

Measurabl Free Account Walkthrough

[Create a Free Account](#)

[Uploading your data to Measurabl](#)

- [1. Syncing with ENERGY STAR Portfolio Manager](#)
- [2. Uploading in bulk via spreadsheet](#)
- [3. Manual entry of meter readings](#)

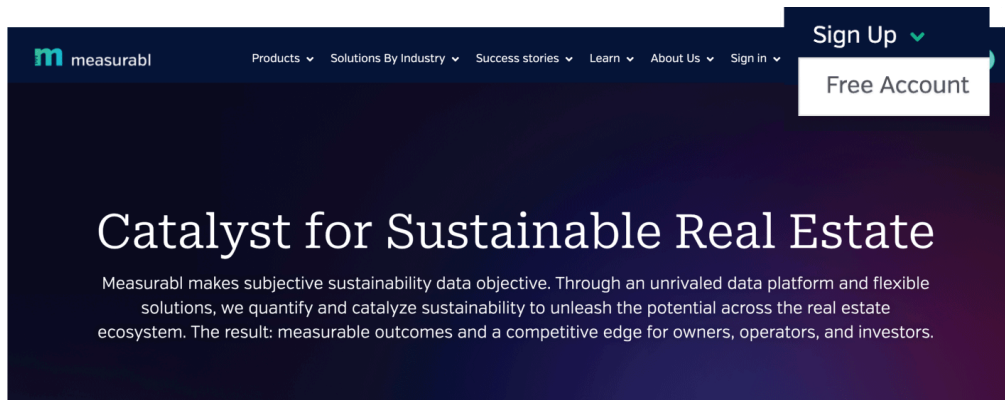
[FAQS](#)

This document walks through the detailed steps required to create a free Measurabl account and the different methods available to upload your data into Measurabl.

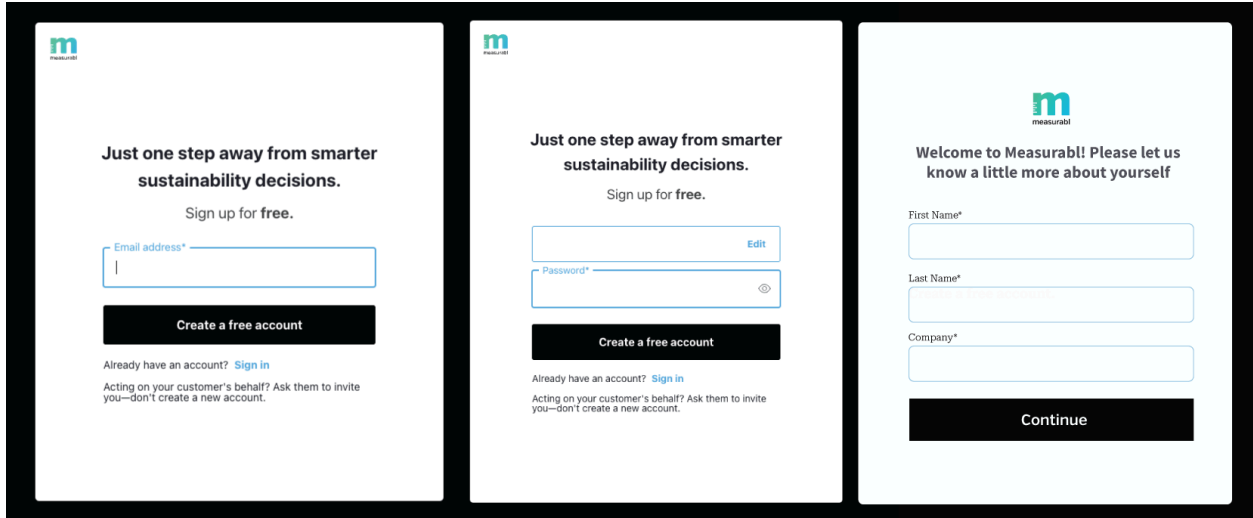
Create a Free Account

1. Open www.measurabl.com and click **'Sign up'** > **'Free Account'** :

<https://www.measurabl.com/free-account/>



2. Enter the email address you'd like to use for the free account, and click *'Continue'*
3. Choose a password, and click *'Continue'*
4. Enter the name and company of the account holder, then select *'Continue'*



Uploading your data to Measurabl

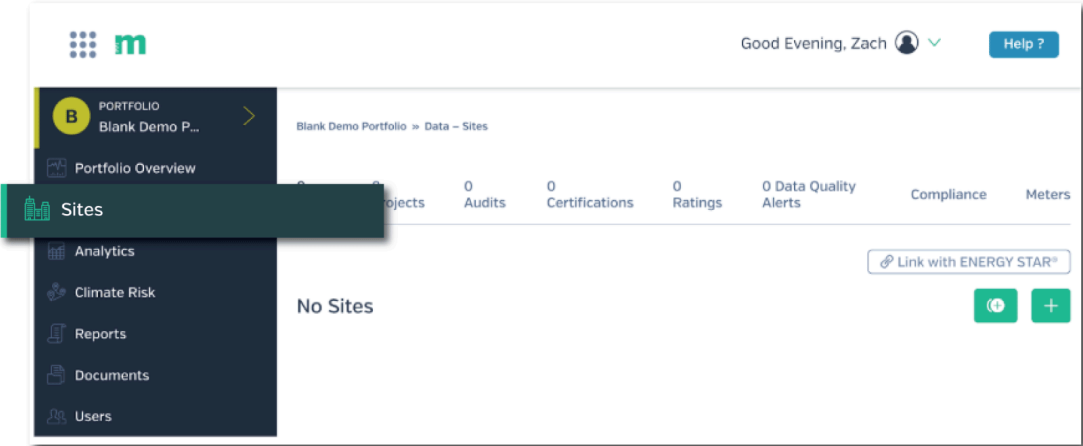
You can upload your data into Measurabl in three ways:

- 1. Syncing with ENERGY STAR Portfolio Manager
- 2. Uploading in bulk via a spreadsheet
- 3. Adding data manually

You'll find detailed steps for both methods in this guide.

1. Syncing with ENERGY STAR Portfolio Manager

You now have a Measurabl account. Navigate to the *Sites* tab, select '*Link with ENERGY STAR*', and enter your ENERGY STAR Portfolio Manager credentials to start the syncing process.



Authenticate with ENERGY STAR®

ENERGY STAR® Username: msr_free_account

ENERGY STAR® Password: [masked]

[? Want assistance setting up ENERGY STAR®? Check out our Support Center or message us.](#)

Connecting with Measurabl in ENERGY STAR Portfolio Manager

To fully sync building and meter data from ENERGY STAR Portfolio Manager, you'll need to connect with Measurabl's account. You can now automate this step by selecting "Automatically connect my ENERGY STAR account with Measurabl's." when you enter your ENERGY STAR credentials on the "Sites" tab.

Authenticate with ENERGY STAR®

ENERGY STAR® Username: msr_freemium_demo

ENERGY STAR® Password: [masked]

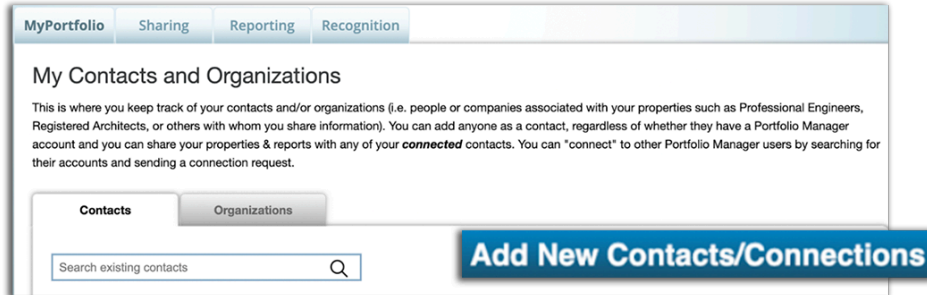
Automatically connect my ENERGY STAR® account with Measurabl's.

[? Want assistance setting up ENERGY STAR®? Check out our Support Center or message us.](#)

If you choose not to automate this step, you can connect with Measurabl in ENERGY STAR following these steps:

1. Login to your ENERGY STAR® account [here](#).

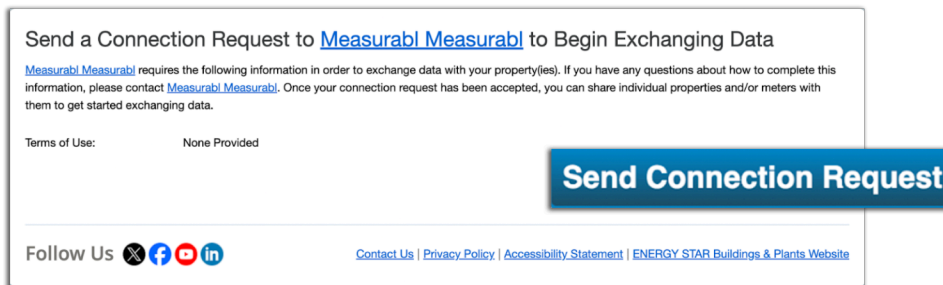
2. Select 'Contacts' from the top right of the page.



3. Click 'Add New Contacts/Connections'.
4. Enter 'Measurabl, Inc.' in the 'Organization' box.
5. Select 'Search'.
6. Click the 'Connect' button to the right of 'Measurabl Measurabl'.



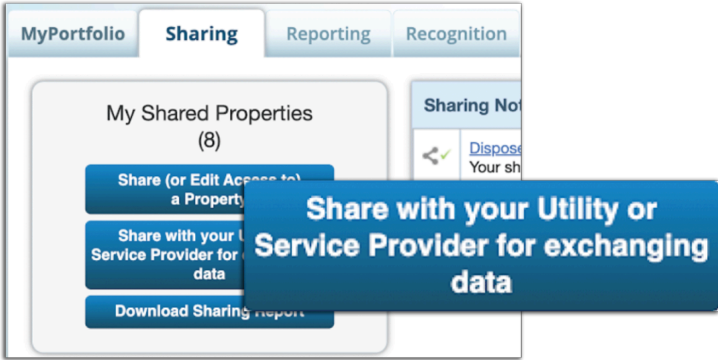
7. Click 'Send Connection Request'. This will be accepted automatically.



Sharing with Measurabl in ENERGY STAR Portfolio Manager

Sharing properties from ENERGY STAR® into Measurabl is a necessary step in order to have complete data for your portfolio, this includes all meter data, scores, and certification statuses.

1. How to share your sites with Measurabl:
2. Login to your ENERGY STAR Portfolio Manager account.
3. Make sure that you have added Measurabl as a contact, so that you can share your buildings with us.
4. Select the 'Sharing' tab.
5. Select 'Share with your Utility or Service Provider for exchanging data'.



6. Select 'Measurabl Measurabl' as the contact to share with (not a typo)
7. Choose the properties you want to share. It's best to share 'All Properties', unless you only want to share certain properties - choose 'Multiple Properties'.
 - a. Note: ENERGY STAR limits users to sharing a maximum of 8,000 buildings and meters at once. If you have a larger portfolio, you'll need to break your portfolio into smaller chunks for sharing and repeat this process until all properties / meters are shared. You can do so by property type (example: Share multifamily properties with Measurabl and then share office properties) or by location (ex: Share California properties with Measurabl and then New York properties).
8. Select 'Bulk Sharing (Simple Option) - I want to give all my properties and meters the same permissions.' > 'Exchange Data Full Access'
9. Select 'Authorize Exchange'.

Share Properties for Exchanging Data

Choose Permissions

Set Up Connections

Check Existing Permissions

View Results/ Confirmation

Sometimes it's really important to be able to share your property with someone else. Use this option to set up automatic exchange of data with your utility or service provider.



Select Web Services Provider (Account)

Which web services provider (account) do you want to share these properties with in order to exchange data? You can share multiple properties at once with a single provider.

Select web services provider from my contacts book:

Measurabl Measurabl (measurabl) ▼



Unlike "regular sharing," when you "bulk share" with a Web Service Provider, you can only pick one provider. This is because the bulk share depends on the requirements/settings of the provider.



Select Properties

Which Properties do you want to share? *Note that while you can share properties that include unsupported meter types, those specific meters will not be shared.*

Select Properties

[Selected Properties: 8](#)



Choose Permissions

If you only need to choose one permission (because you are giving the same permissions for all your shares), you can choose that permission here. Otherwise, you may assign different permissions for different properties and/or contacts on the next screen.

Bulk Sharing (Simple Option) - I want to give all my properties and meters the same permissions.

Exchange Data Full Access (with full access to all properties and meters)

meters)

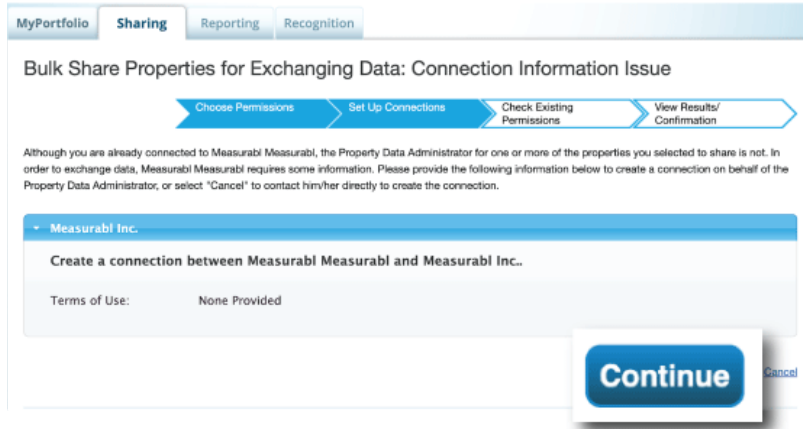
Exchange Data Custom Access (customized access by meter type, such as electricity and gas, for all properties)

Remove Access (i.e. remove existing access to all properties)

Personalized Sharing ("Custom Orders") - I want to give different permissions for each property and/or meter.

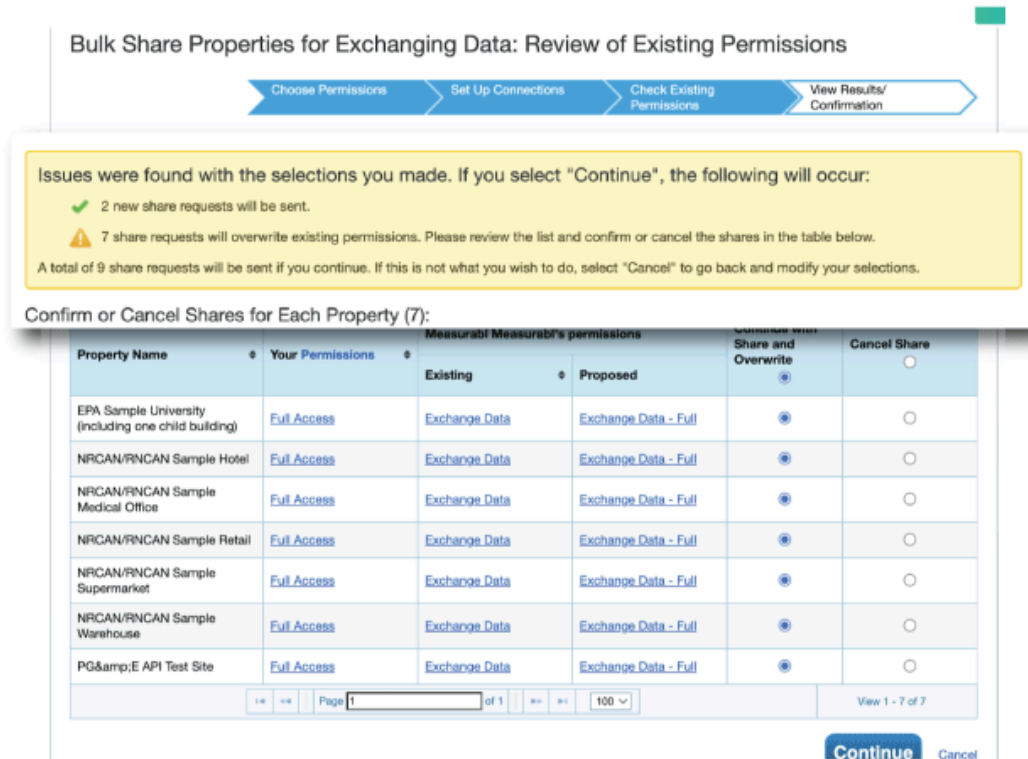
Authorize Exchange

10. If you are sharing properties / meters that have been shared with you by another ENERGY STAR account, you'll be asked to send Measurabl a connection request from the property data administrator's account. You can do this on their behalf without requiring added effort from them by selecting "Continue".



11. If any properties / meters are already shared with Measurabl and your sharing would overwrite those existing permissions, you'll receive a notification with the option to remove any shares that would cause an overwrite.

If you're sharing at "Full Access" it's ok to overwrite. If you're sharing at read-only or custom access, it's best to cancel the share.



12. If you lack permission to share any of the buildings / meters selected, you'll receive a notification at this point.

Bulk Share Properties for Exchanging Data: Shares Cannot Be Sent



✔ Congratulations! You have successfully shared/edited access to your property(ies).

A total of 7 share requests were sent.

If you shared properties, you will receive a notification when your contact has accepted the share. If you edited access to current permissions, the edits have been made, no acceptance is required.

In addition to the shares that were sent, some shares cannot be sent:

! 2 share requests were not sent because you do not have the ability to make these edits. Please review the list in the table below and [see Key for more information.](#)

Shares Not Sent (2)

Property Name	Your Permissions	Measurabl Measurabl's permissions		Issue (See Key Below)
		Existing	Proposed	
EPA Sample Laboratory	Exchange Data	Exchange Data	Exchange Data - Full	! You cannot edit this contact
EPA Sample Office	Exchange Data	Exchange Data	Exchange Data - Full	! You cannot edit this contact

Page 1 of 1 | 100 | View 1 - 2 of 2

13. You can flag which properties you were unable to share and reach out to the owner to request permission by returning to the “Sharing” tab, selecting “Download Sharing Report”, filtering column J for your ENERGY STAR username, and filtering column L for “No.” Note the “Access Granted By” value for each property and reach out to them to get “Share Forward” access.

ENERGY STAR PortfolioManager®

Welcome msr_freemium_demo: Account Settings | Notifications | ENERGY STAR Notifications | Contacts | Help | Sign Out

MyPortfolio | **Sharing** | Reporting | Recognition

My Shared Properties (9)

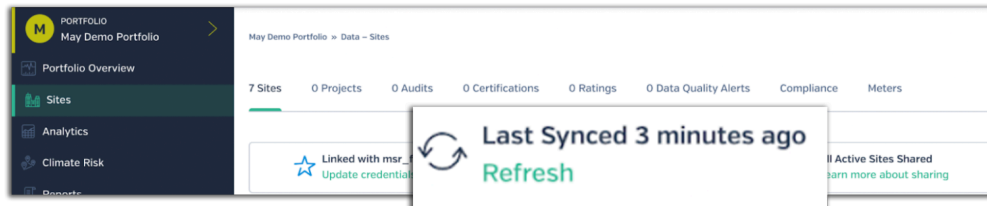
- Share (or Edit Access to) a Property
- Share with your Utility or Service Provider for exchanging data
- Download Sharing Report**

Sharing Notifications (0)

You have no new notifications.

J	K	L	M
Contact Username	Contact Permissions	Can Contact Share Forward?	Access Granted By
ZJSHELIN	Exchange Data	No	Measurabl Inc.
ZJSHELIN	Exchange Data	No	Measurabl Inc.

14. After a few minutes, a notification will appear confirming Measurabl has accepted your building share.
15. Measurabl automatically will sync with ENERGY STAR® every 1-3 days, and you can refresh the sync with ENERGY STAR on demand from the Sites page.



2. Uploading in bulk via spreadsheet

1. Download the template [here](#)
 - Required fields are marked green; optional ones are blue—some optional fields become required depending on other entries
 - Make sure the building name entered on the Meters & Waste Meters tab match what is entered on the Buildings tab.
 - Use dropdown menus where provided
 - Only input 1 line of data per row
 - Do not add or delete columns or alter any template structure
 - Date format must be MM/DD/YYYY
 - Double-check all data—uploads cannot be reversed after processing
2. Once you've completed the bulk upload template, you can send it to support@measurabl.com for processing

3. Manual entry of meter readings

Meter readings can be updated or added by navigating to the individual meters under the following tabs:

1. Go to the Sites page (from the left-hand navigation)
2. Go to the Meters tab
3. Click on the specific meter

1. **Sites**

2. **Meters**

3. **211 Meters**

Site	Meter	Unique Meter ID	Category	Type	Units	Scope	Active	Building ID (for bulk upload)
Aura	Common Area - Electricity 1 (IT002E0035780A)	1880944	Energy	Electric	Kilowatt-hours	Tenant Space, Paid by Landlord	Yes	86104
Aura	Common Area - Electricity 2 (IT002E0054811A)	1880945	Energy	Electric	Kilowatt-hours	Tenant Space, Paid by Landlord	Yes	86104
	Common Areas + Tenant			Other Mixed		Tenant Space,

4. Once you click on each meter profile, you can upload readings by scrolling down to the "Readings" section:

Meter Profile

Is this meter active? YES

Activation Date: 2024-01-01

Use the first meter reading as the activation date.

Readings

4. **+ Add Meter Reading**

Last 12 Months

Sep 2024 Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep 2025

1 Meter Reading

FAQS

What are all these alerts that are popping up in ENERGY STAR after I share?

- You may see some alerts in ENERGY STAR during this process. Alerts may appear advising you that you're overwriting existing permissions, if you're sharing properties that have already been shared with us. Those are fine to disregard, and won't stop you from sharing.
- You may also see alerts saying that you don't have permissions to share certain properties. If that's the case, you need to connect with an account holder who does have that permission and get them to re-share the properties with you, either at 'Full Access' or 'Custom Access' with 'Share Forward' permissions.

How do I check my permissions and Measurabl's permissions to ENERGY STAR properties?

- If you're checking on permissions for a single property, just head to that property's 'Summary' tab in ENERGY STAR and review the 'Sharing this Property' table. Find the account whose permissions you're checking, and select 'View My Permissions' Or 'View Contact's Permissions':
- If you need to review permissions across properties, head to the 'Sharing' tab at the top of the page > Search by property or contact > Click the dropdown in the 'Action' column to see the options you have for sharing. You can also click 'Download Sharing Report' at the bottom of the page to view in an exportable version.
- Note that for Measurabl, the report will only list 'Exchange Data' in the 'Contact Permissions' column, so if you're having issues you'll need to head to the 'Summary' tab for individual properties to make sure Measurabl has full access to the property and its meters.

I have a lot of buildings to share in ENERGY STAR, will Measurabl help?

- This service is available depending on your subscription level. If you are interested, please reach out to our [Support Team](#) or your Customer Success Manager.

What if I want to share a property(s) between two Measurabl portfolios?

- To share an ENERGY STAR property between two Measurabl portfolios (EX: Portfolio 1 & Portfolio 2), follow these steps:
 - Firstly, be sure that Portfolio 1's ENERGY STAR account has Portfolio 2's ENERGY STAR account added as a contact. This will be similar steps to the article [here](#).
 - Share the property from Portfolio 1's ENERGY STAR account into Portfolio 2's ENERGY STAR account as well as the Measurabl Measurabl contact - with **full access**.
 - In Portfolio 2's ENERGY STAR account, share the property to Measurabl Measurabl with **full access** (following the steps in the beginning of this article).
 - Hit the ENERGY STAR <> Measurabl Sync refresh button in Measurabl on the 'Sites' tab.
 - Once the sync is complete, you will see the property in both Portfolio 1 & Portfolio 2.

More questions? See our expanded FAQs [here](#) or check out our [support center](#).

About Measurabl

Measurabl is the world's most widely adopted sustainability data management platform for real estate, empowering **nearly 1,000 organizations** across 90+ countries—representing more than \$3 trillion in assets under management—to measure, manage, and objectively report on performance. With more than 21 billion square feet of real estate under management, Measurabl delivers innovative technology solutions that help customers streamline reporting, reduce environmental impact, and achieve measurable financial results. Learn more at www.measurabl.com.

Contact us, we are here to help:

- Customers → support@measurabl.com
- Not a customer yet? → sales@measurabl.com