

Energy Reporting & Disclosure Portal

Step-by-Step User Guide

Eversource's [Energy Reporting & Disclosure Portal](#) is a tool that facilitates requests for aggregate usage energy data for BERDO and BEUDO compliance.

Section 1 - Create Your Account:

**Skip this step if you already have an account(s) on the Energy Reporting and Disclosure Portal and proceed to "Find your buildings and request data between June 2023 - present day"*

1. Go to the Portal homepage and click "Login":

Navigate to the [Eversource Energy Reporting & Disclosure Portal](#). On the homepage, click the Login button on the left navigation menu:



2. Click 'Sign up for an online account' to begin the registration process.

On the login screen, locate the Register Here button in the 'New User' section and click it

3. Complete the registration form.

Fill in the following fields on the registration screen:

- Email address used to log in going forward
- Full Name
- A password

Accept the site's Terms & Conditions, then submit the form.

4. Log in to the portal for the first time.

Return to the Portal homepage. Enter your new User ID and password, then click Log In. The first time you log in, your location list will be empty. This is expected, so proceed to Section 3 to add your first service address.

Section 2 - Find Your Buildings and Request Data Between June 2023 - Present Day:

In this section you will search for each service address for which aggregate usage data is needed.

**Data on the Energy Reporting and Disclosure Portal is aggregated at the service address level. It spans from June 2023 – present day and must be requested in intervals of 13 months or less.*

1. Click 'Search For New Locations'.

From your logged-in home screen, click the Search For New Locations button at the bottom of the page.

Building Location	Submission Date	Status	ID

Search For New Locations

2. Search for the service address.

Enter the service address information in the following order, clicking Search Location after each entry:

- Zip code of the service address
- City
- Street number
- Street name

Then click Get Apt/Suite Location to retrieve all units at that address.

3. Select the usage date range.

In the Usage Duration field, enter the date range for which you are requesting data. This range must be between June 2023 and the present day, and no more than 13 months in length.

4. Confirm the service address is correct.

Review the address displayed on screen. If it is correct, click Yes to confirm and proceed

5. Review and confirm the list of units.

A list of all units associated with the service address will appear. Review this list carefully:

- If the list is complete and accurate, click Continue.
- If any units should not be included in the data request, use Delete Location to remove them.

For buildings with a large number of units, results may span multiple pages. Review all pages before clicking Continue:

**If Eversource is the electric and gas provider at the given service address, both fuel types will be disclosed for each unit (ELEC for Electric and GAS for gas)*

Search Building Location Data

1 SEARCH 2 VERIFY 3 APPROVAL 4 CONFIRM

Current Building Location

Building Street Address: 1 HUNTINGTON AVE BOSTON 02116 [Frequently Asked Questions](#)

Total Number of Units Returned: 104

Apt/Suite No.	Address	Service Type	
%5	1 HUNTINGTON AVE BOSTON 02116	ELEC	Delete Location
APT 1001	1 HUNTINGTON AVE BOSTON 02116	ELEC	Delete Location
APT 1002	1 HUNTINGTON AVE BOSTON 02116	ELEC	Delete Location
APT 1003	1 HUNTINGTON AVE BOSTON 02116	ELEC	Delete Location
APT 1004	1 HUNTINGTON AVE BOSTON 02116	ELEC	Delete Location
APT 1101	1 HUNTINGTON AVE BOSTON 02116	ELEC	Delete Location
APT 1102	1 HUNTINGTON AVE BOSTON 02116	ELEC	Delete Location
APT 1103	1 HUNTINGTON AVE BOSTON 02116	ELEC	Delete Location
APT 1104	1 HUNTINGTON AVE BOSTON 02116	ELEC	Delete Location
APT 1201	1 HUNTINGTON AVE BOSTON 02116	ELEC	Delete Location

1 2 3 4 5 6 7 8 9 10 ...

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**

6. Adding multiple service addresses under a single ID

- Multiple service addresses can only be added on service addresses with the same zip code
- Each service address must be searched and added separately. If any service addresses are missing, click “Add Units” to add them. Example: If your building has units at 10 Main Street and 12 Main Street, with a common area meter billed under 10A Main Street, you must add all three addresses: 10 Main Street, 12 Main

Search Building Location Data

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APT 1004	1 HUNTINGTON AVE BOSTON 02116	ELEC	Delete Location
APT 1101	1 HUNTINGTON AVE BOSTON 02116	ELEC	Delete Location
APT 1102	1 HUNTINGTON AVE BOSTON 02116	ELEC	Delete Location
APT 1103	1 HUNTINGTON AVE BOSTON 02116	ELEC	Delete Location
APT 1104	1 HUNTINGTON AVE BOSTON 02116	ELEC	Delete Location
APT 1201	1 HUNTINGTON AVE BOSTON 02116	ELEC	Delete Location

1 2 3 4 5 6 7 8 9 10 ...

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

Section 3 – Verification and Approval

After confirming your unit list, the portal will walk you through a short verification process. The steps required will depend on your aggregate configuration.

1. Verification Approval

You will be asked whether you have an Account Number and Meter Number for the building. These can be found on your Eversource bill. If you are an E-Bill customer, log into E-Bill to view a PDF of a past bill.

- If you have these numbers: click Yes, enter both numbers, and click Validate.
- If you do not have these numbers: click “No” when asked if you have an Eversource bill, the request ID will be created but you will be prompted to download, complete, and submit either a Property Owner Verification Form or a Tenant Verification Form, available under Forms & Docs on the portal.

The screenshot displays the Eversource Energy Reporting and Disclosure Portal. At the top, the Eversource logo is on the left, and navigation links for 'FAQ', 'Forms & Docs', 'About Us', and 'Logout' are on the right. A red arrow points to the 'Forms & Docs' link. Below the navigation bar, the user is greeted with 'Welcome, Peter'. The main heading is 'Search Building Location Data'. A progress bar shows four steps: 1 SEARCH (with a checkmark), 2 VERIFY (with a checkmark), 3 APPROVAL (highlighted in blue), and 4 CONFIRM. Below the progress bar, the 'Building Location' section shows 'Building Street Address: 1 HUNTINGTON AVE BOSTON 02116'. The 'Verify Information' section contains two input fields: 'Account Number: *' and 'Meter Number: *', both with red arrows pointing to them from the right. Each field is followed by the text '(as shown on your bill)'. At the bottom of the form are 'Validate' and 'Cancel' buttons, with a red arrow pointing to the 'Validate' button. The footer contains the copyright notice: '© 2025 Eversource 1998-2025. All Rights Reserved. P.O. Box 270, Hartford, CT 06141-0270 U.S.A. Telephone: 1-800-286-5000'.

After navigating through the verification approval, your ID will be created:

**If Eversource is electric and gas provider at the given service address(es), the Disclosure Portal will generate one ID for electric aggregate usage and one for gas usage aggregate.*

Search Building Location Data

1 SEARCH ✓ 2 VERIFY ✓ 3 APPROVAL ✓ 4 CONFIRM

Building Location

Building Street Address: 1 HUNTINGTON AVE BOSTON 02116

Confirmation for Business Owner Property Authorization

User Id:	pkuhntest
Email Address:	peter.kuhn@eversource.com
Building ID:	32910 (electric)
Confirmation Number:	0160923

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.

2. Approval for Building IDs:

Further verification may or may not be required based on the following scenarios:

Standard Requests (More than 4 units):

If your building has four or more units, enter the account number and meter number from your latest Eversource bill. If these details are validated, no additional authorization forms are required.

However, if the system cannot validate the request using the provided account and meter numbers, you must complete the Property Owner Verification and Authorization Form (available under Forms & Docs) and email it with the subject line "Owner Verification" and the Building ID to EnergyDisclosure@eversource.com

Tenant Authorizations:

Tenant authorization is mandatory in two situations:

- When the request involves fewer than four units.
- When any single unit accounts for 50% or more of the building's annual energy usage.

In these cases, each account owner on each account requested must complete the Tenant Authorization Form (found under Forms & Docs). Collect all completed forms, scan them, and email to EnergyDisclosure@eversource.com alongside the building ID.

**The portal will indicate if any of these requirements are needed during Step 3 (Approval) when creating an ID as well as submit an automated email, so you'll know which form is needed for the approval of your ID.*

Owner-Paid Meters (Fewer than 4 units):

If you own all meters and have fewer than four units, complete a Tenant Authorization form for each unit and email it to EnergyDisclosure@eversource.com

**The portal will indicate if any of these requirements are needed during Step 3 (Approval) when creating an ID as well as submit an automated email, so you'll know which form is needed for the approval of your ID.*



Section 4 - Once You Have Submitted and Your ID Has Been Approved

Once your data request is either automatically or manually approved by submitting further verification to EnergyDisclosure@eversource.com you will receive an email from the Disclosure Portal within 3-4 business days with the attached aggregate usage data requested.

Please note that once an ID has been approved and data has been submitted, it can be used to further request data, eliminating the need to create multiple IDs for the same service address. Usage data will be delivered via automated email within 3-4 business days after the Building ID is approved.

Section 5 - Historical Usage Beyond June 2023

**Data in the Energy Reporting and Disclosure Portal is available from June 2023 to the present. Any data within this timeframe must be requested directly through such platform.*

Eversource will provide historical aggregate energy usage data for periods prior to June 2023 only for service addresses that are subject to BERDO and BEUDO requirements. Historical data will be shared only on approved IDs which have requested and submitted data through the Energy Reporting and Disclosure Portal.

To request historical usage data, the ID must first be approved. After the initial data request has been processed and the automated email including the initial aggregated usage data has been received from the Energy Reporting and Disclosure Portal, an email must be sent to EnergyDisclosure@eversource.com specifying both the approved ID and the date range for which historical data is requested.

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