



Welcome to the Energy Reporting and Disclosure Portal

The following step-by-step walkthrough is intended for customers using the Energy Reporting & Disclosure Portal for the first time.

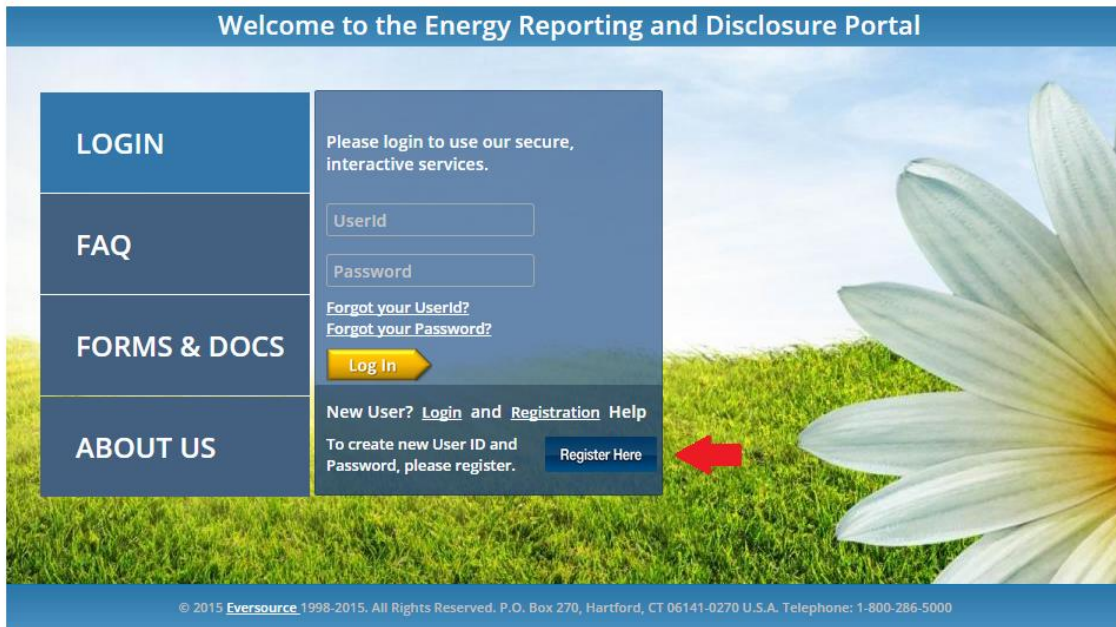
It will take you through the registration process, logging in for the first time, and adding your first location.

- 1 – Please make sure you have a bill handy for any properties you would like to add to the Portal. After registering you'll need the Account Number and Meter Number for any building locations so we can verify you are the building owner (or designee).
- 2 – Click the 'Login' button on the Portal homepage.

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- 3 – Now click the 'Register Here' button to start the new user registration process.



Welcome to the Energy Reporting and Disclosure Portal

LOGIN

Please login to use our secure, interactive services.

Userid

Password

[Forgot your Userid?](#)
[Forgot your Password?](#)

[Log In](#)

New User? [Login](#) and [Registration Help](#)

To create new User ID and Password, please register. [Register Here](#)

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4) The next screen contains your standard registration form information, including name, email, the user ID you'd 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.

5) After your account is setup, go back to the Portal home, type in your user ID and password before clicking 'Log In'.

6) The first time logging into the Portal, the list of locations will be blank. So click 'Search For New Locations' at the bottom.

7) Start by entering the zip code of the service address for the building you would like to add. Then hit 'Search Location.' Next you'll add the Street Number and hit 'Search Location,' then the Street Name and hit 'Search Location.' Finally hit "Get Apt/Suite Location."

8) At this point, please double check the address you selected is correct.

9) A list of the units in the building will now appear. Click 'continue' if everything looks OK. If there are errors or the information is incomplete, you can delete or add units. Please note, if the building is a large number of units, the results might be displayed on more than one page.

Search Building Location Data

1 SEARCH **2 VERIFY** **3 APPROVAL** **4 CONFIRM**

Current Building Location

Building Street Address: 101 MAIN STREET BOSTON MA 02215 [Frequently Asked Questions](#)

Total Number of Units Returned: 64

Apt/Suite No.	Address	
101	101 MAIN STREET BOSTON MA 02215	Delete Location
102	101 MAIN STREET BOSTON MA 02215	Delete Location
103	101 MAIN STREET BOSTON MA 02215	Delete Location
104	101 MAIN STREET BOSTON MA 02215	Delete Location
105	101 MAIN STREET BOSTON MA 02215	Delete Location
106	101 MAIN STREET BOSTON MA 02215	Delete Location
107	101 MAIN STREET BOSTON MA 02215	Delete Location
108	101 MAIN STREET BOSTON MA 02215	Delete Location
109	101 MAIN STREET BOSTON MA 02215	Delete Location
110	101 MAIN STREET BOSTON MA 02215	Delete Location

1 2 3 4 5 6 7

Is this a complete list of all Apartments/Suites in your building?

Click **Add Units** to add more units for the current location.

Add Units **Continue**

10) After hitting 'Continue', you'll be asked if you have an Account Number and Meter Number for the building. You can find this information on your latest Eversource bill. If you are an E-Bill customer, you can also log into E-Bill and view a PDF of a past bill.

If you do not have an Eversource bill or meter numbers available, you'll be asked to download, fill out and print a "Property Owner Verification Form." This form can also be found under "Forms & Docs" both on the Portal homepage and in the top bar menu.

If you do have an Account and Meter Number, hit "Yes," enter the two numbers and "Validate."

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Energy Reporting and Disclosure Portal FAQ Forms & Docs About Us Logout

Welcome, [Dave](#)

Search Building Location Data

1 SEARCH 2 VERIFY 3 APPROVAL 4 CONFIRM

Building Location

Building Street Address: 101 MAIN STREET BOSTON MA 02215

Verify Information

Account Number: (as shown on your bill) ←

Meter Number: (as shown on your bill) ←

←

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11) After successfully entering an Account and Meter Number, Eversource will confirm and potentially approve the information you entered.

Next you'll receive an email from Eversource containing both an approval, and a summary of your building's energy usage, or a request for further validation.

At this point you can "Search for New Location" and repeat this process with another property, or "View Existing Locations" to bring up a list of all the properties you have requested information for so far.

Energy Reporting and Disclosure Portal [FAQ](#) [Forms & Docs](#) [About Us](#) [Logout](#)

Welcome, [Elizabeth](#)

Search Building Location Data

- 1 SEARCH ✓
- 2 VERIFY ✓
- 3 APPROVAL ✓
- 4 CONFIRM

Building Location

Building Street Address: 1 HUNTINGTON AVE BOSTON MA 02116

Confirmation for Business Owner Property Authorization

User Id:	jonesen
Email Address:	elizabeth.jones@eversource.com
Building ID:	350
Confirmation Number:	3480941

You will receive an email from EnergyDisclosure@eversource.com within 3-4 business days. The email will either:

- Confirm your approval and be accompanied with a summary of your energy usage as an attachment.
- Ask for further validation from Eversource.

If you haven't received an email within 3-4 business days, please contact EnergyDisclosure@eversource.com, including your building location, name, company, phone number and your user ID.

[Search For New Locations](#) [View Existing Locations](#)

Please note, in some cases the portal will ask you to have tenants fill out and submit a "Tenant Authorization Form," which can be found in the "Forms & Docs" section of the portal.

Authorization forms are needed from tenants if:

- Your building has three or fewer tenants.
- One of your tenants has greater than 50 percent of the building's annual usage.

You may also have to provide verification of ownership if you have less than 4 meters at your location, and you own all of those meters. In these instances, providing the account number/meter number combination to Eversource constitutes validation.

If your building has four or more tenants, no authorization forms are required.

Thank you for taking the time to view this walkthrough. If you have any questions, visit the Portal's FAQ (available on the main menu and in the top bar of subsequent pages). You can also contact Eversource via email at EnergyDisclosure@eversource.com.