



Portfolio Manager

A How-To Guide for Applicants

A step-by-step process for connecting your account with Tacoma Public Utilities.

Let's get started!

Connect Your Account with TPU

Once logged in, you will need to do at least three activities:

- 1) Create an ESPM account.
- 2) Connect your account with TPU My Consumption to allow TPU to share meter data.
- 3) Add a building and at least 1 power meter to your Portfolio Manager account.

Connect to:

[MyAccount](#)

[Portfolio Manager](#)

www.mytpu.org/portfolio

Connect with TPU

- 1 Click the “Contacts” link in the upper right-hand corner and click add contact.

click here



ENERGY STAR PortfolioManager®

Welcome Account | Notifications | ENERGY STAR | Contacts | Help | Sign Out

tpuESPMtraining: Settings

MyPortfolio | Sharing | Reporting | Recognition

My Contacts

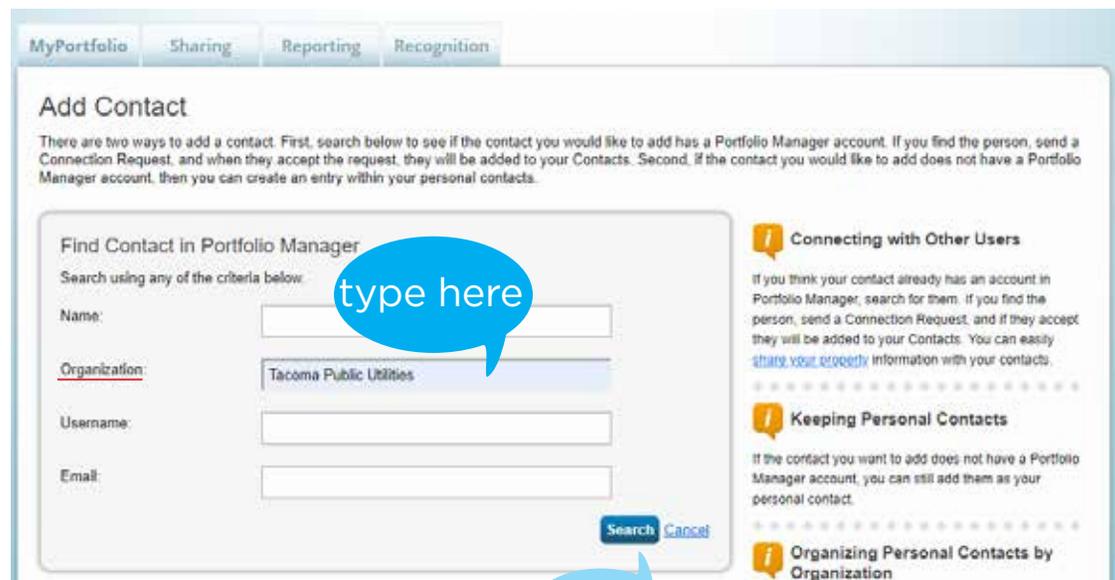
Search for new contacts

This is where you keep track of your contacts and/or organizations (i.e. people or companies associated with your properties such as Professional Engineers, Registered Architects, or others with whom you share information). You can add anyone as a contact, regardless of whether they have a Portfolio Manager account and you can share your properties & reports with any of your **connected** contacts. You can “connect” to other Portfolio Manager users by searching for their accounts and sending a connection request.

Share Edit Delete Add Contact Add Organization

click here

- 2 Type “Tacoma Public Utilities” in the Organization field.



MyPortfolio | Sharing | Reporting | Recognition

Add Contact

There are two ways to add a contact. First, search below to see if the contact you would like to add has a Portfolio Manager account. If you find the person, send a Connection Request, and when they accept the request, they will be added to your Contacts. Second, if the contact you would like to add does not have a Portfolio Manager account, then you can create an entry within your personal contacts.

Find Contact in Portfolio Manager

Search using any of the criteria below:

Name:

Organization:

Username:

Email:

Search Cancel

Connecting with Other Users

If you think your contact already has an account in Portfolio Manager, search for them. If you find the person, send a Connection Request, and if they accept they will be added to your Contacts. You can easily [share your records](#) information with your contacts.

Keeping Personal Contacts

If the contact you want to add does not have a Portfolio Manager account, you can still add them as your personal contact.

Organizing Personal Contacts by Organization

type here

click here

This is your TPU utility account you want to link to Portfolio Manager.

Have your 9 digit business partner number handy

3 In the search results, look for “TPU MyConsumption” and click “Connect.”

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	Contact Name	Action
Name: <input type="text"/>	Dave Rosholm Account Executive with Tacoma Public Utilities	Connect
Organization: Tacoma Public Utilities	Jessica Ludwig Account Executive with Tacoma Public Utilities	Connect
Username: <input type="text"/>	[Redacted] with Tacoma Public Utilities	Connect
Email Address: <input type="text"/>	[Redacted] with Tacoma Public Utilities	Connect
Search	TPU MyConsumption Customer Solutions with Tacoma Public Utilities	Connect
	Terry Coggins Facilities Maintenance Manager with Tacoma Public Utilities	Connect

4 In the “TPU BP” field, add your TPU utility Business Partner Number.
Important: You must put in the correct Business Partner Number as this cannot be changed later. Portfolio Manager can only handle one utility Business Partner Number per login. If you don't know your Business Partner Number, log in to MyTPU.org to view your account information.

Send a Connection Request to [TPU MyConsumption](#) to Begin Exchanging Data

[TPU MyConsumption](#) 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 [IT Support](#). Once your connection request has been accepted, you can share individual properties and/or meters with them to get started exchanging data.

TPU BP: Example: 40999999
Your Business Partner Number: 9 - 9 Characters [More Information](#)

Terms of Use:

Tacoma Public Utilities is obligated under State law (RCW 19.27A.170) to maintain records of energy consumption data of all non-residential and qualifying public agency buildings to which it provides service. That State law further obligates Tacoma Public Utilities to make such energy consumption data available to the United States Environmental Protection Agency (EPA). Upload of water consumption data is strictly voluntary and may be done at the customer's request.

By sending a Connection Request, you (the Customer) represent that you are the owner or authorized operator of the building(s) for which electric energy and/or water service is provided by Tacoma Public Utilities under the Account(s) identified in the Connection Request.

Agreement: I agree to my provider's [\(TPU MyConsumption\)](#) Terms of Use.

[Send Connection Request](#) [Cancel](#)

Confirmation

- 5 You will receive an on-screen confirmation message once the connection request has been sent.

You have successfully sent a connection request to TPU MyConsumption. When TPU MyConsumption has accepted your request, you will be able to share properties and, therefore, authorize this provider to begin exchanging data with your property(ies).

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:

Username:

Email Address:

Tip

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

- 6 It will take 24-48 hours for the connection request to finalize, at which time you will receive a notification.

MyPortfolio | Sharing | Reporting | Recognition

View All Notifications (1)

Incoming Requests (0) | **Outgoing Requests (1)** | Notices (0)

Type	Notification	Date
	You have sent a connection request to TPU MyConsumption . Once they have accepted the request, you will be able to share properties with TPU MyConsumption .	8/30/2019

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

Next step:

Add a Building to your portfolio

While you are waiting for the connection request to activate, you can set up one or more buildings within your account. Remember all buildings must be affiliated with the same Business Partner Number in order for the automatic sharing requests to function.

Create a Property

- 1 To add a building, click on the “MyPortfolio” tab.

click here

The screenshot shows the 'MyPortfolio' interface with tabs for 'Sharing', 'Reporting', and 'Recognition'. On the left, under 'Properties (0)', there is a blue 'Add a Property' button. Below it, under 'Manage', there are four options: 'Upload and/or update multiple properties', 'Download your entire portfolio to Excel or create a custom download', 'Set a portfolio baseline and/or target', and 'Add sample properties'. On the right, a message states: 'You currently do not have any properties within your Portfolio Manager account. You can set up your first property or add up to five sample properties with pre-populated data to your portfolio. If this is your first time using Portfolio Manager, you may want to add sample properties to your portfolio in order to test out available features and see the look of a complete property.' Below this message are two icons: 'Set up your first property' and 'Add up to five sample properties'. Blue callout bubbles point to the 'Add a Property' button, the 'Set up your first property' link, and the 'Add up to five sample properties' link.

click here

or here

- 2 Select “Add a Property” or “Set up your first property.”

3 Enter basic information about your building and select “Get Started.”

Set up a Property: Let's Get Started!

Properties come in all shapes and sizes, from a leased space in a large office building, to a K-12 school with a pool, to a large medical complex with lots of buildings. Since there are so many choices, Portfolio Manager can walk you through getting your property up and running. When you're done, you'll be ready to start monitoring your energy usage and pursue recognition!

Your Property Type

We'll get into the details later. For now, overall, what **answer** your property serve?

Select a property type

[Learn more about Property Types.](#)

Your Property's Buildings

How many physical buildings do you consider part of your property?

None: My property is part of a larger building.

One: My property is a single building.

More than One: My property consists of multiple buildings ([Campus Guidance](#))

How many?

answer

Your Property's Construction Status

Is your property already built or are you entering this property as a construction project that has not yet been completed?

Existing: My property is built, occupied and/or being used. I will be using Portfolio Manager to track energy/water consumption and, perhaps, pursue recognition.

Design Project: My property is in the conceptual design phase (pre-construction). I will be using Portfolio Manager to evaluate the energy efficiency of the design project.

Test Property: This is not a real property. I am entering it to test features, or for other purposes such as training.

answer

Get Started! [Cancel](#)

click here

Tip

To set up a property, you'll need information such as [gross floor area](#) and [operating hours](#).

Tip

Not sure what kind of property you are? Because we focus on whole building benchmarking, you want to select the property type that best reflects the activity in the majority of your building. Don't worry if you have other tenants with different business types, just select the main activity.

Test Properties

You may want to enter a property into Portfolio Manager that isn't actually a "real" property, either to familiarize yourself with features or maybe to train other people. By telling us this is a "Test" property, we can give the option of including this property in your portfolio-level metrics, charts and tables or not, depending what your needs are. This can be configured on your [Account Settings](#).

4 Enter specific details about your property.

Set Up a Property: Basic Property Information

Tell us a little bit more about your property, including a name that you will use to look up your property and its address.

The screenshot shows a form titled "About Your Property" with the following fields: Name, Country (dropdown), Street Address (two lines), City/Municipality, State/Province (dropdown), Postal Code, Year Built, Gross Floor Area (with a unit dropdown and a "Temporary Value" checkbox), Irrigated Area (with a unit dropdown), and Occupancy (dropdown). A blue callout bubble with the text "fill out form" points to the Name field.

5 Enter information about how the building is used and select "Add Property."

The screenshot shows the "Building Use" section of the form. It includes a table with the following columns: Property Use Detail, Value, Current As Of, and Temporary Value. The table has four rows: Gross Floor Area, Weekly Operating Hours, Number of Workers on Main Shift, and Number of Computers. A blue callout bubble with the text "include detail" points to the table. Another blue callout bubble with the text "click here" points to the "Add Property" button at the bottom right. Below the table are "Back" and "Add Property" buttons, with a "Cancel" link next to "Add Property".

Property Use Detail	Value	Current As Of	Temporary Value
Gross Floor Area	<input type="text"/> Sq. Ft. ▾	<input type="text"/>	<input type="checkbox"/>
Weekly Operating Hours	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Number of Workers on Main Shift	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Number of Computers	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

6 You should receive an on-screen confirmation message.

Next step:

Share a Meter in Portfolio Manager

Note: Some accounts, such as ones with multiple meters per building or multiple buildings per meter, are too complicated for the automated data exchange process.

Please contact:
myconsumption@cityoftacoma.org
for assistance.

Add a meter

- 1 Make sure you're on the "MyPortfolio" tab.

The screenshot shows the MyPortfolio dashboard with tabs for MyPortfolio, Sharing, Reporting, and Recognition. The 'Properties (1)' section has an 'Add a Property' button. Below it is a 'Refresh to see Source EUI Trend' section with a 'Change Metric' link and a line graph showing data from 2008 to 2018. The 'Dashboard' section includes a search bar, a 'Refresh Metrics' button, and a table of properties. A blue callout bubble labeled 'check tab' points to the 'Add a Property' button. Another blue callout bubble labeled 'click here' points to the 'Example Property 7867971' link in the table.

Name	Energy Current Date	ENERGY STAR Score	Site EUI (kBtu/ft ²)	Source EUI (kBtu/ft ²)
Example Property 7867971				

- 2 Click on the property name.
- 3 Click on the "Energy" tab in the middle of the page.

The screenshot shows the 'Example Property' page with tabs for Summary, Details, Energy, Water, Waste & Materials, Goals, and Design. The 'Energy' tab is selected. The 'Weather Normalized Source EUI (kBtu/ft²)' section shows 'Current: N/A' and 'Baseline: N/A'. The 'Meter Summary' section shows '0 Energy Meters Total' and an 'Add a Meter' button. A blue callout bubble labeled 'click here' points to the 'Add a Meter' button. Another blue callout bubble labeled 'click here' points to the 'Add a Meter' button in the 'Meter Summary' section.

- 4 Click on the "Add a Meter" button.

- 5 Enter details about your power meter. For the source of your property's energy, select "Electric" from the menu.

Get Started Setting Up Meters for Example Property

There are four ways to enter meter data. First, you can enter manually, starting below. Second, you can set up your meters below, then upload a specially formatted spreadsheet with just your bill data. Third, for advanced users, you can use our upload tool that allows you to set up all of your meters and enter bill data. And finally, you can hire an organization that exchanges data to update your energy data automatically.

The screenshot shows a web form titled "Sources of Your Property's Energy" with a lightning bolt icon. The form asks, "What kind of energy do you want to track? Please select all that apply." The "Electric" option is checked, and a callout bubble points to it with the text "click here". Below "Electric", there are three sub-options: "purchased from the grid", "generated onsite with my own solar panels", and "generated onsite with my own wind turbines". A second callout bubble points to the "purchased from the grid" option with the text "click here". Other energy sources listed include Propane, Fuel Oil (No. 2), Diesel, District Steam, District Hot Water, District Chilled Water, Fuel Oil (No. 4), Fuel Oil (No. 5 and No. 6), Coal (anthracite), Coal (bituminous), Coke, Wood, Kerosene, Fuel Oil (No. 1), and an "Other:" field. At the bottom of the form are "Get Started!" and "Cancel" buttons. A third callout bubble points to the "Get Started!" button with the text "click here".

Tracking Energy

To track your energy, create an energy meter for each source of energy from a utility, a neighboring building, or an onsite solar or wind panel. If you purchase a raw fuel (e.g. gas) and produce your own fuel (e.g., electricity or chilled water), you only need a meter for the fuel you purchased (e.g. gas), and not for the fuel you produce.

Two Meters Needed for Onsite Solar/Wind

If you've got onsite Solar (or Wind), you still need to enter an Electric Grid Meter. [Learn More.](#)

Automate Your Meter Entries

There are many organizations that will electronically enter your utility data into Portfolio Manager. Many utilities provide this service for free. Service providers integrate this service into their own software and value-added offerings. [Learn more.](#)

- 6 Select the style of electric energy. In most cases, it should be "purchased from the grid." Click "Get Started!"

- 7 Click the table to add additional data about your meters.

About Your Meters for Example Property

Enter the information below about your new meters. The meter's *Units* and *Date Meter became Active* are required. You can also change the meter's name.

1 Energy Meter for Example Property (click table to edit)

<input type="checkbox"/>	Meter Name	Type	Other Type	Units	Date Meter became Active	In Use?	Date Meter became Inactive	Enter as Delivery?	Custom M 1 Name
<input checked="" type="checkbox"/>	Electric Grid Met	Electric - Grid		kWh (thousan		<input checked="" type="checkbox"/>		<input type="checkbox"/>	

[Delete Selected Entries](#)
[Add Another Entry](#)

Back

Create Meters [Cancel](#)

- 8 Select the checkbox at the beginning of the table. For units, select kWh for kilowatt hours (used to measure the electric power that you use). Enter the date your power meter became active.

About Your Meters for Example Property

Enter the information below about your new meters. The meter's *Units* and *Date Meter became Active* are required. You can also change the meter's name.

1 Energy Meter for Example Property (click table to edit)

<input type="checkbox"/>	Meter Name	Type	Other Type	Units	Date Meter became Active	In Use?	Date Meter became Inactive	Enter as Delivery?	Custom M 1 Name
<input checked="" type="checkbox"/>	Electric Grid Met	Electric - Grid		kWh (thousan	08/01/1998	<input checked="" type="checkbox"/>		<input type="checkbox"/>	

[Delete Selected Entries](#)
[Add Another Entry](#)

Back

Create Meters [Cancel](#)

- 9 In the Meter ID 1 Name and the Meter ID 1 Value, enter your power meter number. Select “Create Meters.”

About Your Meters for Example Property

Enter the information below about your new meters. The meter's *Units* and *Date Meter became Active* are required. You can also change the meter's name.

1 Energy Meter for Example Property (click table to edit)

	Date Meter became Active	In Use?	Date Meter became Inactive	Enter as Delivery?	Custom Meter ID 1 Name	Custom Meter ID 1 Value	Custom Meter ID 2 Name	Custom Meter ID 2 Value
thousand	08/01/1998	<input checked="" type="checkbox"/>		<input type="checkbox"/>	1234	1234		

type here

click here

[Delete Selected Entries](#)
[Add Another Entry](#)

Back

Create Meters [Cancel](#)

- 10 Enter your power usage.
Select “Click to add an entry” and fill in the applicable information.”

Your meters have been created! If you have your energy consumption information for these meters, you can enter it below. Or, you can [continue with setting up your meters](#) and enter your energy bills later.

Your Meter Entries for Example Property

Now we need actual energy consumption information in order to start providing you with your metrics and, possibly, your score!

1 Energy Meter(s) for Example Property

Electric Grid Meter

Start Date	End Date	Usage kWh (thousand Watt-hours)	Total Cost (\$)	Estimation	Green Power	Demand (kW)	Demand Cost (\$)
------------	----------	---------------------------------	-----------------	------------	-------------	-------------	------------------

[Click to add an entry](#)

[Delete Selected Entries](#)
[Add Another Entry](#)
[Learn how to copy/paste](#)

Upload data in bulk for this meter:

? You can use the single-meter spreadsheet to either: "Upload" the file below, or copy and paste the data from the spreadsheet into the table above ([instructions in this FAQ](#)). Use this single-meter [spreadsheet template](#).

Choose File: No file chosen

- 11 This screen may only be present if you have more than one meter. Select what your power meter represents and click “Apply Selections.”

MyPortfolio Sharing Reporting Recognition

Your meter entries have been added to your meters!

Select Meters to Include in Metrics

Tell us which meters to include when calculating the metrics for [Example Property](#) so that we can provide you with the most accurate metrics possible.

Summary

1

Please tell us what your meters represent.

Energy Meters

Select all meters to be included in your metrics. (Hint: Most meters should be included unless they are [sub-meters](#).)

Name	Meter ID	Type
<input checked="" type="checkbox"/>	Electric Grid Meter	Electric - Grid

Total of 1 meter(s). Tell us what this represents.

These meter(s) account for the total energy consumption for [Example Property](#) (a single building).

These meter(s) do not account for the total energy consumption for [Example Property](#) (a single building).

[Apply Selections](#) [Cancel](#)

- 12 You will be on the meter and energy tab. At the top of the page, click the “Sharing” tab.

- 13 Click “Set Up Web Services/Data Exchange.”

Learn more about exchanging data.' and a help icon."/>

MyPortfolio **Sharing** Reporting Recognition

My Shared Properties (0)

[Share \(on a...\)](#)

[Set Up Web Services/Data Exchange](#)

[Download Sharing Report](#)

Sharing Notifications (0)

You have no new notifications.

More About Sharing

No properties are currently shared between you and [your contacts](#). Sharing can be helpful if you want to allow other people to view your property or help maintain or update information about it (e.g. property use details or meter data). You may also want to consider sharing with an organization who exchanges data to automatically update your meter information. [Learn more about exchanging data.](#)

14 Under “Share properties for Exchanging Data:”

- 1) **Select Web Services Provider:**
choose “TPU MyConsumption (TPUadmin)”
- 2) **Select Properties:**
choose which properties you’d like to share.
- 3) **Choose Permissions:**
choose “I want to provide different levels of access for each property or to each individual meter within a property.”

Click “Authorize Exchange”

The screenshot shows the 'Share Properties for Exchanging Data' interface. At the top, there are tabs for 'MyPortfolio', 'Sharing', 'Reporting', and 'Recognition'. Below the tabs is a progress bar with four steps: 'Choose Permissions', 'Set Up Connections', 'Check Existing Permissions', and 'View Results/ Confirmation'. The main content area is titled 'Share Properties for Exchanging Data' and includes a paragraph explaining the purpose of the feature. There are three numbered steps: 1. 'Select Web Services Provider (Account)' with a dropdown menu showing 'TPU MyConsumption (TPUadmin)'. 2. 'Select Properties' with a dropdown menu showing 'One Property' and a button '- Select Property -'. 3. 'Choose Permissions' with radio buttons for 'Exchange Data Full Access', 'Exchange Data Read Only Access', 'Exchange Data Custom Access', and 'I want to provide different levels of access for each property or to each individual meter within a property'. The 'I want to provide different levels of access...' option is selected. At the bottom right, there is a blue 'Authorize Exchange' button and a 'Cancel' link. Blue callout boxes with the word 'select' are placed over the dropdown menus in steps 1 and 2. A blue callout box with the text 'click here' is placed over the 'Authorize Exchange' button.

15 Under "Share Your Property (ies), select "Exchange Data" radio button.

MyPortfolio **Sharing** Reporting Recognition

Share Your Property(ies)

To finish up, tell us what type of access the people you have selected should have for each of the properties that you have selected. The option to exchange data is only available for authorized accounts.

4 Select Permissions for Each Contact
The access levels you select do not have to be the same for each property or each person.

Sort by: Property Name ▾

Who gets to Share Forward?
Full Access - Automatically includes "Share Forward" rights
Read Only - Automatically does NOT include "Share Forward" rights
Custom - You decide, along with the individual permissions for property, meter, goals and recognition permissions.
Exchange Data - You decide, along with the individual permissions for property, meter, goal and recognition permissions.

Name (ID)	No Access	Read Only Access	Full Access	Custom Access	Exchange Data
▼ Annie's test property (6882207)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
TPU.MyConsumption	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> Edit

i Some of your contacts already have access to the properties you selected. When you select "Share Property(ies)" their access levels will be changed. No acceptance is required.

Share Property(ies) [Cancel](#)

click here

- 16** Enter your TPU “Contract Account” number at the top of the pop-up screen. Select all three “Full Access” Radio buttons. In the open “Meter Number” boxes, enter your meter number. For “HistoricalCons2,” enter “Y.” It must be a capital “Y” or else the program will not pull in historical data.

The screenshot shows a web form titled "Select Access Permission" with the following fields and callouts:

- Contract Account:** A text input field containing "100055555". A callout bubble says "type here".
- Permission Selection:** A section titled "Select the permission level below that you would like to grant." with three radio buttons: "None", "Read Only Access", and "Full Access". A callout bubble says "click here" pointing to the "Full Access" radio button.
- Table:** A table with columns: "Item", "None", "Read Only Access", "Full Access", "Meter Number1", and "HistoricalCons2".

Item	None	Read Only Access	Full Access	Meter Number1	HistoricalCons2
Property Information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
All Meter Information					
Energy Meters					
Electric Grid Meter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1234	Y
Goals, Improvements, & Checklists	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		

 Callouts: "type" points to the "1234" input field; "type Y" points to the "Y" input field.

- 17** Scroll down and select the “Share forward” permissions you would like TPU to have. Either option is valid. Select “Apply Selections & Authorize Exchange.”

The screenshot shows the "Additional Options" section of the form:

- Table:** A table with columns: "Item", "None", "Read Only Access", "Full Access", "Meter Number1", and "HistoricalCons2".

Electric Grid Meter	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	1234	Y
Goals, Improvements, & Checklists	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Recognition	<input type="radio"/>		<input type="radio"/>		
- Footnote 1:** ¹ Meter Number: Example: E1234. Your TPU Meter Number, Between 1 and 12 Characters [More Information](#)
- Footnote 2:** ² HistoricalCons: Example: Y. Would you like TPU to upload up to 24 months of historical consumption for this meter? Y for Yes or N for No. Between 1 and 1 Characters [More Information](#)
- Additional Options:**
 - Share Forward:** Allow TPU MyConsumption to share this property with others and give them any permissions including the right to share with more people.

Item	None	No
Share Forward	<input type="radio"/>	<input type="radio"/>

 Callouts: "click here" points to the "Share Forward" text; "select" points to the "No" radio button.
- Buttons:** "Apply Selections & Authorize Exchange" and "Cancel".

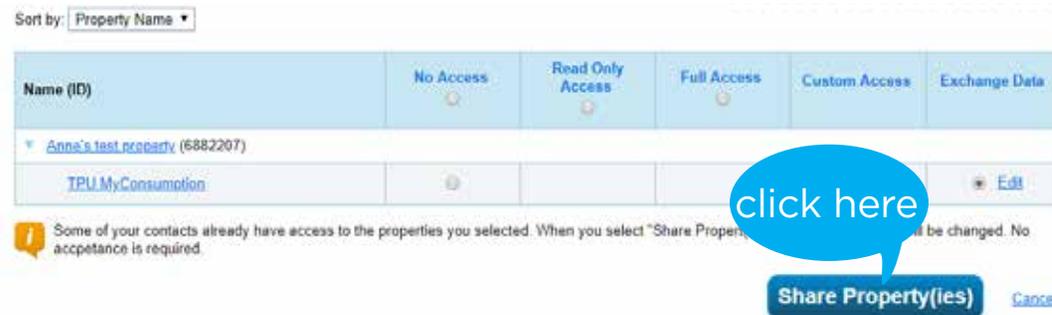
Energy Star score

After the share request is complete, you receive an Energy Star score for your building and can view metrics if it meets the Portfolio Manager guidelines.

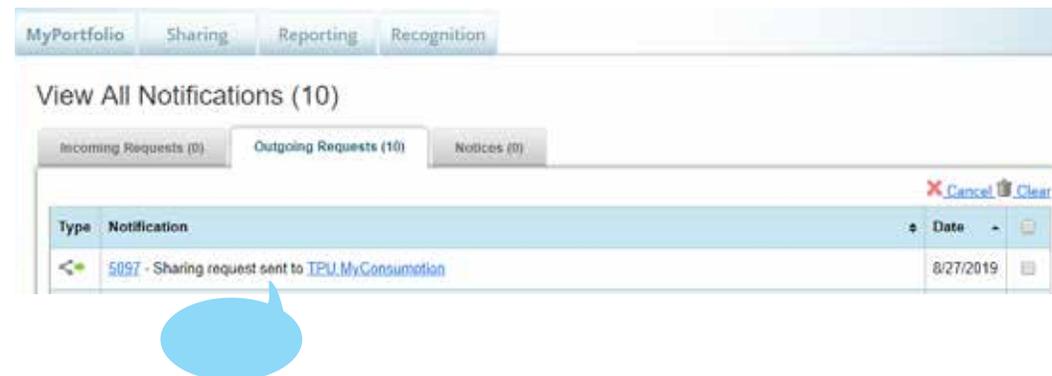
Add a water meter

To add a water meter, follow similar steps starting on the “Water” tab. The automatic sharing with TPU will only work if both the power and the water meters have the same business partner number.

- 18 On the next screen, select “Share Property(ies)”



- 19 Under “View All Notifications,” you will see confirmation the sharing request has been sent. It takes 24-48 hours for the share request to complete.



Need help?

Email: myconsumption@cityoftacoma.org | Call: 253-502-8891