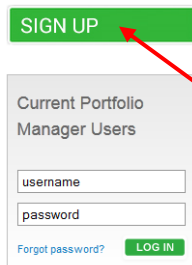


FIRST TIME BENCHMARKING GUIDANCE*

This document contains instructions for completing and submitting your 2012 report, due May 31, 2013.

- If you want to hire a consultant or service provider to do this for you, go to www.aeeny.org and look for the “[NYC Benchmarking – Assistance with Local Law 84](#)” link on the first page. This is a list of service providers in the NYC area, listed alphabetically. This list is not completely inclusive of all service providers, nor or any of these firms endorsed by the City of New York.
- To do your benchmarking yourself, you must follow the steps below – please be sure to READ THROUGH THIS WHOLE DOCUMENT FIRST before getting started.
- There are 5 main steps – first SET UP YOUR ACCOUNT, then ADD A PROPERTY, then ENTER YOUR ENERGY & WATER DATA, then ADD YOUR BUILDING IDENTIFICATION INFO, then SUBMIT THE ACTUAL LL84 REPORT.

1. SET UP YOUR ACCOUNT WITH PORTFOLIO MANAGER



Go to www.energystar.gov/benchmark.

On the right-hand side of the page, you will see a green box that says “Sign Up”. Click and follow the instructions on the next page to add information in the following categories: “Create Your Account”, “About Yourself”, “About Your Organization”, and “Recovering Access to Your Account”. The “Searchability in Portfolio Manager” category is optional.

2. ADD A PROPERTY

After setting up your account, you must click on “Add a Property”.



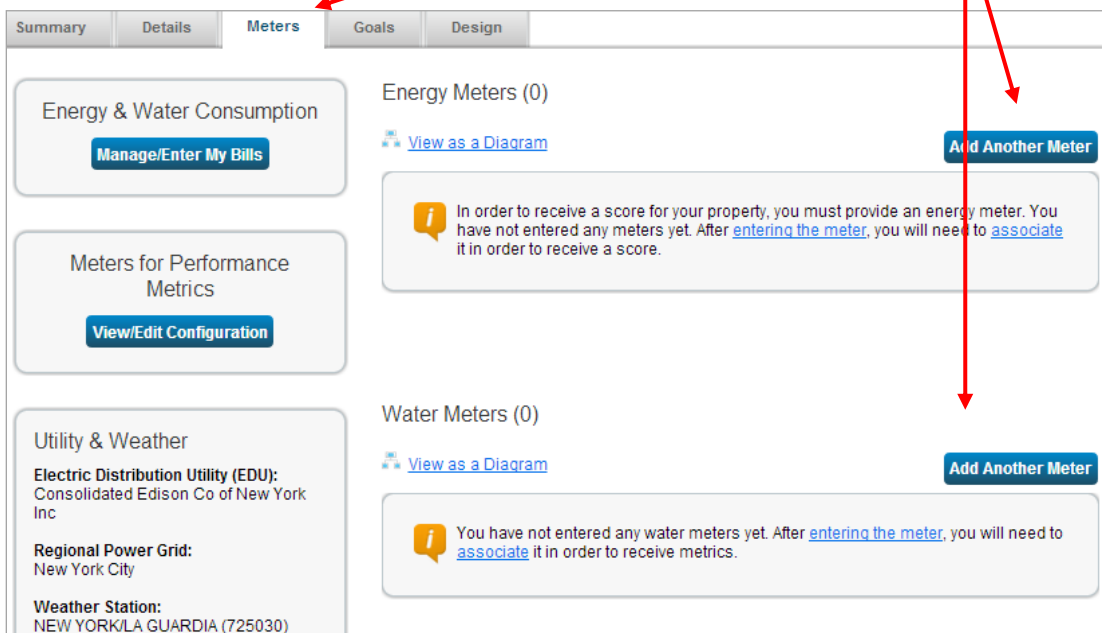
When setting up a property, general building information will be required (ie. Property’s Primary Functions, Number of Buildings, Construction Status, and Address).

Next, add information on how the space is being used. If the building is being used for more than one function, click on “Add Another Type of Use”, and fill out the “Property Use Detail” for that space as well.

>>> **NOTE:** for Multifamily Residential buildings ONLY, you must fill in the data for ALL space attributes, even though they are considered “optional”.

3. ENTER YOUR ENERGY DATA AND YOUR WATER DATA

- You will need to enter the energy consumption data for the entire calendar year, from January 1st to December 31st, by month. This includes ALL the energy types you use, such as Electricity, Gas, Oil, Steam, etc. (but not cooking gas). You can get your energy data from your utility bills. If the space is occupied by tenants, you can choose to request this information from them. A third option is to contact your utility company and request the usage information. Steps on how to proceed with this method can be found on the [Green Buildings & Energy Efficiency](#) webpage.
- Once you have access to your energy information, you then must enter it into Portfolio Manager by adding energy meters to your property. To do this, click on your property name from the list on the main My Portfolio page, then click on the "Meters" tab, and then click "Add Another Meter" (one button is for energy meters, and the other is for water).



Under "Sources of Your Property's Energy", select all of the types of energy that are being used by your building, and also select how many different meters you will be entering data for. Under "Your Property's Water Usage", select how the water is being used, and how many different water meters you will be entering data for.

- The next step is to enter the year for which you will be adding energy and water usage. This can be done by clicking on either the box next to the meter name, or by clicking in the space under "First Bill Date".

1 Energy Meter for Sample Facility (click table to edit)

<input type="checkbox"/>	Meter Name	Type	Other Type	Units	First Bill Date	In Use?	Last Bill Date	Enter as Delivery?
<input checked="" type="checkbox"/>	Fuel Oil (No. 2)	Fuel Oil (No. 2)			<input type="text"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

Select the units of the type of energy you are using, unselect "in use" since you are entering data for the previous year, and then enter the first bill and last bill dates. These dates need to be January 1st and December 31st of the year for which you are filing (i.e. 01/01/2012 and 12/31/2012). Once you have done this for all of the meters you have listed, click continue.

- On the next page, click on "Click to add another entry" and here you will add the information on a monthly basis for all 12 months.

4. ADD YOUR BBL AND BIN NUMBERS

First we'll show you **WHERE TO GET** them.

- You can find your **BBL** (Borough-Block-Lot) number and your **BIN** (Building Identification Number) via the Dept. of Buildings. Type www.nyc.gov/buildings into your web browser.

- In the lower-left-hand corner of this screen, find the "Buildings Information" lookup box, enter your building info and click "Find".

- A new window will then open that contains your BIN and BBL numbers.



- Now you must **ENTER YOUR BIN AND BBL** into the **CORRECT LOCATION** in Portfolio Manager. Go back to Portfolio Manager; go to your "Property" page, by clicking on the property name.

To input property 7-digit BIN, Under "Unique Identifiers (IDs), click "EDIT"

Enter property 10-digit Borough Block Lot in "Property Notes"

*This guide has been revised to reflect the upgraded Portfolio Manager, which launched in July 2013.

➤ Click the "Details" tab, and enter your 10 digit BBL in the "Property Notes" field your 10 digit Borough, Block and Lot number in the following format:

X-XXXXX-XXXX.

- The first digit in this number is the Borough number. These are as follows:
Manhattan: 1; Bronx: 2; Brooklyn: 3; Queens: 4; Staten Island: 5
- The next set of numbers is the block number; the block number needs to have 5 digits.
- The last set of numbers is the lot number, which needs to have 4 digits. If your block or lot numbers have less digits than mentioned here, add the appropriate amount of zeros to the beginning of that number.

For example, if you are in Manhattan, have a block number of 25 and a lot number of 456, this is what your BBL must look like: 1-00025-0456.

➤ After entering your BBL on the "Details" page, on the left hand side of the page you will see a section that says "Unique Identifiers (IDs)". Click on the edit link in that box.

- Enter your property's 7-digit BIN into the "Custom ID 1" field, *i.e.* 1234567
- If you have multiple buildings on a BBL being benchmarked together, enter all 7-digit BINs separated by semi-colons, *i.e.* 1234567;2345678

The screenshot shows a web interface for editing property identifiers. At the top, there are tabs for 'MyPortfolio', 'Sharing', 'Planning', 'Reporting', and 'Recognition'. The main heading is 'Edit New Sample Office's Property Identifiers (IDs)'. Below this, there is a sub-heading 'Portfolio Manager Property ID' with a description: 'Your Portfolio Manager Property ID was assigned when your property was entered into Portfolio Manager and identifies your property to EPA.' The ID number is 3625157. Below that is the 'Custom IDs' section, which states: 'You can add up to three custom IDs as long as they have different names. Only people who have access to this property data will be able to see these custom IDs.' There are two 'Custom ID' sections. The first one, 'Custom ID 1', has a 'Name' field containing 'BIN' and an 'ID' field containing '1234567'. The second one, 'Custom ID 2', has 'Name' and 'ID' fields that are empty. A yellow arrow points from the text instructions to the 'Name' field of 'Custom ID 1'.

➤ Towards the middle of the next page there is a "Custom IDs" section. Under "Custom ID 1", enter the word "BIN", and add your 7-digit BIN in the ID box to the right.

5. SUBMITTING YOUR REPORT

➤ For detailed, step-by-step instructions on submitting your actual report to the City, [click this link](#) – there is a very user-friendly guide. It is highly suggested that you DO NOT wait until the deadline to submit – rather submit a few days in advance. After submitting your report **YOU MUST LOOK FOR A CONFIRMATION EMAIL FROM ENERGY STAR**. This will serve as your proof of submission.