

## Create a Statement of Energy Performance

The Statement of Energy Performance provides a comparative view of your facility's energy performance and environmental impact for a user-selected 12-month period. To generate a Statement of Energy Performance for uses other than applying for the ENERGY STAR, follow the steps below:

1. Login to your account at [www.energystar.gov/istar/pmpam](http://www.energystar.gov/istar/pmpam)
2. In the **My Portfolio** view, click the name of the building for which you would like to create a Statement of Energy Performance (SEP). This action will take you to the Facility Summary view.
3. In the **Facility Summary** view, click "[Generate a Statement of Energy Performance](#) for uses other than applying for the ENERGY STAR" link towards the upper left corner of your screen.

**ENERGY STAR** PORTFOLIO MANAGER

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Home > My Portfolio > EPA Test Office Building 1

**Facility Summary: EPA Test Office Building 1**  
[How do I use this page?](#)

Building ID: 1032915  
Level of Access: Building Data Administrator

Electric Distribution Utility: Northern States Power Co (Minnesota) [Xcel Energy Inc]  
Regional Power Grid: [MRO West](#)  
[Select my Power Generation Plant](#) to calculate my electric emissions rate  
Electric Emissions Rate (kgCO<sub>2</sub>e/MWh): 239.2 (view details)

[Generate a Statement of Energy Performance](#) for uses other than applying for the ENERGY STAR.

General Information <a href="#">Edit</a>	
Address: 123 Street St., Washington, MN 55401	
Year Built: 1980	
Property Type: Single Facility	
Baseline Rating: 63	Current Rating: 88
<input type="checkbox"/> View Period Ending Dates	
<b>Water Period Ending Dates</b> Current: N/A Baseline: N/A	<b>Energy Period Ending Dates</b> Current: April 2013 Baseline: February 2004
<b>Eligibility for the ENERGY STAR</b>	
Eligible to <a href="#">Apply for the ENERGY STAR</a>	

4. Follow the instructions to
  - o Select a period ending date (to specify the 12 month period for the SEP),
  - o Select contacts for the statement (optional), and
  - o Select "Statement of Energy Performance" under Reporting Options.
5. Save the generated PDF Statement of Energy Performance for your records.