Benchmarking & Energy Efficiency Portal (BEEP)

User Guide

Introduction to the Benchmarking & Energy Efficiency Portal (BEEP):

The BEEP system was developed to provide a single point of entry for Building Managers that allows them to easily establish online requests for aggregate multi-tenant commercial and residential building energy usage data. Because the usage data is aggregated, we are able to eliminate the additional effort of obtaining signed releases from each tenant.

What to Expect:

There are a few steps required to enroll on the Benchmarking & Energy Efficiency Portal:

1. Establish a login account (email address, password, etc.).

2. Agree to the Terms and Conditions - most importantly, confirming that you are an authorized representative of the organization that you are enrolling.

3. Complete a secondary registration by answering questions to determine your user access.

Getting Started:

Before you begin, please make sure to have the following information available to successfully connect to your Ameren Missouri aggregate account data:

1. All addresses or meter numbers associated for each building.

2. Account numbers for each service address if the building has less than 4 or account numbers for one service address if the building has 4 or more.
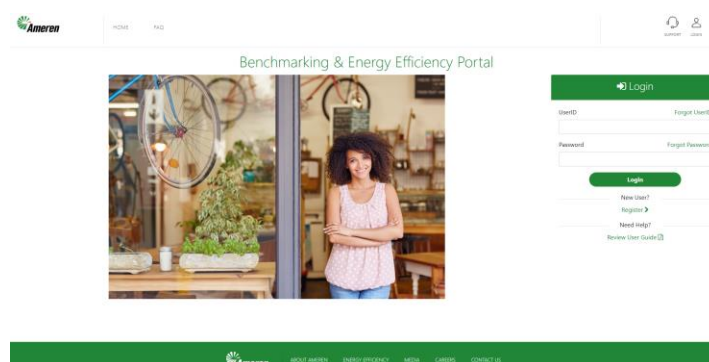
This information will allow you to view up to 24 months of historical energy usage and download it for your use.

Homepage:

All users will land on the homepage to register or login. BEEP User Login:

Launch the portal https://beep.ameren.com/

At the Homepage click **register**.

Complete the required new user information, review and agree to the User Terms and Conditions and click on the Submit button to save and finalize the login information.
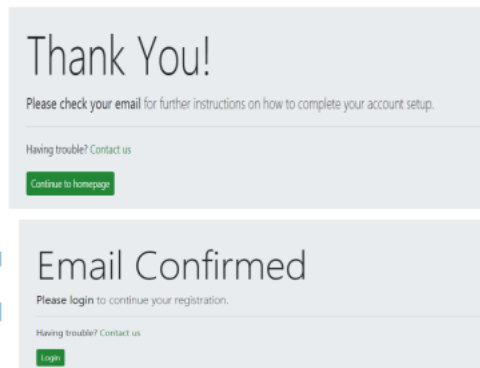

After selecting Submit, an email is sent to the email address provided by the user.

Clicking on the link embedded in the email will validate the email address and the user is then directed to login to continue the registration process.

Users should check their spam or junk folder if they cannot find the email.

NOTE: This link is only valid for 24 hours. If the activation window has expired, the system will require user to complete the initial registration process again.

After completing the BEEP User login, the user will be ready to complete the secondary registration page. After filling out the information below, BEEP will automatically log you out to complete the registration process. Logging in again will take you to the next step.

Benchmarking & Energy Efficiency Portal

Registration

First Name	Last Name	Phone Number *(ex: 5555555555)*
Michael	Brockman	

Business Name

Primary Business Function | **Job Title**

Address Line 1 | **Address Line 2**

City	State	Zip Code

Submit

Cancel

After logging back in, you will be prompted to add a building.

Create a New Building:

The next step in the process is for the user to create their first building. The user must fill in the details of their building.

Benchmarking & Energy Efficiency Portal

Create Building

Description	Building Type
Enter Building Name	--Please select building type--

Construction Status	Occupancy Percent
--Please select construction status--	1-100%

Floor Area *(in sq. ft)*	Year Built
Floor Area in sq. ft	Enter Year Built

Address Line1	Address Line2
Enter Address Line1	Enter Address Line2

City	State	Zip
Enter City	--Please select a state--	Enter Zip

Submit

Add Locations:

Upon the creation of a building a user is required to add the addresses associated with that building. They can do this by searching by address or meter number and adding each of them to the building. Address is recommended unless you happen to know all the meter numbers.

 NOTE: User will be prompted to confirm all account numbers if usage data for less than 4 locations are requested for a single building. If user requests the usage data for 4 or more locations in a single building, they will be required to provide one of the account numbers. Another check will exist here to ensure that the same location is not added to multiple buildings.

After searching, select all addresses that belong to the property you want to benchmark.

Note: Keep your search simple (i.e. just the street number and street name (no suffix like blvd, st, etc.). This simple search might also bring up addresses that do not belong to your property, so make sure to unselect those properties.

Next, user will be prompted to confirm all account numbers if usage data for less than 4 locations are requested for a single building. If user requests the usage data for 4 or more locations in a single building, they will be required to provide one of the account numbers (see red note above for example).

Once locations are added you can view usage data.

View Usage Data:

Select the start and end date (up to 2 years available) and hit search. The associated kWh usage per month will display to the right.

Press the download button to download to excel. You are then able to upload or manually plug into Energy Star Portfolio Manager.

Manage Profile:

As a user in the system, you can view and edit information in your user profile and change your password.

Support

Click the support icon in the upper right corner of the webpage to contact us via form or phone.
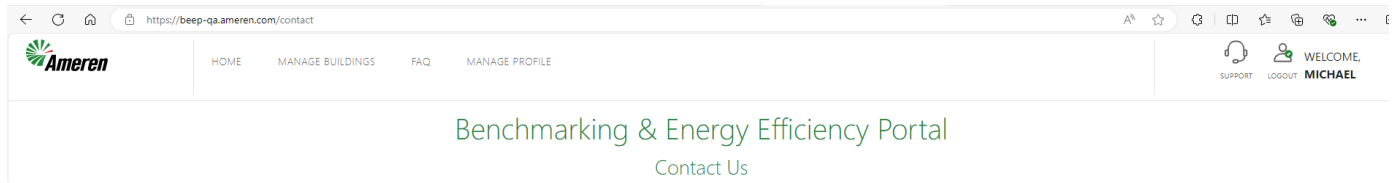
Webpage Header Links:

When logged into BEEP, the user will see the following links listed across the page header: Home, Manage Buildings, FAQ, Contact, Manage Profile, and Logout.

When you are done benchmarking, just click **logout**.