



# LL84 Automated Water Benchmarking Overview

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## Key Points and Frequently Asked Questions

- Properties on the “Covered Buildings List” must benchmark their water use
- The same May 1, 2016 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/l184](http://www.nyc.gov/l184) 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
- Specific questions can be emailed to [waterbenchmarking@dep.nyc.gov](mailto: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



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

**My Shared Properties (0)**  
[Share a Property](#)

**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.

**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](#)

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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 Number of Property(ies) -



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:

[Empty selection box]

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 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 29<sup>th</sup>, 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 is a navigation bar with tabs: MyPortfolio, Sharing, Planning, Reporting, and Recognition. Below this, a green message box with a yellow border states: "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 the message box, the "Search Results" section is visible. It includes a paragraph explaining that 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. Below this text is a "Your Search Criteria" box containing three input fields: "Name:", "Username:", and "Email Address:". A blue "Search" button is located at the bottom right of this box.



## Step 7 – Approved by DEP

- 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 yellow arrow points to the 'Share a Property' button in the 'My Shared Properties (4)' section. The interface includes a top navigation bar with tabs: MyPortfolio, Sharing, Planning, Reporting, and Recognition. Below the tabs, the 'My Shared Properties (4)' section contains a 'Share a Property' button. To the right, the 'Sharing Notifications (2)' section shows two notifications for 'DEPWaterMeter' with the status 'Share accepted'. Below the notifications, the 'My Shared Properties (4)' section has a 'Sort by: Property Name' dropdown menu and a table with a 'Name' header.

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.

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
- A list of these properties is available at [nyc.gov/ggbp](http://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

Select Properties

[Selected Properties: 0](#)



#### 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 [\(Create New Group\)](#)

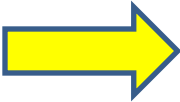
☐ TestGroup (1)

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

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: 

Property Name

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

Share Property(ies)

Cancel

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Environmental  
Protection

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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](http://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):

DEP Account Number:

\*

Example: 0112345123

BBL; Between 10 and 10 Characters [More Information](#)

\*

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.

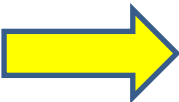
Item	None	Read Only Access	Full Access
Property Information	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

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
▼ <a href="#">2163 Tilden Ave., Brooklyn, NY 11226</a> (3958083)					
	<input type="radio"/>				<input checked="" type="radio"/> <a href="#">Edit</a>



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

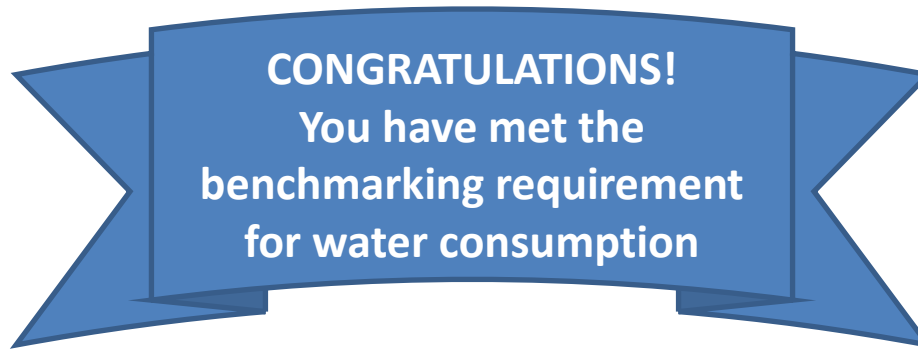
DEPWaterMeter

Select Meter

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

Display Year(s): 2013

	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



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

- Send an email to [waterbenchmarking@dep.nyc.gov](mailto:waterbenchmarking@dep.nyc.gov) with your account number and service address
- Read the “[Water Data](#)” section on LL84 Energy and Water Data page for more information

- *“...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 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...”*
  - You do not need to create a water meter. DEP will create water meters called “DEPWaterMeter” for all new properties that are shared with us. DEP will reject any water meters that you have created in Portfolio Manager.

## Questions?

[waterbenchmarking@dep.nyc.gov](mailto:waterbenchmarking@dep.nyc.gov)