

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

- This document provides step by step instructions on how to automatically benchmark your water consumption as required in Local Law 84
- It explains who is eligible for the program and how to access your water consumption data from the Department of Environmental Protection
- More benchmarking resources are available at: www.nyc.gov/LL84
- For any questions, please send an e-mail to waterbenchmarking@dep.nyc.gov



Step 1 – 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 2 – Share a Property

- Click the “Sharing” tab and then click the “Share a Property” button
 - You can skip ahead to step 8 if you have connected your property to DEP in the past



The screenshot shows the 'MyPortfolio' interface with the 'Sharing' tab selected. A yellow box highlights the 'Sharing' tab, and a yellow arrow points to the 'Share a Property' button in the 'My Shared Properties (0)' section. The interface includes sections for 'Sharing Notifications (0)', 'My Shared Properties (0)', and 'Properties Shared with Me (0)'. A 'Learn more about exchanging data' link is also visible.

Step 3 – Exchanging Data

- Click the “organization that exchanges data” link to proceed

Share Your Property(ies)

Sometimes it's really important to be able to share your property with someone else. Maybe they need to help monitor your property, enter energy information (perhaps automatically) or process applications for recognition. If this sounds like what you need, start out by selecting the property(ies) that you'd like to share and who you'd like to share with them.



Select Properties to Share

We'll get into the details of the level of access later. For now, which properties do you want to share?



Select People (Accounts) to Share With

Which people (accounts) do you want to share these properties with? The access for each can be different and you'll be able to specify that on the next page.

Select contacts from my contacts book:

To select multiple contacts, hold down your Control (CTRL) key and click on each selection. Only your **connected contacts** appear in this list.



Sharing with Accounts

In order to share properties with others (either individuals or organizations), you need to be “connected” with them. To make a connection, go to the “Add Contact” or “Add Organization” page and search for them within Portfolio Manager (they need to have a Portfolio Manager account). Once you find them, send a “Connection” request. After they accept your connection request, they will show up on the list to the left.



Exchanging Data

To get started, first connect with an [organization that exchanges data](#). Once you are connected, their name will appear on the selection list on the left.



Step 4 – Connect your Properties to DEP

- Search for NYC DEP by typing “nycdepoit” into the Username field and and then click “Connect”

Search Results

The results of your search are listed below. Clicking "Connect" will send a request to the person asking them to confirm your request to add them as your contact. If they accept, you will see them listed as a connected contact in your address book. If they do not accept, or have not accepted yet, you will see them as an unconnected contact in your address book. Connecting with contacts will make it easier to share property information within Portfolio Manager.

Your Search Criteria

Name:

Username:

Email Address:

[Search](#)

NYC DEP
LL84 Benchmarking with NYC Department of Environmental Protection

[Connect](#)

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Step 5 – Terms and Conditions

- Read and accept the terms of conditions before clicking the “Send Connection Request” button

Send a Connection Request to [NYC DEP](#) to Begin Exchanging Data

[NYC DEP](#) requires the following information in order to exchange data with your property(ies). If you have any questions about how to complete this information, please [contact NYC DEP](#). Once your connection request has been accepted, you can share individual properties and/or meters with them to get started exchanging data.

Terms of Use: All requests must be made prior to April 29th, 2014. By agreeing to these terms and conditions, I agree to hold DEP harmless for any penalties, fees, costs or damages I may incur as a result of a late submission.

Agreement: I agree to my provider's ([NYC DEP](#)) Terms of Use.



Send Connection Request

[Cancel](#)

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Step 6 – Wait for DEP to Approve your Connection

- Please note that DEP will not approve your request immediately.
- See slide 18 for an overview of how often requests will be processed

The screenshot displays the Portfolio Manager interface. At the top, there are navigation tabs: MyPortfolio, Sharing, Planning, Reporting, and Recognition. A green message box with a yellow border contains the text: "You have successfully sent a connection request to DEP TEST. When DEP TEST has accepted your request, you will be able to share properties and, therefore, authorize this provider to begin exchanging data with your property(ies)." Below this is the "Search Results" section, which includes a paragraph explaining that clicking "Connect" sends a request to the person, and if accepted, they will be listed as a connected contact. Underneath is a "Your Search Criteria" form with three input fields: Name, Username, and Email Address, and a blue "Search" button.

Step 7 – Approved by DEP

- Click the “Sharing” tab and then click the “Share a Property” button

The screenshot displays the Portfolio Manager interface with the 'Sharing' tab selected. A yellow arrow points to the 'Share a Property' button in the 'My Shared Properties (4)' section. The interface includes a navigation bar with tabs for MyPortfolio, Sharing, Planning, Reporting, and Recognition. Below the navigation bar, there are three main sections: 'My Shared Properties (4)' with a 'Share a Property' button, 'Sharing Notifications (2)' showing two notifications for 'DEPWaterMeter - Share accepted', and 'My Shared Properties (4)' with a 'Sort by: Property Name' dropdown menu.

MyPortfolio | **Sharing** | Planning | Reporting | Recognition

My Shared Properties (4)

Share a Property

Sharing Notifications (2)

DEPWaterMeter - Share accepted

DEPWaterMeter - Share accepted

Exchanging Data

Did you know you can work with another organization to regularly upload your data into Portfolio Manager? You can authorize these companies to update your meters, manage building data, and retrieve metrics.

My Shared Properties (4)

Sort by: Property Name

Name

Step 8 – Select Properties to Benchmark

- Choose the number of properties you would like to benchmark and then click the “Select Properties” button
- ***Your property may have been automatically benchmarked if you used the ABS tool in 2013***
- A list of these properties is available at nyc.gov/LL84



MyPortfolio Sharing Planning Reporting Recognition

Share Your Property(ies)

Sometimes it's really important to be able to share your property with someone else. Maybe they need to help monitor your property, enter energy information (perhaps automatically) or process applications for recognition. If this sounds like what you need, start out by selecting the property(ies) that you'd like to share and who you'd like to share with them.



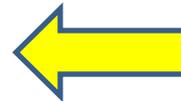
Select Properties to Share

We'll get into the details of the level of access later. For now, which properties do you want to share?

Multiple Properties

Select Properties

[Selected Properties:](#) 0



Sharing with Accounts

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Step 9 – Select Properties

- Select the properties you would like to benchmark and then click the “Apply Selection” button

Select Properties

<input type="checkbox"/>	Name	Primary Function	State/Province
<input type="checkbox"/>	2163 Ave. Brooklyn, NY 11226	Other - Recreation	NY
<input type="checkbox"/>	45 E th St. New York, NY 10022	Bowling Alley	NY
<input type="checkbox"/>	58 St Brooklyn, NY 11201	Convention Center	NY
<input type="checkbox"/>	945 Brooklyn, NY 11223	Performing Arts	NY

Selected Properties: 0 ([View Selection](#))

Filter Properties (4)

Filter by Group ([Create New Group](#))

TestGroup (1)

Filter by Primary Function

Bowling Alley (1)

Convention Center (1)

Other - Recreation (1)

Performing Arts (1)

Filter by State/Province

New York (4)



Apply Selection [Cancel](#)

Step 10 – Share with NYC DEP

- Select “**NYC DEP**” from the drop down and click the “Continue” button
- Is “NYC DEP” not an option? Please see steps 2 through 6



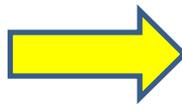
Select People (Accounts) to Share With

Which people (accounts) do you want to share these properties with? The access for each can be different and you'll be able to specify that on the next page.

Select contacts from my contacts book:



To select multiple contacts, hold down your Control (CTRL) key and click on each selection. Only your [connected contacts](#) appear in this list.



Continue

[Cancel](#)

Step 11 – Exchange Data

- Click the button under “Exchange Data” for each property and then click the “Share Property(ies)” button

MyPortfolio | **Sharing** | Planning | Reporting | Recognition

Share Your Property(ies)

To finish up, tell us what type of access the people you have selected should have for each of the properties that you have selected. The option to exchange data is only available for authorized accounts.

3 Select Permissions for Each Contact

The access levels you select do not have to be the same for each property or each person.

Sort by:

Name (ID)	None	Read Only Access	Full Access	Custom Access	Exchange Data
▼ 2163 Ave. Brooklyn, NY 11226 (5808)	<input type="radio"/>				

Share Property(ies) [Cancel](#)

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Step 12 – Enter the BBL and Account Number

- Enter the BBL and DEP Account Number for each property
- Visit nyc.gov/buildings to lookup your block and lot numbers
- The DEP Account Number is listed at the top of your water bill

Select Data Exchange Access Permissions to 2163 Ave, Brooklyn, NY 11226

DEP requires the following information in order to provide services to your property(ies). If you have any questions about how to complete this information, please contact DEP.

Borough Block and Lot (BBL):	* <input type="text"/>	Example: 0112345123
		BBL; Between 10 and 10 Characters More Information
DEP Account Number:	* <input type="text"/>	Example: 1234567891001
		DEP Account; Between 13 and 13 Characters More Information

Please select the permission level you would like to grant for 2163 Ave, Brooklyn, NY 11226 for each category. If "None" is selected for all items, DEP will not receive any access to this property.

Item	None	Read Only Access	Full Access
Property Information	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Step 13 – Grant DEP Full Access

- It is very important that you grant DEP full access to your property and water meter
- Please note that DEP will only use these permissions to provide consumption data

Item	None	Read Only Access	Full Access
Property Information	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
▼ All Meter Information			
* Electric Grid Meter	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
DEPWaterMeter	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Potable Indoor Meter	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Goals, Improvements, & Checklists	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recognition	<input checked="" type="radio"/>		<input type="radio"/>

* This meter cannot be shared with this [service provider](#) for one of two reasons. Either this provider does not support this meter type, or another provider who has [full access](#) to the meter has chosen to restrict sharing of the meter with other providers, based on their policies. [Learn more about how service providers protect information that they exchange.](#)



Apply Selections & Authorize Connection

[Cancel](#)

Step 14 – Final Step

- Double check to make sure you have selected “Exchange Data” for all of your properties
- Click the “Share Property(ies)” button

Name (ID)	None	Read Only Access	Full Access	Custom Access	Exchange Data
▼ 2163 Tilden Ave., Brooklyn, NY 11226 (3958083)					
	<input type="radio"/>				<input checked="" type="radio"/> Edit



Share Property(ies)

[Cancel](#)

Complete Benchmarking

- You will see a bar at the top of your screen that indicates that you have successfully submitted your request to NYC DEP
- The upload frequency is based on the schedule below:

Time Period	Frequency of Upload
February 11 – March 31	Bi-weekly
April 1 – April 20	Weekly
April 21 – April 30	Daily
May 1 – January 31, 2015	Monthly



Still have questions, concerns, or need assistance with water benchmarking?

- Send an email to waterbenchmarking@dep.nyc.gov with your account number and service address
- Read the “[LL84 Water Data Collection](#)” Greener, Greater Buildings Page
- Call the Benchmark Help Center at (646) 576 - 3539