

## Access Reporting Template

- In Portfolio Manager, click on the Reporting tab to see if there is a report entitled **NYC Energy and Water Benchmarking Reporting Template for 2023 Data (Request from City of New York)**.
- If it is there, under **Action** next to the report, choose **Respond to Data Request**.
- If it is not there, upload the NYC reporting template using the link provided here. Note that clicking on this link will upload the template AND place you in a Portfolio Manager session ready to respond to the data request.

## Continue by Following these Steps

### 1. Preview Submission

Scroll to the bottom and fill in the fields in **About Your Response** and **Your Response**. If you are submitting this report on behalf of the building owner, check **Someone else** in the **About Your Response** box and add the owner as the contact, using the **Add a Contact** link if necessary. Press the **Generate Response Preview** button.

### 2. Correct Errors

Navigate back to the **Reporting** tab. If errors are flagged (in a pink background), click on **Read more** and correct any errors. Otherwise, you may preview your response, download your response to a spreadsheet, or modify or delete your response.

*NOTE: For NYC compliance, you can ignore any warnings about **Waste and Materials**, and if you are not required to benchmark water use, you can ignore warnings about water as well. If these are the only errors, click **Send Response** in the **I want to submit anyway** box.*

### 3. Submit Report

- If you are ready to submit your report, choose **Send Response**.
- Enter any contacts or email addresses of those who should also receive the confirmation email. E-sign the response by entering your Username, Password, and clicking **E-sign Response** press the **Send Data** button and **Continue** in the pop-up window.
- Once you have released your data, you will receive a confirmation email from [donotreply@energystar.gov](mailto:donotreply@energystar.gov). If you do not receive a confirmation email within the day, then please check your account's email address and resubmit your report.

### 4. Save Reporting Records

Save the following records for three years following your submission so that they can be made available to the City if necessary:

- a. A copy of the confirmation email from the EPA,
- b. Energy use information obtained from utility companies, and
- c. A Copy of the energy use data entered into Portfolio Manager

You have successfully benchmarked your energy and water data and submitted it to the City. If you need additional assistance, contact the **NYC Sustainability Help Center** at **(212) 566-5584**, or email [Help@NYCsustainability.org](mailto:Help@NYCsustainability.org).