

Ann Arbor

Commercial and Multifamily Benchmarking

# HOW TO ENROLL IN DTE ENERGY DATA HUB

Step-by-step instruction to get started with DTE's Energy Data Hub for benchmarking.

DTE can **automatically upload whole building data** to your ENERGY STAR Portfolio Manager account every month via data exchange.

The DTE Energy Data Hub was developed to aggregate multi-tenant commercial and residential building electric and gas usage and to automatically add this data to ENERGY STAR Portfolio Manager for benchmarking.

Within DTE's Energy Data Hub, you'll be able to verify tenants, view and download usage data, and share data with ENERGY STAR Portfolio Manager. If you would like to learn about additional capabilities of the Energy Data Hub, see the [Building Manager User Guide](#).

→ **TAKE NOTE!** When data is uploaded into a meter, **IT WILL REPLACE EXISTING DATA**. It is strongly encouraged to download a copy of existing data and to create a new meter to connect to DTE rather than use existing meters.

**Step 1**     **Enroll** in DTE's ENERGY Data Hub by emailing [ENERGYPARTNERSHIP\\_Account@dteenergy.com](mailto:ENERGYPARTNERSHIP_Account@dteenergy.com)

**Step 2**     If your building has less than six tenants, have your tenants complete the **Customer Consent Release Form** provided by DTE.

If your building has **less than six tenants**, each tenant must complete a **Customer Consent Release Form**. DTE requires that the person who signs this form must match the authorized person for that DTE account.

If you have the **DTE Account Numbers** and **Tax ID Numbers (or EIN)** for each tenant, you can streamline this process for your tenants:

Call DTE Customer Service at **855.383.4249**

Ask to determine the **Authorized Person on the Account** for each of the accounts and record these names per account

**Send the following to your tenant(s):**

- **REQUIRED:** The **Customer Consent Release Form**. Direct your tenant to send the completed form to [ENERGYPARTNERSHIP\\_Account@dteenergy.com](mailto:ENERGYPARTNERSHIP_Account@dteenergy.com) and to you for your records.
  
- The name of the **Authorized Person**, if you have collected this information

If your building is **owner occupied** or **has six or more tenants**, you do **not** need to complete a Customer Consent Release Form.

**Step 3** Follow the instructions on DTE’s Energy Data Hub [ENERGY STAR Portfolio Manager Guide](#) to set up the **Initial ENERGY STAR Portfolio Manager Connection**.

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