



LL84 Water Benchmarking Overview

Key Points

- Properties on the “Covered Buildings List” must benchmark their water use
- The same May 1, 2015 deadline applies for energy and water benchmarking
- If you benchmarked last year by sharing your property with DEP, you don’t have to do **anything** this year for that property. For new properties that you haven’t benchmarked:
- By visiting www.nyc.gov/gbee you can find:
 - Covered Buildings List (50,000 sq. ft. plus)
 - Eligibility List (AMR reading for past 365 days)
 - Step-by-step benchmarking instructions
 - Error Guide
- Customers billed on a flat rate may still be eligible to benchmark.
- Specific questions can be emailed 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

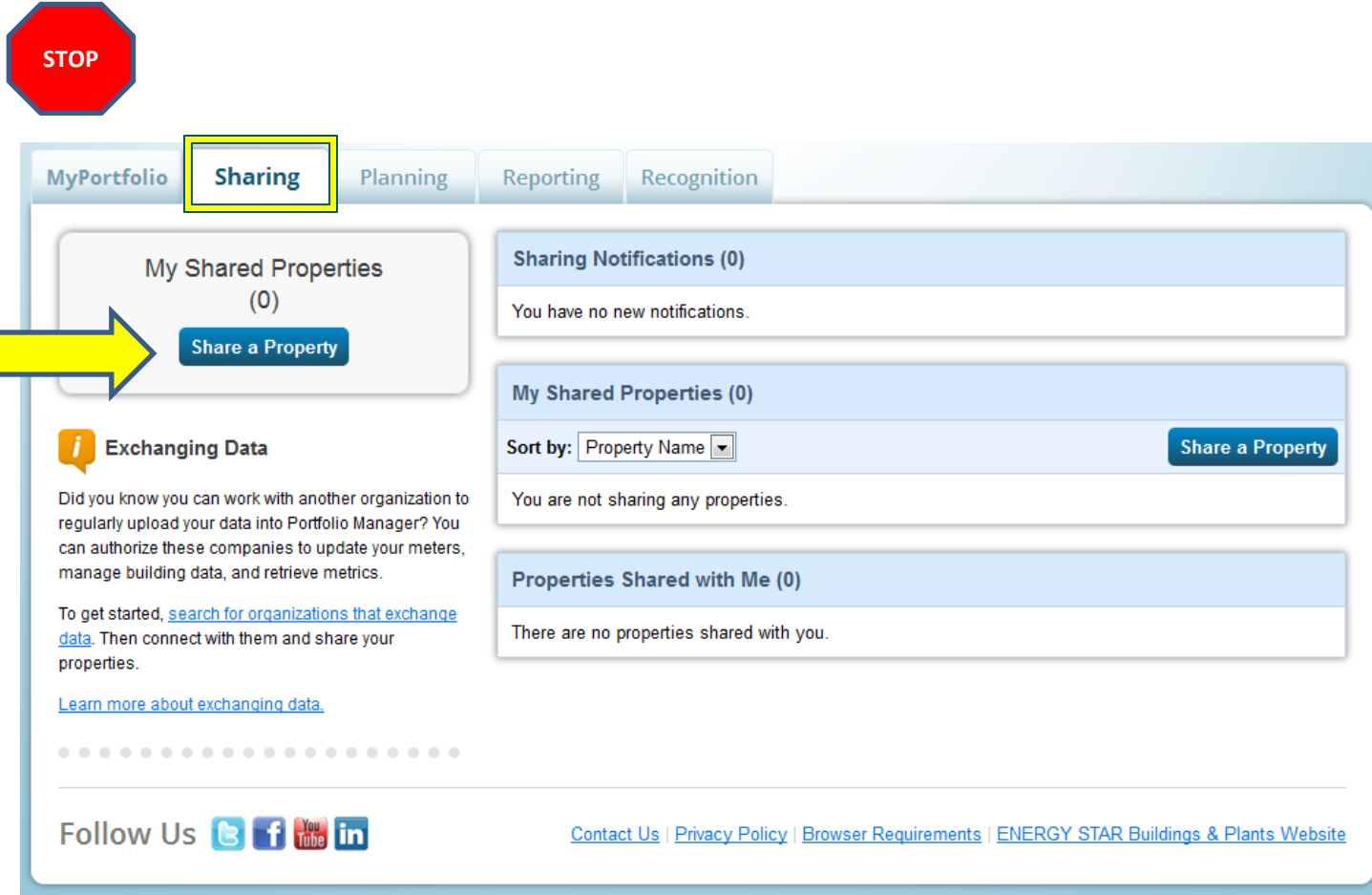
username

password

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

Step 2 – Share a Property

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



The screenshot shows the Portfolio Manager interface with the 'Sharing' tab selected. A red octagonal 'STOP' sign is positioned above the 'Sharing' tab. 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)' with a 'Share a Property' button, and 'Properties Shared with Me (0)'. A footer contains social media links and a 'Follow Us' section.

STOP

MyPortfolio **Sharing** Planning Reporting Recognition





My Shared Properties (0)
Share a Property

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.
To get started, [search for organizations that exchange data](#). Then connect with them and share your properties.
[Learn more about exchanging data.](#)

Sharing Notifications (0)
You have no new notifications.

My Shared Properties (0)
Sort by: **Share a Property**
You are not sharing any properties.

Properties Shared with Me (0)
There are no properties shared with you.

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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 shows the Portfolio Manager interface with a navigation bar containing 'MyPortfolio', 'Sharing', 'Planning', 'Reporting', and 'Recognition'. A green success message box is highlighted with a yellow border, stating: '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 an explanatory paragraph and a search criteria form with fields for Name, Username, and Email Address, and a Search button.

MyPortfolio | Sharing | Planning | Reporting | Recognition

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).

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:

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 within the 'My Shared Properties (4)' section. To the right, the 'Sharing Notifications (2)' section shows two notifications for 'DEPWaterMeter - Share accepted'. Below the main content, there is an 'Exchanging Data' information box and a 'My Shared Properties (4)' list 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

i 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.

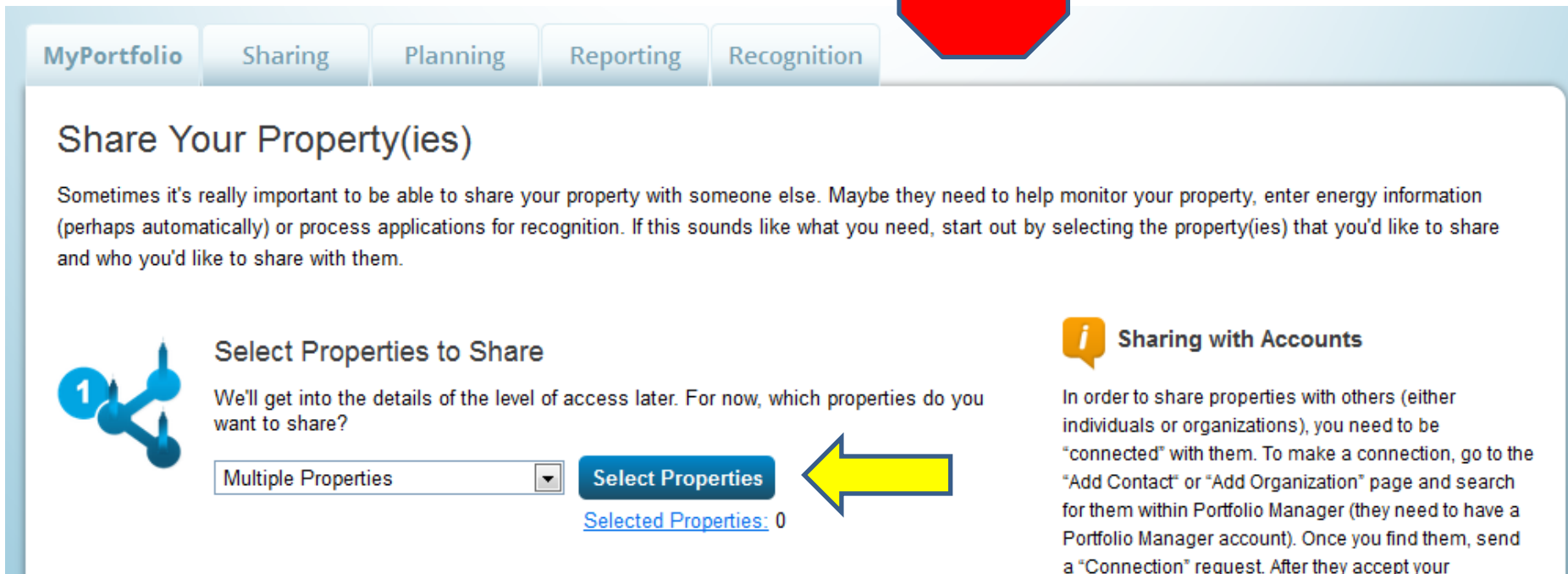
My Shared Properties (4)

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 2014
- A list of these properties is available at nyc.gov/ggbp



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.

1 **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 **←**

[Selected Properties: 0](#)

i **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

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

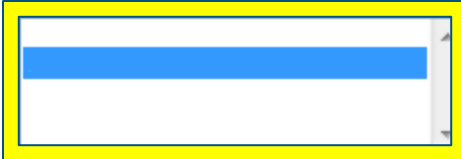
- Select “NYC DEP” from the drop down and click the “Continue” button
- Is “NYC DEP” not an option? Please see steps 2 through 6



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

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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"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<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 [11226](#) for each category. If "None" is selected for all items, DEP for [2163](#) [Ave, Brooklyn, NY](#) 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

DEPWaterMeter

Select Meter

 These are your already created meters. Do you need to [Add another meter](#)

Display Year(s):

	Start Date	End Date	Usage cf (cubic feet)	Cost (\$)	Estimation	Last Updated
<input type="checkbox"/>	1/1/2013	1/31/2013	196300		<input type="checkbox"/>	2/6/2014 NYC DEP
<input type="checkbox"/>	2/1/2013	2/28/2013	192900		<input type="checkbox"/>	2/6/2014 NYC DEP
<input type="checkbox"/>	3/1/2013	3/31/2013	206700		<input type="checkbox"/>	2/6/2014 NYC DEP
<input type="checkbox"/>	4/1/2013	4/30/2013	199600		<input type="checkbox"/>	2/6/2014 NYC DEP
<input type="checkbox"/>	5/1/2013	5/31/2013	198200		<input type="checkbox"/>	2/6/2014 NYC DEP
<input type="checkbox"/>	6/1/2013	6/30/2013	198100		<input type="checkbox"/>	2/6/2014 NYC DEP
<input type="checkbox"/>	7/1/2013	7/31/2013	199900		<input type="checkbox"/>	2/6/2014 NYC DEP
<input type="checkbox"/>	8/1/2013	8/31/2013	213500		<input type="checkbox"/>	2/6/2014 NYC DEP
<input type="checkbox"/>	9/1/2013	9/30/2013	194400		<input type="checkbox"/>	2/6/2014 NYC DEP
<input type="checkbox"/>	10/1/2013	10/31/2013	182800		<input type="checkbox"/>	2/6/2014 NYC DEP
<input type="checkbox"/>	11/1/2013	11/30/2013	180300		<input type="checkbox"/>	2/6/2014 NYC DEP
<input type="checkbox"/>	12/1/2013	12/31/2013	146800		<input type="checkbox"/>	2/6/2014 NYC DEP



CONGRATULATIONS!
You have met the
benchmarking requirement
for water consumption

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
- Read the “[Water Benchmarking Frequently Asked Questions](#)”
- Refer to the “[Automatic Benchmarking Error Guide](#)”, which is also on the next Slide

- *“...rejected because you did not grant us read/write access.”*
 - Reconnect to us via Portfolio Manager and grant us read/write access (see slides X-Y)
- *“...rejected because you are not required to benchmark your water consumption this year.”*
 - The property is not eligible for and does not have to benchmark their consumption this year
- *“...rejected because of an invalid BBL or account number” or “BBL and account...are not linked together.”*
 - The BBL or account number you submitted are not valid or are not connected in our system
- *“...rejected because you cannot submit the same BBL twice using the same Portfolio Manager account.”*
 - We do not provide data for the same BBL more than once to a single Portfolio Manager account
- *“Your water meter has been rejected. A water meter will be automatically created...”*
 - Starting in 2014 we will create a water meter for our customers.

Questions?

waterbenchmarking@dep.nyc.gov