

Uploading Multiple Meter Entries

1. Login to Portfolio Manger and click on 'Update Multiple Meters' (under 'Work with Facilities' in top left part of screen)
2. Click 'Select Meter Entries'
3. Enter number of billing cycles you want to update for each energy type
4. Choose the facilities and meters you plan to upload.
5. Click on 'Generate Spreadsheet' to download the Multiple Meter spreadsheet. It should look like this:

| Facility Name (Do Not Alter) | Meter Name (Do Not Alter) | Energy Type (Units) (Do Not Alter) | Start Date (mm/dd/yyyy) | End Date (mm/dd/yyyy) | Energy Use | Cost - US Dollars (optional) |
|---------------------------------|------------------------------|--|----------------------------|--------------------------|------------|---------------------------------|
| 07 DISTRICT LAB | LADWP 19-60678 | Electricity (kWh (thousand Watt-hours)) | | | | |
| 07 DISTRICT LAB | LADWP 19-60678 | Electricity (kWh (thousand Watt-hours)) | | | | |
| 228 EAST 22ND ST | LADWP 209-022430 | Electricity (kWh (thousand Watt-hours)) | | | | |
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6. Fill in the missing energy usage and cost values for those columns highlighted in green. Do not rename the file or add or delete columns in the worksheet.
7. Return to Portfolio Manager and click on 'Update Multiple Meters' again. Select 'Upload Facilities' and choose the now complete table of meter values to upload
8. Wait to receive an email notifying you that processing is complete (usually about 1 business day)