

## **Introduction to My ENERGY STAR Account**

My ENERGY STAR Account (MESA), a secure Web-based contact database tool, was developed to enable ENERGY STAR partners to keep their contact information current. 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, MESA can serve as your entry point to the ENERGY STAR website and tools such as Portfolio Manager, Homes Builder, ENERGY STAR logo downloads, Marketing Toolkit (Materials), Home Performance, and the third-party certification body (QPX) tools.

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### **Welcome Screen**

Once you have logged into the MESA, a customized Welcome page will open, 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. The Welcome page allows you to take action on items particular to your partnership with ENERGY STAR and allows you to review program and Home Builder data (if applicable). You can also view your personal contact information, organization information, change your password, navigate to ENERGY STAR Quick Links, and access the ENERGY STAR Awards module from the left hand navigation window. The tool also allows you to easily edit the organization information, as well as view and edit contacts associated to your organization.

Home > Partner Resources > My ENERGY STAR Account

**My ENERGY STAR Account**  
Welcome, Primary Contact!

You are invited to 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.

**To-Do List:**

**New Homes Builder Training**  
You are required to complete training by 04/29/2011 to become a full homes Builder Partner.  
[Start Training](#)

(Internet Explorer or Firefox are the preferred browsers for this training. Please turn off your browser pop-up blocker.)

**My ENERGY STAR Tools:**

- You do not currently have access to any ENERGY STAR Tools.

My ENERGY STAR Program:							
Program	Organization	Organization Status	Organization Role	Your Contact Role	Status	Action	
Homes Builder	<a href="#">Home Builder Test 1941</a>	Provisional	Partner	Primary Contact	Active	<a href="#">View / Edit</a>	

**My Homes Builder Partnership:**

100% Commitment Status: until 02/29/2012

Advanced Lighting Package (ALP): Yes

Indoor AirPlus (IAP): Yes

Builder Type(s): Single-Family Home Builder

Average # of Homes Built per Year: 5  
This information must be updated annually.

[Update Information](#)

**My Homes Builder Partnership Activities:**

Total # of ENERGY STAR Qualified Homes Built

# of ENERGY STAR Qualified Homes Built in (2011):

## Edit Your Contact Information

You can update your contact information by selecting the **My Contact Information** link in the left hand navigation window. Once there, you will be able to view and edit your contact data as well as navigate back to the MESA Welcome Screen. On this page, you'll also see a list of associated programs and, if applicable, be able to navigate to the **Home Builder Screen** using the program link.

## Edit Your Contact Information Screen

My Organization Information	<b>My ENERGY STAR Account</b>	
My Contact Information	<b>My Contact Information</b>	
My Tools	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 program areas listed below. If the Add Another Program Area link appears, you may click it to add a program area - a program area in which your organization has already partnered with ENERGY STAR - as your responsibility.	
Quick Links		
Change Password		
Contact Us		
Join ENERGY STAR		

<b>My Contact Information</b> <span style="float: right;">Back Edit</span>	<b>My ENERGY STAR Programs:</b>																																				
<p><b>First Name:</b> Matthew</p> <p><b>Last Name:</b> Kirch</p> <p><b>Prefix:</b></p> <p><b>Suffix:</b></p> <p><b>Title:</b></p> <p><b>Role in Organization:</b> Owner</p> <p><b>Email:</b> mk@aol.com</p> <p><b>Address 1:</b> 2801 Clarendon Blvd.</p> <p><b>Address 2:</b> Suite 100</p> <p><b>City:</b> Arlington</p> <p><b>State:</b> Wisconsin</p> <p><b>Country:</b> United States</p> <p><b>Zip:</b> 22201</p> <hr/> <p><b>DOMESTIC (US and Canada)</b></p> <p><b>Primary Phone:</b> 703-465-4511 ext.</p> <p><b>Secondary Phone:</b> ext.</p> <p><b>Secondary Phone Type:</b></p> <hr/> <p><b>Access to ENERGY STAR Tool(s):</b></p> <p><b>Logo Downloads:</b> Yes</p> <p><b>Homes Online Submittal Tool:</b> Yes</p> <p><b>Online Product Submittal:</b> Submitter</p> <p><b>My ENERGY STAR Account Owner:</b> Yes</p> <hr/> <p><b>User Name:</b> MKIRCHOFFNER</p>	<table border="0"> <tr> <td>Air Cleaners</td> <td>Operator, Primary Contact, Secondary Contact, Signatory</td> </tr> <tr> <td>Audio/Video</td> <td>Operator, Primary Contact, Secondary Contact, Signatory</td> </tr> <tr> <td>Battery Chargers</td> <td>Primary Contact</td> </tr> <tr> <td>Buildings</td> <td>Primary Contact</td> </tr> <tr> <td>C&amp;I EEPS</td> <td>Interested Party, Primary Contact</td> </tr> <tr> <td>CFLs</td> <td>Primary Contact</td> </tr> <tr> <td>Cable, Satellite, and Telecom Service Providers</td> <td>Primary Contact</td> </tr> <tr> <td>Clothes Washers</td> <td>Primary Contact</td> </tr> <tr> <td>Computers</td> <td>Primary Contact</td> </tr> <tr> <td>Decorative Light Strings</td> <td>Primary Contact</td> </tr> <tr> <td>Dehumidifiers</td> <td>Primary Contact</td> </tr> <tr> <td>Digital to Analog Converter Boxes (DTAs) (Historical)</td> <td>Primary Contact</td> </tr> <tr> <td>External Power Supplies (Historical)</td> <td>Interested Party, Primary Contact</td> </tr> <tr> <td>Home Performance</td> <td>Primary Contact</td> </tr> <tr> <td><a href="#">Homes Builder</a></td> <td>Primary Contact</td> </tr> <tr> <td>Homes EEPS</td> <td>Primary Contact</td> </tr> <tr> <td>Homes Verification Organization</td> <td>Primary Contact</td> </tr> <tr> <td>Imaging Equipment</td> <td>Primary Contact</td> </tr> </table>	Air Cleaners	Operator, Primary Contact, Secondary Contact, Signatory	Audio/Video	Operator, Primary Contact, Secondary Contact, Signatory	Battery Chargers	Primary Contact	Buildings	Primary Contact	C&I EEPS	Interested Party, Primary Contact	CFLs	Primary Contact	Cable, Satellite, and Telecom Service Providers	Primary Contact	Clothes Washers	Primary Contact	Computers	Primary Contact	Decorative Light Strings	Primary Contact	Dehumidifiers	Primary Contact	Digital to Analog Converter Boxes (DTAs) (Historical)	Primary Contact	External Power Supplies (Historical)	Interested Party, Primary Contact	Home Performance	Primary Contact	<a href="#">Homes Builder</a>	Primary Contact	Homes EEPS	Primary Contact	Homes Verification Organization	Primary Contact	Imaging Equipment	Primary Contact
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**Step 1:** Select the Edit button.

**Step 2:** Prior to updating your contact information, refer to standard Data Entry Conventions by selecting the **Data Entry Conventions** link.

**Step 3:** 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.

### Edit Organization Information

You can update your organization information by selecting the **My Organization Information** link in the left hand navigation window.

## Edit Organization Information Screen

Welcome	<a href="#">Home</a> > <a href="#">Partner Resources</a> > <a href="#">My ENERGY STAR Account</a> > <a href="#">Organization Information</a>																																																							
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You are directed to the *View Organization Information* page.

**Step 1:** Select the Edit button.

**Step 2:** Prior to updating your organization's information, refer to standard Data Entry Conventions by selecting the **Data Entry Conventions** link.

**Step 3:** 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.

### Change the Organization Name

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

**Step 1:** From the *My Organization* screen, select the link **Request a Change to Your Organization Name**.

## Change the Organization Name Screen

Partner Resources Contact ENERGY STAR | Help | Logout

Welcome Home > Partner Resources > My ENERGY STAR Account > Organization Information > Change Organization Name

My Organization Information **MY ENERGY STAR Account**

My Contact Information A.A. Denorfia Building & Development, LLC: [Change Organization Name](#)

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

Quick Links

Change Password

Contact Us

Join ENERGY STAR

**From:**  
**To:** ENERGY STAR  
**CC:**  (separate with commas)  
**Subject:** Change Organization Name

**New Name & Reason for Change:**  
Please enter: 1. the new organization name for A.A. Denorfia Building & Development, LLC and 2. the reason for the change.

**Step 2:** From the *Change Organization Information* screen, select an email address(es) to CC (not required).

**Step 3:** Enter the new name and reason for the Organization Name change.

**Step 4:** 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.

## 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 select the **View/Edit Contacts** link next to each program or the **View/Edit Contact(s) for Organization** link to request to add a contact to the particular program area or organization.

**Step 2:** Select either the **View/Edit Contacts** link next to the appropriate program area, or the **View/Edit Contact(s) for Organization** link from the Active Partnerships with ENERGY STAR table.

## Add a New Contact Screen

Welcome

HOME > PARTNER RESOURCES > MY ENERGY STAR ACCOUNT > Organization Information

My Organization Information **MY ENERGY STAR Account**

My Contact Information Home Builder Test 1941: Organization Information

My Tools Review your organization's information below.

Quick Links

Change Password

Contact Us

Join ENERGY STAR

### Organization Information

[Back](#) [Edit](#)

**Organization Name:** Home Builder Test 1941 [o\_id - 1107712]  
[\(Request a Change to Your Organization Name\)](#)

**Address 1:** 123 Fake Street

**Address 2:**

**City:** Burke

**State:** Virginia

**Country:** United States

**Zip:** 22015

**Org URL:** <http://>

**DOMESTIC (US and Canada)**

**Primary Phone:** 703-455-8767 **ext.**

**Secondary Phone:** **ext.**

**Fax:**

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

**Residential Homes:** No  
ENERGY STAR Residential Homes Web site URL:

**Home Performance:** No  
ENERGY STAR Home Performance Web site URL:

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

**Number of Employees:**

**Square Footage:**

**Building Owned:**

### Programs & Roles with ENERGY STAR

Homes Builder Partnership Agreement [\(View/Edit Contacts\)](#)  
(Partner, Provisional) [\(View/Edit Contact\(s\) for Organization\)](#)

### ENERGY STAR New Homes

[Go to Find an ENERGY STAR Builder](#)  
[Go to 100% Commitment for Builders](#)  
[Go to Advanced Lighting Package](#)

Number of Homes Built - 0

**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:

## Contact List for Program Screen

Partner Resources Contact ENERGY STAR | Help | Logout

Welcome Home > Partner Resources > My ENERGY STAR Account > Organization Information > Contact List for Homes Builder Program

My Organization Information **MY ENERGY STAR Account**

My Contact Information Home Builder Test 1941: [Contact List for Homes Builder Program](#)

My Tools

Quick Links CONTACT CREATION

Change Password Add New Contact

Contact Us

Join ENERGY STAR

**CONTACT MANAGEMENT**

Select one or more contacts and then select the button to remove from this program.

To replace a contact, please remove the former contact before adding a new one.

Remove from Homes Builder [View All Contacts for Organization](#)

[Check All](#) | [Clear all](#) Showing 1-2 of 2

<input type="checkbox"/>	<a href="#">Primary Contact</a> (Primary Contact) 123 Fake Street Burke, Virginia 22015 703-455-8767 <a href="mailto:jeremy_duff@sra.com">jeremy_duff@sra.com</a>	<a href="#">(edit)</a>
<input type="checkbox"/>	<a href="#">Signatory Contact</a> (Signatory) 123 Fake Street Burke, Virginia 22015 703-455-8767 <a href="mailto:jeremy_duff@sra.com">jeremy_duff@sra.com</a>	<a href="#">(edit)</a>

[Check All](#) | [Clear all](#) Showing 1-2 of 2

Remove from Homes Builder

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](#)

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:

## Contact List for Organization Screen

The screenshot shows the 'Contact List for Organization' screen. On the left is a navigation menu with items like 'Partner Resources', 'Welcome', 'My Organization Information', 'My Contact Information', 'My Tools', 'Quick Links', 'Change Password', 'Contact Us', and 'Join ENERGY STAR'. The main content area has a blue header 'CONTACT CREATION' with a button 'Add New Contact' circled in red. Below that is a 'CONTACT MANAGEMENT' section with instructions and buttons for 'Remove from Organization' and 'Associate to Program'. A table lists two contacts, both for 'Homes Builder'. The table has columns for 'Contact' and 'ENERGY STAR Program(s)'. Below the table are 'Check All | Clear all' links and 'Showing 1-2 of 2' text. At the bottom, there is an alphabetical index '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' and a sort option 'Sort by: Contact Name | Address'.

Contact	ENERGY STAR Program(s)
<input type="checkbox"/> Primary Contact 123 Fake Street Burke, Virginia 22015 703-455-8767 <a href="mailto:jeremy_duff@sra.com">jeremy_duff@sra.com</a> <a href="#">(edit)</a>	Homes Builder
<input type="checkbox"/> Signatory Contact 123 Fake Street Burke, Virginia 22015 703-455-8767 <a href="mailto:jeremy_duff@sra.com">jeremy_duff@sra.com</a> <a href="#">(edit)</a>	Homes Builder

**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.



Partner Resources Contact ENERGY STAR | Help | Logout

Welcome Home > Partner Resources > My ENERGY STAR Account > Contact List for Organization > Select Program for New Contact (Step 1 of 2)

My Organization Information **MY ENERGY STAR Account**

My Contact Information **9i\_Matt\_TEST: Select Program for New Contact (Step 1 of 2)**

My Tools Select a program and role(s) with ENERGY STAR for the new contact and click Next.  
 Indicates a required field.

Quick Links

Change Password Cancel **Next**

Contact Us

Join ENERGY STAR

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Select ENERGY STAR Program: Audio/Video

Select Contact Role(s) with ENERGY STAR:

Primary Contact\*

Interested Party\*

Other:

Cancel **Next**

**\* Definitions:**

Primary Contact - The main point of contact. This person will receive all program emails and mailings for the organization. You can have multiple Primary Contacts. Primary Contacts automatically get a username and password for access to the ENERGY STAR Logos and "My ENERGY STAR Account."

Interested Party - An interested party who will only get mass mailings that go to all ENERGY STAR contacts.

**Step 8:** From the *Add New Contact* screen, fill out information for the new contact.

**Step 9:** Select the **Submit** button.

Partner Resources Contact ENERGY STAR | Help | Logout

Welcome Home > Partner Resources > My ENERGY STAR Account > Contact List for Organization > Add New Contact (Step 2)

My Organization Information **MY ENERGY STAR Account**

My Contact Information **9i\_Matt\_TEST: Add New Contact (Step 2)**

My Tools Enter the new contact's information below and click Submit. Please use the [Data Entry Conventions](#) (12KB) for entering address information. You may also select an existing address to fill in several form fields.  
 Indicates a required field.

Quick Links

Change Password

Contact Us **Add New Contact** Cancel **Submit**

Join ENERGY STAR

---

First Name:

Last Name:

Prefix:

Suffix:

Title:

Role in Organization: Please select...

Email:  || Either Email or Address is required.

Please select existing address...

Address 1:  || Either Email or Address is required.

Address 2:

City:

State: Please select...

Country: United States

**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.

Welcome

Home > Partner Resources > My ENERGY STAR Account > Contact List for Organization > Confirm New Contact

My Organization Information **MY ENERGY STAR Account**

My Contact Information 9i\_Matt\_TEST: Confirm New Contact

My Tools

Quick Links

Change Password

Contact Us

Join ENERGY STAR

**Confirm New Contact** Edit Confirm

First Name: Test

Last Name: Guideline

Prefix:

Suffix:

Title:

Role in Organization:

Email:

Address 1: 2801 Clarendon Blvd.

Address 2: Suite 100

City: Arlington

State: Virginia

Country: United States

Zip: 22201

DOMESTIC (US and Canada)

Primary Phone: (323) 232-4343 ext.

Secondary Phone: ext.

Secondary Phone Type:

Fax:

Access to ENERGY STAR Tool(s):

Logo Downloads: No

Online Product Submittal: No

My ENERGY STAR Account Owner: No

Edit Confirm

**My ENERGY STAR Program(s):**

Audio/Video (9i\_Matt\_TEST): Primary Contact

## Add Another ENERGY STAR Program Area to a Contact

Through MESA you have the option to add another ENERGY STAR program area (e.g., C&I SPPs, Homes Builder, Labeled Products Audio/Video) to your organization's 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 the **My Organization Information** link from the left side navigator window on the *Welcome* screen.

**Step 2:** From the **My Organization Information** screen, select the link for **View/Edit Contact(s) for Organization**.

**Step 3:** Select the contact or contacts and then the **Associate to Program** button.

Welcome [Home](#) > [Partner Resources](#) > [My ENERGY STAR Account](#) > [Contact List for Organization](#)

**MY ENERGY STAR Account**

9i\_Matt\_TEST: [Contact List for Organization](#)

**CONTACT CREATION**

[Add New Contact](#)

**CONTACT MANAGEMENT**

Select one or more contacts and then select a button to remove from your organization, or associate a program to the contact(s).

To replace a contact, please remove the former contact before adding a new one.

[Remove from Organization](#) [Associate to Program](#)

[Check All](#) | [Clear all](#) Showing 1-10 of 10

Contact	ENERGY STAR Program(s)
<input checked="" type="checkbox"/> <a href="#">Testagain Adttwoagain</a> 3118 West 111th Drive Suite 100 Westminster, Colorado 80031 303-465-0160 <a href="mailto:makirc@netscape.net">makirc@netscape.net</a>	Audio/Video
<input type="checkbox"/> <a href="#">TEST Battery</a> 3434 Washington Blvd Arlington, Virginia 22201 703-363-6596 <a href="mailto:matt_kirchoffner@sra.com">matt_kirchoffner@sra.com</a>	Homes Builder Audio/Video Displays
<input type="checkbox"/> <a href="#">Justin Kent</a> 3434 Washington Blvd Arlington, Virginia 22201 703-284-8579 <a href="mailto:justin_kent@sra.com">justin_kent@sra.com</a>	Audio/Video
<input type="checkbox"/> <a href="#">Matt Kirchoffner</a> 1265 Greening Ave. Erie, Colorado 80516 303-465-0160 <a href="mailto:matt_kirchoffner@sra.com">matt_kirchoffner@sra.com</a>	Audio/Video Clothes Washers Homes Builder

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 or [join@energystar.gov](mailto:join@energystar.gov) if your organization would like to expand participation to a new program area.

**Step 4:** Select the 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 **Submit** button.

The screenshot shows the ENERGY STAR My Account interface. The header includes the ENERGY STAR logo and the text "ENERGY STAR My ENERGY STAR Account". A navigation bar contains "Contact ENERGY STAR | Help | Logout". The main content area is titled "MY ENERGY STAR Account" and shows a contact named "9i\_Matt\_TEST" with the instruction "Add Program & Contact Role to Contact(s)". Below this is a table with three columns: "Contact Name", "Select ENERGY STAR Program", and "Select Contact Role(s) with ENERGY STAR". The contact name is "Testagain Addtwoagain" with phone number "303-465-0160" and email "makirc@netscape.net". The "Select ENERGY STAR Program" dropdown menu is open, showing options: "Please select...", "Homes Builder", and "Clothes Washers". The "Select Contact Role(s) with ENERGY STAR" section has three checkboxes: "Primary Contact\*", "Interested Party\*", and "Other:" with an adjacent text input field. There are "Cancel" and "Submit" buttons at the bottom of the form. A "Definitions:" section below the form explains the roles: "Primary Contact - The main point of contact. This person will receive all program emails and mailings for the organization. You can have multiple Primary Contacts. Primary Contacts automatically get a username and password for access to the ENERGY STAR Logos and 'My ENERGY STAR Account.'" and "Interested Party - An interested party who will only get mass mailings that go to all ENERGY STAR contacts." At the bottom, there are links for "ENERGY STAR Home", "Products", "Home Improvement", "New Homes", "Buildings & Plants", "Partner Resources", "Privacy", "Contact Us", "Site Index", "EPA Home", "EPA Search", "DOE Home", and "DOE Search".

**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.

The screenshot shows the ENERGY STAR My Account interface. The left sidebar contains navigation links: Partner Resources, Welcome, My Organization Information, My Contact Information, My Tools, Quick Links, Change Password, Contact Us, and Join ENERGY STAR. The main content area displays the breadcrumb trail: Home > Partner Resources > My ENERGY STAR Account > Contact List for Organization > Confirm New Program Area for Contact. Below this, the page title is 'MY ENERGY STAR Account' and the user is identified as '9i\_Matt\_TEST: Confirm New Program Area for Contact'. A message states: 'Click CONFIRM to request that ENERGY STAR add this organization's partnership(s) to the following contact.' There are two 'Confirm' buttons circled in red. A table lists the contact details:

Contact Name	ENERGY STAR Program	Contact Role(s) with ENERGY STAR
Testagain Addtwoagain 303-465-0160 makirc@netscape.net	Clothes Washers	Primary Contact

At the bottom of the page, there are links for ENERGY STAR Home, Products, Home Improvement, New Homes, Buildings & Plants, Partner Resources, Privacy, Contact Us, Site Index, EPA Home, EPA Search, DOE Home, and DOE Search.

### *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:** Follow all steps above for adding another program area to ‘Your List’ to add a program area to an existing contact.

### **Remove 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 **My Organization Information** link from the left side navigator window.

**Step 2:** From the **My 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/Edit Contact(s) for Organization** link to view and remove a contact from the organization.

Welcome [Home](#) > [Partner Resources](#) > [My ENERGY STAR Account](#) > **Organization Information**

**MY ENERGY STAR Account**  
 9i\_Matt\_TEST: [Organization Information](#)

My Organization Information  
 My Contact Information  
 My Tools Review your organization's information below.  
 Quick Links  
 Change Password  
 Contact Us  
[Join ENERGY STAR](#)

Organization Information		Back	Edit
<b>Organization Name:</b>	9i_Matt_TEST [o_id - 1021992] (Request a Change to Your Organization Name)		
<b>Address 1:</b>	1265 Greening Ave.		
<b>Address 2:</b>			
<b>City:</b>	Erie		
<b>State:</b>	Colorado		
<b>Country:</b>	United States		
<b>Zip:</b>	80516		
<b>Org URL:</b>	<a href="http://www.energystar.gov">http://www.energystar.gov</a>		
<b>DOMESTIC (US and Canada)</b>			
<b>Primary Phone:</b>	435-334-3223	ext.	
<b>Secondary Phone:</b>		ext.	
<b>Fax:</b>			
Is organization in compliance with <a href="#">Linking Policy</a> for:			
<b>Labeled Products:</b> No ENERGY STAR Labeled Products Web site URL:			
<b>Residential Homes:</b> No ENERGY STAR Residential Homes Web site URL:			

Programs & Roles with ENERGY STAR		
Audio/Video (Partner, Active)	<a href="#">Partnership Agreement</a>	<a href="#">(View/Edit Contacts)</a>
Clothes Washers (Partner, Active)	<a href="#">Partnership Agreement</a>	<a href="#">(View/Edit Contacts)</a>
Displays (Partner, Active)	<a href="#">Partnership Agreement</a>	<a href="#">(View/Edit Contacts)</a>
Homes Builder (Partner, Active)	<a href="#">Partnership Agreement</a>	<a href="#">(View/Edit Contacts)</a>
<a href="#">(View/Edit Contact(s) for Organization)</a>		

ENERGY STAR Awards
<a href="#">Energy Management (2011)</a>
<a href="#">Program Delivery (2011)</a>

ENERGY STAR New Homes
<a href="#">Go to Find an ENERGY STAR Builder</a>
<a href="#">Go to 100% Commitment for Builders</a>
<a href="#">Go to Advanced Lighting Package</a>
<a href="#">Go to Homes Online Submittal Tool</a>
Number of Homes Built - 1

*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 Name”** button.

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

Home > Partner Resources > My ENERGY STAR Account > Organization Information > Contact List for Audio/Video Program

Welcome

My Organization Information **MY ENERGY STAR Account**

My Contact Information 9i\_Matt\_TEST: Contact List for Audio/Video Program

My Tools

Quick Links

Change Password

Contact Us

Join ENERGY STAR

**CONTACT CREATION**

Add New Contact

**CONTACT MANAGEMENT**

Select one or more contacts and then select the button to remove from this program.

To replace a contact, please remove the former contact before adding a new one.

Remove from Audio/Video [View All Contacts for Organization](#)

Check All | Clear all Showing 1-9 of 9

<input checked="" type="checkbox"/>	Testagain Addtwoagain (Primary Contact) 3118 West 111th Drive Suite 100 Westminster, Colorado 80031 303-465-0160 <a href="mailto:makirc@netscape.net">makirc@netscape.net</a>	(edit)
<input type="checkbox"/>	TEST Battery (Owner, Signatory) 3434 Washington Blvd Arlington, Virginia 22201 703-363-6596 <a href="mailto:matt_kirchoffner@sra.com">matt_kirchoffner@sra.com</a>	(edit)
<input type="checkbox"/>	Justin Kent (Primary Contact) 3434 Washington Blvd Arlington, Virginia 22201 703-284-8579 <a href="mailto:justin_kent@sra.com">justin_kent@sra.com</a>	(edit)

*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** button.

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

Welcome [Home](#) > [Partner Resources](#) > [My ENERGY STAR Account](#) > [Contact List for Organization](#)

**MY ENERGY STAR Account**  
9i\_Matt\_TEST: [Contact List for Organization](#)

My Organization Information

My Contact Information

My Tools

Quick Links

Change Password

Contact Us

Join ENERGY STAR

**CONTACT CREATION**

Add New Contact

**CONTACT MANAGEMENT**

Select one or more contacts and then select a button to remove from your organization, or associate a program to the contact(s).

To replace a contact, please remove the former contact before adding a new one.

Remove from Organization Associate to Program

Check All | Clear all Showing 1-10 of 10

Contact	ENERGY STAR Program(s)
<input type="checkbox"/> Testagain Addtwoagain 3118 West 111th Drive Suite 100 Westminster, Colorado 80031 303-465-0160 <a href="mailto:makirc@netscape.net">makirc@netscape.net</a>	Audio/Video
<input checked="" type="checkbox"/> TEST Battery 3434 Washington Blvd Arlington, Virginia 22201 703-363-6596 <a href="mailto:matt_kirchoffner@sra.com">matt_kirchoffner@sra.com</a>	Homes Builder Audio/Video Displays
<input type="checkbox"/> Justin Kent 3434 Washington Blvd Arlington, Virginia 22201 703-284-8579 <a href="mailto:justin_kent@sra.com">justin_kent@sra.com</a>	Audio/Video
<input type="checkbox"/> Matt Kirchoffner 1265 Greening Ave. Erie, Colorado 80516 303-465-0160 <a href="mailto:matt_kirchoffner@sra.com">matt_kirchoffner@sra.com</a>	Audio/Video Clothes Washers Homes Builder

**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:*

**ENERGY STAR®**  
My ENERGY STAR Account

ENERGY STAR

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

Home > Partner Resources > My ENERGY STAR Account > Contact List for Program > **Confirm Remove Audio/Video Program from Contact**

**MY ENERGY STAR Account**  
9i\_Matt\_TEST: [Confirm Remove Audio/Video Program from Contact](#)

Please review the information below and click CONFIRM to request that ENERGY STAR remove the Audio/Video Program Area from the following contact(s).  
**Note, if you remove this program area from your responsibilities, you will no longer have access to edit contacts for this program area through My ENERGY STAR Account!**

Contact Name	Reason for Removal
TEST Battery 703-363-6596 <a href="mailto:matt_kirchoffner@sra.com">matt_kirchoffner@sra.com</a>	<input type="text"/>

[ENERGY STAR Home](#) | [Products](#) | [Home Improvement](#) | [New Homes](#) | [Buildings & Plants](#) | [Partner Resources](#)  
[Privacy](#) | [Contact Us](#) | [Site Index](#)  
[EPA Home](#) | [EPA Search](#) | [DOE Home](#) | [DOE Search](#)

*Confirm Remove Contact from Organization Screen:*

**ENERGY STAR®**  
My ENERGY STAR Account

ENERGY STAR

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

Home > Partner Resources > My ENERGY STAR Account > Contact List for Organization > **Confirm Remove Contact**

**MY ENERGY STAR Account**  
9i\_Matt\_TEST: [Confirm Remove Contact](#)

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

Contact Name	ENERGY STAR Program Responsibility	Reason for Removal
Testagain Addtwoagain 303-465-0160 <a href="mailto:makirc@netscape.net">makirc@netscape.net</a>	Audio/Video	<input type="text"/>

[ENERGY STAR Home](#) | [Products](#) | [Home Improvement](#) | [New Homes](#) | [Buildings & Plants](#) | [Partner Resources](#)  
[Privacy](#) | [Contact Us](#) | [Site Index](#)  
[EPA Home](#) | [EPA Search](#) | [DOE Home](#) | [DOE Search](#)

## My ENERGY STAR Tools

The **My ENERGY STAR Tools** section on the MESA Welcome screen will display all tools available to the user. Access to these tools is granted through iSTAR and based on program association.

**My ENERGY STAR Tools:**

- [Logo Downloads](#)
- [Homes Online Submittal Tool](#)
- [Online Product Submittal](#)
- [Solid State Lighting Online Product Submittal](#)
- [Portfolio Manager](#)
- [Marketing Toolkit](#)
- [Apply for an Award](#)
- [Banner Graphic File](#)
- [Business Tools](#)
- [House Graphics](#)
- [Promotional Video](#)
- [Sample Forms](#)
- [Label Printing Tool \(1/27/2011\)](#)  (478KB)

## My ENERGY STAR Tools – Third-Party Certification (QPX)

The **My ENERGY STAR Tools** section on the MESA Welcome screen will display the following tools for EPA-recognized Certification Bodies. Certification Bodies will have the ability to download product data submission forms, upload product data, upload product images, view suspended partners, and look up manufacturers and laboratories.

**My ENERGY STAR Tools:**

- [Download ENERGY STAR Certified Product Data Submission Forms](#)
- [Upload Product Data \(Excel Spreadsheets\)](#)
- [Manufacturer/Lab Lookup](#)
- [Suspended Partners List](#)
- [QPX Image Upload](#)

## Download ENERGY STAR Certified Product Data Submission Forms

Third-party certification (QPX) users can download product data submission forms by selecting the ‘Download ENERGY STAR Certified Product Data Submission Forms’ link in the tools section, which will navigate them to the following screen. Product Data Forms available for selection will be based on the organization programs the user is associated to.

The screenshot shows the ENERGY STAR website interface. At the top left is the ENERGY STAR logo. The main header area is blue with the text 'ENERGY STAR' and 'My ENERGY STAR Account'. Below the header is a navigation bar with 'Partner Resources', 'Welcome', 'My Tools', 'Quick Links', 'Change Password', and 'Contact Us'. A 'Join ENERGY STAR' button is also visible. The main content area displays the breadcrumb trail: 'Home > Partner Resources > My ENERGY STAR Account > ENERGY STAR Certified Product Data Submission Forms'. Below this, the page title is 'My ENERGY STAR Account' with a welcome message 'Welcome, Mk Labtwo!'. The main heading is 'ENERGY STAR Certified Product Data Submission Forms'. There are two sections: 'Appliances' and 'Home Electronics'. Each section has a table with 'Product Programs' and 'Template(s)'. In the 'Appliances' section, the 'Clothes Washers - 1.1' template is circled in red. The 'Home Electronics' section lists templates for Set-Top Boxes and Televisions.

Product Programs	Template(s)
Clothes Washers	Clothes Washers - 1.1
Dishwashers	Dishwashers - 1.1
Dishwashers	Dishwashers_V5.0 - 1.0
Refrigerators & Freezers	Refrigerators & Freezers - 1.1

Product Programs	Template(s)
Set-Top Boxes	Set-Top Boxes V3.0 - 1.0
Set-Top Boxes	Set-top Boxes V2.0 - 1.1
Televisions	Televisions V4.2 - 1.1
Televisions	Televisions V5.3 - 1.0

ENERGY STAR Home | Products | Home Improvement | New Homes | Buildings & Plants | Partner Resources  
Privacy | Contact Us | Site Index  
EPA Home | EPA Search | DOE Home | DOE Search

## Upload Product Data (Excel Spreadsheets)

Third-party certification (QPX) users can upload product data submission forms by selecting the 'Upload Product Data (Excel Spreadsheets)' link in the tools section, which will navigate them to the following screen. Users are required to select the product category, the product data submission form, upload a file, and agree to the declaration before submitting their entry.

**ENERGY STAR** Contact ENERGY STAR | Help | Logout

Partner Resources Home > Partner Resources > My ENERGY STAR Account > Organization QPX Spreadsheets

Welcome

My Tools **My ENERGY STAR Account**

Quick Links *Welcome, Mk Labtwo!*

Change Password **MK\_Lab\_2 QPX Spreadsheets**

Contact Us

Join ENERGY STAR

Product Category: ▼

ENERGY STAR Certified Product Data Submission Forms: ▼

Upload File:

Declaration:

By checking this box, I declare that the information submitted via this form is, to the best of my knowledge, accurate and associated with the products included for qualification in this submittal. I understand that the ENERGY STAR program will associate all data in this submittal with the products listed in this submittal upon receipt. I understand that if any of the submitted information is found to be inaccurate, the products will be removed from the ENERGY STAR qualified products list. I understand that intentionally submitting false information to the U.S. government is a criminal violation of the False Statements Act, Title 18 U.S.C. section 1001.

Date:

**My Organization QPX Spreadsheets** [View All Submissions](#)

Datafile Name	ENERGY STAR Certified Product Data Submission Forms	Program	Uploaded On	Processed On	Submitter	Status
---------------	---	---------	-------------	--------------	-----------	--------

[ENERGY STAR Home](#) | [Products](#) | [Home Improvement](#) | [New Homes](#) | [Buildings & Plants](#) | [Partner Resources](#)  
[Privacy](#) | [Contact Us](#) | [Site Index](#)  
[EPA Home](#) | [EPA Search](#) | [DOE Home](#) | [DOE Search](#)

## Manufacturer/Lab Lookup

Third-party certification (QPX) users can search for manufacturers and/or EPA-recognized labs by selecting the ‘Manufacturer/Lab Lookup’ link in the tools section, which will navigate them to the following screen. Users can then use this search feature to produce a list of results based on the search criteria entered.

Change Password	<b>Manufacturer/Lab Lookup</b>
Contact Us	
Join ENERGY STAR	

Prior to certifying a product for ENERGY STAR and reporting it to EPA, Certification Bodies must confirm that the product belongs to an ENERGY STAR manufacturing partner or applicant, and was tested by an EPA-recognized laboratory. Partners/applicants and recognized laboratories will have EPA-issued Organization IDs that you must include on the data template you upload here.

To confirm a laboratory's status and Organization ID, use the search functionality below or view the entire list by visiting [EPA's List of Recognized Laboratories by Product Category](#). You must confirm that the laboratory is listed for the appropriate product category.

*\* You must input data or select from at least one field to obtain a list of search results.*

**Manufacturer/Lab Name:**

**Program:**

\*\* Please refer to the [list of EPA Recognized Lighting Laboratories](#) to find a lab that tests lighting products.

**Organization Role:**

**Organization Function:**

- Accredited Laboratory
- Supervised Manufacturer's Testing Laboratory
- Witnessed Manufacturer's Testing Laboratory

**Organization ID:**


**City:**

**State:**

**Country:**

## Manufacturer/Lab Lookup Results

The results page will display all organization names (manufacturers and/or EPA-recognized labs), while also giving the user the ability to conduct a new search, return to the MESA welcome page, and export the results list to Excel.



**ENERGY STAR®**

My ENERGY STAR Account

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**Partner Resources**

- Welcome
- My Tools
- Quick Links
- Change Password
- Contact Us

---

[Join ENERGY STAR](#)

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

[Home](#) > [Partner Resources](#) > [My ENERGY STAR Account](#) > **Manufacturer/Lab Lookup Results**

**My ENERGY STAR Account**


Welcome, *Mk Labtwo!*

**Manufacturer/Lab Lookup Results**

Search Results

Your search for Manufacturer/Lab Name - BEST Test Service (Shenzhen) Co., Ltd returned 1 results. [NEW SEARCH](#)


[Return to the MESA Welcome Page](#)

[Export to Excel](#) 

---

Organization Name	Organization ID	1st Party?	Program: (Roles - Function)	City	State	Country
BEST Test Service (Shenzhen) Co., Ltd	1044455	3rd Party	CFLs (Recognized Body: Accredited Laboratory) <b>Integral LED Lamps</b> (Recognized Body: Accredited Laboratory) <b>Residential Light Fixtures</b> (Recognized Body: Accredited Laboratory) <b>Solid-State Lighting</b> (Recognized Body: Accredited Laboratory)	Shenzhen, Guangdong		CH

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[Export to Excel](#) 

## Suspended Partners List

Third-party certification (QPX) users can view a list of suspended manufacturer partners by selecting the link for 'Suspended Partners List' in the tools section, which will navigate them to the following screen.

The screenshot shows the ENERGY STAR My Account interface. The top navigation bar includes the ENERGY STAR logo and the text 'ENERGY STAR My ENERGY STAR Account'. A secondary navigation bar contains links for 'Contact ENERGY STAR | Help | Logout'. A left sidebar lists 'Partner Resources' with sub-links for 'Welcome', 'My Tools', 'Quick Links', 'Change Password', and 'Contact Us', along with a 'Join ENERGY STAR' button. The main content area displays the breadcrumb 'Home > Partner Resources > My ENERGY STAR Account > Suspended Partners', followed by 'My ENERGY STAR Account' and a personalized welcome message 'Welcome, Mesa Ab!'. The section title is 'Suspended Partners', and the sub-heading is 'Manufacturing Partners Suspended from the ENERGY STAR Program: Organizations that Have Failed to Submit Unit Shipment Data'. The text explains that the list includes manufacturing partners suspended as of May 13, 2011, due to failure to submit Unit Shipment Data. It provides contact information for unitshipmentdata@icfi.com and a link to 'Return to the MESA Welcome Page'. At the bottom, there is a pagination bar showing 'Showing 1 - 50 of 92 Next' and a filter bar for 'ALL - NUM 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 Other'. Below the filter bar is a table header with columns for 'ENERGY STAR Product Category' and 'Organization Name'.

## QPX Image Upload

Third-party certification (QPX) users can upload images by selecting the ‘QPX Image Upload’ link in the tools section, which will navigate them to the following screen.

The screenshot shows the 'My ENERGY STAR Account' interface. The header includes the ENERGY STAR logo and the text 'ENERGY STAR® My ENERGY STAR Account'. A navigation breadcrumb trail reads: 'Home > Partner Resources > My ENERGY STAR Account > Organization QPX Spreadsheets'. The main content area is titled 'My ENERGY STAR Account' and 'Welcome, Mk Labtwo!'. Below this, the page title is 'MK\_Lab\_2 QPX Image Upload'. A note states: '\* Only upload new images if applicable.' The upload section features a label 'Image(s): (Only Zip files allowed)' followed by an empty text input field and a 'Browse...' button. At the bottom right of the form area are 'Cancel' and 'Submit' buttons. The footer contains a list of links: 'ENERGY STAR Home | Products | Home Improvement | New Homes | Buildings & Plants | Partner Resources | Privacy | Contact Us | Site Index | EPA Home | EPA Search | DOE Home | DOE Search'.

## My Homes Builder Program

MESA allows users belonging to the Residential Homes Home Builder program the ability to update their home builder data by recommitting, identifying the number of homes built per year, and whether they offer the advanced lighting package (ALP) and/or the indoor air-plus package (IAP).



**ENERGY STAR** Contact ENERGY STAR | Help | Logout

Partner Resources Home > Partner Resources > My ENERGY STAR Account > My Homes Builder Program

Welcome **My Homes Builder Program**

My Organization Information

My Contact Information Cancel Save Changes

My Tools **100% Commitment Status**

Quick Links

Change Password

Contact Us

Join ENERGY STAR

EPA offers special recognition to Builders who commit to Building 100% of their homes as ENERGY STAR. This commitment will be denoted with a special 100% icon on the [ENERGY STAR Partner Locator](#) once you have demonstrated progress toward fulfilling that commitment through the number of qualified homes reported to EPA.

**My Commitment:**  **Active - No Action Required**  
**Next Renewal Date:** 01/01/2012

100% Commitment is annual, based on the anniversary of your ENERGY STAR Homes Builder Partnership Agreement.

**Average Number of Homes Built Per Year:**  Cancel Save Changes

Please update this number annually. The actual number of qualified homes is independently verified.

**Advanced Lighting Package (ALP):**  My organization will commit to offering ALP  
 No Commitment

**Indoor AirPlus (IAP):**  My organization will commit to offering IAP  
 No Commitment

**Builder Type(s):** Manufactured Home Builder/Plant

## Home Builder Program Confirmation

**ENERGY STAR** Contact ENERGY STAR | Help | Logout

Partner Resources Home > Partner Resources > My ENERGY STAR Account > Edit Homes 100% Commitment Confirmation

Welcome **Edit Homes 100% Commitment Confirmation**

My Organization Information

My Contact Information Click Confirm to accept the following changes to your 100% Commitment.

My Tools Edit Confirm

Quick Links

Change Password

Contact Us

Join ENERGY STAR

**My Commitment:**  **Active - No Action Required**  
**Next Renewal Date:** 01/01/2012

**Average Number of Homes Built Per Year:** 500

**Advanced Lighting Package (ALP):** My organization will commit to offering ALP

**Indor AirPlus (IAP):** My organization will commit to offering IAP

Edit Confirm


## New Homes Builder Training

MESA allows users belonging to the Residential Homes Home Builder program the ability to take the required training to maintain the Home Builder partnership. The training link will open a new Web browser window, allowing the user to start and complete the training.

ENERGY STAR		Contact ENERGY STAR   Help   Logout
Partner Resources	Home > Partner Resources > My ENERGY STAR Account	
Welcome	<b>My ENERGY STAR Account</b> Welcome, MATTHEW NEAL!	
My Organization Information		
My Contact Information		
My Tools	You are invited to 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.	
Quick Links		
Change Password		
Contact Us		
Join ENERGY STAR		
	<b>To-Do List:</b>  <b>New Homes Builder Training</b> You are required to complete training by 01/01/2012 to maintain your Homes Builder Partnership. <a href="#">Start Training</a>  (Internet Explorer or Firefox are the preferred browsers for this training. Please turn off your browser pop-up blocker.)	<b>My ENERGY STAR Tools:</b> <ul style="list-style-type: none"><li>• Logo Downloads</li><li>• Marketing Toolkit</li></ul>

## Home Builder Training

ENERGY STAR Qualified Homes Program Requirements Course



# ENERGY STAR Builder Partner: Orientation Training

Select **Next** to begin.

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