DOE ASSET SCORE ATLANTA INSTRUCTIONS

1) Set up a username and password on the login page:
   - https://buildingenergyscore.energy.gov/

2) Once you are logged in, on the right-hand side, click on the green "Audit Reporting Tool" dropdown menu.
   - Then, select "Other City Report."
   - Under "Report Type," choose "Atlanta Report."
   - Enter the building name and other relevant building data.

3) Next, populate the data fields with energy data from the audit report provided by your audit service provider. For guidance on which sections and data fields are required for compliance with Atlanta's Commercial Building Energy Efficiency Ordinance please see the next section titled "DOE ASSET SCORE REQUIRED SECTIONS FOR ATLANTA."

4) For instructions on each data field, select the "?" logo next to each field. It will take you to a DOE website with detailed instructions relevant to that data field.

5) For troubleshooting and questions related to using Asset Score, submit a ticket through their Help Desk (https://help.buildingenergyscore.com/support/home). You can also send support requests using the "Help Desk" button on the top-right hand corner of the screen.

6) For questions on the Commercial Building Energy Efficiency Ordinance and audit requirements, e-mail buildingefficiency@atlantaga.gov.

DOE ASSET SCORE REQUIRED SECTIONS FOR ATLANTA

Section		Notes
Building Information		Data required for CBEEO reporting.
Contact Information	Submission Information	Data required for CBEEO reporting.
	Audit Details	Data required for CBEEO reporting.
	Audit Team & Building Staff	Data required for CBEEO reporting.
Facility Description	Building Characteristics	Data required for CBEEO reporting.
	Use Types	Data required for CBEEO reporting.
	Construction	Data not required.
	Lighting	Data not required.
	HVAC	Data not required.
	Service Hot Water System	Data not required.
	Operations	Data not required.
	Process Loads	Data not required.
Utility Data and Benchmarking	Ownership Details	Data required for CBEEO reporting.
	Metering Configuration	Data required for CBEEO reporting.
	Energy Systems Configurations	Data required for CBEEO reporting.
	Available Eenrgy Supply Sources	Data required for CBEEO reporting.
	Metered Energy Supply Source Details	Data not required.
	Energy Reporting Years & Data Import	Data required for CBEEO reporting.
	Metered Energy	Data not required.
	Delivered Energy	Data not required.
	Building Annual Summary	Data not required.
	Benchmarking	Data required for CBEEO reporting.
Energy Use Breakdown	Energy Use by End Use	Data required for CBEEO reporting.
	End Use Summary	Data required for CBEEO reporting.
Energy Savings Opportunities	Energy Savings Opportunities	Data required for CBEEO reporting.
	Confirmation of Audit Completion	Data required for CBEEO reporting.
Submit to City		Data required for CBEEO reporting.