HOW TO SIGN UP FOR THE 2030 COMMITMENT
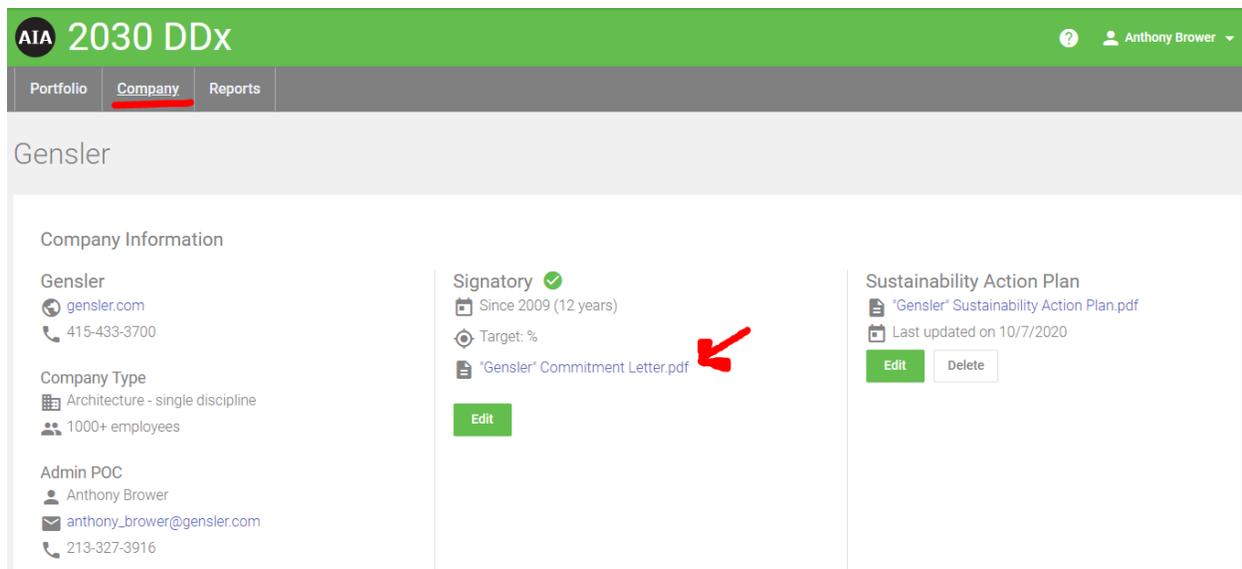
1	Before you are set up online, reach out to your engineering partners for the projects you want to submit awards for. For Buildings you'll need Energy Use Intensity (EUI) data in kBtu/sf/yr. Some level of energy modeling is required for new construction so they should have this at hand. If you followed a prescriptive compliance method, ask them for their best good faith estimate of these values. After you submit your initial data you always have the option to update it. For Interiors, you'll need Lighting Power Density (LPD) in watts/sf
While you wait for their response, do the following:	
2	Sign the commitment letter through the ddx account setup here: https://2030ddx.aia.org/account/login For Additional information about the 2030 Commitment go here: https://www.aia.org/resources/202041-the-2030-commitment Video tutorial on how to join or create a company in the new 2030 commitment design data exchange (DDX) https://www.youtube.com/watch?v=zvlR6uuguUI&t=1s Video tutorial on how to up upload your 2030 Commitment letter here: https://www.youtube.com/watch?v=SOHhfG3CkO4
3	Create and upload an action plan. The Creating a Sustainability Action Plan that works doc HERE is very helpful though long. Your action plan doesn't need to be long, it only needs to be a single page. Make goals, implement, track performance though ddx, repeat.
4	Once you are set up online, enter your data for the projects you want to submit awards for. You can either identify someone in your firm to tackle this moving forward, or give everyone their own login access to ddx. For small firms of just one person, this is even easier to manage with just a few projects a year.

**EXAMPLE OF
"Proof of Firm's signatory of 2030 commitment"**

Under the company tab you will see the firm signatory statement alongside the year of commitment.

You can print a pdf of this entire page or save a jpeg of the upper section shown below.

Be sure that the Signatory has a green check mark next to it confirming that your firm has completed the signatory steps.

HOW TO SUBMIT YOUR DESIGN AWARDS BUILT PROJECT ON THE DDX PLATFORM.

Design Award Typologies excluded from submitting proof of DDX: Cityscape and Installations

SEE VIDEO HERE STARTING AT 21 min IN.

EXAMPLE OF
"Proof of project submission on the DDX Platform"

Projects can be found under the portfolio tab.
Once you locate the project that is submitting for an award you will get a similar screen with project specific data.
NEXT projects will appear with a target, but no design data while built projects should have Baseline and Predicted EUI data that should match the responses that you input on your submittable form.