DEAR HOST Reporting Contact,

The quarterly reporting period for you, as the HOST reporting organization, to review and approve your ENERGY STAR and Indoor airPLUS (IAP) certifications will open on July 1st. The current reporting period covers certifications that were registered in a Home Certification Organization (HCO) source system (e.g., Rating Registry) during the 2nd quarter (April - June) of 2023. Please complete your review and submit your home reports no later than July 30th.

To access HOST, log in to your My ENERGY STAR Account (MESA), and click the "Homes Online Submission Tool" link found in the Tools tab.

You are responsible for reviewing and submitting to EPA all home reports marked with a status of "Pending" to confirm their accuracy. Once submitted, these reports will be marked as "Verified." Note that only home reports with a status of "Verified" are credited to ENERGY STAR partner organizations.

In some cases, before submitting a home report, you will need to update a builder, developer, and/or energy rating organization to ensure that it matches an eligible organization listed in our ENERGY STAR partner directory. These unmatched organizations will be highlighted in red. If an organization is not listed in our partner directory, it may be because the organization needs to join as a partner, there are multiple partner organizations with the same name, or the organization name used in the rating is substantially different from the name they used on the organization's ENERGY STAR partnership application. Once matched, the organization will be highlighted in green, the report can be submitted, and the status will be updated to "Verified."

Note that even where the builder, developer, and energy rating company are initially shown as a "match" and highlighted in green, you should still ensure the correct organization is listed, as there may be multiple partner organizations with the same or similar names.

New HOST Functionality:

To ensure greater consistency of HOST data with the underlying ratings registered in Home Certification Organizations' source systems, EPA recently added two key new HOST features. EPA will be holding a HOST Office Hours session to review these

changes in more detail (see below).

Enhanced Syncing of HCO Source System Updates

EPA is now importing changes to HCO source system data for home ratings registered in HCO source systems beginning in January 2023. This means that edits made within HCO source systems to these registered home ratings, such as adding or removing the ENERGY STAR designation or changing the builder or rater organization name, will now synchronize to HOST.

As a result of this change, you may find that editing a rating causes a HOST home report that was previously approved and marked "Verified" to revert to "Pending" status, requiring you to review and re-submit the report. In some cases, this status change may also erase previously made matches for the builder, developer, and/or energy rating company in HOST, requiring you to re-select the correct ENERGY STAR partner organization and re-submit the report.

Reviewing and Approving Past "Pending" Home Reports

HOST reporting organizations are now able to review, approve, and submit "Pending" home reports that were registered during past reporting quarters but never submitted to EPA. Previously, once the current reporting period was closed, the HOST reporting organization could not directly edit and submit these home reports themselves and required EPA assistance.

To review and approve pending home reports for all past quarters, select the "Past Pending Home Reports" option from the "Select Reporting Period" dropdown. EPA encourages HOST reporting organizations to submit these past pending home reports to ensure that ENERGY STAR partners are properly credited for these homes.

HOST OFFICE HOURS

Tuesday, July 11th, 2023 3:00 - 4:00 PM ET

Join us for live, virtual "office hours" via GoToWebinar. In addition to answering your questions about the HOST reporting process, we will be demonstrating new HOST functionality (described above). This includes making edits to the builder, developer, and energy rating company for any home report registered in past reporting periods.

REGISTER

Other Past HOST Enhancements:

- **Filters** - Click the "Filter" button to customize your view of home reports based on Builder, Rater, Matching Status, Verified Status, IAP home reports, and State.
- **Group Match** - The "Group Match" button allows users to make the same update to multiple home reports/rows. Use the checkboxes in the left column to select the home reports/rows you want to edit and then click "Group Match". Note that IAP home reports/rows can only be group matched with other IAP home reports/rows.
- **Export** - The 'Export' button allows users to export summary home reports/rows to Excel based on their current filters or to export all data for the quarter.
- **Indoor airPLUS** - Indoor airPLUS home detail reports are available throughout the reporting period upon request. HOST reporting organizations should contact the Indoor airPLUS team at Indoor_airPLUS@epa.gov for an export of all Indoor airPLUS home detail reports to complete in line with ENERGY STAR reporting.

If you are not able to access HOST or need assistance, please contact us immediately at energystarhomes@energystar.gov or Indoor_airPLUS@epa.gov. We look forward to receiving your 2nd quarter home reports.

Sincerely,

EPA's ENERGY STAR Residential New Construction and Indoor airPLUS teams

The future starts here.

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Learn more at
energystar.gov/homes