

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.
- ➔ **TAKE NOTE!** Properties **MUST be a member of the Ann Arbor/Washtenaw 2030 District** to enroll in the Data Hub. [Join the District for FREE on their website](#).

Step 1 After joining the 2030 District, you will receive a link to enroll in the DTE Energy Data Hub by email. We **strongly** suggest you enroll in the Energy Data Hub with the 2030 District via Zoom to avoid issues while enrolling.

Step 2 If your building has less than 15 tenants, have your tenants complete the online **Customer Consent Release Form** provided by DTE.

If your building has **less than 15 tenants**, each tenant must complete a **Customer Consent Release Form**. DTE requires that the person who signs this form must match an authorized user on the property's online DTE account. **You can easily add an authorized user in your online account.**

If you have a **DTE Account Number** and **Tax ID Numbers (or EINs)** for your property, you can add an authorized user by phone through 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 online **Customer Consent Release Form**. Once enrolled in the Energy Data Hub, if your building requires tenant consent, DTE will send links for each tenant to provide consent, online. If your building has fewer than 15 tenants, each tenant will need to complete the online consent form.

If your building is **owner occupied** or **has 15 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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