

Introduction to My ENERGY STAR Account

My ENERGY STAR Account (MESA), the secure Web-based contact database tool, is now available! MESA was developed to enable ENERGY STAR partners to keep their contact information current without having to go through EPA.

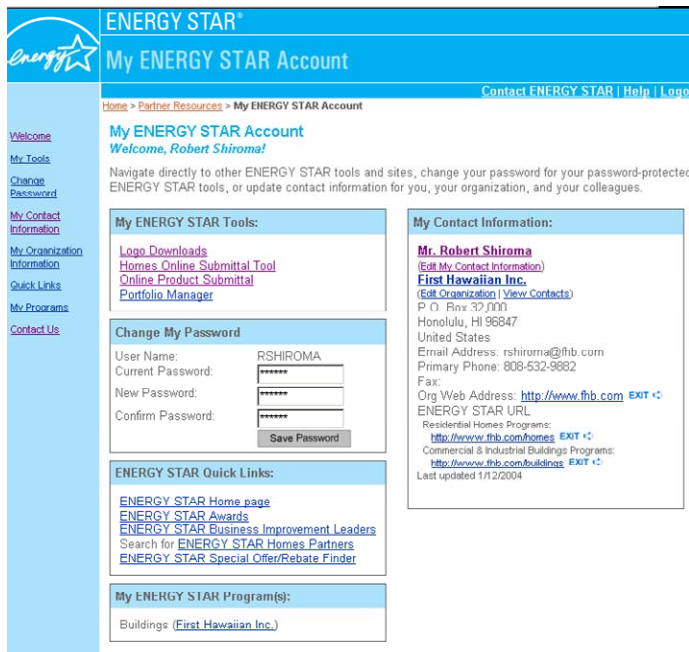
When personnel or address changes occur in your organization, you can update that information in MESA so that you do not miss important news and information about ENERGY STAR. In addition, it can serve as your entry point to the ENERGY STAR Web site and tools such as Portfolio Manager, Homes and Product On-line Submittal Tools, and the ENERGY STAR logo download function. More features are planned for expanded capabilities, but for now MESA can be your direct link to keeping us up-to-date so that EPA can keep you up-to-date.

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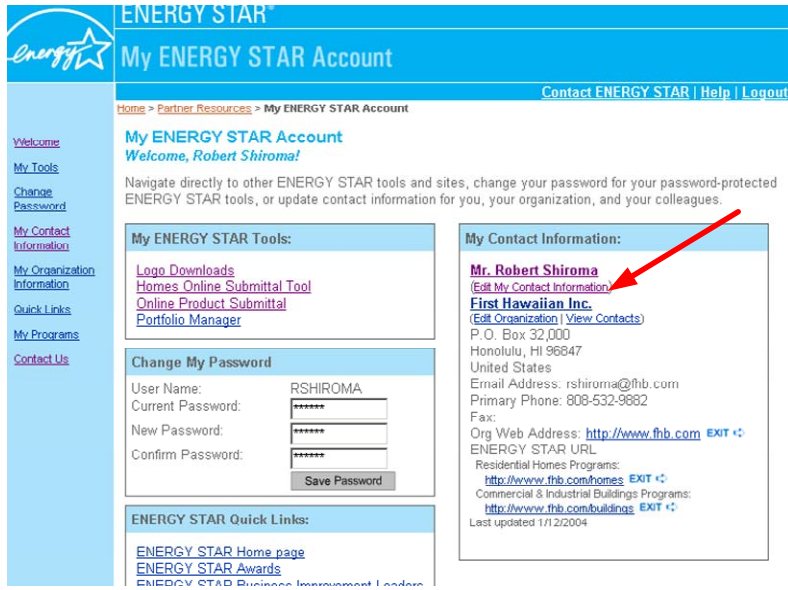
Welcome Screen

Once you have logged into the My ENERGY STAR Account tool you will be placed on a customized Welcome page where you have the ability to view a number of features specific to your partnership with the ENERGY STAR program. From the Welcome page you can view My ENERGY STAR Tools which allows you to navigate to other secure applications, including On-line Products Submission Tool. The Welcome page allows you to Change your Password to easily login later using a customized password. You can also view your personal contact information, as well as your organization information to verify it is up to date with the most current information. The tool also allows you the functionality of easily editing the organization information, as well as viewing and editing contacts associated to your organization from the Welcome Screen.



Edit Your Contact Information

You can update your contact information by selecting the **Edit My Contact Information** link below your name on the *Welcome* page.



The screenshot shows the 'My ENERGY STAR Account' page. The header includes the ENERGY STAR logo and the text 'My ENERGY STAR Account'. Below the header, there is a navigation bar with links for 'Home', 'Partner Resources', and 'My ENERGY STAR Account'. The main content area is divided into several sections:

- Welcome:** 'Welcome, Robert Shiroma!' and a message: 'Navigate directly to other ENERGY STAR tools and sites, change your password for your password-protected ENERGY STAR tools, or update contact information for you, your organization, and your colleagues.'
- My ENERGY STAR Tools:** A list of links including 'Logo Downloads', 'Homes Online Submittal Tool', 'Online Product Submittal', and 'Portfolio Manager'.
- Change My Password:** A form with fields for 'User Name' (RSHIROMA), 'Current Password', 'New Password', and 'Confirm Password', with a 'Save Password' button.
- ENERGY STAR Quick Links:** Links for 'ENERGY STAR Home page', 'ENERGY STAR Awards', and 'ENERGY STAR Business Improvement Leader'.
- My Contact Information:** A section containing contact details for 'Mr. Robert Shiroma' and 'First Hawaiian Inc.'. A red arrow points to the '(Edit My Contact Information)' link.

You are directed to the *Edit My Contact Information* page.

Step 1: Prior to updating your contact information, refer to standard Data Entry Conventions by selecting the **Data Entry Conventions** link.

Step 2: Update your contact information and select the Submit button.

Note: You will receive a confirmation email that your information has been sent for review and a subsequent email once it has been approved and completed.



My ENERGY STAR Account > Edit My Contact Information

- [Welcome](#)
- [My Tools](#)
- [Change Password](#)
- [My Contact Information](#)
- [My Organization Information](#)
- [Quick Links](#)
- [My Programs](#)
- [Contact Us](#)

My ENERGY STAR Account

Edit My Contact Information

Enter or edit your information below and click Submit. Please use the [Data Entry Conventions](#) for entering address information. You may also select an existing address to fill in several form fields.
Indicates a required field.

Cancel Submit

First Name:

LLast Name:

Prefix:

Suffix:

Title:

Role in Organization:

Email Address:

Address 1:

Address 2:

City:

State:

Country:

Zip:

DOMESTIC (US and Canada)

Primary Phone: ext.

Secondary Phone: ext.

Secondary Phone Type:

Fax:

INTERNATIONAL (NOT US or Canada)

Primary Phone: ext.

Secondary Phone: ext.

Access to ENERGY STAR Tool(s):

Logo Downloads: Yes No

Homes Online Submittal Tool: Yes No

Online Product Submittal: Yes - Submitter Yes - Data Provider No

My ENERGY STAR Account Owner: Yes No

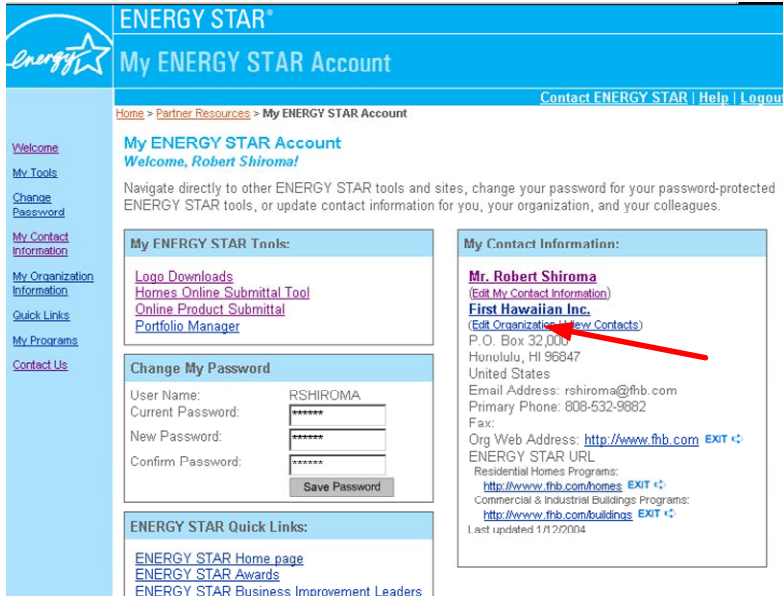
State Licensed In:

Notes/Reason for Changes:

Cancel Submit

Edit Organization Information

You can update your organization information by selecting the **Edit Organization** link below the Organization Name on the *Welcome* screen.



The screenshot shows the 'My ENERGY STAR Account' page for Robert Shiroma. The page has a blue header with the ENERGY STAR logo and 'My ENERGY STAR Account'. A navigation bar includes 'Home > Partner Resources > My ENERGY STAR Account' and 'Contact ENERGY STAR | Help | Logout'. A left sidebar contains links for 'Welcome', 'My Tools', 'Change Password', 'My Contact Information', 'My Organization Information', 'Quick Links', 'My Programs', and 'Contact Us'. The main content area is titled 'My ENERGY STAR Account' and 'Welcome, Robert Shiroma!'. It includes a navigation section with links for 'Logo Downloads', 'Homes Online Submittal Tool', 'Online Product Submittal', and 'Portfolio Manager'. Below this is a 'Change My Password' form with fields for 'User Name' (RSHIROMA), 'Current Password', 'New Password', and 'Confirm Password', and a 'Save Password' button. To the right is a 'My Contact Information' section for 'Mr. Robert Shiroma' (First Hawaiian Inc.) with fields for 'P.O. Box 32,000', 'Honolulu, HI 96847', 'United States', 'Email Address: rshiroma@fhib.com', 'Primary Phone: 808-532-9882', 'Fax:', and 'Org Web Address: http://www.fhib.com'. A red arrow points to the 'Org Web Address' field. Below the contact information are links for 'ENERGY STAR URL', 'Residential Homes Programs', and 'Commercial & Industrial Buildings Programs', along with a 'Last updated' timestamp.

You are directed to the *Edit Organization Information* page.

Step 1: Prior to updating your organization's information, refer to standard Data Entry Conventions by selecting the **Data Entry Conventions** link.

Step 2: Update your organization information and select the Submit button.

Note: You will receive a confirmation email that your information has been sent for review and a subsequent email once it has been updated.

My ENERGY STAR Account > Edit Organization Information

My ENERGY STAR Account

Edit Organization Information

Enter or edit your organization's information below and click Submit. Please use the [Data Entry Conventions](#) for entering address information. You may also select an existing address to fill in several form fields.
Indicates a required field.

- [Welcome](#)
- [My Tools](#)
- [Manage My Account](#)
- [My Contact Information](#)
- [My Organization Information](#)
- [Quick Links](#)
- [My Programs](#)
- [Contact Us](#)

Edit Organization Information Cancel Submit

Org Name: First Hawaiian Inc.

Or select from existing addresses... ▾

Address 1: 999 Bishop St.

Address 2: #701

City: Honolulu

State: Hawaii ▾

Country: United States ▾

Zip: 96813

Org Web Address: http://www.fhb.com

DOMESTIC (US and Canada)

Primary Phone: 808 532 9882 ext.

Secondary Phone: 808 525 6101 ext.

Fax:

INTERNATIONAL (NOT US and Canada)

Primary Phone: ext.

Secondary Phone: ext.

Fax:

Is organization in compliance with [Linking Policy](#) for:

Commercial & Industrial Buildings: No

ENERGY STAR Commercial & Industrial Web site URL:

Labeled Products: No

ENERGY STAR Labeled Products Web site URL:

Residential Homes: No

ENERGY STAR Residential Homes Web site URL:

Small Business: (less than 100,000 sq ft)

Unknown
 Yes
 No

Number of Employees:

Square Footage:

Building Owned: Yes
 No

DUNS Number:

Traded: Unknown
 Yes
 No

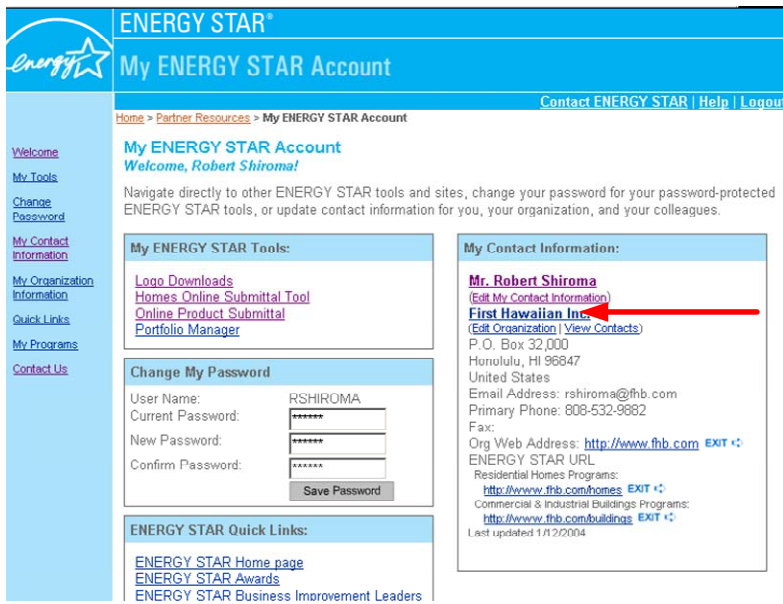
Ticker Symbol:

Notes/Reason for Changes:

Change the Organization Name

You can request that your organization name be changed in a few simple steps.

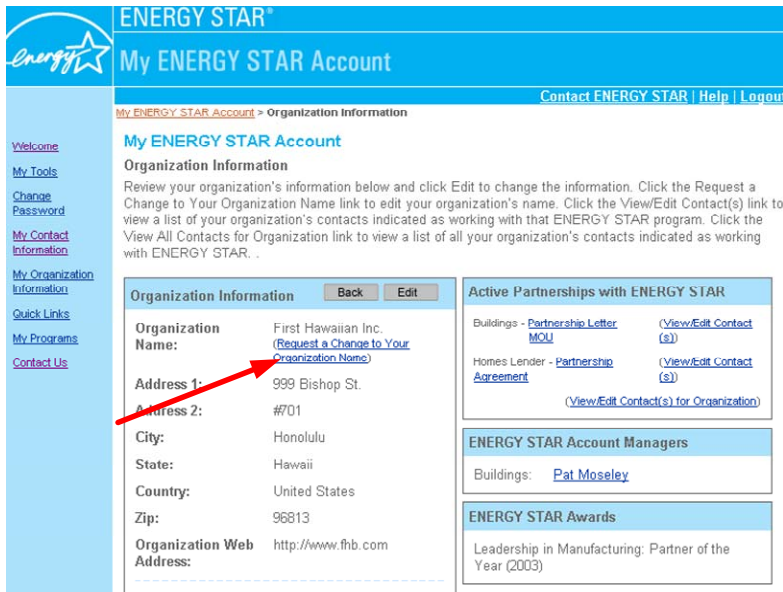
Step 1: From the *Welcome* screen, select the **organization name** you wish to change.



The screenshot shows the 'My ENERGY STAR Account' page. The header includes the ENERGY STAR logo and 'My ENERGY STAR Account'. A navigation menu on the left lists options like 'Welcome', 'My Tools', 'Change Password', 'My Contact Information', 'My Organization Information', 'Quick Links', 'My Programs', and 'Contact Us'. The main content area is titled 'My ENERGY STAR Account' and 'Welcome, Robert Shiroma!'. It contains several sections: 'My ENERGY STAR Tools' with links for Logo Downloads, Homes Online Submittal Tool, Online Product Submittal, and Portfolio Manager; 'Change My Password' with a form for User Name (RSHIROMA), Current Password, New Password, and Confirm Password; 'ENERGY STAR Quick Links' with links for Home page, Awards, and Business Improvement Leaders; and 'My Contact Information' for Mr. Robert Shiroma, with a red arrow pointing to the 'First Hawaiian Inc.' link under 'Edit Organization | View Contacts'.

Step 2: From the *Organization Information* screen, verify the organization name you wish to change.

Step 3: Select the **Request a Change to your Organization Name** link.



The screenshot shows the 'Organization Information' page. The header is the same as the previous screenshot. The main content area is titled 'My ENERGY STAR Account' and 'Organization Information'. It contains a section for 'Organization Information' with fields for Organization Name (First Hawaiian Inc.), Address 1 (999 Bishop St.), Address 2 (#701), City (Honolulu), State (Hawaii), Country (United States), Zip (96813), and Organization Web Address (http://www.fhb.com). A red arrow points to the link '(Request a Change to Your Organization Name)' under the Organization Name field. To the right, there are sections for 'Active Partnerships with ENERGY STAR' (listing Partnership Letter MOU and Partnership Agreement), 'ENERGY STAR Account Managers' (listing Pat Moseley), and 'ENERGY STAR Awards' (listing Leadership in Manufacturing: Partner of the Year (2003)).

Step 4: From the *Change Organization Name* screen, fill in the following fields:

- New Organization Name
- Reason for the Change

Step 5: Select the **send** button.

Note: You will receive a confirmation email that your information has been sent for review and a subsequent email once it has been updated.

ENERGY STAR®
My ENERGY STAR Account

[Contact ENERGY STAR](#) | [Help](#) | [Logout](#)

[My ENERGY STAR Account](#) > [Organization Information](#) > [Change Organization Name](#)

My ENERGY STAR Account
Change Organization Name

Please provide the new name for your organization and reason for the change, then click Send. You may also contact your Account Manager directly to request a change to your organization's name.

From: [Owner Name]
To: ENERGY STAR
CC: (separate with commas)
Subject: Change Organization Name
Body:
Please change the organization name for [First Hawaiian Inc.] to...

You may also contact your Account Manager directly to request a change to your organization's name.

Add a New Contact

There are several ways to request that a new contact be added to your organization.

- Step 1:** From the *Organization Information* screen, you can request to add a contact to the organization or you can add a contact to a particular program area for the organization.
- Step 2:** Select either the **View/Edit Contacts** link next to the appropriate program area, or the **View All Contacts for Organization** link from the Active Partnerships with ENERGY STAR table.

The screenshot displays the 'My ENERGY STAR Account' page. The left sidebar contains navigation links: Welcome, My Tools, Change Password, My Contact Information, My Organization Information, Quick Links, My Programs, and Contact Us. The main content area is titled 'My ENERGY STAR Account' and includes a breadcrumb trail: My ENERGY STAR Account > Organization Information. Below this, there are two main sections: 'Organization Information' and 'Active Partnerships with ENERGY STAR'. The 'Organization Information' section contains fields for Organization Name (First Hawaiian Inc.), Address 1 (999 Bishop St), Address 2 (#701), City (Honolulu), State (Hawaii), Country (United States), Zip (96813), and Organization Web Address (http://www.fhb.com). The 'Active Partnerships with ENERGY STAR' section lists 'Buildings - Partnership Letter MOU' and 'Homes Lender - Partnership Agreement', each with a 'View/Edit Contact' link. Red arrows point to these links. Below these sections are 'ENERGY STAR Account Managers' (listing Pat Mccaskey), 'ENERGY STAR Awards' (Leadership in Manufacturing Partner of the Year 2003), 'ENERGY STAR Leaders Recognition' (with a 'Go to Leaders List' link), 'ENERGY STAR Homes' (with links to partner locator, 100% commitment, advanced lighting, and online submittal), and 'ENERGY STAR Qualified Products' (with a 'Go to Online Product Submittal' link).

Step 3: Confirm the contact does not already exist in the program area before clicking the **Add New Contact** button.

Note: Adding a new contact to a program will navigate you to the *Contact List for Program Area* so you can verify that the contact does not currently exist in that program area for the organization:

ENERGY STAR
My ENERGY STAR Account

My ENERGY STAR Account > Organization Information > Contact List for Program

My ENERGY STAR Account
First Hawaiian Inc.: *Contact List for Program*
Select one or more contacts and then click a button to remove from this program or mark as duplicates. Please confirm that the contact is not already listed before adding a new contact to your organization.

View All Contacts for Organization
Remove from Buildings Program | Mark Selected as Duplicates | Add New Contact

Check All | Clear All Showing 1-25 of 40 First | Prev | Next | Last

<input type="checkbox"/>	Harriet Aoki 111 South Maleleke Honolulu, HI 22222	view edit
<input type="checkbox"/>	William A. Delp (dup) 111 South Maleleke Honolulu, HI 22222	view edit
<input type="checkbox"/>	Susan Fellows 111 South Maleleke Honolulu, HI 22222	view edit
<input type="checkbox"/>	Anthony Genaro 111 South Maleleke Honolulu, HI 22222	view edit

Check All | Clear All Showing 1-25 of 40 First | Prev | Next | Last
Remove from Buildings Program | Mark Selected as Duplicates | Add New Contact

All · A · B · C · D · E · E · G · H · I · J · K · L · M · N · O · P · Q · R · S · T · U · V · W · X · Y · Z Sort by: Contact Name | Address

Note: Adding a new contact to the organization will navigate you to the *Contact List for Organization* so you can verify that the contact does not currently exist with the organization:

ENERGY STAR
My ENERGY STAR Account

My ENERGY STAR Account > Organization Information > Contact List for Organization

My ENERGY STAR Account
First Hawaiian Inc.: *Contact List for Organization*
Select one or more contacts and then click a button to remove from your organization, mark as duplicates, or add a program to the contact(s). Please confirm that the contact is not on this list before adding a new contact to your organization.

Remove from First Hawaiian Inc. | Mark Selected as Duplicates | Add Program to Selected | Add New Contact

Check All | Clear All Showing 1-25 of 40 First | Prev | Next | Last

Contact	ENERGY STAR Program(s)
<input type="checkbox"/> Harriet Aoki 111 South Maleleke Honolulu, HI 22222	Buildings Homes Lender
<input type="checkbox"/> David Ballie 111 South Maleleke Honolulu, HI 22222	Buildings Homes Lender
<input type="checkbox"/> Joe Cullen 111 South Maleleke Honolulu, HI 22222 808-844-3048 joe.cullen@fhi.com	Buildings Homes Lender
<input type="checkbox"/> Brandt Fanas 111 South Maleleke Honolulu, HI 22222 808-525-6112	Homes Lender
<input type="checkbox"/> Anthony Genaro 111 South Maleleke Honolulu, HI 22222	Buildings Homes Lender

Check All | Clear All Showing 1-25 of 40 First | Prev | Next | Last
Remove from First Hawaiian Inc. | Mark Selected as Duplicates | Add Program to Selected | Add New Contact

All · A · B · C · D · E · E · G · H · I · J · K · L · M · N · O · P · Q · R · S · T · U · V · W · X · Y · Z Sort by: Contact Name | Address

Step 4: Select the **Add New Contact** button.

Step 5: Select the program area for which you are adding the new contact for the organization.

Step 6: Select the contact role that the new contact plays in the organization.

Note: If the contact role with ENERGY STAR is anything other than primary or an interested party, please select “other” and enter a description.

Step 7: Select the **Next** button.

- Step 8:** From the *Add New Contact* screen, fill out information for the new contact.
Step 9: Select the **Submit** button.

- Step 10:** From the *Confirm New Contact* screen, verify that all information you are submitting for the contact is accurate.
Step 11: Select the **Confirm** button

Note: You will receive a confirmation email that your information has been sent for review and a subsequent email once it has been updated.

The screenshot shows the 'My ENERGY STAR Account' interface. At the top, there is a blue header with the ENERGY STAR logo and the text 'My ENERGY STAR Account'. Below the header, there are navigation links: 'Contact ENERGY STAR | Help | Logout'. A breadcrumb trail reads: 'My ENERGY STAR Account > Contact List for Organization > Add New Contact > Confirm New Contact'. The main content area is titled 'My ENERGY STAR Account' and shows 'First Hawaiian Inc.: Confirm New Contact'. A message states: 'Click Confirm to request that ENERGY STAR add this contact to your organization. You will not be able to edit this contact again until ENERGY STAR approves it.' Below this message is a form for 'Confirm New Contact' with fields for personal and organizational information. A red arrow points to the 'Confirm' button. To the right of the form is a box titled 'My ENERGY STAR Program(s):' containing 'Buildings (First Hawaiian Inc.): Primary Contact'. At the bottom of the form are 'Edit' and 'Confirm' buttons.

ENERGY STAR
My ENERGY STAR Account

Contact ENERGY STAR | Help | Logout

My ENERGY STAR Account > Contact List for Organization > Add New Contact > Confirm New Contact

My ENERGY STAR Account
First Hawaiian Inc.: *Confirm New Contact*

Click Confirm to request that ENERGY STAR add this contact to your organization. You will not be able to edit this contact again until ENERGY STAR approves it.

Confirm New Contact	Edit	Confirm
First Name:	Susan	
Last Name:	Jones	
Prefix:	Ms.	
Suffix:		
Title:		
Role in Organization:		
Email Address:	sjones@fhb.com	
Address 1:	P.O. Box 32,000	
Address 2:		
City:		
State:		
Country:	United States	
Zip:		
DOMESTIC (US and Canada)		
Primary Phone:	(808) 532 9882 ext.	
Secondary Phone:		ext.
Secondary Phone Type:		
Fax:		
Access to ENERGY STAR Tool(s):		
Logo Downloads:	Yes	
Portfolio Manager:	Yes	
My ENERGY STAR Account Owner:	Yes	
State Licensed In:		
Display on PE Directory:	No	

Buildings (First Hawaiian Inc.): Primary Contact

Edit Confirm

Add Another ENERGY STAR Program Area to a Contact

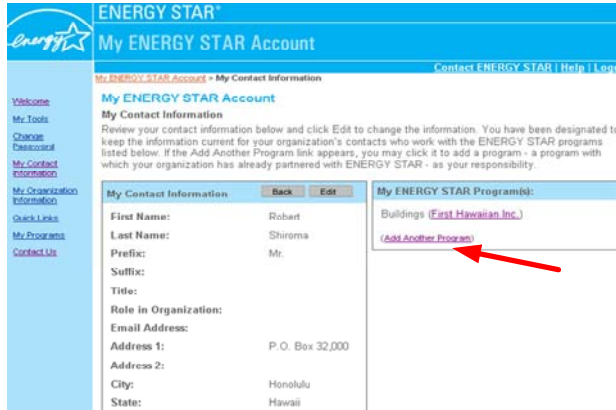
Through My ENERGY STAR Account you have the option to add another ENERGY STAR program area (e.g., C&I SPPs, Homes Builder, Labeled Products Audio/DVD) to your program area list or to the program area list of other contacts in your organization.

Adding Another Program Area to Your List

Step 1: Select your contact name on the *Welcome* screen.

Step 2: From the *Contact Information* screen, view the “My ENERGY STAR Program Area” to identify your current program areas.

Step 3: Select the **Add Another Program Area** link.



ENERGY STAR®
My ENERGY STAR Account

My ENERGY STAR Account > My Contact Information

My ENERGY STAR Account

My Contact Information

Review your contact information below and click Edit to change the information. You have been designated to keep the information current for your organization's contacts who work with the ENERGY STAR programs listed below. If the Add Another Program link appears, you may click it to add a program - a program with which your organization has already partnered with ENERGY STAR - as your responsibility.

My Contact Information	Back	Edit
First Name:	Robert	
Last Name:	Shiroma	
Prefix:	Mr.	
Suffix:		
Title:		
Role in Organization:		
Email Address:		
Address 1:	P.O. Box 32,000	
Address 2:		
City:	Honolulu	
State:	Hawaii	

My ENERGY STAR Programs:

Buildings (First Hawaiian Inc.)

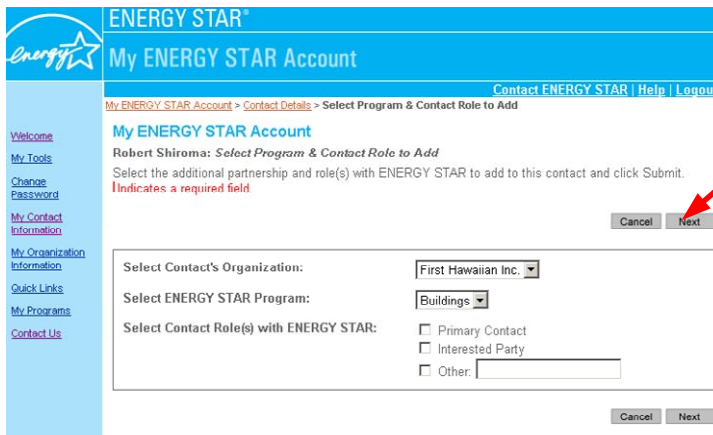
(Add Another Program)

Note: You must select a program area with which your organization has already partnered with ENERGY STAR. You will need to contact your account manager if your organization would like to partner with a new program area.

Step 4: Select the organization, active partnership program area, and your role(s) as a contact within your organization for the new program area.

Note: If you do not know your contact role please select the “other” check box and enter a description in the “other” text field.

Step 5: Select the **Next** button.



ENERGY STAR®
My ENERGY STAR Account

My ENERGY STAR Account > Contact Details > Select Program & Contact Role to Add

My ENERGY STAR Account

Robert Shiroma: Select Program & Contact Role to Add

Select the additional partnership and role(s) with ENERGY STAR to add to this contact and click Submit.

Indicates a required field

Cancel Next

Select Contact's Organization: First Hawaiian Inc.

Select ENERGY STAR Program: Buildings

Select Contact Role(s) with ENERGY STAR:

Primary Contact

Interested Party

Other:

Cancel Next

Step 6: From the *Confirm New Program* screen, select the **Confirm** button to complete the request.

Note: You will receive a confirmation email that your information has been sent for review, and a subsequent email once it has been updated.

ENERGY STAR
My ENERGY STAR Account

Contact ENERGY STAR | Help | Logout

My ENERGY STAR Account > Contact Details > Add Program > Confirm New Program

My ENERGY STAR Account
First Hawaiian Inc.: *Confirm New Program*

Click Confirm to request that ENERGY STAR add this organization's partnership to this contact.

Edit **Confirm**

Contact Name	Organization	ENERGY STAR Program	Contact Role with ENERGY STAR
Robert Shiroma 808-525-6101 robert.shiroma@fhib.com	First Hawaiian Inc.	Buildings	Primary Contact

Edit Confirm

Adding Another Program Area to an Existing Contact

Note: To add another program area to existing contacts you must select from a list of contacts which already exist for the organization.

- Step 1:** Select the organization name on the *Welcome* screen.
- Step 2:** From the *Organization Information* screen select the **View/Edit Contact for Organization** link.

My ENERGY STAR Account

Organization Information

Review your organization's information below and click Edit to change the information. Click the Request a Change to Your Organization Name link to edit your organization's name. Click the View/Edit Contact(s) link to view a list of your organization's contacts indicated as working with that ENERGY STAR program. Click the View All Contacts for Organization link to view a list of all your organization's contacts indicated as working with ENERGY STAR.

Organization Information	Back	Edit
Organization Name: First Hawaiian Inc. (Request a Change to Your Organization Name)		
Address 1: 999 Bishop St.		
Address 2: #701		
City: Honolulu		
State: Hawaii		
Country: United States		
Zip: 96813		

Active Partnerships with ENERGY STAR
Buildings - Partnership Letter MOU (View/Edit Contact(s))
Homes Lender - Partnership Agreement (View/Edit Contact(s))

[View/Edit Contact\(s\) for Organization](#)

ENERGY STAR Account Managers
Buildings: [Pat Moseley](#)

ENERGY STAR Awards

- Step 3:** Scan the contact list for the organization to select the contact(s) to which you wish to add another program area.
- Step 4:** Select the check box next to the contact name.
- Step 5:** Select the **Add Program Area to Selected** button.

My ENERGY STAR Account

Contact List for Organization

Select one or more contacts and then click a button to remove from your organization, mark as duplicates, or add a program to the contact(s). Please confirm that the contact is not on this list before adding a new contact to your organization.

Remove from First Hawaii Inc. Mark Selected as Duplicates **Add Program to Selected** Add New Contact

Showing 1-25 of 40 [First](#) | [Prev](#) | [Next](#) | [Last](#)

Contact	ENERGY STAR Program(s)
<input type="checkbox"/> Harriet Aoki 111 South Maleleke Honolulu, HI 22222 (edit)	Buildings Homes Lender
<input checked="" type="checkbox"/> David Ballie 111 South Maleleke Honolulu, HI 22222 (view edit)	Buildings Homes Lender
<input type="checkbox"/> Joe Cullen 111 South Maleleke (view edit)	Buildings Homes Lender

- Step 6:** Select the program area to add to the contact(s).
- Step 7:** Select the role(s) the contact has with the organization for the selected program area.

Note: If your contact role is anything other than primary or an interested party, please select the “other” check box and enter a description.

Step 8: Select the **Submit** button.

My ENERGY STAR Account

Contact ENERGY STAR | Help | Logout

My ENERGY STAR Account > Contact List for Organization > Add Program & Contact Role to Contact(s)

My ENERGY STAR Account

First Hawaiian Inc.: Add Program & Contact Role to Contact(s)

Select the additional partnership and role(s) with ENERGY STAR for the contact(s) below and click Submit

Cancel Submit

Contact Name	Select ENERGY STAR Program	Select Contact Role(s) with ENERGY STAR
Walter A. Dods 808-525-6101 dods.walter@fihb.com	Buildings	<input type="checkbox"/> Primary Contact <input type="checkbox"/> Interested Party <input type="checkbox"/> Other: <input type="text"/>
Brandt Farias 808-525-6112 farias.brandt@fihb.com	Buildings	<input type="checkbox"/> Primary Contact <input type="checkbox"/> Interested Party <input type="checkbox"/> Other: <input type="text"/>

Cancel Submit

Step 9: From the *Confirm New Program Area* screen, verify the information is correct.

Step 10: Select the **Confirm** button.

Note: You will receive a confirmation email that your information has been sent for review, and a subsequent email once it has been updated.

ENERGY STAR

My ENERGY STAR Account

Contact ENERGY STAR | Help | Logout

My ENERGY STAR Account > Organization Information > Confirm New Program for Contact(s)

My ENERGY STAR Account

First Hawaiian Inc.: Confirm New Program for Contact(s)

Click Confirm to request that ENERGY STAR add this organization's partnership(s) to the following contact(s)

Edit Confirm

Contact Name	ENERGY STAR Program	Contact Role with ENERGY STAR
Walter A. Dods 808-525-6101 dods.walter@fihb.com	Buildings	Primary Contact
Brandt Farias 808-525-6112 farias.brandt@fihb.com	Buildings	Interested Party

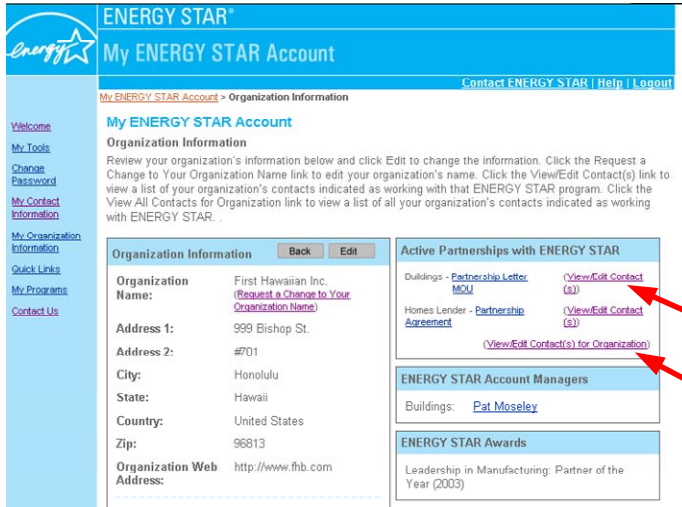
Edit Confirm

Marking Duplicate Contacts

The My ENERGY STAR Account tool will allow you to mark potential duplicate contacts which appear in a contact list. You can mark potential duplicates from either the *Contact List for a Program* screen or the *Contact List for Organization* screen. If it appears that the same contact is listed twice, you can notify ENERGY STAR by “marking” the similar contacts as duplicates.

Step 1: Select the organization name on the *Welcome* screen.

Step 2: From the *Organization Information* screen select either the **View/Edit Contact(s)** link to view contacts for a specific program area, or select the **View All Contacts for the Organization** link to view all contacts for the organization.



ENERGY STAR®
My ENERGY STAR Account

My ENERGY STAR Account > Organization Information

My ENERGY STAR Account
Organization Information

Review your organization's information below and click Edit to change the information. Click the Request a Change to Your Organization Name link to edit your organization's name. Click the View/Edit Contact(s) link to view a list of your organization's contacts indicated as working with that ENERGY STAR program. Click the View All Contacts for Organization link to view a list of all your organization's contacts indicated as working with ENERGY STAR.

Organization Information	Back	Edit
Organization Name: First Hawaiian Inc. (Request a Change to Your Organization Name)		
Address 1: 999 Bishop St.		
Address 2: #701		
City: Honolulu		
State: Hawaii		
Country: United States		
Zip: 96813		
Organization Web Address: http://www.fhb.com		

Active Partnerships with ENERGY STAR
Buildings - Partnership Letter MOU (View/Edit Contact(s))
Homes Lender - Partnership Agreement (View/Edit Contact(s))
(View/Edit Contact(s) for Organization)

ENERGY STAR Account Managers
Buildings: Pat Moseley

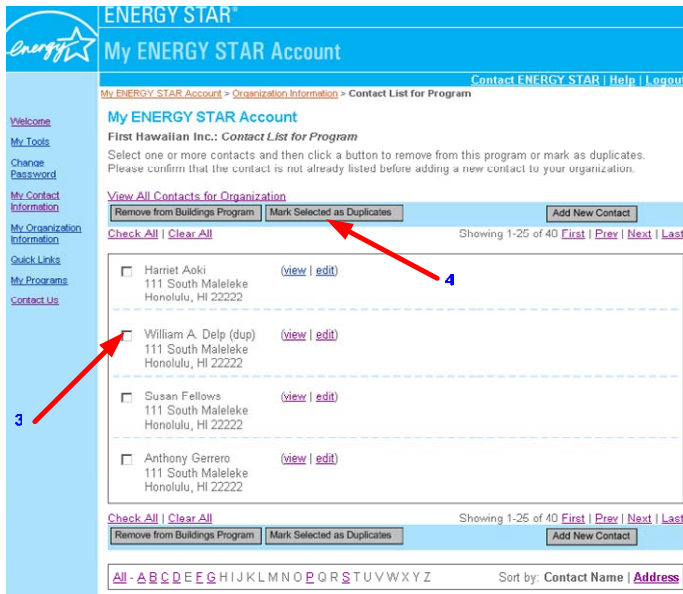
ENERGY STAR Awards
Leadership in Manufacturing: Partner of the Year (2003)

Marking Duplicates from the Contact List for Program Area screen:

Step 3: From the *Contact List for Program* screen, select the check boxes next to the duplicate contacts name.

Step 4: Select the **Mark Selected as Duplicate** button.

Note: If you need more information to help determine if a contact is a duplicate of another contact you can click the **view** link to see detailed information about the contact(s).



ENERGY STAR®
My ENERGY STAR Account

My ENERGY STAR Account > Organization Information > Contact List for Program

My ENERGY STAR Account
First Hawaiian Inc.: *Contact List for Program*

Select one or more contacts and then click a button to remove from this program or mark as duplicates. Please confirm that the contact is not already listed before adding a new contact to your organization.

[View All Contacts for Organization](#)

[Remove from Buildings Program](#) | [Mark Selected as Duplicates](#) | [Add New Contact](#)

[Check All](#) | [Clear All](#) | Showing 1-25 of 40 [First](#) | [Prev](#) | [Next](#) | [Last](#)

<input type="checkbox"/>	Harriet Aoki 111 South Maleleke Honolulu, HI 22222	(view edit)
<input checked="" type="checkbox"/>	William A. Delp (dup) 111 South Maleleke Honolulu, HI 22222	(view edit)
<input type="checkbox"/>	Susan Fellows 111 South Maleleke Honolulu, HI 22222	(view edit)
<input type="checkbox"/>	Anthony Gerrero 111 South Maleleke Honolulu, HI 22222	(view edit)

[Check All](#) | [Clear All](#) | Showing 1-25 of 40 [First](#) | [Prev](#) | [Next](#) | [Last](#)

[Remove from Buildings Program](#) | [Mark Selected as Duplicates](#) | [Add New Contact](#)

All - [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) | Sort by: [Contact Name](#) | [Address](#)

Marking Duplicates from the Contact List for Organization screen:

Step 3: From the *Contact List for Organization* screen, select the check boxes next to the duplicate contact(s) name.

Step 4: Select the **Mark Selected as Duplicate** button.

Note: If you need more information to help determine if a contact is a duplicate of another contact you can click the [view](#) link to see detailed information about the contact.

ENERGY STAR®
My ENERGY STAR Account

Contact ENERGY STAR | Help | Logout

My ENERGY STAR Account > Organization Information > Contact List for Organization

My ENERGY STAR Account

First Hawaiian Inc.: *Contact List for Organization*

Select one or more contacts and then click a button to remove from your organization, mark as duplicates, or add a program to the contact(s). Please confirm that the contact is not on this list before adding a new contact to your organization.

Remove from First Hawaiian Inc. | **Mark Selected as Duplicates** | Add Program to Selected | Add New Contact

Check All | Clear All | Showing 1-25 of 40 | First | Prev | Next | Last

Contact	ENERGY STAR Program(s)
<input type="checkbox"/> Harriet Aoki 111 South Maleleke Honolulu, HI 22222 (edit)	Buildings Homes Lender
<input type="checkbox"/> David Ballie 111 South Maleleke Honolulu, HI 22222 (view edit)	Buildings Homes Lender
<input type="checkbox"/> Joe Cullen 111 South Maleleke Honolulu, HI 22222 808-844-3048 joe.cullen@fhi.com (view edit)	Buildings Homes Lender
<input type="checkbox"/> Brandt Farias 111 South Maleleke Honolulu, HI 22222 808-525-6112 (view)	Homes Lender
<input type="checkbox"/> Anthony Gerrero 111 South Maleleke Honolulu, HI 22222 (view edit)	Buildings Homes Lender

Check All | Clear All | Showing 1-25 of 40 | First | Prev | Next | Last

Remove from First Hawaiian Inc. | Mark Selected as Duplicates | Add Program to Selected | Add New Contact

All - A B C D E F G H I J K L M N O P Q R S T U V W X Y Z | Sort by: Contact Name | Address

Step 5: From the *Confirm Marked Duplicates* screen, verify information.

Step 6: Select the **confirm** button.

Note: You will receive a confirmation email that your information has been sent for review and a subsequent email once it has been updated.

ENERGY STAR®
My ENERGY STAR Account

Contact ENERGY STAR | Help | Logout

My ENERGY STAR Account > Contact List for Program > Confirm Marked Duplicates

My ENERGY STAR Account

First Hawaiian Inc.: *Confirm Marked Duplicates*

Please review the information below and click Confirm to mark these contact records as duplicates. ENERGY STAR will combine these records into a single contact if appropriate.

Cancel | **Confirm**

Contact Name	ENERGY STAR Program
Walter A. Dods 808-525-6101 dods.walter@fhi.com	Buildings
Walter A. Dods 808-525-6100 dods.walter@fhi.com	Buildings

Cancel | Confirm

Delete a Contact from an Organization or a Program Area

You can remove a contact's affiliation from a particular program area, or request to remove the contact completely from the organization. You can remove the association from either the *Contact List for a Program* screen or the *Contact List for Organization* screen.

Step 1: Select the organization name on the *Welcome* screen.

Step 2: From the *Organization Information* screen, select either the **View/Edit Contact(s)** link to view and remove the contact from a specific program area, or select the **View All Contacts for the Organization** link to view and remove a contact from the organization.

ENERGY STAR®
My ENERGY STAR Account

My ENERGY STAR Account > Organization Information

My ENERGY STAR Account
Organization Information

Review your organization's information below and click Edit to change the information. Click the Request a Change to Your Organization Name link to edit your organization's name. Click the View/Edit Contact(s) link to view a list of your organization's contacts indicated as working with that ENERGY STAR program. Click the View All Contacts for Organization link to view a list of all your organization's contacts indicated as working with ENERGY STAR.

Organization Information	Back	Edit
Organization Name: First Hawaiian Inc. (Request a Change to Your Organization Name)		
Address 1: 999 Bishop St.		
Address 2: #701		
City: Honolulu		
State: Hawaii		
Country: United States		
Zip: 96813		
Organization Web Address: http://www.fhb.com		

Active Partnerships with ENERGY STAR

Buildings - Partnership Letter MCU	(View/Edit Contact(s))
Homes Lender - Partnership Agreement	(View/Edit Contact(s))
(View/Edit Contact(s) for Organization)	

ENERGY STAR Account Managers

Buildings: [Pat Mosaley](#)

ENERGY STAR Awards

Leadership in Manufacturing: Partner of the Year (2003)

Remove a Contact from a Program Area:

Step 1: Search for the contact on the *Contact List for Program Area* screen.

Step 2: Identify the contact to be removed from the program area.

Step 3: Select the check box next to the contact name.

Step 4: Select the **Remove from Program** button.

Note: If you need more information to help determine if you are removing the correct contact, you can click the **view** link to see detailed information. You may choose to remove one or many contacts from the program area at one time.

ENERGY STAR®
My ENERGY STAR Account

My ENERGY STAR Account > Organization Information > Contact List for Program

My ENERGY STAR Account
First Hawaiian Inc.: *Contact List for Program*

Select one or more contacts and then click a button to remove from this program or mark as duplicates. Please confirm that the contact is not already listed before adding a new contact to your organization.

[View All Contacts for Organization](#)

[Remove from Buildings Program](#) | [Mark Selected as Duplicates](#) | [Add New Contact](#)

[Check All](#) | [Clear All](#) | Showing 1-25 of 40 [First](#) | [Prev](#) | [Next](#) | [Last](#)

<input type="checkbox"/>	Harriet Aoki 111 South Maleleke Honolulu, HI 22222	view edit
<input type="checkbox"/>	William A. Delp (dup) 111 South Maloloke Honolulu, HI 22222	view edit
<input type="checkbox"/>	Susan Fellows 111 South Maleleke Honolulu, HI 22222	view edit
<input type="checkbox"/>	Anthony Gerrero 111 South Maleleke Honolulu, HI 22222	view edit

[Check All](#) | [Clear All](#) | Showing 1-25 of 40 [First](#) | [Prev](#) | [Next](#) | [Last](#)

[Remove from Buildings Program](#) | [Mark Selected as Duplicates](#) | [Add New Contact](#)

[All](#) | [A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#) | Sort by: [Contact Name](#) | [Address](#)

Remove Contact from the Organization:

Step 1: Search for the contact on the *Contact List for Organization* screen.

Step 2: Identify the contact to be removed from the program area.

Step 3: Select the check box next to the contact's name.

Step 4: Select the **Remove from "organization name"** button.

Note: If you need more information to help determine if you have identified the correct contact to remove, you can click the **view** link to see detailed information. You may choose to remove one or many contacts from the organization at one time.

ENERGY STAR®
My ENERGY STAR Account

My ENERGY STAR Account > Organization Information > Contact List for Organization

My ENERGY STAR Account
First Hawaiian Inc.: Contact List for Organization

Select one or more contacts and then click a button to remove from your organization, mark as duplicates, or add a program to the contact(s). Please confirm that the contact is not on this list before adding a new contact to your organization.

Remove from First Hawaiian Inc. Mark Selected as Duplicates Add Program to Selected Add New Contact

Check All Clear All Showing 1-25 of 40 First Prev Next Last

Contact	ENERGY STAR Program(s)
<input type="checkbox"/> Harriet Aoki 111 South Maleleke Honolulu, HI 22222	(edit) Buildings Homes Lender
<input type="checkbox"/> David Ballie 111 South Maleleke Honolulu, HI 22222	(view edit) Buildings Homes Lender
<input type="checkbox"/> Joe Cullen 111 South Maleleke Honolulu, HI 22222 808-844-3048 joe.cullen@fhi.com	(view edit) Buildings Homes Lender
<input type="checkbox"/> Brandt Farias 111 South Maleleke Honolulu, HI 22222 808-525-6112	(view) Homes Lender
<input type="checkbox"/> Anthony Gerra 111 South Maleleke Honolulu, HI 22222	(view edit) Buildings Homes Lender

Check All Clear All Showing 1-25 of 40 First Prev Next Last

Remove from First Hawaiian Inc. Mark Selected as Duplicates Add Program to Selected Add New Contact

All - A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Sort by: Contact Name | Address

Step 5: Enter the reason you wish to remove the contact

Step 6: Select the **confirm** button

If you are removing the contact from the program area you will make your confirmation on the *Confirm Remove Program Area from Contact* screen. If you are removing a contact completely from the organization you will make your confirmation on the *Confirm Remove from Organization* screen.

Note: If you are requesting to remove yourself from a program area you will no longer have access to edit contacts for the program area. If you are requesting to remove yourself from an organization you will no longer be able to edit the organization or its contacts.

You will receive a confirmation email that your information has been sent for review and a subsequent email once it has been approved.

Confirm Remove Program from Contact screen:

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My ENERGY STAR Account

Contact ENERGY STAR | Help | Logout

My ENERGY STAR Account > Contact List for Program > Confirm Remove Buildings Program from Contact

My ENERGY STAR Account

First Hawaiian Inc.: *Confirm Remove Buildings Program from Contact*

Please review the information below and click Confirm to request that ENERGY STAR remove the Buildings program from the following contact(s).

Note, if you remove this program from your responsibilities, you will no longer have access to edit contacts for this program through My ENERGY STAR Account!

Cancel Confirm

Contact Name	Reason for Removal
Walter A. Dods 808-525-6101 dods.walter@fihb.com	<input type="text"/>
Brandt Farias 808-525-6112 farias.brandt@fihb.com	<input type="text"/>

Cancel Confirm

Confirm Remove Contact from Organization screen:

ENERGY STAR®
My ENERGY STAR Account

Contact ENERGY STAR | Help | Logout

My ENERGY STAR Account > Contact List for Organization > Confirm Remove Contact

My ENERGY STAR Account

First Hawaiian Inc.: *Confirm Remove Contact*

Please remove the information below and click Confirm to request that ENERGY STAR remove all ENERGY STAR responsibilities from the following contact(s).

Note, if you remove yourself from this organization, you will no longer have access to edit the organization or its contacts through My ENERGY STAR Account!

Cancel Confirm

Contact Name	ENERGY STAR Program	Reason for Removal
Walter A. Dods 808-525-6101 dods.walter@fihb.com	Buildings	<input type="text"/>
Brandt Farias 808-525-6112 farias.brandt@fihb.com	Buildings Green Lights (Historical)	<input type="text"/>

Cancel Confirm