



LEARN MORE AT
energystar.gov

ENERGY STAR® is a U.S. Environmental Protection Agency program helping businesses and individuals fight global warming through superior energy efficiency.

Submitting Data for Multiple Buildings from One Account

June 2011

This guidance has been compiled to provide assistance for anyone planning to submit data to New York City for multiple different buildings from the same Portfolio Manager account.

Important Clarification

Portfolio Manager only retains data sent in the most recent submission. This allows users to update information on a building should any changes be necessary. However, this means that every time you Release data from within the same Portfolio Manager account **the new report replaces and overwrites** any previously submitted data – New York City will not have compliance data for any previous report.

Example Scenario

Many people looking to comply with New York City Local Law 84 will use Portfolio Manager to submit data for multiple buildings. This could be a consultant representing clients with over 100 buildings or an individual building owner who has many buildings. It is possible that buildings may be ready for submission on a different day, and therefore the owner/consultant will want to make multiple different report submittals.

For example:

- Consultant ABC is benchmarking 25 buildings for two clients
 - Client 1 owns 10 buildings
 - Client 2 owns 15 buildings
- On Monday, Consultant ABC submits data for Client 1, a total of 10 buildings
- On Thursday, Consultant ABC submits data for Client 2, a total of 15 buildings
- If the two submissions are made from the same account (Consultant ABC's account), then the second submission **replaces** the first submission
- ***New York City only receives data for the 15 buildings from Client 2***

Guidance

There are two options for submitting multiple compliance reports

- **Option A** – Submit all buildings with every compliance report. Following the preceding example, on Thursday, Consultant ABC would submit a report with all 25 buildings for Clients 1 and 2. This re-submits the data from Monday along with any new data from Thursday. All 25 buildings are successfully reported to New York City.
 - Note that the Portfolio Manager grouping features may be used to maintain a group of “complete” buildings to select for each compliance submission.
- **Option B** – Create a different Portfolio Manager account for each submission. Following the preceding example, Consultant ABC would create two different Portfolio Manager accounts (one for each client), and submit the reports through these independent accounts. Because only one compliance report is submitted from each account, no data is lost or over-written.
 - Note that Portfolio Manager does have sharing features to enable energy and building data to be shared among multiple accounts. Thus, if Consultant ABC already has data for all 25 buildings in Portfolio Manager, buildings can be shared with new accounts without re-entering any data.