



ONBOARDING GUIDE FOR OPEN'S VIRTUAL DECARBONIZATION PLAN

Onboarding Guide: Virtual Decarbonization Plan

Welcome to OPEN's Virtual Decarbonization Planning (VDP) platform! We're excited to help you model your building and explore carbon reduction strategies.

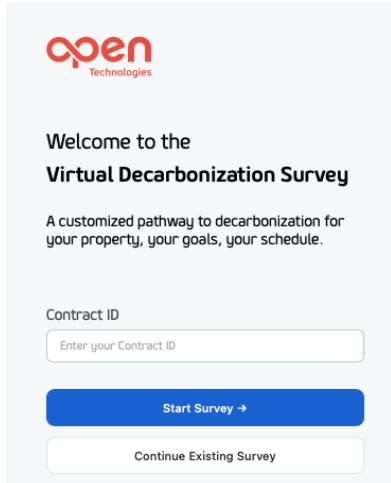
Follow the steps below to get started. The entire process should take just a few minutes.

Step 1: Access the Building Survey

Start by visiting: <https://vdp.opentech.eco/survey/>

Enter your **Contract ID**. This ensures your data connects to the correct project.

You can typically find in the top right corner of your SaaS Agreement. If you do not have access to a SaaS Agreement, please contact your Program Administrator.



Step 2: Connect ENERGY STAR Portfolio Manager

For those needing support to integrate their ESPM account to VDP, follow the on-screen instructions.

This allows the VDP tool to automatically import your building's key energy data.

Step 3: Complete the Supplemental Building Survey

Provide as much detail as possible about your building but don't worry if some information isn't available. Every data point helps improve model accuracy, but perfection isn't required. Leave answers blank or select "Unknown / Unsure" where information is not readily available.

You can share the survey URL or the contract ID with other team members so they can access the same [survey](#) and help fill in details.

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Tell us about your building

Contract ID: ZMpKC3qVXH | ESPM ID: 34377931 40% complete

You are not required to answer every question on this survey, but answering as many as you can will improve the accuracy of your Virtual Decarbonization Plan.

When responding to questions, provide information that most accurately reflects your building. If your building has different sections with varying systems or components, consider the main systems and components when answering.

The answers below are in addition to data in ENERGY STAR Portfolio Manager (ESPM) account. Note that we use the following information from your ESPM account - building address, size, use, age, utility bills, and if applicable, number of residential suites and size of parking.

1. Building Geometry 2 / 4

To enhance the accuracy of our building geometry assumptions (based on ESPM data), please consider answering these questions using accessible resources like Google Maps or satellite images. Building drawings are not required, but they may be helpful.

1.1 Number of Storeys
How many floors does your building have (not including parking)?
22

1.2 Building Perimeter
What is the perimeter of a typical or average floor of your building?
21 m


Example Floor Perimeter Calculation of an irregularly shaped one-story building:
$$21+30+21+7.5+12+15+12+7.5 = 126m$$

Submit

Step 4: Submit Your Survey

Once all your data is entered:

- Review your responses carefully.
- **Do not** click “Submit” until you’ve included all the information you plan to provide.

After submission:

- Our system will automatically generate a model input file and begin the modeling process.
- You’ll receive confirmation when your Virtual Decarbonization Plan is ready.

Step 5: Access Your Interactive VDP Tool

After the model is validated, we’ll send you a link to your Virtual Decarbonization Plan.

You’ll have 12 months of access to explore scenarios, model decarbonization pathways, and test energy strategies.

Step 6: Log In to Your VDP Account

To access your plans, log in to your VDP account.

If you don’t yet have login credentials, please reach out to your OPEN contact or email contact-vdp@opentech.eco.

Need Help?

If you run into any issues or have questions at any point, please contact us at: contact-vdp@opentech.eco. We’re here to help make your onboarding experience smooth and effective.