

Actions for Owners of Non-Residential Properties covered by BEUDO by December 31, 2025

1. Create your ENERGY STAR Portfolio Manager account

ENERGY STAR Portfolio Manager is the tool you use 1) to upload your Covered Property's energy data, and 2) to officially share these data with the City of Cambridge for annual BEUDO compliance.

▶▶ Skip this step if you already have an account(s) for your Covered Property.



Follow this step-by-step guide to create your ENERGY STAR Portfolio Manager Owner Account and connect it to your Covered Property: camb.ma/BEUDO-Guide.

2. Update your energy data in ENERGY STAR Portfolio Manager

Most Covered Property Owners have been uploading their data annually for several years. Confirm that ENERGY STAR Portfolio Manager has complete data for all years that your property has been subject to BEUDO, and update data as needed.

3. Make a BEAM account

BEAM is the platform to submit forms and documents to the City for BEUDO compliance. Once connected to your ENERGY STAR Portfolio Manager account, BEAM applies BEUDO-specific emission factors to your data to help you understand your emissions and compliance targets.



Access your BEAM Owner Portal: camb.ma/BEAM.

4. Submit Property Configuration Form in BEAM

Review your Covered Property in the *BEUDO Property Lookup Tool*: camb.ma/BEUDOTool.

All Owners must complete the **Property Configuration Form** in the BEAM Owner Portal. Navigate to the side menu → Help Desk → New Ticket → Property Configuration Form.



See the **Technical Guide: Covered Properties and Property Configuration** for guidance on your options: camb.ma/BEUDO-CoveredProperties.

5. Optional: Apply for Alternative Baseline

If you would like 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.



Skip this step if you plan to use the Default Baseline of 2018-2019.



See the **Technical Guide: Establishing Your Baseline** for guidance on your options: camb.ma/BEUDO-Baselines.