

Upload a Rating File to Green Energy Compass: Pennsylvania

Overview: Steps for Job Submittal to Green Energy Compass

1. Login to Compass.
2. Add a rating.
3. Verify Building Model Information.
4. Choose Projected or Completed Rating.
5. Upload required REM/Rate .blg file.
6. Export required .mdb file from REM/Rate (*version 14.6.3.1 or higher*).
7. Upload required .mdb file.
8. Certify ENERGY STAR eligibility.
9. Enter Certificate of Occupancy Date.
10. Add note to Notes field, if desired.
11. Submit the rating to the program.

Login to FirstEnergy New Homes PA Green Energy Compass

Dashboard Ratings Help Logout

Met-Ed®
Penelec®
Penn Power®
West Penn Power®
FirstEnergy Companies

User: [FirstEnergy Rater](#), FirstEnergy Demo

Login

Please enter your email address and password.

Email:

Password:

[Forgot your password?](#)

Login

Welcome to Compass!

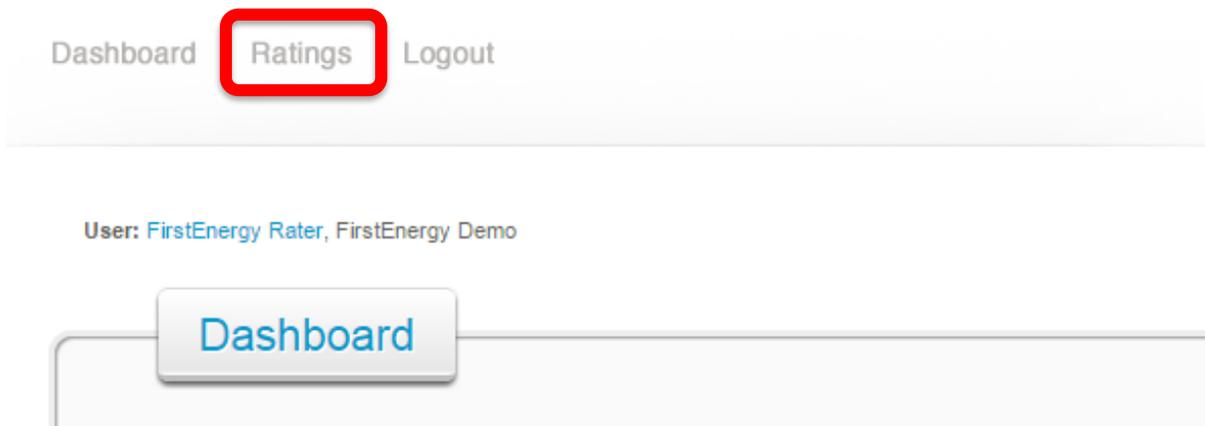
Compass tracks and reports projected and completed ratings for homes entered into the FirstEnergy Energy Efficient New Homes Programs. Use Compass to create homes, upload ratings, and determine your eligibility for FirstEnergy incentives.

Powered by  **COMPASS**

<https://fe-newhomes-pa.greenenergycompass.com>

Use your email and the password provided upon program enrollment.

From the Dashboard, go to the Ratings list



After a successful login, you will be on the Dashboard for your Green Energy Compass account.

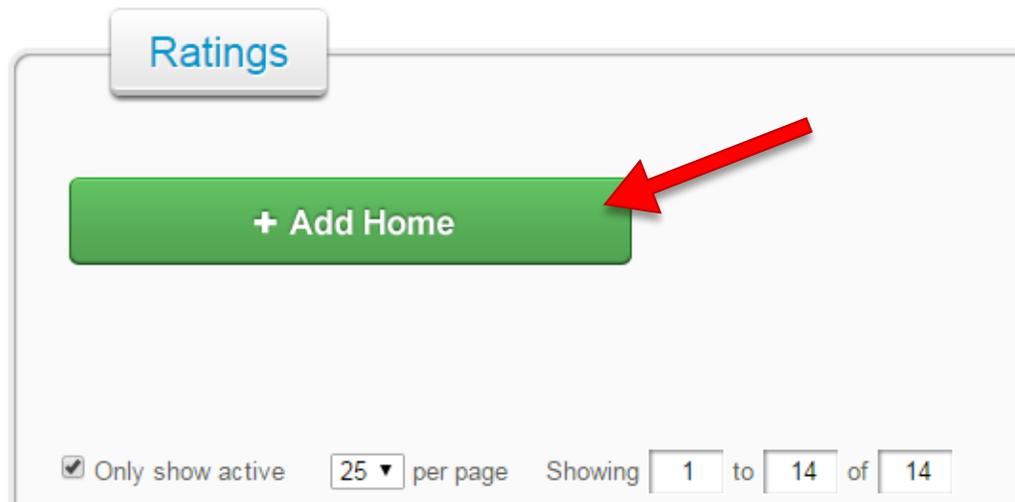
Select the **Ratings** List

Add a new rating, or select from the existing ratings in your list

A screenshot of the 'Ratings' list page. At the top left, there is a 'Ratings' tab. Below it is a green '+ Add Home' button, which is circled with a red '2'. To the right of the button are several links: 'Submitting a Rating to Compass', 'Instructions for Exporting from REM/Rate', 'Reserving a Base Incentive', and 'Additional Resources'. Below these links is a search bar with a 'Search' button. The main content area shows a table of ratings. The first row is circled with a red '1'. The table has columns for 'Rating', 'Builder', 'HERS Index', 'Rating Status', and 'Updated'. The first row contains the following data: Rating: 123_TEST_Home (with a house icon), Builder: TEST ARBLASTER TEST, HERS Index: (blank), Rating Status: Projected Rating Ready, Updated: 1066 days ago. The second row contains: Rating: 123_Test_Home (with a house icon), Builder: PSD Demo, HERS Index: (blank), Rating Status: Projected Rating, Updated: 1066 days ago.

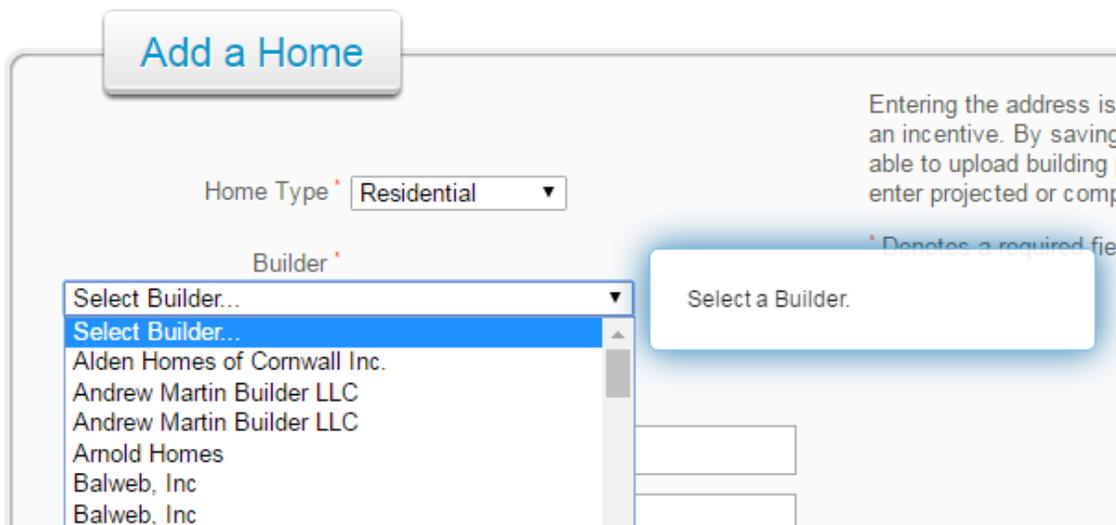
1. If this rating has been previously entered, or partly entered into Compass, click the **Rating Name**
Quick tip: If you have received an email that your builder has created a reservation for this home, enter the confirmation code into the search field to locate the rating.
2. If this rating is not on the list, click **Add Home**

Add a Rating



Click the green **Add Home** button.

Select a builder from the list



If your builder is not listed

Join the program and take advantage of financial incentives, marketing assistance and community recognition.

Why participate?

- Distinguish your company by demonstrating a commitment to the construction of high-quality, energy efficient homes. [More advantages of building efficiently.](#)
- More energy efficient homes sell for higher average prices to consumers with higher reported levels of satisfaction. Learn about the [market impacts of energy efficiency certification.](#)
- Reap the benefits of building energy efficient homes by collecting financial incentives for each certified home. Check out the [program incentives.](#)
- Promote your company with free marketing materials, access to educational and outreach events, and publicity through the program website. Gain access to technical resources to help you build more energy efficient homes. [Review the free technical resources.](#)

Joining the program is simple and free!

Sign up for the Pennsylvania Energy Efficient Homes Program today by completing the application below. A program coordinator will follow-up with a phone call to welcome you to the program.

[Builder Participant Application](#)

[Rater Participant Application](#)

Any builder not listed here should create a profile at <http://www.energysavepa-newhomes.com/participant-info>

Enter basic rating information

Add a Home

Entering the address is the first step in submitting for an incentive. By saving this information, Builders are able to upload building permits and Raters are able to enter projected or completed ratings.

* Denotes a required field

Home Type *

Builder *

Electric Utility *

Home Name/ID *

Address *

City *

State *

Zip *

County *

Planned Completion Date *

Conditioned Area (sq ft) *

Home Sub-Type *

Fill all required field with the correct information for the rating. Be sure all information *exactly* matches the information contained in the building model. *Note: We encourage copy/paste from the REM file to the required field in Compass. This will ensure the information is consistent.*

Additional Building Details (optional)

Will this unit be affordable to a household whose income is at or below 150% of the Federal Income Poverty Guidelines? For the poverty guidelines, please refer to <http://familiesusa.org/product/federal-poverty-guidelines>. If the household size is unknown, please use the number of bedrooms plus one. If you answer yes to this question, you may be eligible for a higher incentive and additional verification will be required.

Additional Building Details

Low Income

Number of Bedrooms

The above information is not required unless affordable housing eligibility is being requested.

Enter Reservation Information & Advanced Efficiency Features

Reservation Information

1 Reservation Level *

Building Permit Date *

Advanced Efficiency Features

2 Primary Heating Fuel What is the primary heating fuel for the home?

Additional Certificates

Two part foam insulated walls

Double wall construction

Ground source heat pump

Air source heat pump

ICFs

SIPs

On site generated energy

On site generated energy details

Thickness of rigid foam insulation (inches)

Administrative Use Only

Utility Customer ID

3

1. Enter the Building Permit Date.
2. (Optional) Complete Fields for any Advanced Efficiency Features. Hold the cursor over any field for additional instructions.
3. Click **“Save and Continue”**

Make sure you've entered all relevant data for the rating

123_Test_Home

Home Name/ID: 123_Test_Home

Home Address: 297 1/2 Chestnut St.
Meadville, PA 16335

Builder: PSD Demo Builder

Builder Phone: (814) 282-3689

Builder Email: marblaster@psdconsulting.com

Square Footage: 2,100 sq ft

Planned Completion Date: 7/31/2016

Electric Utility: Penelec

Confirmation Code: TNP095

Additional Building Details

Low Income: False

Number of Bedrooms:

Reservation Information

Reservation Level: ENERGY STAR

Building Permit Date: 6/17/2016 12:00 AM

▶ **Advanced Efficiency Features**

▶ **Administrative Use Only**

Edit Home

Does the new rating include all the following fields?

Appropriate builder selected.

Appropriate FirstEnergy Operating Company selected (Penelec, Met-Ed, Penn Power, West Penn Power).

Building address, square footage information submitted matches REM/Rate Model data.

Planned Completion Date, Conditioned Area and Building Type entered.

Enter Rating Details

123_Test_Home

Home Name/ID: 123_Test_Home
Home Address: 297 1/2 Chestnut St.
Meadville, PA 16335
Builder: PSD Demo Builder
Builder Phone: (814) 282-3689
Builder Email: marblaster@psdconsulting.com

Square Footage: 2,100 sq ft
Planned Completion Date: 7/31/2016
Electric Utility: Penelec

Ratings

Type	Status	Contact	Date
New Homes - PA	Projected Rating Ready	FirstEnergy Demo	6/30/2016

Click the magnifying glass to go to the **Rating Details** screen

Choose Projected or Completed Rating

Rating Details

Program: First Energy
Builder or Rater: FirstEnergy Demo
Created By: FirstEnergy Rater
Creation Date: 6/30/2016
Confirmation Code: TNP095
Status: Projected Rating Ready - Open - 0 days old

[Edit Basic Data](#)

Packages

 Projected Rating

 Completed Rating



Rating Status History

Is the new submittal a *Projected* or *Completed* Rating (choose one)?

Current Home: 123_Test_Home User: FirstEnergy Rater, FirstEnergy Demo

Create Projected Rating

If this home is in the plan stage or diagnostic testing has not yet been completed, please click **Cancel** and begin a Projected Rating.

If all diagnostic testing is complete, please click **Save and Continue** to confirm that you wish to start the Completed Rating.

Cancel **Save and Continue**

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If the submittal is at the projected stage and diagnostic testing has been completed, select **Projected Rating**.

1. Confirm you wish to **Create Projected Rating**, then Click **Save and Continue**.

Current Home: 123_Test_Home User: FirstEnergy Rater, FirstEnergy Demo

Create Completed Rating

If this home is in the plan stage or diagnostic testing has not yet been completed, please click **Cancel** and begin a Projected Rating.

If all diagnostic testing is complete, please click **Save and Continue** to confirm that you wish to start the Completed Rating.

Cancel **Save and Continue**

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If the submittal is a completed rating, and diagnostic testing has been completed, select **Completed Rating**.

1. Confirm you wish to **Create Completed Rating**, then Click **Save and Continue**.

Upload a Building Model REM/rate .blg file

Document Management

File Type: Rating (.blg)*
Rating (.blg)*
Rating Export File (.mdb)*
Photo
Plans & Specs
Other

Private: Rating Export File (.mdb)*
Photo
Plans & Specs
Other

Description: (max size: 10MB)

Upload: Choose File No file chosen Upload

File Name Type Description Date Uploaded

* Indicates a Required File [Download File Archive](#)

1. Select Rating (.blg) from the file type list
2. Browse for the building model file and select the appropriate (projected or confirmed) model.
3. Click **Upload**

Upload a Rating Export file (.MDB)

Document Management

File Type: Rating (.blg)*
Rating (.blg)*
Rating Export File (.mdb)*
Photo
Plans & Specs
Other

Private: Rating Export File (.mdb)*
Photo
Plans & Specs
Other

Description: (max size: 10MB)

Upload: Choose File No file chosen Upload

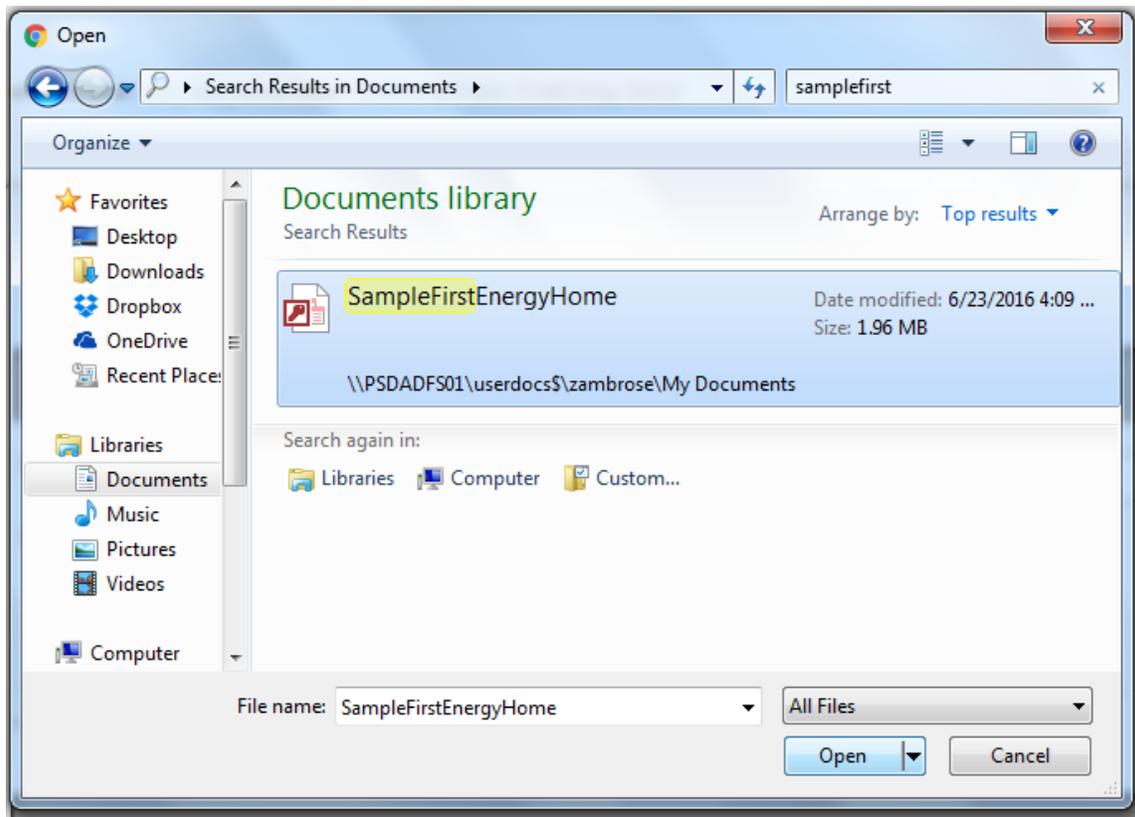
File Name Type Description Date Uploaded

* Indicates a Required File [Download File Archive](#)

1. Select the Rating Export File field type
2. Browse to the correct .mdb (projected or confirmed) for this project
3. Click Upload

If you have not yet created the export file, instructions can be found here: [Instructions for exporting from REM/rate](#)

Locate the .mdb (access database) file to upload



Upload a Rating Export file (.MDB)

Description: (max size: 10MB)

Upload: SampleFirstE...rgyHome.mdb

Click **Upload**

Compass will import and process the rating information

In the case of reported REM/Rate Validation Errors...

User: FirstEnergy Rater, FirstEnergy Demo

REMRate Verification

Some data in the (.mdb) file you have uploaded does not match data already in Compass.

	Value in Uploaded File	Value Entered Into Compass
Builder Name:	Rated Quality Builders	PSD Demo Builder
Rater Organization:	Performance Systems Developmen	FirstEnergy Demo
Rater:	Mike Arblaster	FirstEnergy Rater
Address:	123 Main St, Erie, PA 16501	297 1/2 Chestnut St., Meadville, PA 16335
Rating Type:	Confirmed	Projected Rating

[Continue](#)

Does the building model contain **COMPLETE & ACCURATE** information for this home and **EXACTLY MATCH FENH** Compass?

Builder information

Rating Organization Information

Rater Information

Property Address Information

Be sure you have both the **.BLG** and **.MDB**

Document Management

File Type: Rating (.blg)* Description: (max size: 10MB)

Private: Upload: Choose File No file chosen [Upload](#)

File Name	Type	Description	Date Uploaded	
SampleFirstEnergyHome.blg	Rating (.blg)*	SampleBLG	06-30-16 01:40 PM	Download Share Delete
SampleFirstEnergyHome.mdb	Rating Export File (.mdb)*	ExampleMDB	06-30-16 01:35 PM	Download Share Delete

* Indicates a Required File [Download File Archive](#)

Before submitting a rating, two files are required:

1. REM/rate building file (.blg)
2. Export Database (.mdb)

ENERGY STAR Confirmation and Certificate of Occupancy Date

Incentive Eligibility

Completed Rating

HERS Index: 61
ENERGY STAR: No
Savings over Code: 24.6 %
CO Issue Date: -



[Edit](#)

Click the **Edit** button on the Completed Ratings screen under the uploaded files

Edit Completed Rating

Projected:

HERS Index: 0
ENERGY STAR: No
Savings Over Code: 0.0 %

Completed:

HERS Index: 61
ENERGY STAR:
Savings Over Code: 24.6 %
CO Issue Date:



Date of issuance of Certificate of Occupancy (CO) (required).

[Cancel](#) [Save and Continue](#)

1. Is the **ENERGY STAR** checkbox selected? (*Mandatory*)
2. Is the **CO Issue Date** entered (Confirmed/Completed ratings only)?
3. Click **Save and Continue**.

Add Notes to the Notes Field

Notes

[Add Note](#)

Note:

Privileged:

Save Note

Notes

[Add Note](#)

FirstEnergy Rater
6/30/2016 3:48:42 PM ***Walkout Basement***

Should the program be aware of any special considerations about this home?

If yes, please add information to the **Notes** field.
Saved notes will indicate time and date for program staff.

Submit the Rating to the Program for Review

Reports

[Builder Certificate](#)

Rating Status: [Completed](#) [Rating Started](#)

Submit

Last step: click **Submit**