

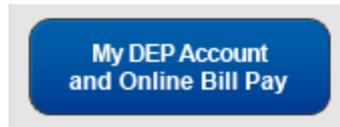
How to Manually Benchmark Water Use to Comply with Local Law 84

- 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

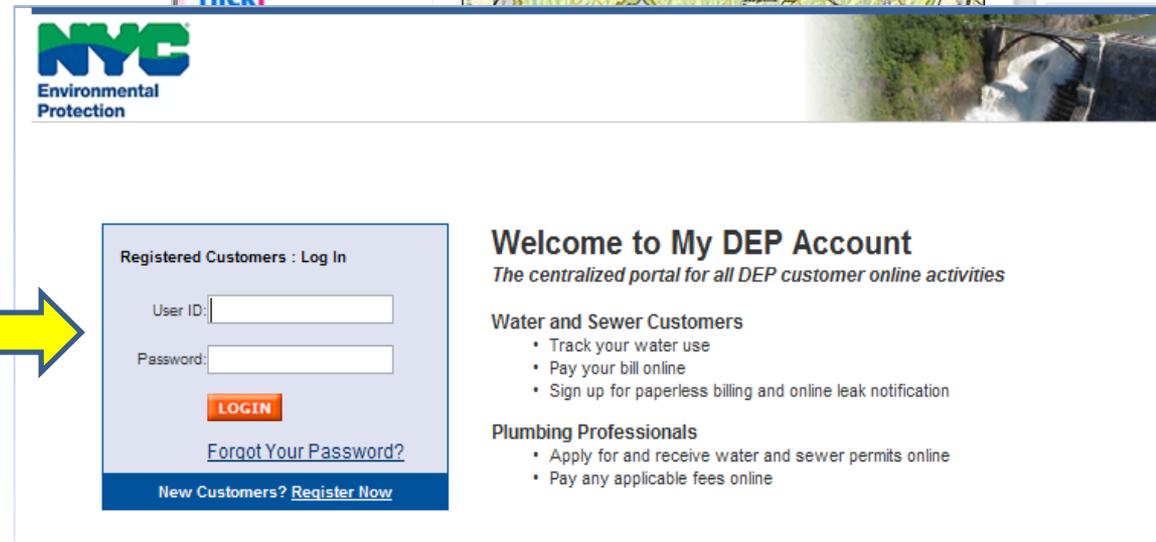
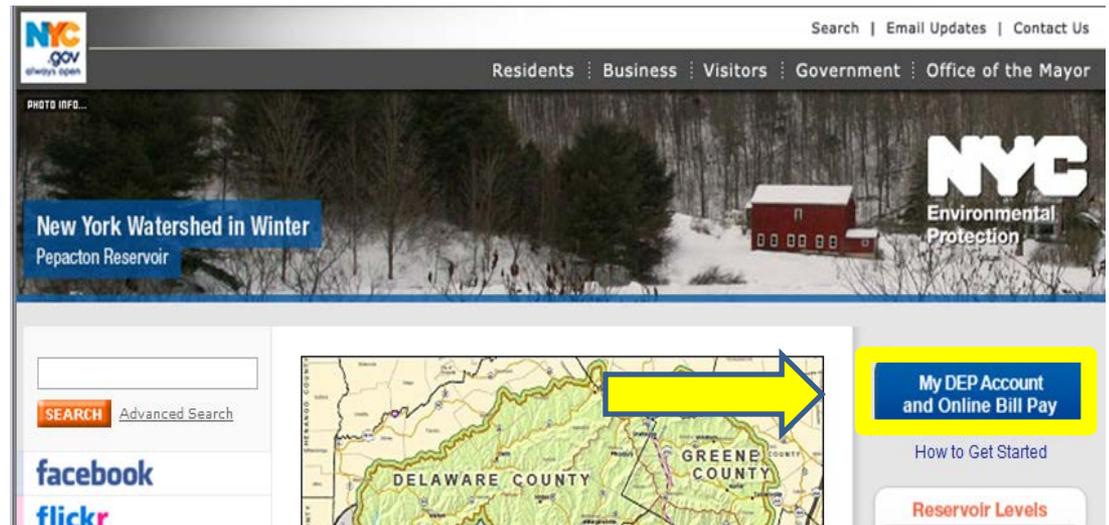


Step 1 – Access Account

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

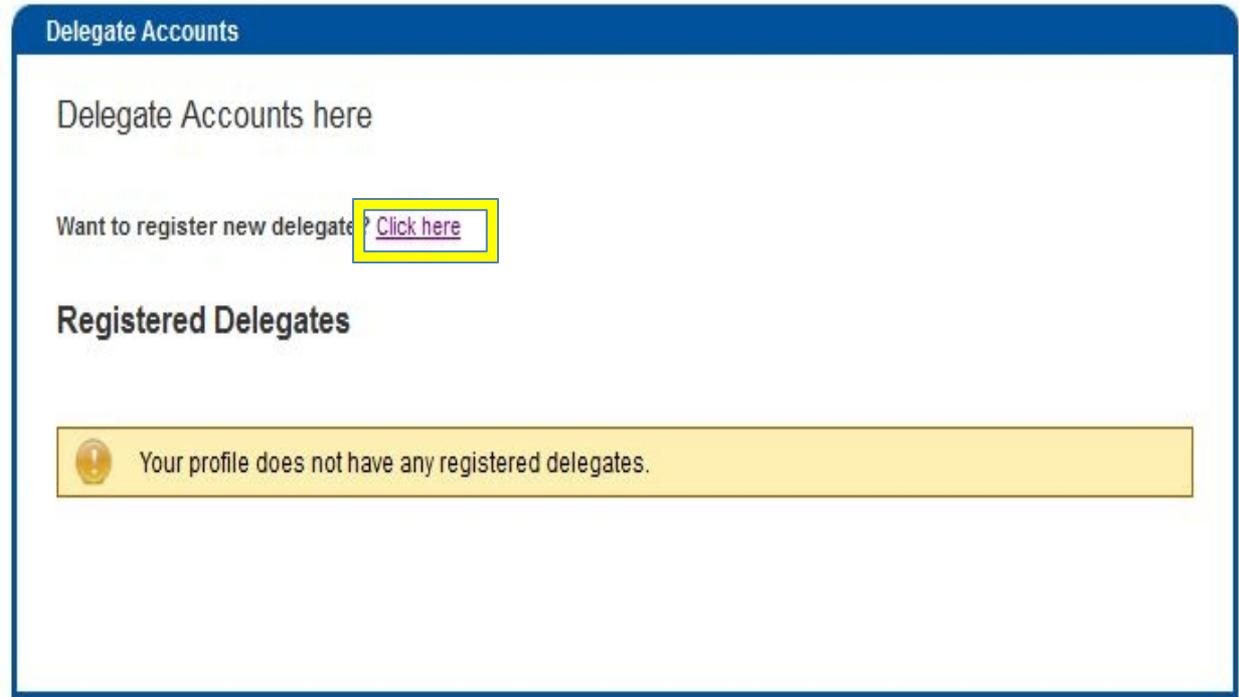
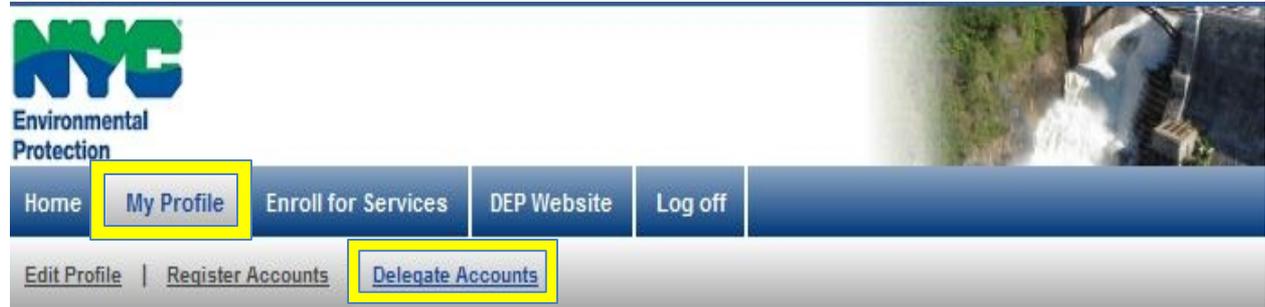


- **Log in** to your account. If a new customer, register a new account.



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

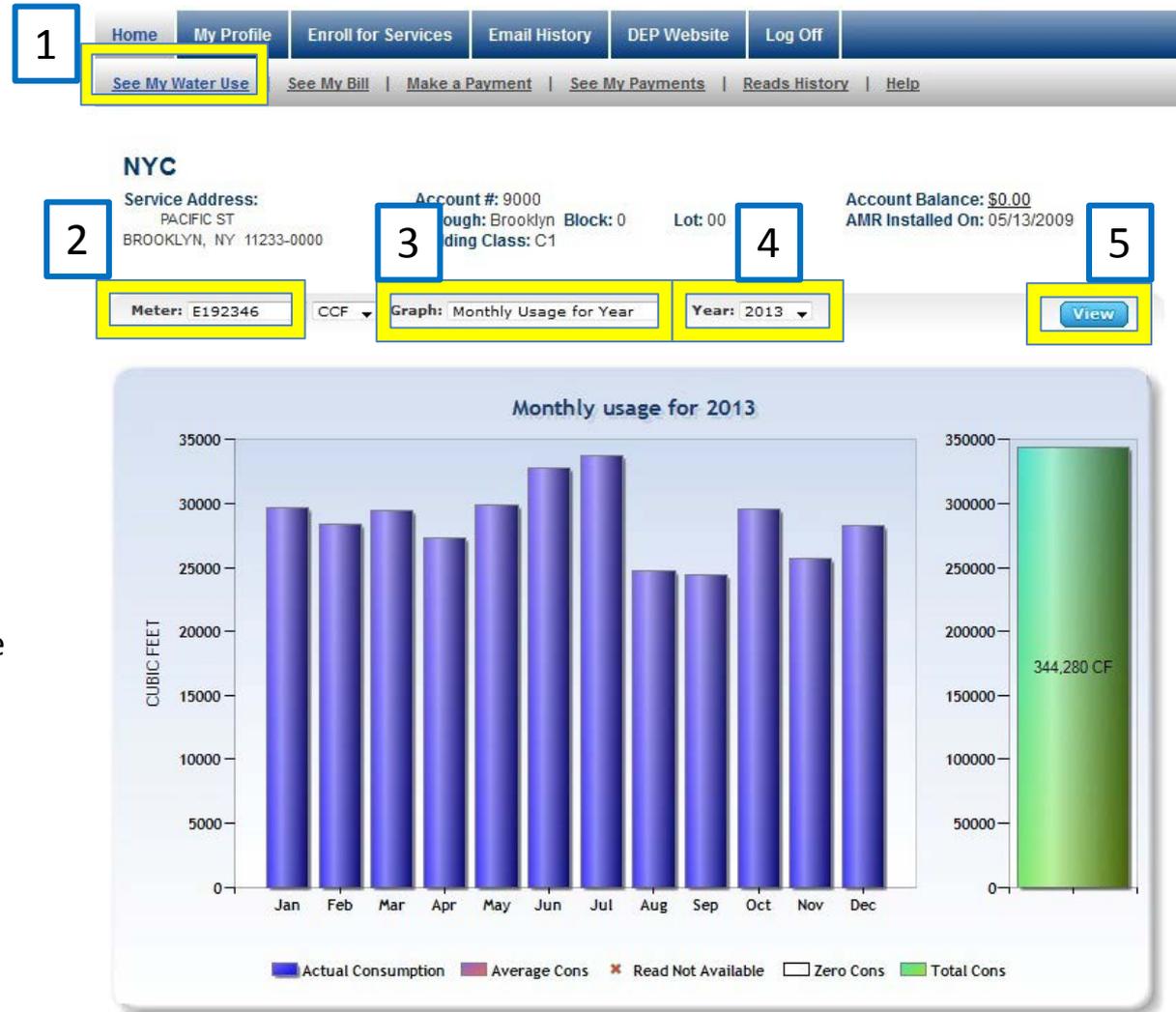
Delegate Account(s) Close

Access Water Data

1. Back on the home page, click the 'See My Water Use' link
2. Select your Meter
3. For Graph, select "Monthly Usage for Year"
4. Choose Year "2013"
5. Click "View"



- Please check the 'meter' tab to make sure that you have accounted for all of the consumption associated with your property
- Remember that the data provided is in **cubic feet**



[See My Water Use](#) |
 [See My Bill](#) |
 [Make a Payment](#) |
 [See My Payments](#) |
 [Reads History](#) |
 [Help](#)

NYC

Service Address:
 PACIFIC ST
 BROOKLYN, NY 11233-0000

Account #: 9000
Borough: Brooklyn **Block:** 0 **Lot:** 00
Building Class: C1

Account Balance: \$0.00
AMR Installed On: 05/13/2009

Meter: E192346 | **CCF:** | **Graph:** Monthly Usage for Year | **Year:** 2013 | [View](#)

Previous Read	
Date	Reading
12/31/2012	92932

Meter Reads History

Month	Month (on graph)	Reading	Consumption in Cubic Feet (Reading Difference * 10)	Average Consumption
January	Jan	95905	29730	
February	Feb	98749	28440	
March	Mar	101694	29450	
April	Apr	104425	27310	
May	May	107416	29910	
June	Jun	110698	32820	
July	Jul	114078	33800	
August	Aug	116555	24770	
September	Sep	118994	24390	
October	Oct	121955	29610	
November	Nov	124526	25710	
December	Dec	127360	28340	
Total			344280	

- 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

- 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 Search, Email Updates, and Contact Us, and a menu for Residents, Business, Visitors, Government, and Office of the Mayor. Below this is a banner for 'New York Watershed in Winter' featuring the Pepacton Reservoir. A search bar is visible with a 'SEARCH' button and a link to 'Advanced Search'. A yellow arrow points from the search bar area to a 'How to Get Started' button in the right-hand sidebar. The sidebar also contains sections for 'My DEP Account and Online Bill Pay', 'Reservoir Levels' (showing Current: 92.5% and Normal: 81.2%), 'Paperless Billing', 'Leak Notification', and 'Waterbody Advisories'. The main content area features a 'Browse by Subject' section with a grid of video tutorial options. A yellow box highlights the 'View Your Water Use' option, and a yellow arrow points to its 'WATCH IT NOW!' button. The grid includes options for Registering My DEP Account, Editing My DEP Account, Paying Water and Sewer Bills, Viewing Your Bill, Viewing Your Water Use, and Enrolling for Services.

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 in to 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



Discover the new and improved Portfolio Manager today.

SIGN UP

Current Portfolio Manager Users

username

password

[Forgot password?](#) **LOG IN**

Step 4 – Select a Property

- Select the property you would like to manually benchmark

My Properties (3) [Add a Property](#)

Filter by: [Search](#)

[Create Group](#) | [Manage Groups](#)

Name	Action
23 , Manhattan, NY 10016	<input type="text" value="I want to..."/>
5927 Blvd	<input type="text" value="I want to..."/>
77 St, Brooklyn, NY 11211	<input type="text" value="I want to..."/>

Page 1 of 1 | 10 | View 1 - 3 of 3

[Download Entire Portfolio](#)

 If you're a pro, you may want to [upload and/or update multiple properties](#) at once using an Excel spreadsheet. This can be done to create new properties, add use details, create meters and add meter consumption data.

The screenshot displays the 'MyPortfolio' interface. At the top, there are navigation tabs: 'MyPortfolio', 'Sharing', 'Planning', 'Reporting', and 'Recognition'. Below these, the address '23 Avenue, Manhattan, NY 10016' is shown. A grey box indicates the property is 'Not eligible to apply for ENERGY STAR Certification'. To the right, a blue box shows 'Weather-Normalized Source EUI (kBtu/ft²)' with 'Current EUI: N/A' and 'Baseline EUI: N/A'. Below the address, there are sub-tabs: 'Summary', 'Meters', 'Goals', and 'Design'. A yellow arrow points to the 'Meters' tab, which is also highlighted with a yellow box. The main content area includes a 'Property Profile' section with a '+ Create Profile' link, a 'Source EUI Trend (kBtu/ft²)' chart, a 'Notifications' section stating 'You have no new notifications.', and a 'Data Quality for this Property' section with explanatory text.



Water Meters (3)

[View as a Diagram](#)



Add Another Meter

Name	Water Meter	Most Recent Bill Date	Action
DEPWaterMeter	Potable Indoor		I want to... <input type="button" value="v"/>
Potable Indoor Meter #2	Potable Indoor		I want to... <input type="button" value="v"/>
Potable Indoor Meter #1	Potable Indoor		I want to... <input type="button" value="v"/>

- Remember that the data on DEP's website is in cubic feet

Water Meters (3)

[View as a Diagram](#)

Add Another Meter

Name	Water Meter	Most Recent Bill Date	Action
DEPWaterMeter	Potable Indoor		I want to... <input type="button" value="v"/>
Potable Indoor Meter #2	Potable Indoor		<div style="border: 1px solid black; padding: 2px;"> I want to... Edit Basic Meter Information View/Add Bills (i.e., meter consumption) Delete Meter </div>
Potable Indoor Meter #1	Potable Indoor		I want to... <input type="button" value="v"/>





CONGRATULATIONS!
You have met the
benchmarking requirement
for water consumption

- 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 email sustainability@buildings.nyc.gov