

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
- For any questions, please send an email to waterbenchmarking@dep.nyc.gov

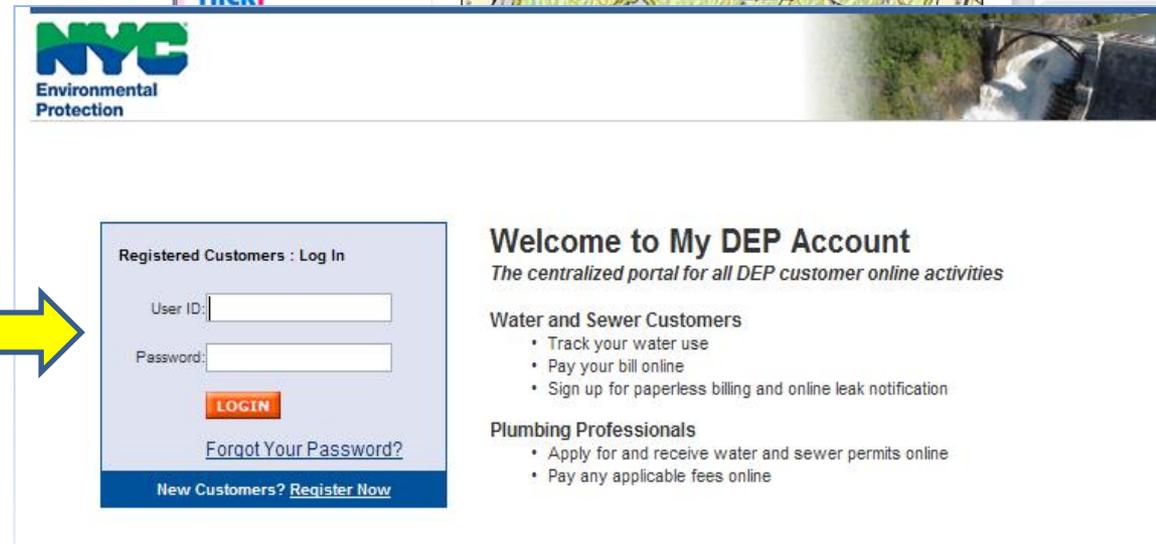
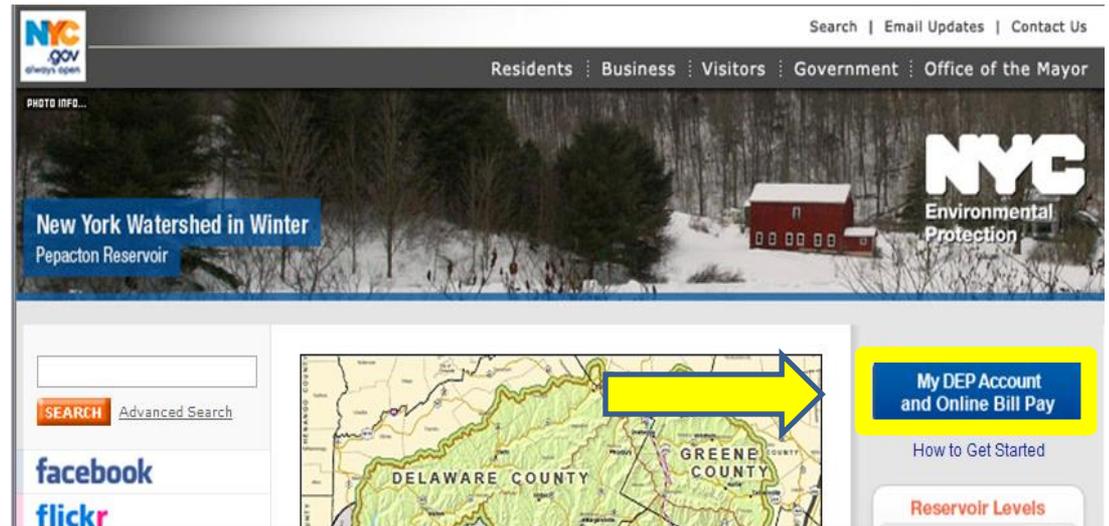


Step 1 – Access Account

- Access your water usage information on the DEP website www.nyc.gov/dep
- Click the ‘My DEP Account’ button

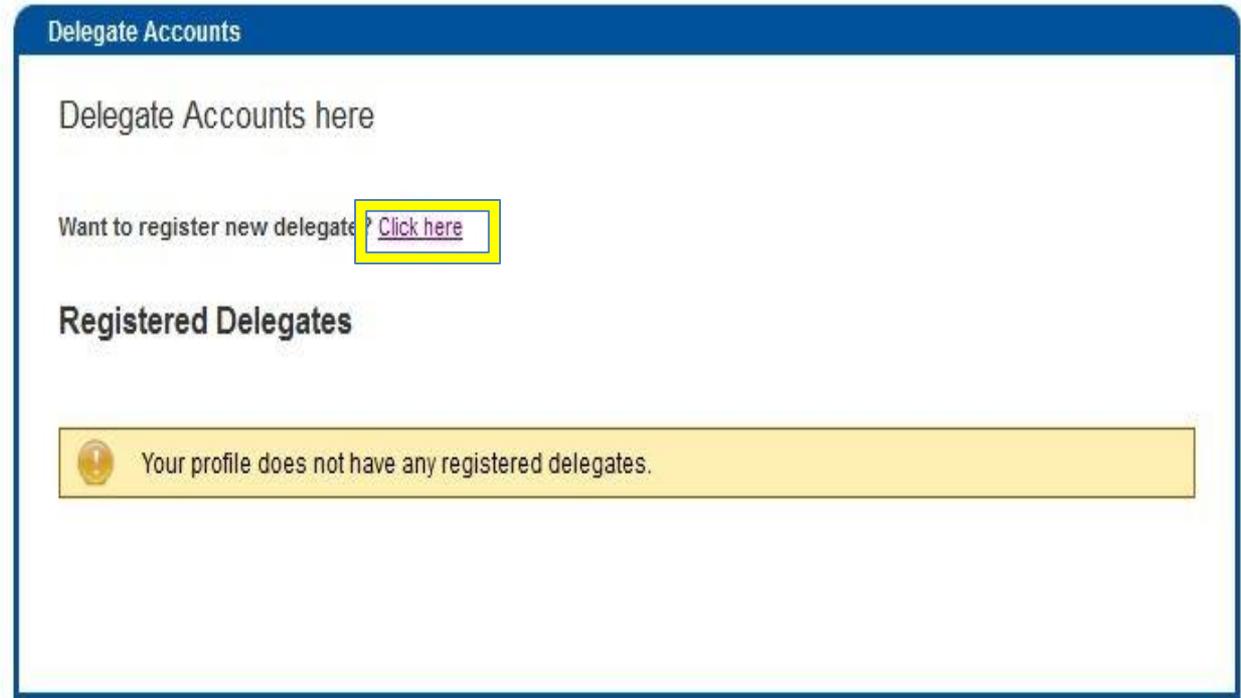


- **Log in** to your account. If a new customer, register a new account.



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

The screenshot shows the 'WATER CUSTOMER' portal with the 'Reads History' link highlighted in yellow. A yellow arrow points to this link. Below the navigation bar, account information is displayed, including Service Address, Account #, Borough, Block, Lot, Building Class, Account Balance, and AMR Installed On. A 'View' button is also highlighted in yellow. The 'Previous Read' table shows a reading of 78685 on 12/31/2011. The 'Meter Reads History' table is shown below, with the 'Consumption in Cubic Feet' column highlighted in yellow.

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	
Total			12505	

- 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 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 'My DEP Account and Online Bill Pay' section with a 'How to Get Started' button highlighted by a yellow arrow. Below this is a 'Reservoir Levels' section showing 'Current: 92.5%' and 'Normal: 81.2%' with a water glass icon. Further down are 'Paperless Billing', 'Leak Notification', and 'Waterbody Advisories' sections. 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
WATCH IT NOW!	WATCH IT NOW!	WATCH IT NOW!
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
WATCH IT NOW!	WATCH IT NOW!	WATCH IT NOW!
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



The screenshot shows the Energy Star Portfolio Manager login interface. At the top left is the Energy Star logo. The main heading is "ENERGY STAR® PortfolioManager®". Below this, a white box contains the text "Welcome to Portfolio Manager" and "Helping you track and improve energy efficiency across your entire portfolio of properties." There are two input fields: "Username:" and "Password:", both with red asterisks indicating required fields. Below the password field are two links: "[I forgot my password.](#)" and "[I forgot my username.](#)". To the right of these links is a blue "Sign In" button. Below the "Sign In" button is a blue "Create a New Account" button. At the bottom of the white box, there is a small icon and a disclaimer: "You are accessing a U.S. Government information system. System usage may be monitored, recorded, and subject to audit. Use of the system indicates consent to monitoring and recording."

Step 4 – Add a Water Meter(s)

- One by one, select each facility in your portfolio, and click the “**Meters**” tab
- Under “Water Meters”, click ‘**Add Another Meter**’ link

Summary Details **Meters** Goals Design

Energy & Water Consumption
[Manage/Enter My Bills](#)

Meters for Performance Metrics
[View/Edit Configuration](#)

Utility & Weather
Electric Distribution Utility (EDU):
Not Available

Energy Meters (0)
[View as a Diagram](#) [Add Another Meter](#)

i In order to receive a score for your property, you must provide an energy meter. You have not entered any meters yet. After [entering the meter](#), you will need to [associate](#) it in order to receive a score.

Water Meters (0)
[View as a Diagram](#) [Add Another Meter](#)

Step 4 – Add a Water Meter(s)

On the next screen,
enter the following:

1. Select type: **‘Municipally Supplied Portable Water’**
2. Other check boxes will appear. Click **‘Indoor’**, and enter the **‘Number of Meters’**
(If you haven’t entered any energy meters, you will have to do so.)
3. Click **‘Get Started!’**

Your Property's Water Usage
How does your property use water? Please select all that apply.

Municipally Supplied Potable Water **1**

2 **Indoor**
How Many Meters?

Outdoor
 All

Municipally Supplied Reclaimed Water
 Alternative Water Generated On-Site:
 Other:

3 **Get Started!** [Cancel](#)

- For your newly created “Potable Indoor Meter”, choose:

1. Type: **Potable Indoor**
2. Units: **cf (cubic feet)**
3. First Bill Date: **01/01/2012**
4. UNCHECK: **‘IN USE’**
5. Last Bill Date: **12/31/2012**

- Confirm that units are **cf (cubic feet)!**

- You can change the “Meter Name” if you wish

- Repeat for all meters you are entering

1 Water Meter for New Sample Office (click table to edit)

<input type="checkbox"/>	Meter Name	Type	Other Type	Units	First Bill Date	In Use?	Last Bill Date
<input checked="" type="checkbox"/>	Potable Indoor Meter	Potable Indoor ▾		cf (cubic feet) ▾	01/01/2012 📅	<input type="checkbox"/>	12/31/2012 📅

[✖ Delete Selected Entries](#)
[+ Add Another Entry](#)

[Cancel](#)



Your Meter Entries for New Sample Office

Now we need actual energy consumption information in order to start providing you with your metrics and, possibly, your score!

1 Water Meter(s) for New Sample Office

▼ Potable Indoor Meter [Edit](#)

<input type="checkbox"/>	Start Date	End Date	Usage
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Delete Selected Entries](#) You can upload an excel spreadsheet with your basic bill information using our [spreadsheet template](#).
[Add Another Entry](#)

▼ Potable Indoor Meter [Edit](#)

<input type="checkbox"/>	Start Date	End Date	Usage	Cost	Estimate
<input type="checkbox"/>	1/1/2012	1/31/2012	795 cf (cubic feet)		<input type="checkbox"/>
<input type="checkbox"/>	2/1/2012	2/29/2012	785 cf (cubic feet)		<input type="checkbox"/>
<input type="checkbox"/>	3/1/2012	3/31/2012	1060 cf (cubic feet)		<input type="checkbox"/>
<input type="checkbox"/>	4/1/2012	4/30/2012	1215 cf (cubic feet)		<input type="checkbox"/>
<input type="checkbox"/>	5/1/2012	5/31/2012	1240 cf (cubic feet)		<input type="checkbox"/>
<input type="checkbox"/>	6/1/2012	6/30/2012	1245 cf (cubic feet)		<input type="checkbox"/>
<input type="checkbox"/>	7/1/2012	7/31/2012	1205 cf (cubic feet)		<input type="checkbox"/>
<input type="checkbox"/>	8/1/2012	8/31/2012	1030 cf (cubic feet)		<input type="checkbox"/>
<input type="checkbox"/>	9/1/2012	9/30/2012	780 cf (cubic feet)		<input type="checkbox"/>
<input type="checkbox"/>	10/1/2012	10/31/2012	955 cf (cubic feet)		<input type="checkbox"/>
<input type="checkbox"/>	11/1/2012	11/30/2012	1240 cf (cubic feet)		<input type="checkbox"/>
<input type="checkbox"/>	<input type="text" value="12/01/2012"/>	<input type="text" value="12/31/2012"/>	<input type="text" value="955"/> cf (cubic feet)	\$ <input type="text"/>	<input type="checkbox"/>

[Delete Selected Entries](#) You can upload an excel spreadsheet with your basic bill information using our [spreadsheet template](#).
[Add Another Entry](#) No file chosen [Upload](#)

- Now you will enter your actual data
- The 'Start' and 'End' dates are the first and last date of each month
- In the "Usage" 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 'Add Another Entry' for all 12 months of 2012
- When done, click "Finish Meter Set Up"

Back

Finish Meter Set Up

- Click the water meter you just created
- Click “These meter(s) account for the total water consumption for this property”
- Click “Apply Selections”

PortfolioManager®

MyPortfolio | Sharing | Planning | Reporting | Recognition

Congratulations! You have successfully added meters to your property.

Meters to add to Total Consumption for Metrics for New Sample Office

Tell us which meters to include when calculating the total usage for this property so that we can provide you with the most accurate metrics possible.

Property Totals

Energy Meters
 There are currently no energy meters entered for this property/building. [Enter information about your energy meters](#) to begin tracking energy usage.

Water Meters
 Check the boxes for the meters that should be included in the water metrics:

<input type="checkbox"/>	Meter Name
<input checked="" type="checkbox"/>	Potable Indoor Meter
<input type="checkbox"/>	Potable Indoor Meter

Total of 1 water meter(s). Tell us what these meter(s) measure:

These meter(s) account for the total water consumption for this property.
 These meter(s) do not account for the total water consumption for this property.

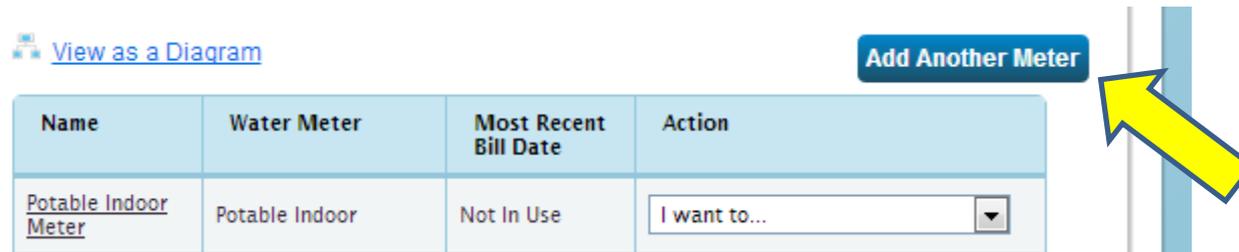
i Because of the wide variety of ways that people meter their properties, after you create meters for your property in Portfolio Manager, you must indicate which meters to use for your property metrics. In some cases, you will not want a meter to count for your metrics. For example, if you have sub-meters to measure energy or water consumption for a specific purpose, and you also have a master meter (which measures total consumption), counting both of those meters would double count your consumption and skew your metrics (e.g., artificially increase your Site Energy Use Intensity). [Learn More about configuring meters for performance metrics.](#)

Apply Selections [Cancel](#)



Step 5 – Enter All Water Meters

- After you enter your water meter, Portfolio Manager brings you back to **Meters** page
- If you have more than one Property, **you are required to enter the water meter for each property.**
Repeat Step 4 as necessary.



- When all water meters are entered, click '**MyPortfolio**', located at the top left of the page



Step 6 – Complete Benchmarking

- After all water meters and energy meter information is entered, you must submit your completed report to the City using the [NYC 2012 Reporting Template](#)
- If you still have questions regarding your water account, email DEP at waterbenchmarking@dep.nyc.gov
- For other questions, concerns, or assistance with meeting the compliance for LL84, you may also call the Benchmark Help Center at **(646) 576 – 3539** or email Department of Buildings at sustainability@buildings.nyc.gov