Benchmarking & Energy Efficiency Portal (BEEP)

USER GUIDE
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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 building energy usage data, including multifamily properties. Because the usage data is aggregated we are able to eliminate the additional effort of obtaining signed releases from each tenant.

The BEEP system will support new and also existing ENERGY STAR® Portfolio Manager® (ESPM) Users, as well as users who do not use ESPM.

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.
4. Connect with your Ameren Missouri accounts by providing address information and verifying account data.

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.

In order to establish a new ENERGY STAR Portfolio Manager® profile to obtain an Energy Utilization Index (EUI) score and benchmark your performance against other similar buildings, you will also need:

1. Property information
   a. Building type (e.g. office, retail, etc.)
   b. Name, street address, ZIP/postal code
2. Property type data
   a. Gross floor area
   b. Use details (e.g., number of workers, operating hours, etc.)
3. Utility bills
   a. Power purchased from any other energy sources aside from Ameren Missouri Electric or Gas
   b. NOTE: Utility bill information from Ameren Missouri will be uploaded automatically; you only need to manually provide information on other utilities

1For a full list of building-specific data needed, visit https://portfoliomanager.energystar.gov/pm/dataCollectionWorksheet
All users will land on the homepage to register or login.

BEEP User Login

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

2. At the Homepage enter your UserID and Password to login.

3. On the first visit to the portal, new users will need to select Register and 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 the user to complete the initial registration process again.

Data Registration

After completing the BEEP User login, the user will be ready to answer a few questions to determine the data required and complete their Data Registration:

NOTE: In the following section 'Benchmarking' refers to establishing a new or maintaining an existing account with the Environmental Protection Agency (EPA) ENERGY STAR Portfolio Manager². Whereas 'obtain aggregate data' refers to manually downloading aggregate data to analyze in excel or other user database.

Obtain Aggregate Data.
User is prompted with the following question:

Are you attempting to Benchmark your property or just obtain aggregate data for your property?

User selects 'Obtain aggregate data', clicks Continue and saves.

Move ahead to Add Building information.

² ENERGY STAR® Portfolio Manager® is a tool that is provided by the Environmental Protection Agency that allows building owners or managers to benchmark their properties against similar buildings. ENERGY STAR provides scoring based on proprietary metrics and requires a user to input their water and gas service information in addition to the electric service.
Benchmarking your property – with an existing ENERGY STAR Portfolio Manager account.

User is prompted with the following questions:

Are you attempting to Benchmark your property or just obtain aggregate data for your property?

User selects 'Benchmark property', the next question appears:

Are you an existing ENERGY STAR Portfolio Manager user?

User selects 'Yes' and continues to add profile information exactly as it appears on their Energy Star account:

User will receive an email with a token (unique ID) to create the connect request from the ENERGY STAR Portfolio Manager side, this will link the Ameren Benchmarking to the users existing ENERGY STAR Portfolio Manager Account.

User will add the Token (unique ID) into ESPM account under Contacts and send connection request:
Once the connection request is sent the user goes to Sharing tab and click on Share (or Edit Access to a property):

The user then selects the property they want to share and/or edit access to and choose permissions:

Once the user clicks on the personalized sharing they will be directed to edit access and will individually select the access they want to share and authorize:

Once the building is shared from ESPM the user can come back to BEEP and add their ESPM building
Upon successful submission of Adding building the user will land to Buildings page with their existing building from ESPM displayed:

Benchmarking your property – without an existing ENERGY STAR Portfolio Manager account. User is prompted with the following questions:

*Are you attempting to Benchmark your property or just obtain aggregate data for your property?*

User selects 'Benchmark property', the next question appears:

*Are you an existing ENERGY STAR Portfolio Manager user?*

User selects 'No', and is prompted to provide a unique User Name and Password this will be used to create the user's ENERGY STAR Portfolio Manager Account.

User will then be asked to enter their personal/business information. This will be used to populate their profile on the ENERGY STAR and Ameren systems.
User will be prompted to indicate if they are an existing ENERGY STAR Partner and type and choose submit.

Add Building(s)

NOTE: If an existing ENERGY STAR ID was provided during registration, user will not be prompted to add building if account was populated with shared buildings from ENERGY STAR Portfolio Manager®.

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. A unique ID is created for each building.

Add an Existing ESPM Building
For a building that is already being benchmarked in ESPM
User will be prompted to enter the ESPM building ID and submit. The ID is found in the user’s existing ESPM account.

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.
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. The manual review process will allow these buildings to be used if approved.

Upon submission and success of completing a building and locations the user will land on the BEEP Dashboard.

BEEP Dashboard

The Dashboard is the screen that greets the user upon logging in.
Manage Buildings

As a Building Manager, you can create new buildings; view, edit and delete existing buildings; and provide and edit secondary addresses for these buildings.

From the dashboard, the user can select to Manage Buildings. The user will see a list of buildings they have created and can add a new one or select an existing building to edit.
Building Detail
Upon selecting one of the buildings from the list, user lands on the building detail page. This page has options to manage locations, update details, or download/export data.

Export/Download Data
From Building Details, the user can select to Export or Download their data. Following the prompts to provide the required inputs. Benchmarking users will follow the prompts to export usage data to ENERGY STAR Portfolio Manager® and to set up recurring exports.

User will provide date range for download(s) of up to 24 months of previous usage data.
Manage Profile
As a user in the system, you can view and edit information in your user profile and change your password.

Contact
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.

FAQs

Logout