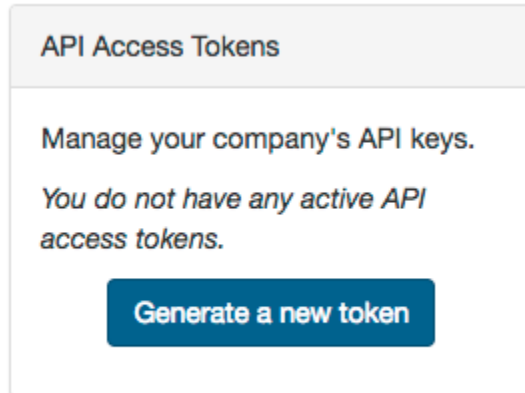**PORTICO-HPD BUILDER API - INSTRUCTIONS FOR USERS**

PHASE 1: BUILDER TO PORTICO API

Process A: Create Individual API Access Tokens

1. Log into HPDC Builder 2 account
2. On your dashboard, account administrators will see a small panel in lower corner of the dashboard's right hand column. The panel is titled *API Access Tokens*

3. The first time viewing this panel, you should see "You do not have any active API access tokens." and a button to "Generate a new token"
4. Click "Generate a new token"
5. You should be on a page titled Create New API Token with a form to create a new token
6. Fill out the form
a. Service Field: Your custom name for the API Access Token for the service you are currently creating the key for (for example Portico)
b. Click "Create Token"

7. You should be returned to your dashboard
8. Now, you should see the newly created token in the API Access Token panel under the "service" name you gave it.

API Access Tokens

Manage your company's API keys.

Service: Portico

597758fb1655d   [revoke]

[inactive] - *please add this token to your Portico account*

Generate a new token

Process B: Remove Individual API Access Tokens

1. Log into HPDC Builder 2 account
2. On your dashboard, account administrators will see a small panel in lower corner of the dashboard's right hand column. The panel is titled *API Access Tokens*

Active:

API Access Tokens
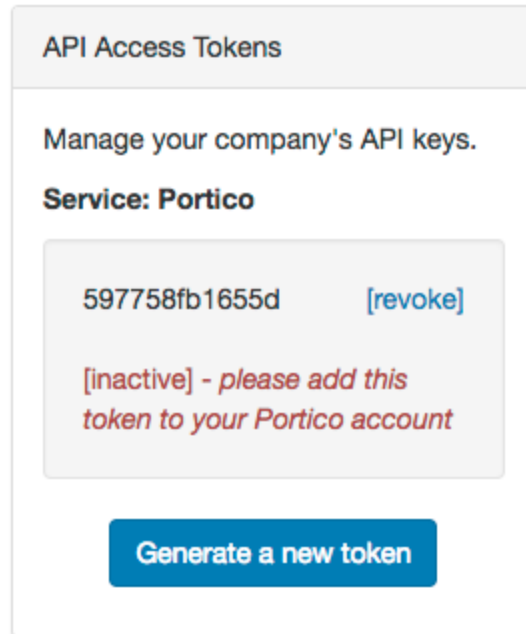
Manage your company's API keys.

Service: Portico

597758fb1655d   [revoke]

[active] - *connected to your Portico account*

**Generate a new token**

Inactive:

3.   If you have created a token previously, you should see the previously created token in the API Access Token panel under the "service" name you gave it.
4.   You should see a button that says [revoke] next to the token
5.   Click [revoke]
6.   You should be returned to your dashboard
7.   The token you just revoked should no longer be present in the API Access Token panel

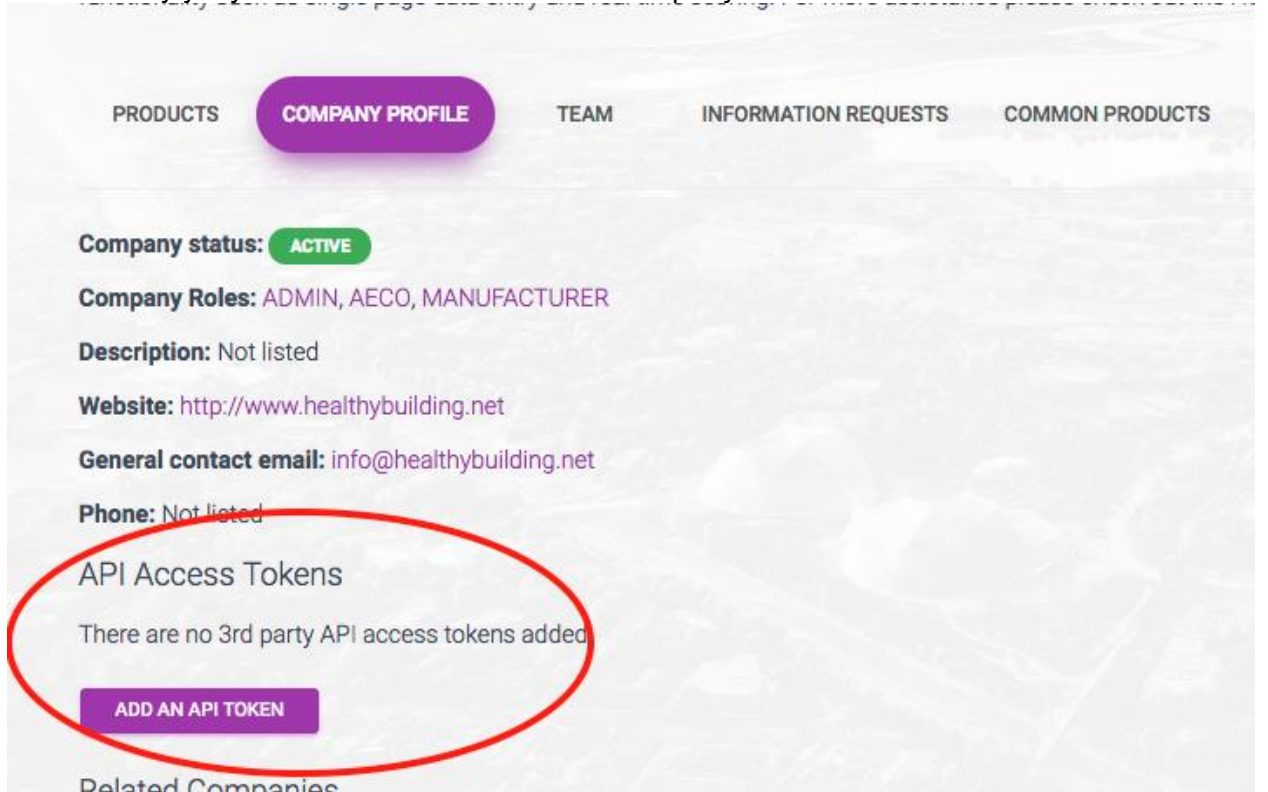**Process C: Add Individual API Access Tokens to Portico**

1. Log into Portico account
2. Once logged in - if you have not chosen the manufacturer's dashboard view yet, please do
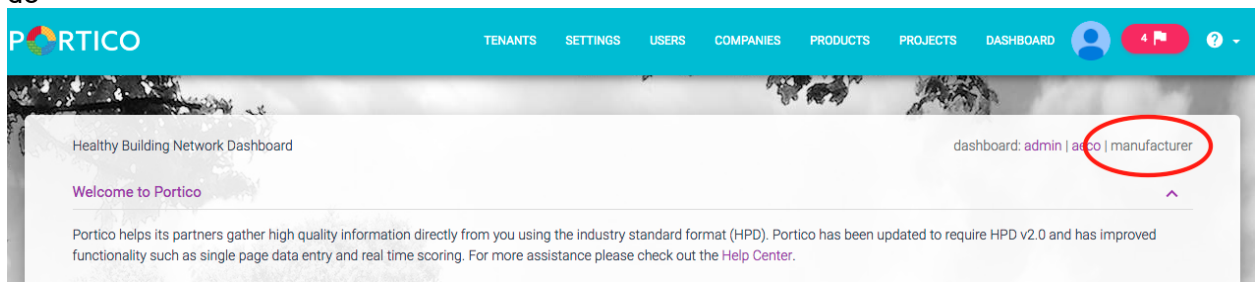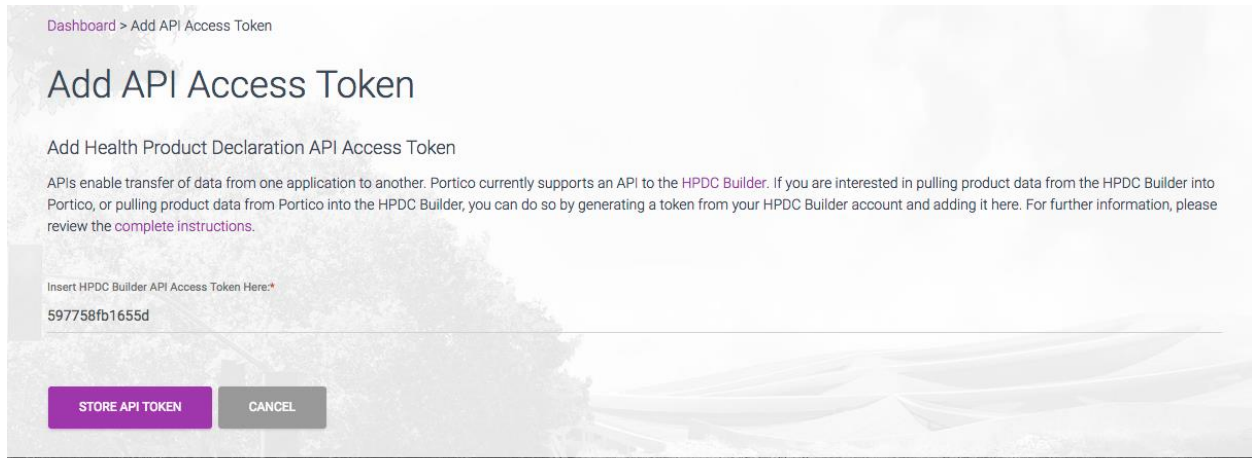
3. Choose the company profile pill
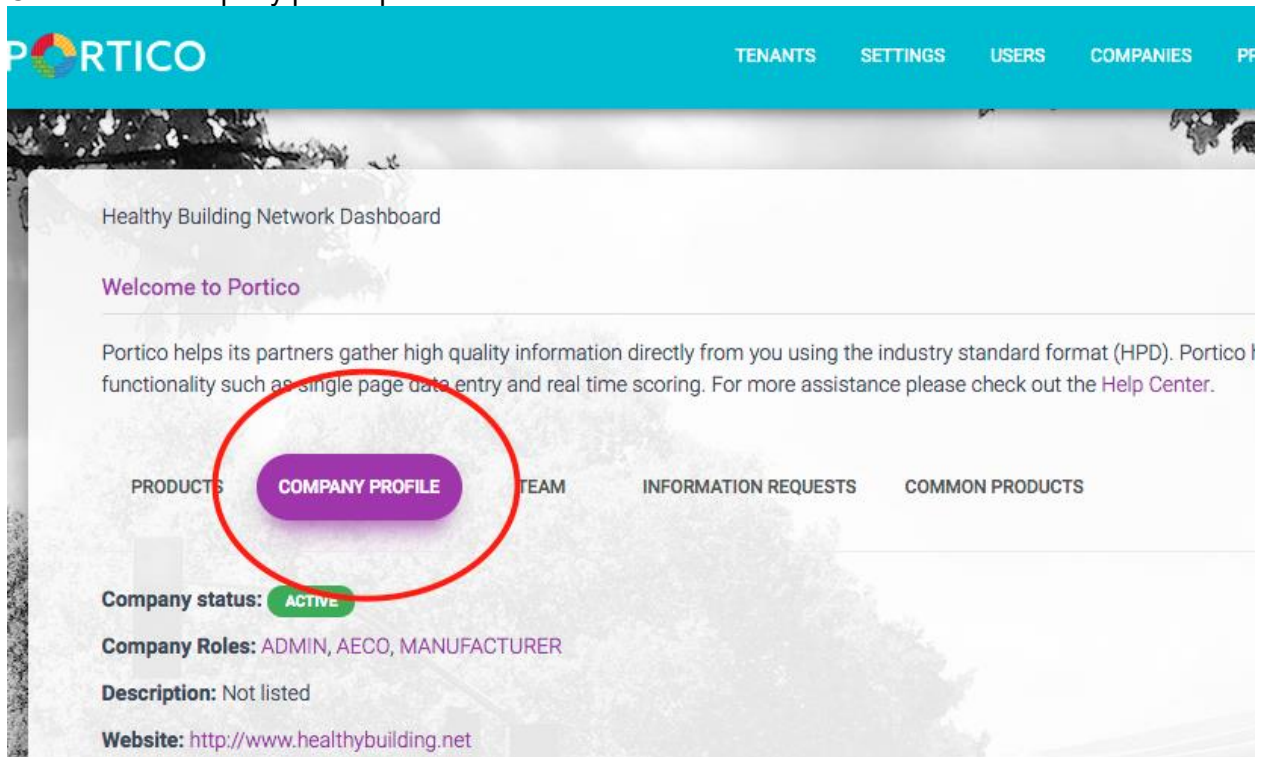
4. Below the company details you should see a section for API Access Tokens - if you do not have any yet you should see "There are no 3rd party API access tokens added."

5. Click Add an API token

6. You will be presented with a form to add a token. Copy your token from the HPDC Builder and paste it into the form and click Store API Token

Dashboard > Add API Access Token

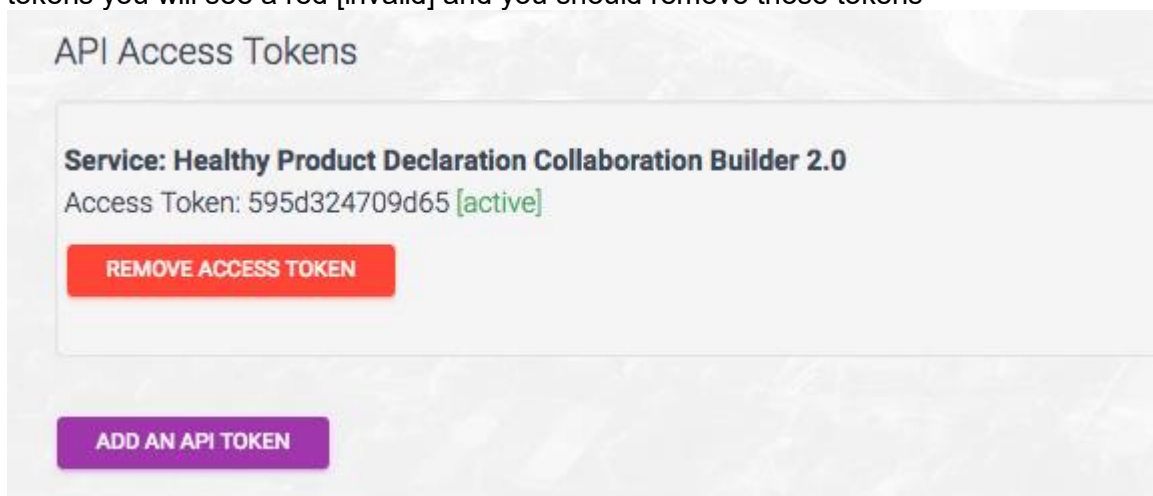## Add API Access Token

Add Health Product Declaration API Access Token

APIs enable transfer of data from one application to another. Portico currently supports an API to the HPDC Builder. If you are interested in pulling product data from the HPDC Builder into Portico, or pulling product data from Portico into the HPDC Builder, you can do so by generating a token from your HPDC Builder account and adding it here. For further information, please review the complete instructions.

Insert HPDC Builder API Access Token Here:*

597758fb1655d

STORE API TOKEN CANCEL

7. You will be brought back to your dashboard - choose the company profile pill and now in the API Token section you should see your token and, if valid - a green [active]. For invalid tokens you will see a red [invalid] and you should remove those tokens

API Access Tokens

Service: Healthy Product Declaration Collaboration Builder 2.0
Access Token: 595d324709d65 [active]

REMOVE ACCESS TOKEN

ADD AN API TOKEN

8. To remove tokens - click the red "Remove Access Token" button

Process D: Import HPDC Builder record into Portico

1. Create a new product from your Portico dashboard or choose an existing product from the dashboard

2. From your product record page, you should see any records that have been created in Portico for the product. If your access token is valid - you should also see a button to "Import Record From HPDC 2.0 Builder". Click this button to import from the HPDC Builder.

3. After clicking the button, you will see a listing of the products you have in the HPDC Builder along with an indicator of whether the Builder record is published or not. You can import draft or published records from the HPDC Builder into Portico

4. Click the [import] button you wish to import for the chosen Portico product.

Friday Test Floor : Healthy Building Network

HPDC Builder Records For Friday Test Floor Available For Import

- Nigel Test Floor

  Published: 2017-06-21 18:49:25 [import]
- Common Product 1

  Published: 2016-09-08 22:37:16 [import]
- Common Composition of Medium Density Fiberboard (MDF)

  Draft [import]
- Common Composition of Copper Piping

  Published: 2016-09-08 14:51:01 [import]
- Common Composition of Acrylic Interior Paint

  Published: 2017-01-11 16:02:36 [import]
- Common Composition of Pre-finished Hardwood Flooring

  Draft [import]
- Common Composition of Mixed Gypsum Drywall

  Draft [import]

5. You should now see an "Imported Records" section of the products record display with the imported HPD V2.0 record. Congrats - you have now imported your record into Portico!

Imported Records

Health Product Declaration (HPD) 2.0

USE AS PORTICO RECORD   REMOVE IMPORT

6. You can view the HPDC version of the product record by clicking the HPD V2.0 link - it will open in a new window.
7. To remove the imported record - click the "Remove Import" button
8. To use the imported record as your official product record in Portico, click "Use As Portico Record" button. An HPD V2.0 might need to have data clarified or added to complete the Portico submission process. While this process is not part of the official API import process, we will provide further guidance below.

Process E: Working With Imported Data

Data imported into Portico from an existing HPD V2.0 from the HPD Builder serve as starting point for submitting a record to Portico for consideration for project teams.

1. Once you have successfully imported your record, you will see two options with the record. First - you can delink the imported HPDC record by clicking the button that says "Remove Import". This will completely remove the imported record from Portico.
2. To use the imported HPDC record, click the button "Use As Portico
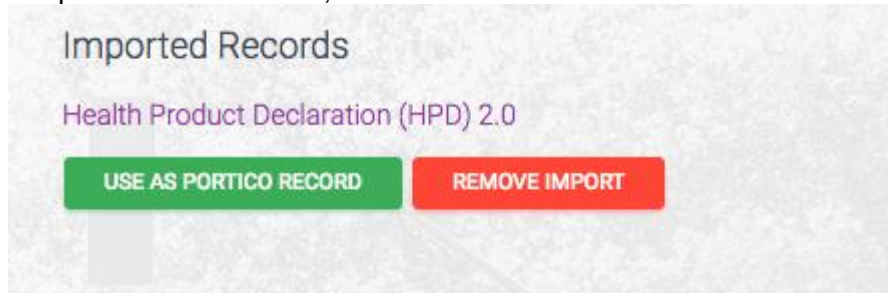
Record".

a.   If you have a previously existing HPD V2 formated OR previously imported HPD V2 record in Portico, you will be presented with a pop up confirmation that asks you to confirm you want to overwrite the existing data with the current import from the HPDC Builder. If you choose "Cancel", you will be brought back to the available records list. If you choose confirm, existing data will be replaced with the record pre populated with your imported HPDC HPD Builder data

and you will be brought to the data entry section of

This action will overwrite any existing HPD V2 formatted data already added in Portico. Portico requires additional data beyond the data represented in a standard HPD V2. You may be required to clarify imported HPD data, or add additional data before submitting to Portico for review.

CANCEL   OK
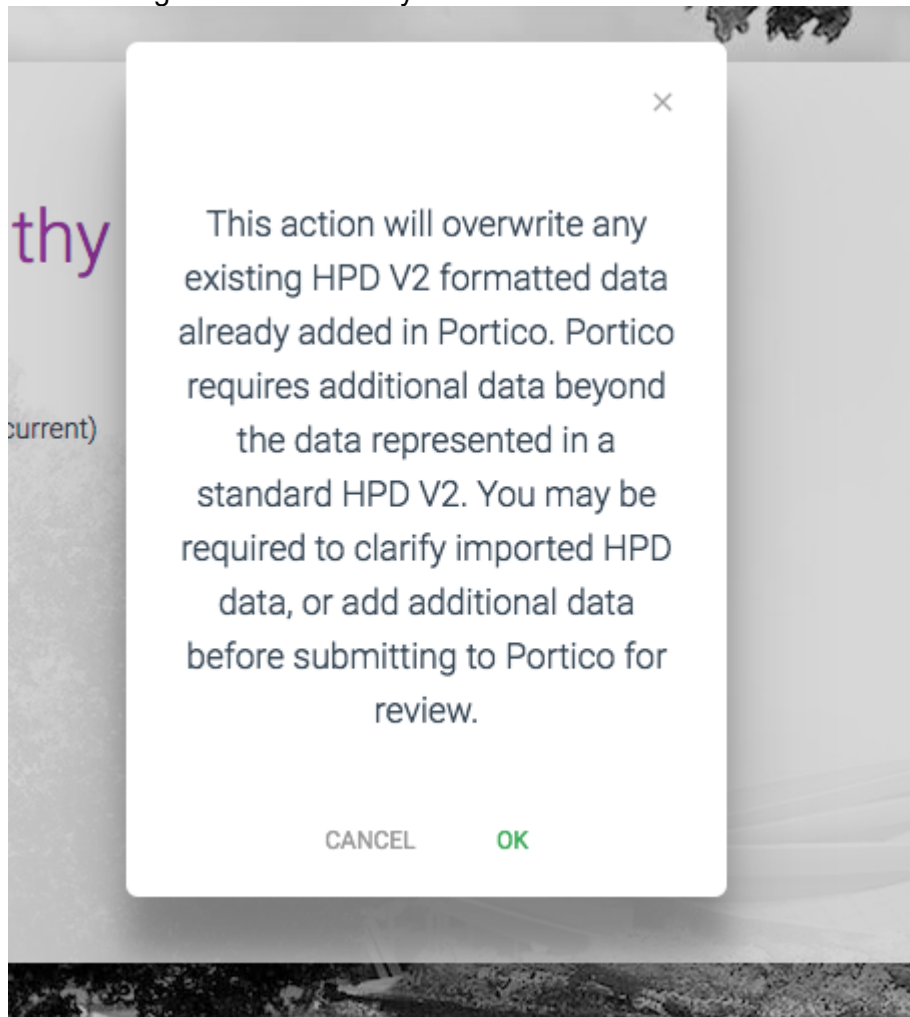
Portico.

b.   If you do not have a previously existing HPD V2 formated OR previously imported HPD V2 record in Portico, a new record will be created and you will be brought to the data entry section of Portico with the record pre populated with your imported HPDC HPD Builder data.

3. Once in the data entry section of Portico for the new imported record, you will be prompted to clarify any imported data and/or add any required data not present in your imported HPD necessary for submittal to Portico project teams

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PHASE 2: PORTICO TO BUILDER API

Process A: Confirm Individual API Access Tokens Added to Portico
1. Log into HPDC Builder 2 account
2. On your dashboard, account administrators will see a small panel in lower corner of the dashboard's right hand column. The panel is titled *API Access Tokens*

3. Below your token you should see the [active] flag if you are successfully connected to Portico

a.   If you see the inactive flag, you need to add your token to your Portico account (see Phase 1 Process C for instructions).

Process B: Import Portico record into HPD Builder
1. Create a new product from your HPD Builder dashboard or choose an existing product from the dashboard
2. From your product record page, you should see any records that have been created in HPD Builder for the product. If your access token is valid - you should also see a button to "Import a Portico record". Click this button to import from the

Portico.
3. After clicking the button, you will see a listing of the products you have in Portico. You can import draft or completed records from the Portico into HPD

Builder.

Common Product 1 by Healthy Building Network

Portico Records Available For Healthy Building Network

Active Records

- Test Floor

  Import HPD 2.0 style record: 2

- Test Wall Covering

  Import HPD 2.0 style record: 2

- Test sealant

  Import HPD 2.0 style record: 2

- New Bogus

  Import HPD 2.0 style record: 2

- Larry Test Product

  Import HPD 2.0 style record: 2

- Friday Test Floor

  Import HPD 2.0 style record: 2

- NYC EAP Carpet
- Uluru

  Import HPD 2.0 style record: 2

- Common Composition of Pre-finished Hardwood Flooring

4. Click the [Import HPD..] link you wish to import for the chosen HPD Builder product.
5. You should now see an "Imported Records" section of the products record display with the imported Portico record. Congrats - you have now imported your record into HPD Builder!

Imported Records

| HPD Version 2.0 style Portico Record | Use This Portico Record As HPD 2.0 Record | [remove] |

6. You can view the Portico version of the product record by clicking the [HPD Version 2.0 style Portico Record] link - it will open in a new window.
7. To remove the imported record - click the "[remove]" link.
8. To use the imported record as your official product record in HPD Builder, click "Use Portico Record As HPD Builder Record" button. An HPD V2.0 might need to have data clarified or added to complete the publish process. This is the same process that you

would use when editing an HPD V2.0 record that was created manually in the HPDC builder.

What is Portico? A building materials evaluation web application, developed and owned by Healthy Building Network, in partnership with Google. Portico includes a service that integrates project management and a healthy products library. Current Founding Partners include The Durst Organization, Harvard University, Perkins+Will, Georgia Tech, and HomeFree - affordable housing cohort.

What is the HPD Builder? The HPD Builder is the easiest, most accurate and efficient way for manufacturers to create and manage Health Product Declarations. HPD Builder provides a guided tool for entering data, performing hazard screening and formatting your reports to be consistent with the HPD Open Standard.
Registration is required for use of the HPD Builder Unlimited use of the Builder is an included benefit for HPD Collaborative members. More limited use can also be purchased online.