

CITY OF MINNEAPOLIS

# Quick Start Guide

Time-of-Rent Energy Cost Disclosure  
using CenterPoint Energy's *Energy  
Data Portal* (EDP)

# Purpose of this guide

This resource provides a “quick start” guide to property owners/managers using CenterPoint Energy’s *Energy Data Portal* to comply with the Minneapolis Time-of-Rent Energy Cost Disclosure requirements.

This guide is meant to cover the steps required for the majority of properties.

- See “Additional Resources” at the end of this guide for help with less common scenarios.

# Before You Begin.....

## Verify:

- ✓ Building has 5 or more dwelling units AND is less than 50,000 square feet
- ✓ Building is at least 2 years old
- ✓ You (property owner/manager) pay for at least one gas meter at the property.
  - If not, contact [energydataportal@centerpointenergy.com](mailto:energydataportal@centerpointenergy.com) for assistance in creating an account in CenterPoint Energy's *Energy Data Portal* (EDP) before you begin

## Information you will need:

- Recent CenterPoint Energy bill/invoice for EACH account at the property that you (property owner/manager) pay.
  - If you pay more than one gas bill for the property you will need a recent copy of each account's bill.
- Count of CenterPoint Energy meters serving this property
- Building Characteristics from Minneapolis' [Rental Energy Usage Dashboard](#):
  - Building Area (in square feet)
  - Residential Units (Total in building)
  - Bedrooms (Total in building)

***For questions regarding the City's Time-of-Rent energy cost disclosure policy and ordinance compliance, see the City's [webpage](#).***

## STEP 1

# Access the *Energy Data Portal* (EDP)

<https://energydataportal.centerpointenergy.com/>

**CenterPoint Energy**

Email (EDP User) Password LOGIN

Remember Me  Forgot your Password? Register

Select this option to register if you (as property owner or manager) pay for at least one CenterPoint Energy meter at the property.

New users start here:

Energy Data Portal

Streamlined access to whole-building data and automated benchmarking processes.

CenterPoint Energy account holders:  
Click here to register with your bill

Third-party service providers:  
Click here to request access

*Note: If you do not pay any CenterPoint Energy bills at this property, contact for assistance: [energydataportal@centerpointenergy.com](mailto:energydataportal@centerpointenergy.com)*

## STEP 2

# Register to use the *Energy Data Portal*

- Input information from a CenterPoint Energy bill that YOU pay at the property. This can be any bill that is associated with a COMMON AREA meter (do NOT use a resident unit bill). (See Pages 3-5 [here](#) for help locating on your bill)

- Complete remaining fields with information of your choosing (does not need to be the same as what you may use for CenterPoint's separate My Account website)

### Energy Data Portal User Registration

Please note: The Energy Data Portal is a separate platform from the [CenterPoint Energy My Account](#) portal. You must register separately for the Energy Data Portal. User registration for the Energy Data Portal, including login email address & password are managed separately from [My Account](#), and the platforms are not linked.

**Get started by reviewing the user guide that best fits your need:**

CenterPoint Energy Customers:

- Property owners and managers completing Rental Cost Reporting click [here](#)
- ENERGY STAR Benchmarking users click [here](#)

Third-party service providers:

- Click [here](#) to access the third-party user guide
- Click [here](#) to request whole-building data access with owner authorization

**You will need to have at least one CenterPoint Energy Minnesota commercial or multifamily natural gas account to register below.**

For instructions on where to locate the required information on your CenterPoint Energy bill please see page 5 of our user guide [here](#)

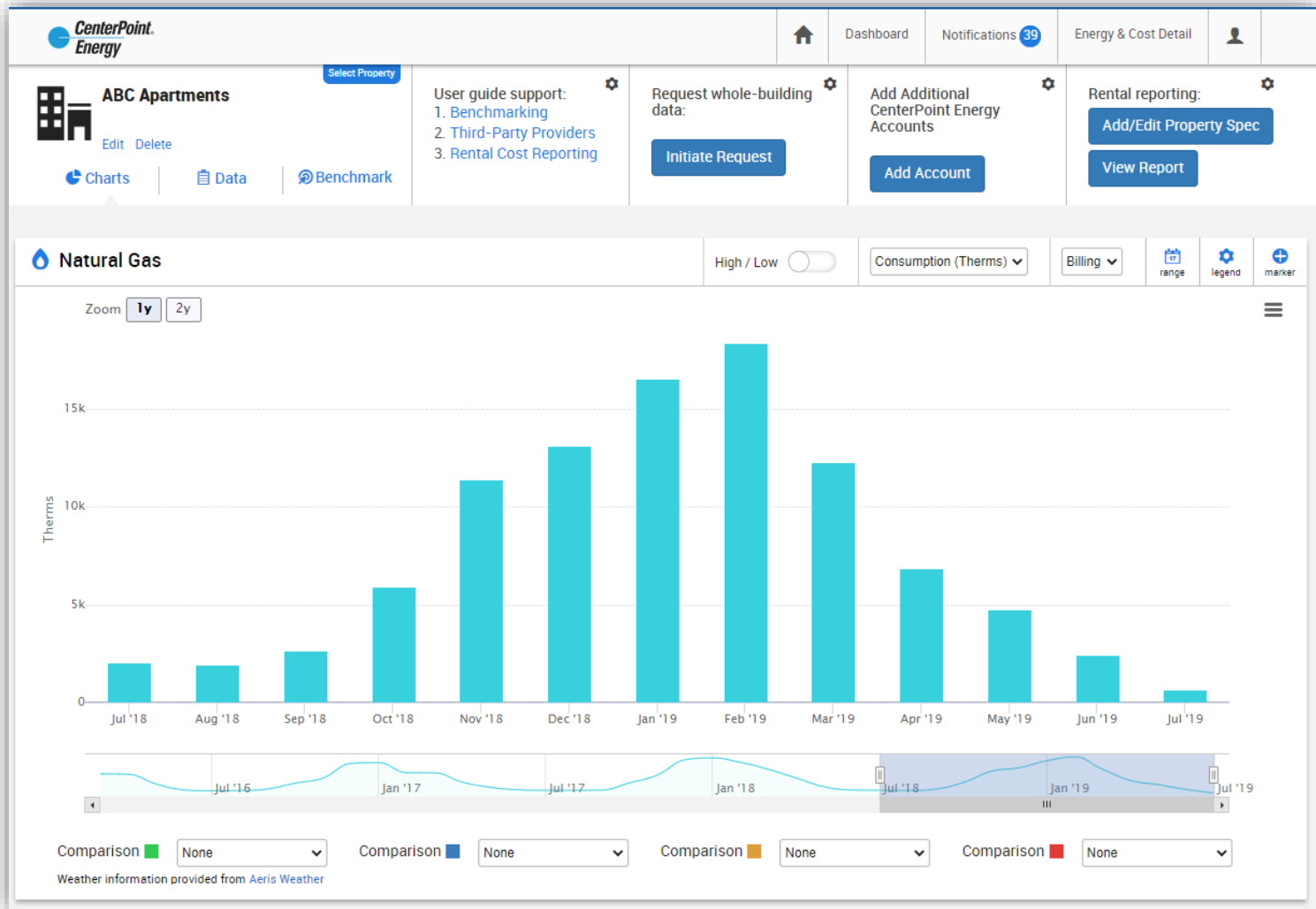
- Street Address #: Numeric digits at the start of Service Address, no other text (Example: Enter 123 for service address 123 Main Street)
- Customer Name: Enter exact text from bill shown on the first line of the to: address
- Account Number: DO NOT enter the dash or number after the dash (Example: Enter 123456 for Account Number 123456-7)

Street Address #	<input type="text" value="From CenterPoint Energy Bill, see instructions above"/>	Choose Password	<input type="text" value="New password must be 6 or more characters"/>
Customer Name	<input type="text" value="From CenterPoint Energy Bill, see instructions above"/>	Re-enter Password	<input type="text"/>
User First Name	<input type="text" value="First Name"/>	Secret Question	<input type="text" value="What street did you grow up on?"/>
User Last Name	<input type="text" value="Last Name"/>	Secret Answer	<input type="text"/>
Account Number	<input type="text" value="From CenterPoint Energy Bill, see instructions above"/>		
Email Address	<input type="text" value="name@domain.com"/>		

By checking this box, you agree to this site's [Terms and Conditions](#)

## STEP 2

You have successfully created an account once the EDP Dashboard appears



## STEP 3

# Add additional meters you pay for (if any)

❑ Select “Add Account” if you pay for more than one gas meter at the property (otherwise skip to Step 4)

❑ Enter required information in the pop-up window and repeat until you have added all COMMON AREA meters that you pay for. (Resident unit meters will be accounted for at a later step.)

**NOTE:** (See Page 3-5 [here](#) for help locating this required information on your bill)

CenterPoint Energy

Dashboard Notifications 39 Energy & Cost Detail

ABC Apartments Select Property

User guide support:
 

- Benchmarking
- Third-Party Providers
- Rental Cost Reporting

Request whole-building data:
   
Initiate Request

Add Additional CenterPoint Energy Accounts
   
Add Account

Rental reporting:
   
Add/Edit Property Spec
   
View Report

Benchmark

**Add Additional CenterPoint Energy Account**

Street Address #: Enter ONLY the numeric digits at the start of service address, no other text (Example: Enter 123 for service address 123 Main Street)

Name on Account: Enter exact text from bill shown on the first line of the to: address – see bill examples on previous page.

Account Number: DO NOT enter the dash or number after the dash (Example: Enter 123456 for Account Number 123456-7)

See [USER GUIDE](#) for a visual guide of where to find this information on your bill.

Name on Account:
   
From CenterPoint Energy Bill, see instructions above

Street Address #:
   
From CenterPoint Energy Bill, see instructions above

Account Number:
   
From CenterPoint Energy Bill, see instructions above

Add Account

Nov '18 Dec '18 Jan '19 Feb '19 Mar '19 Apr '19 May '19 Jun '19 Jul '19

Jul '17 Jan '18 Jul '18 Jan '19 Jul '19

Comparison None

## STEP 4

## Request Whole-Building Data

❑ Select “Initiate Request”

❑ Create a building name of your choosing in the pop-up window

❑ Click “Add” for every service address that comprises the building

❑ Select your relationship to the building and then submit the form.

Request whole-building data access:

Building Name:

Available/ matching service locations:

10704 COUNTY ROAD 37 NE,ALBERTVILLE,MN,55301-9660|7747331

CenterPoint Energy Test account holders: If you do not see your building's address on this list, click [here](#) to add the address using your bill(s) for this building.

Third party service providers: Click [here](#) to request whole-building data access for additional buildings.

By clicking 'Submit' below, I attest that:

- I am requesting whole-building data for a building comprising the following address(es):

Service locations comprising target building:

My relationship to this building is:

All information currently contained in my Energy Data Portal account profile is true and accurate.

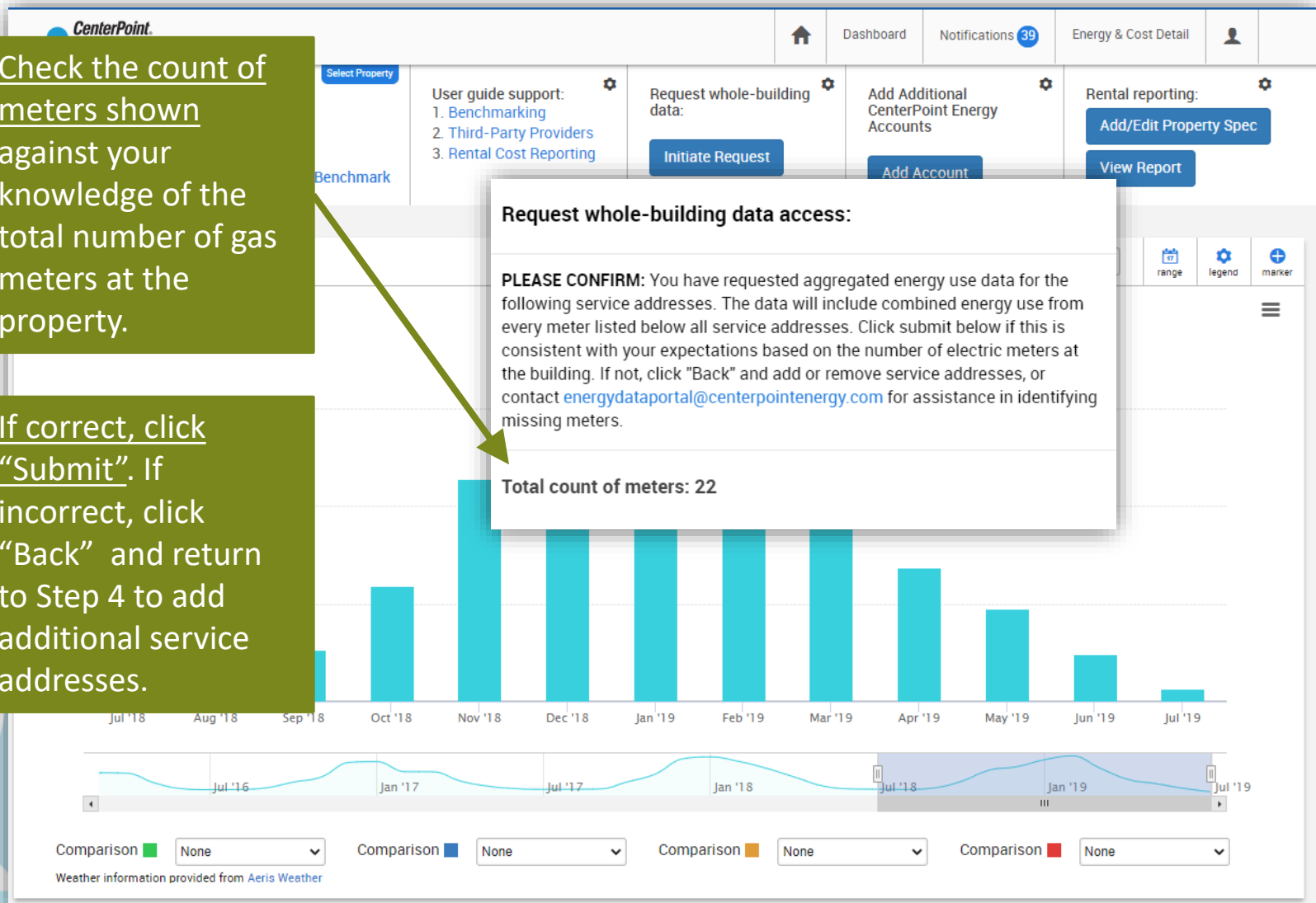


## STEP 5

# Verify the number of meters at a property

❑ Check the count of meters shown against your knowledge of the total number of gas meters at the property.

❑ If correct, click "Submit". If incorrect, click "Back" and return to Step 4 to add additional service addresses.



## STEP 5

# Requesting Consent from Additional Account Holders (*IF NEEDED*)

❑ Proceed to Step 6 if you DON'T see the message below.

❑ Further authorization is required ONLY IF you see this message. Follow the instructions on the screen to make applicable requests.

**Natural Gas**

Energy Use Data cannot be displayed until further authorizations have been provided.

**CenterPoint Energy Customers:** If you are the customer of record for one or more account(s) at the building, first check that you have added each of your CenterPoint accounts to your profile. [Click here to Add Accounts](#) to your profile.

**Third Party Service Providers and Building Owners/Managers with Tenants:** If you are NOT the customer of record for any accounts at the building, (e.g. your tenants or your clients pay CenterPoint Energy bills), click "Request Consent" below to view a list of remaining accounts requiring further authorization. You will need to request consent from the current account holder(s) of each account listed. [Click here to Request Consent](#).

Once all required authorizations have been provided, it may take up to 30 minutes for data to be released.

The constraints described below are referred to as the Aggregation Threshold Policy or the "4/50 Rule"  
Evaluated for each calendar month's usage

Regulatory policy requires additional authorizations prior to disclosure if either:

1. There are fewer than four customer/tenant accounts at the building service location, OR
2. More than 50% of the service location usage is attributable to any one non-authenticated account

## STEP 6 Provide Property Info

☐ Select “Add/Edit Property Spec”

☐ Access info from the Minneapolis Rental Energy Use Dashboard.

Note values for the following:

- ☐ “Total Area (Sq Ft)”
- ☐ “Residential Units”
- ☐ “Total Bedrooms”

☐ Input previously noted values into the pop-up window.

☐ Select “Save” when complete

The screenshot displays the CenterPoint Energy & Cost Detail dashboard. The main navigation bar includes 'Dashboard', 'Notifications 39', and 'Energy & Cost Detail'. The dashboard content shows 'ABC Apartments' with options for 'Edit', 'Delete', 'Charts', 'Data', and 'Benchmark'. A 'Request whole-building data' section has an 'Initiate Request' button. An 'Add Additional CenterPoint Energy Accounts' section has an 'Add Account' button. A 'Rental reporting:' section has 'Add/Edit Property Spec' and 'View Report' buttons. A pop-up window titled 'Monthly Natural Gas Cost Estimate - Report Input and Details' is open, showing input fields for '123 Apartments' with the following labels and input types: 'Floor Area (sqft in entire building): enter sqft', 'Dwelling Units (total in entire building): enter count', and 'Bedrooms (total in entire building): enter count'. The pop-up also includes 'Save', 'View Report', and 'Copy Link' buttons, and a URL 'https://cp.test.mymeter.co/v'. The background shows a bar chart for 'Therms' from Jul '18 to Nov '18 and a line chart for 'Therms' from Jul '17 to Jul '19. At the bottom, there are four 'Comparison' dropdown menus, all set to 'None', and a note: 'Weather information provided from Aeris Weather'.

# STEP 7

## Review Natural Gas Cost Report

**CenterPoint Energy**

Dashboard Notifications 39 Energy & Cost Detail

**ABC Apartments** Select Property

User guide support:  
1. Benchmarking  
2. Third-Party Providers  
3. Rental Cost Reporting

Request whole-building data:  
Initiate Request

Add Additional CenterPoint Energy Accounts  
Add Account

Rental reporting:  
Add/Edit Property Spec  
View Report

**Monthly Natural Gas Cost Estimate** August 23, 2021

The following information is provided as part of CenterPoint Energy's energy benchmarking toolkit to help users access and better understand their property's overall energy use and costs.

This document provides an estimate for annual natural gas energy costs per square foot and per bedroom using the property's most recent 24 months of aggregated natural gas energy use data, and total floor area and total bedrooms provided by the property's owner or manager.

Natural gas utility bills at a property can vary based on how the property's natural gas uses and costs are distributed amongst property management and residents. An individual customer's natural gas utility bill will also vary seasonally as natural gas equipment use increases in colder months.

Weatherization improvements and energy efficient appliances can help reduce a property's natural gas use and costs, visit [www.CenterPointEnergy.Com/SaveEnergy](http://www.CenterPointEnergy.Com/SaveEnergy) to learn more.

<b>Property name:</b>	123 Apartments
<b>Utility service address(es):</b>	123 P St, Minneapolis, MN 55401
<b>Property Natural Gas Usage</b>	
Energy use period beginning:	01/01/2021
Energy use period ending:	01/01/2021
Total natural gas energy use during period:	96,000 therms
Total natural gas energy cost(S) <sup>1</sup> :	\$49,440.00
Average monthly natural gas energy use:	4,000 therms per month
Average monthly natural gas energy cost(S) <sup>1</sup> :	\$2,060.00 per month
<b>Property Characteristics</b>	
Total Floor Area (sqft) <sup>2</sup> :	10,000
Property Total Dwelling Units <sup>2</sup> :	30
Property Total Bedrooms <sup>2</sup> :	45

Natural gas energy cost estimate:

\$0.21 monthly per square foot

\$45.78 monthly per bedroom

Additional notes from property owner or manager

<sup>1</sup> Total energy use and costs associated with the property (as defined by the utility service addresses displayed above) are provided by CenterPoint Energy. These aggregate costs represent costs associated with all gas use at the building, including common areas. Aggregated costs do not include applicable local, state or federal taxes.

<sup>2</sup> CenterPoint cannot verify the information provided by property owners and managers; any errors in the reporting would affect the accuracy of the reported metrics of cost per square foot or the cost per bedroom.

CenterPoint Energy has provided this information to an authorized individual in accordance with our Data Aggregation and Release Policy. CenterPoint Energy shall have no liability for misuse of data after it is released through this portal.

Comparison ■ None ■ No

Weather information provided from Aeris Weather

Select "View Report" for the selected property (Refresh the page if you do not see this option)

Review the energy cost report in the pop-up window to ensure the data you entered on previous screens is correct and that energy cost estimates have been successfully generated.

## STEP 8

# Disclose to Prospective Tenants

❑ Select “Add/Edit Property Spec”

❑ Select “Copy Link” in the pop-up window to copy a unique, public URL to your building’s energy cost report.

❑ Provide the URL to prospective tenants at the time of rental application

The screenshot displays the CenterPoint Energy dashboard for 'ABC Apartments'. The top navigation bar includes 'Dashboard', 'Notifications 39', and 'Energy & Cost Detail'. The main content area features a 'Natural Gas' section with a bar chart showing monthly costs from Jul '18 to Nov '18. A pop-up window titled 'Monthly Natural Gas Cost Estimate - Report Input and Details' is open, showing input fields for 'Floor Area (sqft in entire building)', 'Dwelling Units (total in entire building)', and 'Bedrooms (total in entire building)'. Below these fields are 'Save' and 'View Report' buttons, and a text box containing the URL 'https://cp.test.mymeter.co/v'. A 'Copy Link' button is also present. A green arrow points from the 'Add/Edit Property Spec' button in the dashboard to the 'Copy Link' button in the pop-up window.

CenterPoint Energy

Dashboard Notifications 39 Energy & Cost Detail

Select Property

ABC Apartments

User guide support: [Link](#)

Request whole-building data: [Initiate Request](#)

Add Additional CenterPoint Energy Accounts: [Add Account](#)

Rental reporting: [Add/Edit Property Spec](#) [View Report](#)

Charts Data Benchmark

Natural Gas

Monthly Natural Gas Cost Estimate - Report Input and Details

123 Apartments

Property characteristics (required to calculate report metrics):

Floor Area (sqft in entire building):

Dwelling Units (total in entire building):

Bedrooms (total in entire building):

[Save](#) [View Report](#) <https://cp.test.mymeter.co/v> [Copy Link](#)

Jul '18 Aug '18 Sep '18 Oct '18 Nov '18 Jul '19

Jul '16 Jan '17 Jul '17 Jan '18 Jul '18 Jan '19 Jul '19

Comparison  None  None  None  None

Weather information provided from [Aeris Weather](#)

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

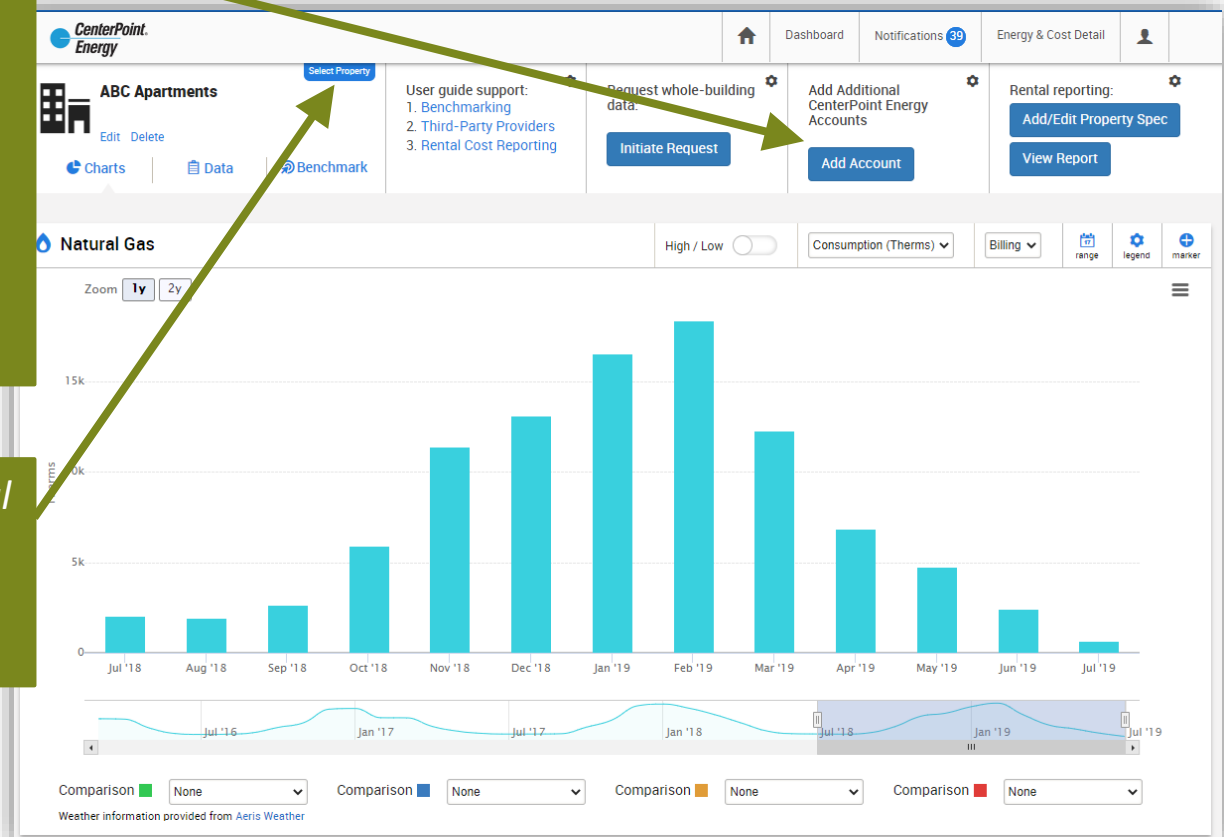
Step 7

Step 8

## Repeat Process for Additional Properties and Reports

- To create an energy cost report for an additional property, select “Add Account” and repeat the process starting from Step 3 (adding the account number for each CenterPoint Energy bill that you pay for the additional property)

*NOTE: If you have added additional properties, use the “Select Property” dropdown to navigate between properties*



*NOTE: Don't forget to repeat this process for electricity costs using Xcel's [Rental Usage Portal](#)!*

# Additional Resources for CenterPoint Energy's *Energy Data Portal (EDP)*

## [CenterPoint Energy's FAQ](#)

Answers and tips for commonly encountered issues.

## [Minneapolis 311](#)

Call-line assistance for questions and concerns pertaining to ordinance requirements and compliance, and basic questions about EDP tool registration.

## [energydataportal@CenterPointEnergy.com](mailto:energydataportal@CenterPointEnergy.com)

User support via email for more complicated issues not resolved after using the other resources listed above.

# Next Step: Reduce your Energy Costs

Now that you know your building's natural gas costs, you can take action to reduce both those costs and your building's climate impact. Technical and Financial resources include:

- [Multi-Family Building Efficiency](#) program (CenterPoint Energy & Xcel Energy)
- [Green Cost Share](#) program (City of Minneapolis)
- [4d Affordable Housing Incentive](#) program (City of Minneapolis)