Data Exchange with Portfolio Manager Consumption Request

Instructions

1. Before filling out this form, please review our Step-by-Step guide.
2. Use *Change Authorization* form if this building already participates in Data Exchange, but there's been a change in the: 1) Owner/Authorized Management Firm or 2) Authorized Consultant.
3. Read our Terms and Conditions found here.
4. You do not need the Account Holder signature if there is more than one account holder in the building.

New Request	**Change Authorization**	**Add/Remove/Change Meters**

To be completed by Building Owner or Authorized Property Management Agent:			
Portfolio Manager Property Name:			
Is there more than one electric utility account associated with the building?	Yes No*		*(If No, Account Holder's signature required, below)*
Comments:	*List any additional information that will help Clark Public Utilities with your request.*		
Owner/Authorized Management Firm:		Phone:	
Mailing Address:	City:	State:	Zip:
Email:			
Authorized Consultant Name: (Optional)		Phone:	
Mailing Address:	City:	State:	Zip:
Email:			
Account Holder* *(Required, if there is only one electric utility account associated w/building.)*	I authorize Clark Public Utilities to release the energy use and/or account data to the Building Owner/Authorized Agent. I further agree to release Clark Public Utilities from any claims related to the release of such data. Name: Signature: Date:		
Owner ☐ or Authorized Agent ☐	Name: Signature: Date:		

EMAIL THIS FORM ALONG WITH ATTACHMENT "A" TO pmdataexchange@clarkpud.com

Within 10 business days of Clark Public Utilities accepting your share request(s), the last 12 months of the building's electric energy consumption and cost data will be automatically uploaded into your Portfolio Manager account. This meter data will be updated monthly.

Attachment A – Customer Accounts

If there are more accounts in the building than this page allows, complete additional pages as needed.

Clark Public Utilities Account Number:	Meter Number:	
Service Address:	Meter Name: (as it appears in Portfolio Manager)	
Electric Meter:	Water Meter:	Aggregate* Meter:

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Service Address:	Meter Name: (as it appears in Portfolio Manager)	
Electric Meter:	Water Meter:	Aggregate* Meter:

*Aggregate meter defined as more than one tenant occupying the building or more than one meter on the Clark Public Utilities account