

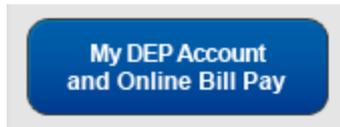
## How to Manually Benchmark Water Use to Comply with Local Law 84

- This document provides step by step instructions on how to access your water consumption data and manually benchmark your water consumption as required in Local Law 84
- The automatic upload of water usage via DEP's Automatic Meter Readers (AMR) is now available. There is also the option of manual input of water consumption
- More benchmarking resources are available online at the Greener, Greater Buildings Plan website: [www.nyc.gov/LL84](http://www.nyc.gov/LL84)
- For any questions, please send an email to [waterbenchmarking@dep.nyc.gov](mailto:waterbenchmarking@dep.nyc.gov)

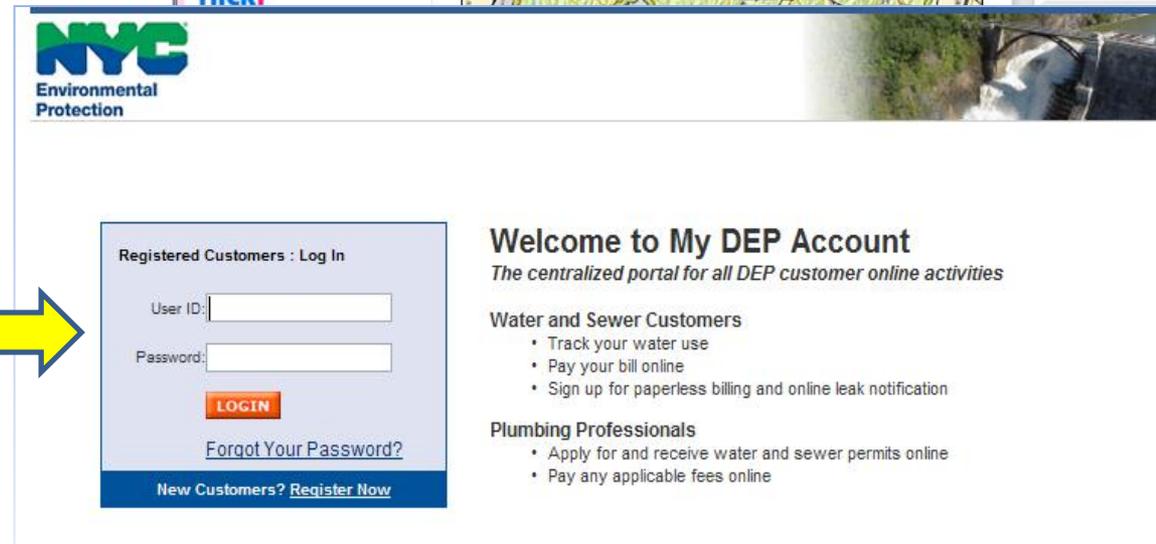
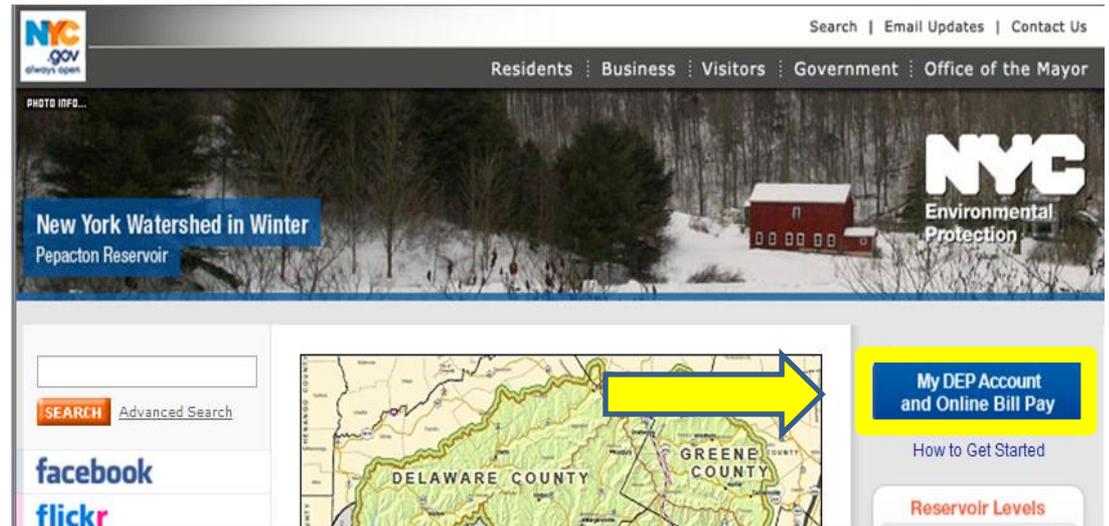


## Step 1 – Access Account

- Access your water usage information on the DEP website [www.nyc.gov/dep](http://www.nyc.gov/dep)
- Click the ‘My DEP Account’ button

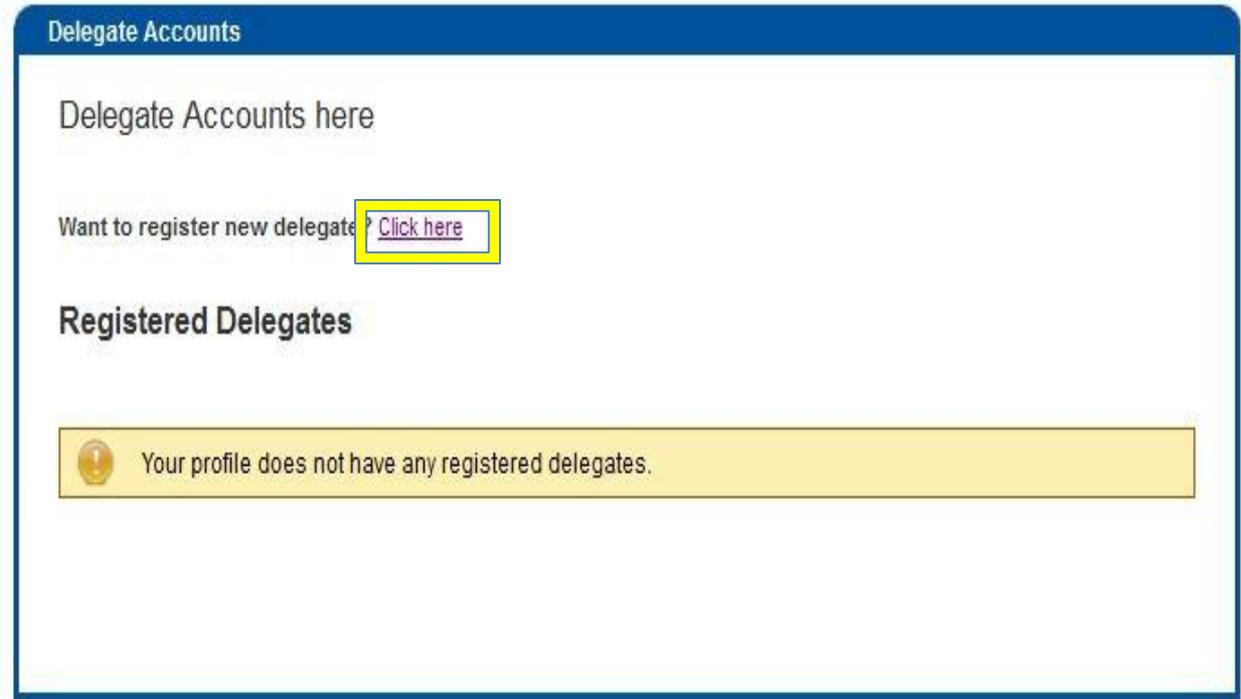


- **Log in** to your account. If a new customer, register a new account.



## Step 1a – Delegate Account

- OPTIONAL: If the owner of the water account would like to allow another person access to their account, they need to assign “delegates”
- This step is necessary to allow access for others who will benchmark on behalf of the owner of the water account, i.e. consultants, and service providers
- To assign delegates, Click the ‘**My Profile**’ tab
- Click ‘**Delegate Accounts**’
- Click the link to register a new delegate



## Step 1a – Delegate Account

- Fill in the information for the delegate that you wish to register
- All fields marked with a red asterisk are required
- For 'Relationship to the property', choose **Authorized Representative**
- Choose an User ID and Password on behalf of the delegate
- Click the 'Click here to delegate account(s)' link
- Select which accounts you would like the third party to have access to
- Click **Delegate Account(s)**

Register additional delegates

Enroll your delegate user here

Salutation: Mr. ▼

First Name: \*  
Last Name: \*  
Phone1: \* - - Ext: \*  
Phone2: - - Ext: \*  
email: \*  
Confirm email: \*  
User ID: Example \*  
Minimum of 6 characters in length.  
Password: \*  
Minimum of 6 characters in length.  
Confirm Password: \*  
Relationship to the property: Authorized Representative ▼  
Account Number(s): [Click here to delegate account\(s\)](#) \*

\*Required Field

**Helpful Information**

- Please enter a valid email address.
- Please enter a user id containing letters(a-z, A-Z), numbers(0-9) and a period(.).
- Please enter a password containing letters(a-z, A-Z), numbers(0-9) and special characters(~!@#\$%^&\*()\_+) to make it more secure.
- You can add multiple accounts by clicking on the link "Click here to add account".

**Delegate Your Account(s)**

Select: All None

<input checked="" type="checkbox"/>	335001
<input type="checkbox"/>	1000155450001
<input checked="" type="checkbox"/>	1000209189001
<input type="checkbox"/>	1000630988001

**Delegate Account(s)** Close

## Access Water Data

Back on the home page, click the 'See My Water Use' link and do the following steps:

1. Select your Meter
2. For Graph, select "Monthly Usage for Year"
3. Choose Year 2012
4. Click "View"

• NOTE: Properties can **only** be benchmarked if they have consumption for the **full year** of 2012



- Please check the 'meter' tab to make sure that you have accounted for all of the consumption associated with your property



- To receive your monthly water consumption in tabular form, click the **'Reads History'** link
- In the column entitled "Consumption in Cubic Feet" you will find all of your consumption information on a monthly basis to enter into Portfolio Manager
- If a reading was estimated for a month, you will find the average in the next column "Average Consumption"
- Please check the **'meter'** tab to make sure that all meters have been selected, to account for all of the consumption associated with your property

**WATER CUSTOMER**

Service Address: 133 43 SAVEWATER ST  
JAMAICA, NY 11422-0000

Account #: 1000807-001  
Borough: Queens Block: 13208 Lot: 0022  
Building Class: A2

Account Balance: \$0.00  
AMR Installed On: 10/19/2009

Meter:  CCF  Graph: Monthly Usage for Year  Year: 2012  [View](#)

**Previous Read**

Date	Reading
12/31/2011	78685

**Meter Reads History**

Month	Month (on graph)	Reading	Consumption in Cubic Feet (Reading Difference * 1)	Average Consumption
January	Jan	79480	795	
February	Feb	80265	785	
March	Mar	81325	1060	
April	Apr	82540	1215	
May	May	83780	1240	
June	Jun	85025	1245	
July	Jul	86230	1205	
August	Aug	87260	1030	
September	Sep	88040	780	
October	Oct	88995	955	
November	Nov	90235	1240	
December	Dec	91190	955	
<b>Total</b>			<b>12505</b>	

- If you need further guidance on how to access your water data, instructional videos are available on the DEP website

- To watch the videos, go to [www.nyc.gov/dep](http://www.nyc.gov/dep) and click 'How to Get Started'

- Find 'View Your Water Use' and click the 'WATCH IT NOW!' button

The screenshot shows the NYC DEP website interface. At the top, there is a navigation bar with links for 'Residents', 'Business', 'Visitors', 'Government', and 'Office of the Mayor'. Below this is a banner for 'New York Watershed in Winter' featuring a photo of a red cabin in a snowy forest. A search bar is visible, along with a 'facebook' logo. A map of the watershed is shown. On the right side, there is a sidebar with several widgets: 'My DEP Account and Online Bill Pay' (with a 'How to Get Started' button highlighted by a yellow arrow), 'Reservoir Levels' (showing current and normal levels), 'Paperless Billing', 'Leak Notification', and 'Waterbody Advisories'. The main content area is titled 'Browse by Subject' and contains a grid of service categories. The 'View Your Water Use' category is highlighted with a yellow box, and its 'WATCH IT NOW!' button is pointed to by a yellow arrow.

Register My DEP Account	Edit My DEP Account	Pay Your Water and Sewer Bill
<a href="#">WATCH IT NOW!</a>	<a href="#">WATCH IT NOW!</a>	<a href="#">WATCH IT NOW!</a>
Learn how to register your My DEP Account and retrieve a forgotten password.	Learn how to edit your My DEP Account.	Learn how to pay your water and sewer bill online.
View Your Bill	View Your Water Use	Enroll for Services
<a href="#">WATCH IT NOW!</a>	<a href="#">WATCH IT NOW!</a>	<a href="#">WATCH IT NOW!</a>
Learn how to view your water and sewer bill online.	Learn how to view your water use online.	Learn how to sign up for paperless billing and leak notification alerts.

## Step 3 – Log In to Portfolio Manager

- Visit <http://www.energystar.gov/benchmark>
- The link will direct you to Portfolio Manager and prompt you to log into your account
- If this is your first time using Portfolio Manager you will need to set up an account and go through the process of benchmarking your properties before submitting results to the City

**ENERGY STAR** **PORTFOLIO MANAGER**  
EPA's system for helping you track and improve energy efficiency across your entire portfolio of buildings.

FAQ FREQUENTLY ASKED QUESTIONS CONTACT US HELP

Username:  [Forgot your username?](#)

Password:  [Forgot Your Password?](#)

New User? [Register](#)

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## Step 4 – Add a Water Meter(s)

- One by one, select each facility in your portfolio and scroll down to the ‘Water Meters’ chart
- Click the ‘Add Meter’ link

The screenshot shows the 'Water Meters' management interface. At the top, there are links for 'Add Meter', 'Update Multiple Meters', and 'View All Meter Data in Excel'. Below this is a table with columns: 'Meter Name', 'Units', 'Last Meter Entry (End Date)', 'Alerts', and 'Read Write Access'. The table currently shows 'No Meter Defined'. A yellow box highlights the 'Add Meter' link, with a yellow arrow pointing to it. Below the table is a form titled 'Add Water Meter' with the following fields and callouts:

- 1. \*Meter Name: <User Chooses Name>
- 2. \*Select the type of water use:  Indoor,  Outdoor
- 3. \*Units: cf (cubic feet)
- 4. \*Add this meter to Total Facility Water Use?  Yes, calculate this total water use by including this meter
- 5.  No, adding this meter to this total water use will inflate the actual value

At the bottom right of the form are 'CANCEL' and 'SAVE' buttons.

In the next screen,  
enter the following:

1. ‘Meter Name’: Input any name
2. Select type: ‘Indoor’
3. Select Units: ‘cf (cubic feet)’
4. ‘Add this meter to Total Facility Water Use?’: ‘Yes’
5. Click **Save**

## Water Meter: Sample Water

**REQUIRED**

Select Number of Meter Entries to be added and Start Date for first entry:

Meter Entries to Add	*Start Date (MM/DD/YYYY)	Units
12 <input type="text"/> <input type="text"/> Month(s) <input type="text"/>	01/01/2012 <input type="text"/>	cf (cubic feet)

CANCEL

CONTINUE

- Start Date is **01/01/2012**
- Confirm that units are **cf (cubic feet)**
- Click **Continue**

- In the “Water Use” column, enter values found in your DEP account in “Consumption in Cubic Feet” and “Average Consumption” columns for each month.
- Entering ‘Cost’ is optional
- Click **Save**

Meter Information
Units: cf (cubic feet)
Usage: Indoor

### Water Meter: Sample Water

Use the form below to add each unique meter entry for this particular meter. Portfolio Manager requires that entries be for consecutive time periods. The system will allow a one day overlap or a one day gap to exist between meter entries. The maximum time period for a single entry is 12 months.

Add Water Use:		Water Use (cf (cubic feet))	Cost - US Dollars (optional)
Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)		
01/01/2012	01/31/2012	795	\$
02/01/2012	02/29/2012	785	\$
03/01/2012	03/31/2012	1060	\$
04/01/2012	04/30/2012	1215	\$
05/01/2012	05/31/2012	1240	\$
06/01/2012	06/30/2012	1245	\$
07/01/2012	07/31/2012	1205	\$
08/01/2012	08/31/2012	1030	\$
09/01/2012	09/30/2012	780	\$
10/01/2012	10/31/2012	955	\$
11/01/2012	11/30/2012	1240	\$
12/01/2012	12/31/2012	955	\$

CANCEL SAVE

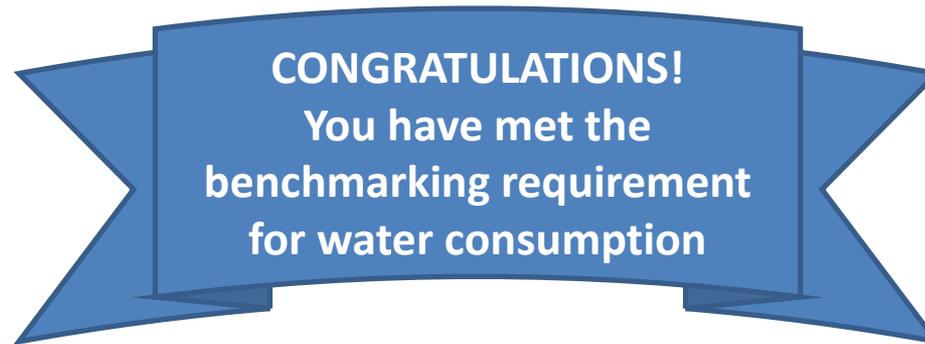
## Step 5 – Enter All Water Meters

- After you enter your water meter, Portfolio Manager brings you back to the Facility Summary page



- If you have more than one Facility, **you are required to enter the water meter for each facility.** Repeat Step 4 as necessary.
- When all water meters are entered, click 'My Portfolio', located at the top left of the page





## **Step 12 – Complete Benchmarking**

- If you still have questions regarding your water account, email DEP at [waterbenchmarking@dep.nyc.gov](mailto:waterbenchmarking@dep.nyc.gov)
- For other questions, concerns, or assistance with meeting the compliance for LL84, you may also email [sustainability@buildings.nyc.gov](mailto:sustainability@buildings.nyc.gov)