



Environmental
Protection

LL84 Water Benchmarking Overview

Key Points and Frequently Asked Questions

- Properties on the “Covered Buildings List” must benchmark their water use if the column labeled “Automatic Water Benchmarking Eligible” contains “Yes”.
- 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:
 - Check the Covered Buildings List (find link at www.nyc.gov/1184comply)
 - If you must benchmark water use for your property, find step-by-step benchmarking instructions at www.nyc.gov/1184datarequest.
- Customers billed on a flat rate may still be eligible
- 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. See www.nyc.gov/ll84 for instructions and resources.



Discover the new and improved Portfolio Manager today.

SIGN UP

Current Portfolio Manager Users

username

password

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

Step 2 – Connect your Properties to DEP

- Click on the “Contacts” link at the top of the Portfolio Manager screen.
- In the “My Contacts” screen, click on the “Add Contact” button.
- Search for NYC DEP by typing “nycdepoit” into the Username field and then click “Search”
- Click on “Connect” next to the NYC DEP user.

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	Connect
LL84 Benchmarking with NYC Department of Environmental Protection	
Page 1 of 1	
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Step 3 – Terms and Conditions

- Read and accept the terms of conditions before clicking the “Send Connection Request” button
- Once Connection Request is sent, you must wait for NYC DEP to accept the request. This may take a day or more.

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 4 – Wait for DEP to Approve your Connection

- Please note that DEP will not approve your request immediately.
- Check your contacts periodically until NYC DEP appears, as shown below
- See slide 15 for an overview of how often requests will be processed

MyPortfolio Sharing Planning Reporting Recognition

My Contacts

[Search for new contacts](#)

This is where you keep track of your contacts and/or organizations (i.e. people or companies associated with your properties such as Professional Engineers, Registered Architects, or others with whom you share information). You can add anyone as a contact, regardless of whether they have a Portfolio Manager account and you can share your properties & reports with any of your **connected** contacts. You can "connect" to other Portfolio Manager users by searching for their accounts and sending a connection request.

[Share](#) [Edit](#) [Delete](#) [Add Contact](#) [Add Organization](#)

All	<input type="checkbox"/>	Name	Organization
A	<input type="checkbox"/>	NYC DEP (NYCDEPOIT) Connected	NYC Department of Environmental Protection
B	<input type="checkbox"/>	LL84 Benchmarking	

Step 5 – Share a Property

- Once DEP has accepted the connection request, you are ready to share your property.
- Click the “Sharing” tab and then click the “Share a Property” button
- NOTE: 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)' with a 'Sort by' dropdown and 'Share a Property' button, and 'Properties Shared with Me (0)'. There is also an 'Exchanging Data' section with an information icon and a 'Follow Us' section with social media icons.

Step 6 – Select Properties to Benchmark

- Under “Select Properties,” Click on “Select Number of Property(ies)”. Choose the number of properties you would like to benchmark.



Select Properties

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

- ✓ - Select Number of Property(ies) -
 - One Property
 - Multiple Properties
 - All Properties
 - Properties in a Group



Step 7 – 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 8 – Share with NYC DEP

- Select “NYC DEP” from the drop down.
- Is “NYC DEP” not an option? Please see steps 2 through 6 to establish a connection.

Select People (Accounts)

Which people (accounts) do you want to share these properties with (or modify their current access to)? 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:

NYC DEP (NYCDEPOIT)

Step 9 – Exchange Data

- Grant full access in the header
- 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.

4 Select Permissions for Each Contact
The access levels you select do not have to be the same for each property or each person.

NEW Who gets to **Share Forward**?

- Full Access** - Automatically includes "Share Forward" rights
- Read Only** - Automatically does NOT include "Share Forward" rights
- Custom** - You decide, along with the individual permissions for property, meter, goals and recognition permissions.
- Exchange Data** - You decide, along with the individual permissions for property, meter, goals and recognition permissions.

Sort by:

Name (ID)	No Access	Read Only Access	Full Access	Custom Access	Exchange Data
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Share Property(ies) [Cancel](#)

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Step 10 – 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 Access Permissions to [The Piano Factory](#) for [NYC DEP](#).

The following information is required by [NYC DEP](#) in order to provide service to your property(ies). If you have any questions about how to complete this information, please contact them directly.

Borough Block and Lot (BBL):

DEP Account Number:

* Example: 01123451234
BBL; 10 - 10 Characters [More Information](#)

* Example: 1234567891001
DEP Account; 13 - 13 Characters [More Information](#)

Select the permission level below that you would like to grant [NYC DEP](#) for each category.

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

Step 11 – Grant DEP Full Access

- It is very important that you grant DEP full access to your property, but NOT to any meters.
- Once the property is shared, DEP will create the meter for you and load use data.
- 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"/>

Goals, Improvements, & Checklists	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recognition	<input checked="" type="radio"/>		<input type="radio"/>

 The provider with whom you are sharing does not support this meter type.

Additional Options:

Item	Yes	No
* Share Forward Allow NYC DEP to share this property with others and give them any permissions that he/she has, including the right to share with more people.	<input checked="" type="radio"/>	<input type="radio"/>

Step 12 – 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)	No Access	Read Only Access	Full Access	Custom Access	Exchange Data
▼ The Piano Factory (2730052)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
NYC DEP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

 [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

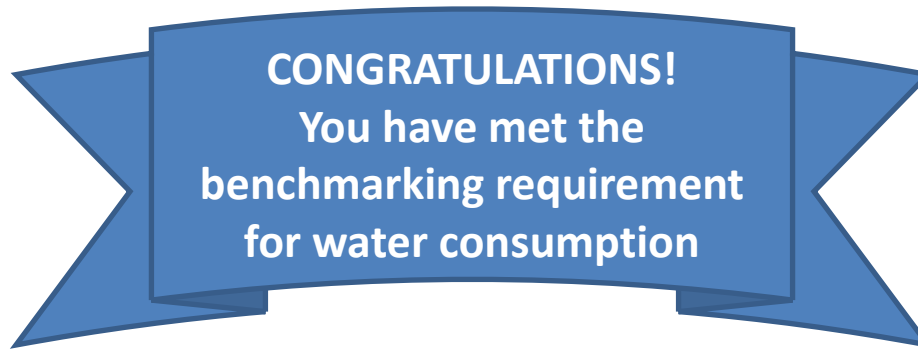
DEPWaterMeter

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



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...”*
 - 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