords must be 8 or more characters, and must contain at least 1 uppercase character, 1 lowercase character, and 1 digit."

3. Enter the information prompted on the screen. Set a username and password.
 - a. **Note:** You must register for BEAM using the **same email address associated with your properties on Energy Star Portfolio Manager (ESPM)**. If you use a different email address, the system will not find any of your properties.
4. Check your email for a confirmation email. Please allow up to 30 minutes for the email to arrive.
 - a. If the email does not arrive, please check your "spam" folder.
5. Follow the link provided in the email. You are now logged into BEAM!

Viewing Your Data

To view the properties associated with your email address, select the “Inventory” tab on the left hand menu. You will be able to see a table with all of your properties running vertically and a snapshot of available data horizontally.

The screenshot shows the BEAM interface with the following elements:

- Header: BEAM POWERED BY SEED PLATFORM™, City of Reno
- Section: Properties
- Filters: Cycle (2021 Calendar Year), Filter By Label (Add a label, AND, OR, EXCLUDE), Current Filters (from table below), Sorting By (in order) (from table below)
- View Options: View by Property (selected), View All by Tax Lot
- Table:

Labels	Reno ID	Property Name	City	Postal Code	National
Low EUI, Low Water Use, No Electricity Consumption	123456	Sample K-12 School (US)	Phoenix	85005	48.5

Data coming into BEAM goes through a series of Data Quality checks. These checks result in labels. Some labels indicate erroneous or missing data; some are simply meant to identify results. If there are issues or gaps in your data, you will be notified via email. You can also see your labels on the Inventory page, as shown above.

Note: You do not need to log into BEAM to see your labels. The email notification will contain details about the errors and instructions to fix them. However, seeing the data in BEAM gives you a better understanding of what the City of Reno sees when validating your information.

If you have multiple properties, you may find it helpful to search for properties or filter your buildings list. You can search for specific fields; i.e., “school” in Property Name, or for specific values; i.e., “<50” in Energy Star Score. You can also use the “filter by label” option to search for specific data labels. See the example below.

The screenshot shows the BEAM interface with the following elements:

- Header: BEAM POWERED BY SEED PLATFORM™, City of Reno
- Section: Properties
- Filters: Cycle (2021 Calendar Year), Filter By Label (Low EUI, Add a label, AND, OR, EXCLUDE), Current Filters (Property Name contains School), Sorting By (in order) (Property Name desc)
- View Options: View by Property (selected), View All by Tax Lot
- Table:

Labels	Reno ID	Property Name	City	Postal Code	National
Low EUI, Low Water Use, No Electricity Consumption	123456	School	Phoenix	85005	48.5

Finally, you can use the “actions” tab to export your building data into excel format. You can do this for all of your properties or a select few by using the checkmarks to the left of your buildings list.

To view specific property data in expanded form, click on the blue “i” on the left side on the left of your building. You will now be able to see all of the data associated with this property. If you feel that data is missing or needs to be amended, you can update your information via Energy Star Portfolio Manager. Please allow up to 24 hours for updated information to appear in BEAM.


Field	Main	webServicesMetricsPMReports_20230216_091526.xlsx
Address Line 1		
Address Line 2		
Audit Template Building ID		
Building Certification		
Building Count	1	1
Campus	false	
City	Phoenix	Phoenix
Conditioned Floor Area (ft ²)		
Created	2023-03-16 11:52 AM	2023-02-16 4:18 AM
Custom ID 1		
eGRID Subregion Code		
Energy Alerts		

Questions & Inquiries

To learn more about Reno’s Benchmarking program or to submit an inquiry, click “Helpdesk” on the left hand menu, or simply type “reno.beam-portal.org/helpdesk” into your search bar. You will land on the Knowledgebase, which functions much like an FAQ. You do not need to be logged in or have an account to view the Knowledgebase or submit a ticket. You may be able to answer most commonly asked questions about the benchmarking program from the Knowledgebase.

If you have further questions, want to submit an exemption request, or have been prompted to update your contact information, you may do so by selecting “New Ticket” in the left hand menu. Select the form template that is most relevant to you and fill out the required fields.

Note: In order to receive a timely response, please submit your Reno Building ID along with your inquiry. If you do not know your Reno Building ID, [you can search for it here](#).

Building Performance Helpdesk City of Reno 

Public / Create Ticket

Submit a Update Information

Please use the following form to update information regarding your building.

For more information on benchmarking and covered properties, click [here](#).

Submitter Email*

This e-mail address will receive copies of all public updates to this ticket.

Primary Contact Name*

Primary Contact Email*

This e-mail address will receive copies of all public updates to this ticket.