**FULL AUTHORIZATION GUIDELINES**

**Access to MassEnergyInsight**

Anyone seeking access to energy use data in MassEnergyInsight is required to obtain authorization via a **user authorization letter** from the appropriate individual/body (see below). The purpose of the authorization letter is to provide verification to DOER of those persons authorized to **access, populate, and manipulate** the MassEnergyInsight energy use data.

* For municipal data, including information from public facilities departments, public works departments, water and sewer departments, the municipality is authorizing entity.
* For school department data, the authorizing entity is the school department, except in the case where all public facilities are centrally managed.
* For autonomous entity data (not part of any city or town and has separate governing board), including regional school districts, water districts and wastewater districts, the authorizing entity is the Executive Officer or Manager.

**User Authorization Letter Requirements**

* Please submit the user authorization letter on your official municipal / school / water/wastewater district letterhead to your regional coordinator in hard copy and also in pdf electronic format as an email attachment. To find the regional coordinator’s mailing address and email address, please go to the Web link at the end of this guidance.
* The user authorization letter must be signed by the chief elected or appointed official having the authority to designate users of this system (e.g. Town Manager, Mayor, School Superintendent, Chair of Board of Selectmen, or Executive Officer or Manager of a Water or Wastewater District).
* The user authorization letter must state the following:

OFFICIAL LETTERHEAD

Date

Regional Coordinator

Green Communities Division

Region Address

Re: User Authorization - MassEnergyInsight

Dear Regional Coordinator:

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as the chief elected/appointed official for the Town/City/ School Department/Water/Wastewater Treatment District of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby authorize:

Name: \_\_Dwayne Breger\_\_\_

Title: \_\_Director, Clean Energy Extension, UMass\_\_\_

Email: \_dbreger@umass.edu \_\_\_

I hereby authorize Peregrine Energy Group to create an access account for the above entity in the following format: [energyextension+YOURTOWN@umass.edu](mailto:energyextension+YOURTOWN@umass.edu) to receive **full access** to the energy data of the Town / City / School District / Water/Wastewater Treatment District of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that is included in the Massachusetts Department of Energy Resources MassEnergyInsight energy reporting system.

Signature

Title

Title

**Please contact your Green Communities Regional Coordinator with any questions regarding this guidance. Follow the link below for your Regional Coordinator’s contact information:**

<http://www.mass.gov/eea/energy-utilities-clean-tech/green-communities/green-communities-coordinators/>

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