Portfolio Manager How-To Guide for Customers

1 | I need to Benchmark, Now What?

Let's Connect!

Once you've logged in and created a Portfolio Manager account, connect with Cascade Natural Gas Corporation.

1. On the home screen click **CONTACTS** in the upper right-hand corner.

2. Then **Search for new contacts**

Need Help? Email: **EnergyReporting@cngc.com** Call: **360-788-2349**

1 I need to Benchmark, Let's Connect

1. In SEARCH FOR NEW CONTACTS, enter **Cascade Natural Gas** in the search or look under ORGANIZATION: then search.

2. Then click **Connect** on the Cascade Natural Gas *Benchmarking* with Cascade Natural Gas option

MyPortfolio   Sharing   Reporting   Recognition

Search Results

The results of your search are listed below. Clicking "Connect" will send a request to the person asking them to confirm your request to add them as your contact. If they accept, you will see them listed as a connected contact in your address book. If they do not accept, or have not accepted yet, you will see them as an unconnected contact in your address book. Connecting with contacts will make it easier to share property information within Portfolio Manager.

Your Search Criteria

Name:

Organization: Cascade Natural Gas

Username:

Email Address:

CLICK Search

Cascade Natural Gas
Benchmarking with Cascade Natural Gas   CLICK   Connect

Michael Brooks
Mgr, Administrative Services with Cascade Natural Gas Corporation   Connect

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ℹ Tip

Can't find what you are looking for? Try adjusting your search criteria.

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I need to Benchmark, Let's Connect

1. Check the box to agree to the Terms of Use
2. Click **Send Connection Request**

Send a Connection Request to Cascade Natural Gas to Begin Exchanging Data

Cascade Natural Gas requires the following information in order to exchange data with your property(ies). If you have any questions about how to complete this information, please contact Cascade Natural Gas. Once your connection request has been accepted, you can share individual properties and/or meters with them to get started exchanging data.

Terms of Use: https://www.cngc.com/wp-content/uploads/PDFs/Conservation/portfolio_manager/CNG-TC-ENERGY-STAR-Portfolio-Mgr-040621.pdf

Agreement: * ☐ I agree to my provider's (Cascade Natural Gas) Terms of Use.

CLICK

CLICK

Send Connection Request   Cancel

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1 I need to Benchmark, Let's Connect

1. A Confirmation Notice will pop up that your connection was sent to Cascade Natural Gas.

2. After the connection is sent, email EnergyReporting@cngc.com to request a Cascade Utility Data Release form and alert Cascade of your Contact Connection Request.

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