BEUDO Compliance & Reporting

CITY OF CAMBRIDGE | Office of Sustainability

Requesting Historical Data Guide

The Building Energy Use Disclosure Ordinance (BEUDO) requires Covered Property owners to select a baseline for their properties. This baseline will act as the starting point to measure improvements over time. See the _Technical Guide: Establishing Your Baseline_ for guidance on your baseline options.

This guide covers the process of requesting historical data for your chosen baseline years. To request your historical data from Eversource, you must first create an Eversource Energy Reporting & Disclosure Portal (ERDP) account, request recent data from the portal, and then obtain the approvals and "Building ID(s)" necessary to request the historical data that you need.

For instructional screenshots of the process laid out in this checklist, follow along with the Eversource Energy Reporting & Disclosure Portal Step-by-Step Walkthrough.

💻 _If you plan to use an Alternative Baseline, complete the Baseline Selection Form in the BEAM Owner Portal. Navigate to the side menu → Help Desk → New Ticket → Baseline Selection Form._

☐ 1. Create your Eversource Energy Reporting & Disclosure Portal account

Eversource's Energy Reporting & Disclosure Portal (ERDP) is a tool that facilitates requests for historical energy data for BEUDO compliance, including data for Alternative Baseline years.

⏭ _Skip this step if you already have an account(s) for your Covered Property._

💻 Follow this guide to create your account (steps 1-4 of the ERDP Step-by-Step Walkthrough). _Be sure to review the "FAQ" section on the portal, found on the log-in page or if you are signed in, on the top of the webpage in the blue menu bar._

A) Have an energy bill handy for any properties for which you would like to request data. After registering, you will need the account number and meter number for any building locations for a later building owner (or designee) verification step.
B) Click the "Login" button on the Portal homepage.
C) Click the "Register Here" button to start the new user registration process.
D) The next screen contains your standard registration form information, including name, email, the user ID you would like to use to access the site in the future, your password, answer to a security question and an acceptance of the site's Terms & Conditions.

☐ 2. Request data from June 2023 – present day

Once you have created your account, request energy data for the required energy types at the service address(s) associated with your building or property (steps 5–9 in the ERDP walkthrough).

Data available on the Disclosure Portal spans from June 2023 – present day and must be requested in intervals of 13 months or less.

A) You will search for the address of each building on your property using the "Search for New Locations" button.
B) Start by entering the zip code of the service address for the building you would like to add and then select "Search Location."
C) Next, add the City and then select "Search Location."
D) Add Street Number and then select "Search Location."
E) Add Street Name and then select "Search Location."
F) For "Usage Duration," input any date range between June 2023 and the present day that is no more than 13 months.
G) Select "Get Apt/Suite Location."
H) Confirm that the address you selected is correct. Then select "Yes."
I) Review the list of the units that appears and add any missing units and delete any unwanted units, then select "Continue." The steps below outline how to add units from another service address.
   a. Select "Add Units."
   b. Repeat A-G from step 2 above.
      i. Input the same date range for "Usage Duration."
   c. Continue adding units until you have added all service addresses and units associated with your Covered Property.

A "unit" represents an individual meter or account associated with a service address. Your building may have more than one service address associated with it. If you do not know if your building has multiple service addresses, a list of all addresses associated with each parcel can be found at: https://data.cambridgema.gov/d/vup6-kpwv in the "Data" tab.

Owners reporting for multiple buildings on a single parcel, such as those with an Alternative Configuration, may also use this method to get aggregate energy data for these buildings.

☐ 3. Acquire approval and generate Building IDs

Next, the information you have entered in your data request must be approved by Eversource and Building ID(s) generated (steps 10-11 in the ERDP walkthrough). You may first be required to submit further verification. These requirements will be indicated on the portal in the "Approval" section, so you will know which forms are needed before proceeding.

Further verification may or may not be required based on the following scenarios:

Standard Requests (4 or More Units):

If your building has four or more units, enter the account number and meter number from your latest Eversource bill and select "Validate." If these details are validated, no additional authorization forms are required.

However, if the system cannot validate the request using the provided account and meter numbers, you must complete the Property Owner Verification and Authorization Form (available under "Forms & Docs") and email it with the subject line "Owner Verification" and the Building ID to EnergyDisclosure@eversource.com.

Tenant Authorizations:

Tenant authorization is mandatory in two situations:

• When the request involves fewer than four units.

• When any single unit accounts for 50% or more of the building's annual energy usage.

In these cases, each account owner must download and complete the Tenant Authorization Form (found under "Forms & Docs"). Collect all completed forms, scan them, and email them to EnergyDisclosure@eversource.com.

Owner-Paid Meters (Fewer Than 4 Units):

If you own all meters and have fewer than four units, fill out the account number and meter number section of the Tenant Authorization form for each unit and email it to EnergyDisclosure@eversource.com.

You will then receive an email from Eversource containing either (1) an approval and a summary of your building's energy usage, or (2) a request for further validation.

Please note that usage data will be delivered via automated email within 3–4 business days after the Building ID is approved.

Building IDs

Once your data request is approved either automatically or after further verification is complete, the portal will generate a unique Building ID for each energy type that Eversource serves at the service address. **Building IDs are specific to the portal and unrelated to any external identifiers, such as those described under BEUDO. Building IDs related to this portal are related to this portal only. Building IDs are generated by each new data request in the portal.**

☐ 4. Request historical data

Once your Building ID has been approved and initial energy data has been emailed to you, you may request historical energy data for that building. **Email EnergyDisclosure@eversource.com with the Building ID (found on Existing Building Location Data page) and the date range needed**. Please specify which ID belongs to each energy type. See an example below:

> To: energydisclosure@eversource.com
>
> Hello,
>
> Could you please send aggregate electricity data for Building ID 00000 (electric) and aggregate gas data for Building ID 00001 (gas) from January 2017 – June 2023?

☐ 5. Use physical utility bills if Eversource is unable to provide requested data

In the event that Eversource is unable to acquire utility data for the meters and the years you requested, you will need to collect this data from physical bills or verified copies.

If you have questions relating to the Eversource Energy Reporting & Disclosure Portal, email EnergyDisclosure@eversource.com. For all other questions, email the Cambridge Energy Help Desk at BEUDO@cambridgema.gov.