

Starting with 2013 reporting, there are new locations to enter the BBL and BIN; both the 10-digit BBL and the 7-digit BIN will be entered into “Standard IDs”

- Previously, the 7-digit BIN was entered into the “ Custom ID 1” field; no longer use this field for the BIN.
- Previously, the 10-digit BBL was entered into the “Property Notes” field; no longer use this field for the BBL.

Federal Property: No  
Find A Service & Product Provider (SPP): Empty  
Editing basic information also includes name, address, etc. [Edit]

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### Edit New Sample Office's Property Identifiers (IDs)

There are several different types of IDs that you can assign to your property. These IDs help you cross-reference using in addition to Portfolio Manager.

**Portfolio Manager Property ID**  
Your Portfolio Manager Property ID was assigned when your property was entered into Portfolio Manager and identifies your property to EPA.  
Portfolio Manager Property ID: 3625157

**Custom IDs**  
You can add up to three custom IDs as long as they have different names. Only people who have access to this property's data will be able to see these custom IDs.

Custom ID 1:  
Name: BIN ID: 1234567

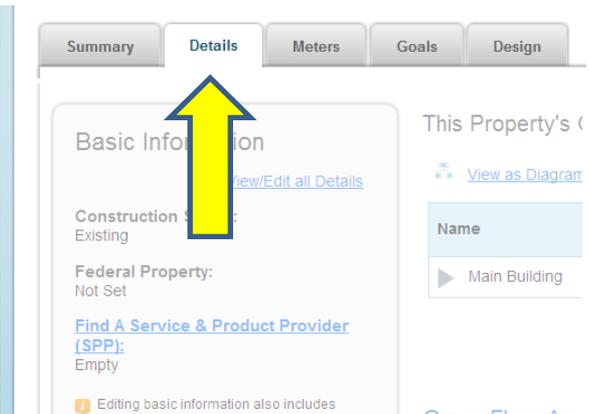
Custom ID 2:  
Name: ID:

**Property Notes**  
Use the following area to keep notes on your property.

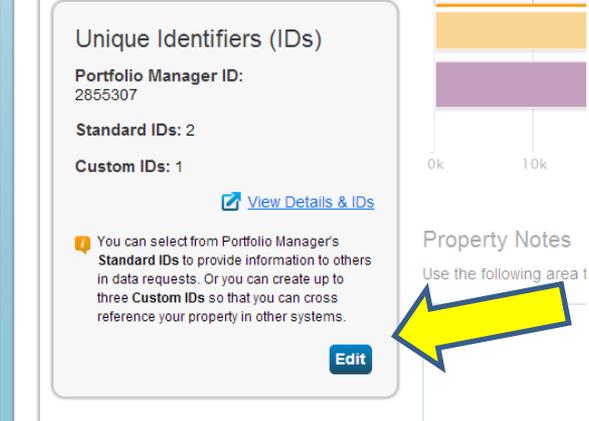
<ENTER YOUR 10-DIGIT BOROUGH, BLOCK, LOT NUMBER IN THIS BOX>  
1-12345-1234

You have 927 characters remaining for your notes. [Save Notes]

1. In the property's profile, click the tab called "Details".



2. In "Unique Identifiers (IDs)", click "Edit".



3. Scroll down to "Standard IDs" section
4. Choose "NYC Borough, Block and Lot (BBL)", and enter the 10-digit BBL(s)
5. Click "Add Another"
6. Choose "NYC Building Identification Number (BIN)", and enter the 7-digit BIN(s)
7. Click "Save"

