BENCHMARKING GUIDE FOR 2012 REPORTING PERIOD*

If you submitted your benchmarking report for 2011 last year and now need to submit your report for 2012, this document will guide you through all the required steps for this year's benchmarking:

1- **ADD 2012 ENERGY DATA**
2- **ADD SECONDARY BUILDING IDENTIFICATION INFO (BIN number)**
3- **UPDATE RESIDENTIAL/MULTIFAMILY SPACE TYPE**
4- **SUBMIT REPORT TO CITY**

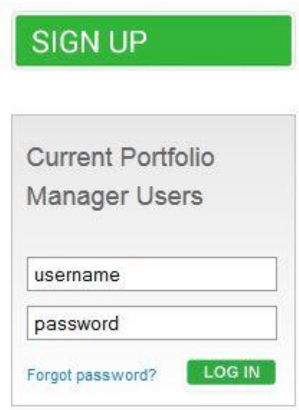
(NOTE: If you received a violation even though you submitted your 2011 report, you can contest the violation by following the directions ***exactly*** as outlined on page 2 of your violation letter – you will need to include documentation that you submitted your 2011 report).

TO COMPLETE THE 2012 REPORT CORRECTLY, FOLLOW THE STEPS DETAILED BELOW

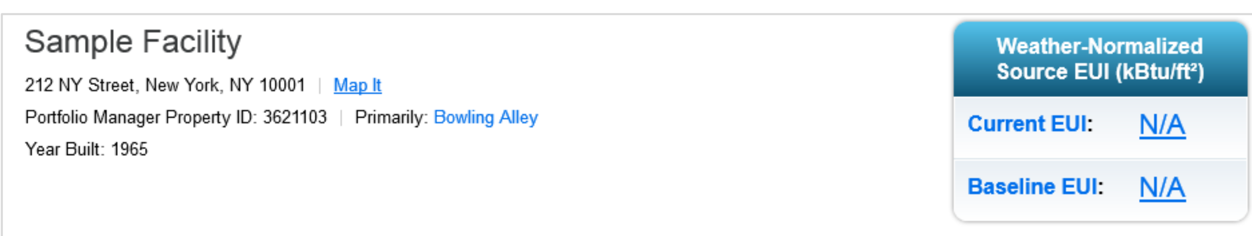
STEP 1 – ADD 2012 ENERGY DATA:

You must have your 2012 data ready to be put into Portfolio Manager, whether you have the actual energy bills, or if you ordered an Aggregated Data Spreadsheet from Con Edison/National Grid, or if you are using the Default Data provided by the City.

- Go to the Portfolio Manager website at www.energystar.gov/benchmark and log into your accounnt via the grey and white log-in box on the right-hand side of the page.



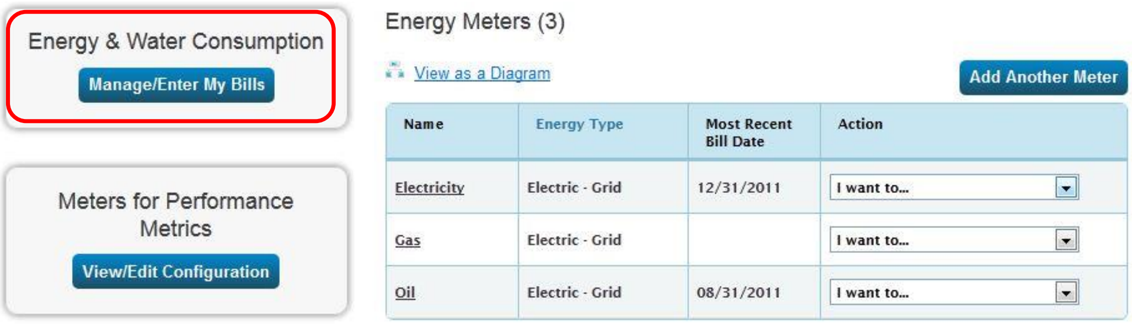
- After logging in, you will be brought to the "**My Portfolio**" page. From here, click on the name of your facility to open to the Facility Summary page (which should look like this):



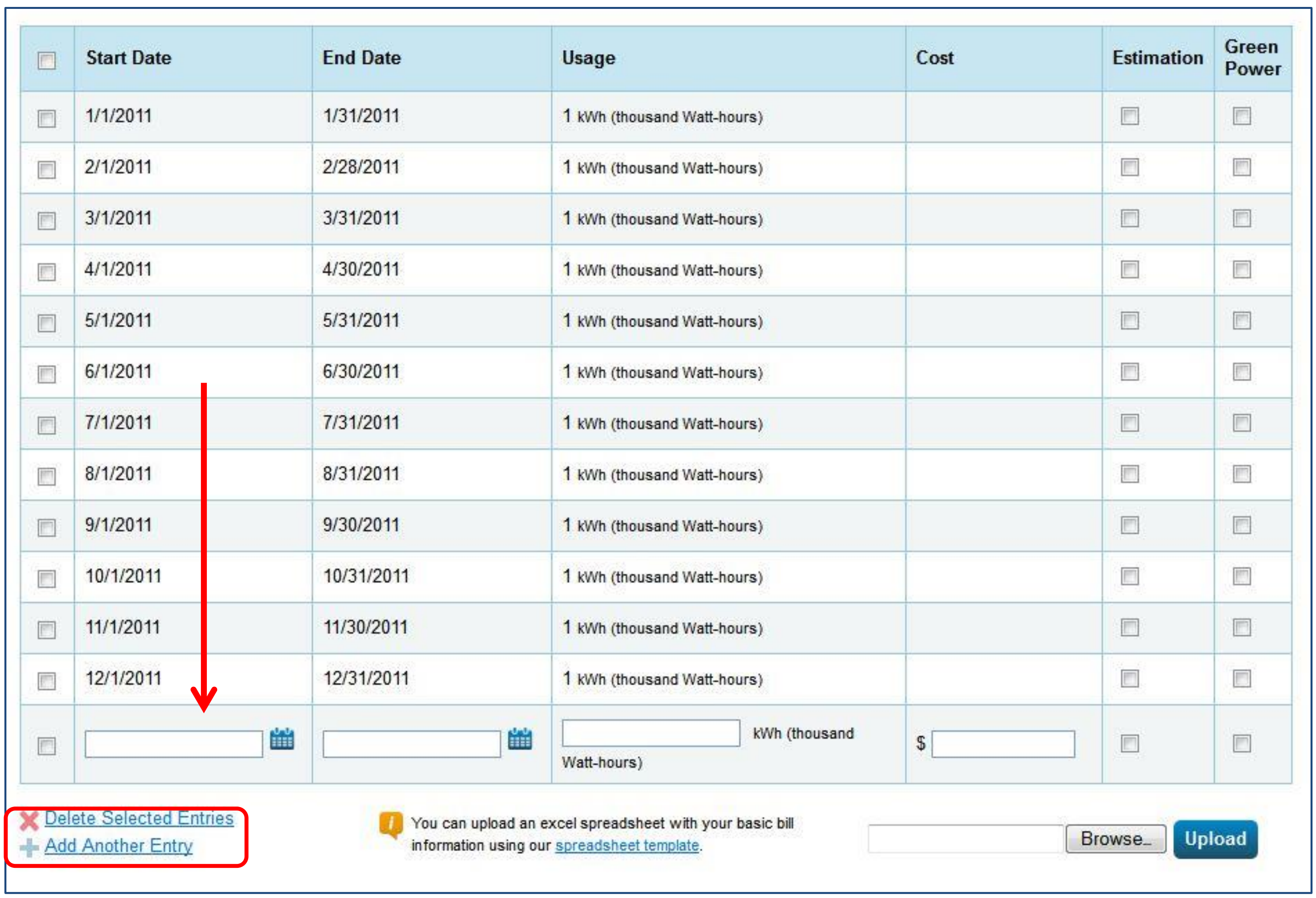
- Then go to your Energy Meters by clicking on the third tab, "**Meters**", contained under your building summary information (NOTE: you should have ALL of your building's energy meters listed here from last year – electricity, along with gas, or oil, or steam, whichever types of energy your building uses).

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

- To add 2012 energy data, you must open each meter and add the 12 months of data.
  a. Start by clicking the first meter (in our example it is "- Electricity"), you can select "Edit Basic Meter Information" from the Action dropdown tab, or select "**Manage/Enter My Bills**" to the left of your list of meters.



  b. These actions will open up the list of monthly energy data that you entered last year for 2011, and below the list of entries you will see a link on the bottom that says "**Add Another Entry**".
  c. After clicking "Add Another Entry", new rows will appear to enter your data. Add 2012 monthly energy data in the new spaces that appear (entering cost is optional).
  c. You may also utilize the option to upload an excel spreadsheet of 2012 entries from your computer.



	Start Date	End Date	Usage	Cost	Estimation	Green Power
	1/1/2011	1/31/2011	1 kWh (thousand Watt-hours)			
	2/1/2011	2/28/2011	1 kWh (thousand Watt-hours)			
	3/1/2011	3/31/2011	1 kWh (thousand Watt-hours)			
	4/1/2011	4/30/2011	1 kWh (thousand Watt-hours)			
	5/1/2011	5/31/2011	1 kWh (thousand Watt-hours)			
	6/1/2011	6/30/2011	1 kWh (thousand Watt-hours)			
	7/1/2011	7/31/2011	1 kWh (thousand Watt-hours)			
	8/1/2011	8/31/2011	1 kWh (thousand Watt-hours)			
	9/1/2011	9/30/2011	1 kWh (thousand Watt-hours)			
	10/1/2011	10/31/2011	1 kWh (thousand Watt-hours)			
	11/1/2011	11/30/2011	1 kWh (thousand Watt-hours)			
	12/1/2011	12/31/2011	1 kWh (thousand Watt-hours)			
			kWh (thousand Watt-hours)	$		

- Repeat "Add Another Entry" 12 times, to enter monthly data for the entire calendar year. When done, click the "Save Bills" button at the bottom of the screen. If you have multiple buildings, you must do this for all of your other buildings as well.

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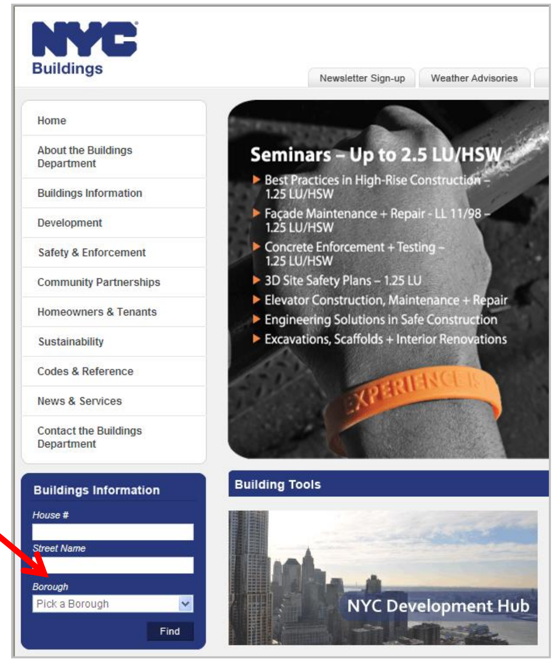
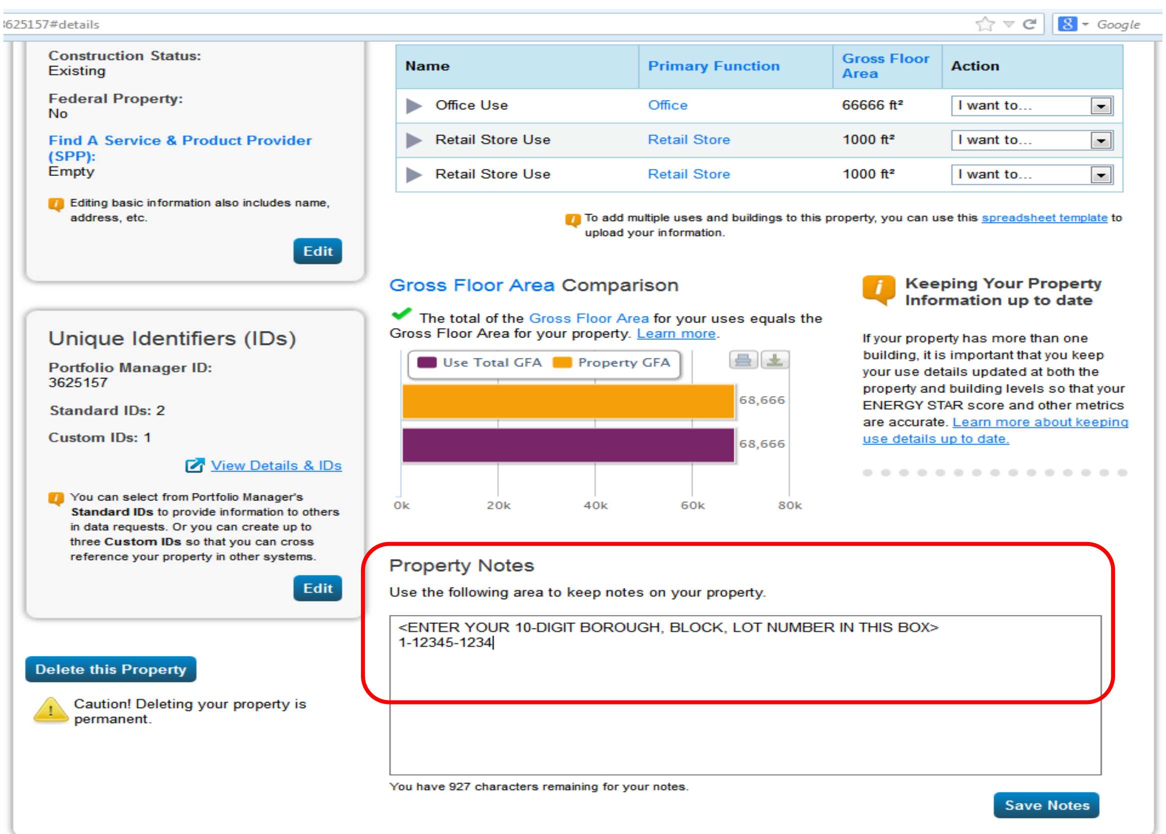
STEP 2 – ADD UNIQUE BUILDING IDENTIFICATION INFO (BIN & BBL number):

First we'll show you **WHERE TO GET** the BIN and BBL.

- You can find 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 as well as your BBL.



- Now you must **ENTER YOUR BBL** into the **CORRECT LOCATION** in Portfolio Manager.



- Go back to Portfolio Manager, click on your property, and go to your "Details" tab.

In "**Property Notes**" field, enter the BBL number in the **correct 10-digit format:**

1-12345-1234

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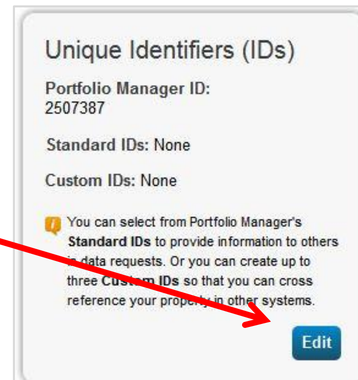
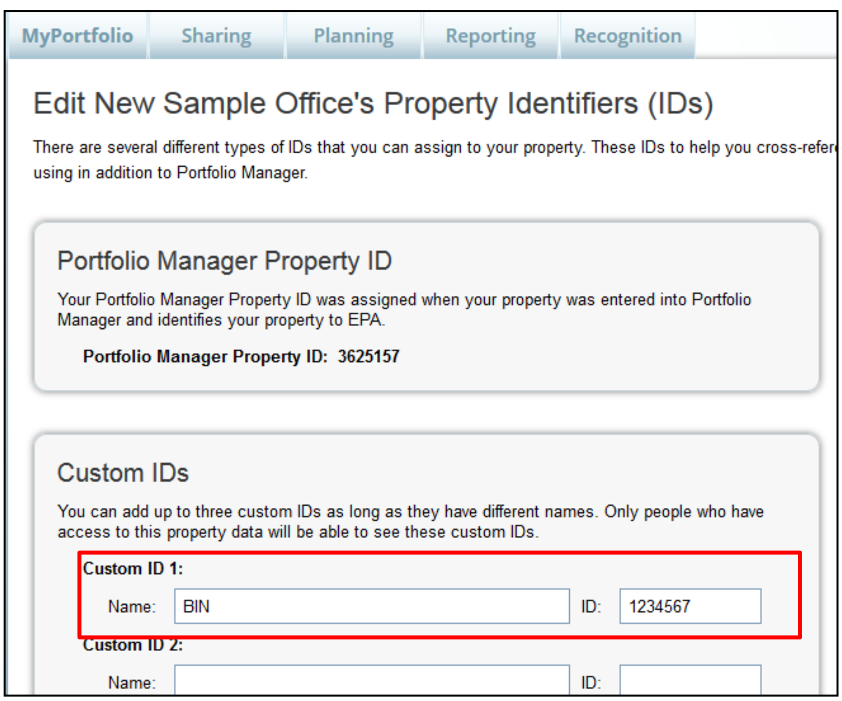
- If the BBL is not in the correct 10-digit format, **this may be why you got a violation** even though you submitted your 2011 report. Take this opportunity to fix it now.
    a. The first digit is the borough number, then a dash, the next five digits are the block number, then a dash, and the last four digits are the lot number.
    b. Borough numbers are as follows:
    Manhattan=1; Bronx=2; Brooklyn=3; Queens=4; and Staten Island=5.
    c. If the block is less than **five** digits, enter zeros before the actual block number so there are five digits in total (example: block number 845 would be 00845).
    d. If the lot is less than **four** digits, enter zeros before the actual lot number so there are four digits in total (example: lot number 27 would be 0027).
    e. If you have multiple BBL's for your building, **add them all** separated by a semicolon ;

- Now you must **ENTER YOUR BIN** into the **CORRECT LOCATION** in Portfolio Manager.

- Find the "Unique Identifier (IDs)" box on the lower left.
- Click on the "Edit" link.



- This will open to the edit page for your building's property identifiers – scroll down to the middle of this page, and you'll find the "Custom IDs" box. You will need to input the BIN for your property.



- In the "**Custom ID 1**" box, write "**BIN**" for the Name, and enter the **7-digit BIN number.**
- Do not use the "Standard ID" section to enter the BIN or BBL, as this feature has not been activated yet by the City.

    a. There is no special format for the BIN, just type in the 7-digit number.
    b. If you have multiple BIN's for your building, add them all separated by a semicolon ;

>>> CLICK SAVE IN THE LOWER RIGHT-HAND CORNER OF THIS PAGE!

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STEP 3 – UPDATE RESIDENTIAL/MULTIFAMILY SPACE TYPE

If you have a Residential buildings (i.e. what Portfolio Manager calls "Multifamily Housing"), you must fill in the data for ALL space attributes, even though they are considered "optional" by Portfolio Manager.

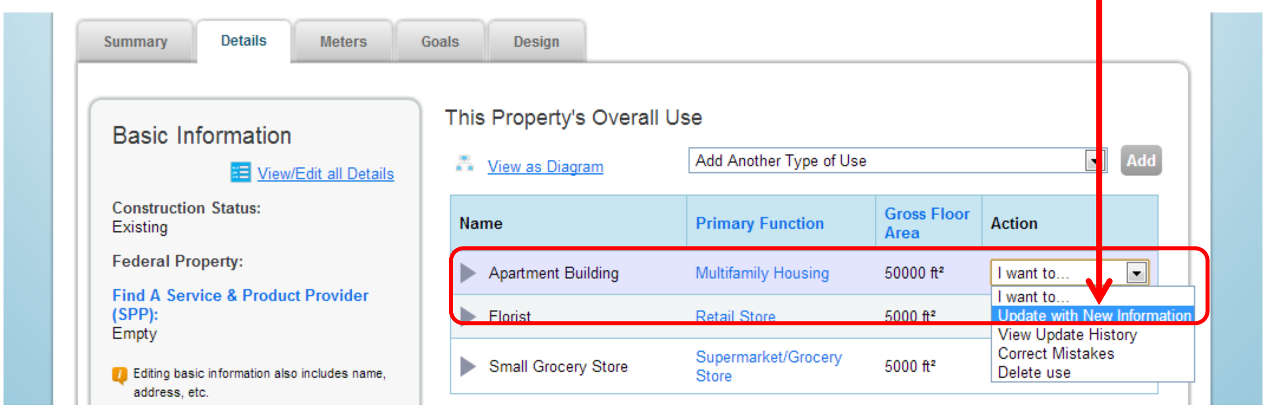
NOTE: this step is for MULTIFAMILY RESIDENTIAL ONLY (i.e. Apartment buildings).

- This **DOES** include any apartment buildings even if they contain other space types too, such as retail store, grocery store, office space, hotel, etc.
- This **DOES NOT** include spaces such as Senior Care Facility, Dormitories, Colleges, etc.

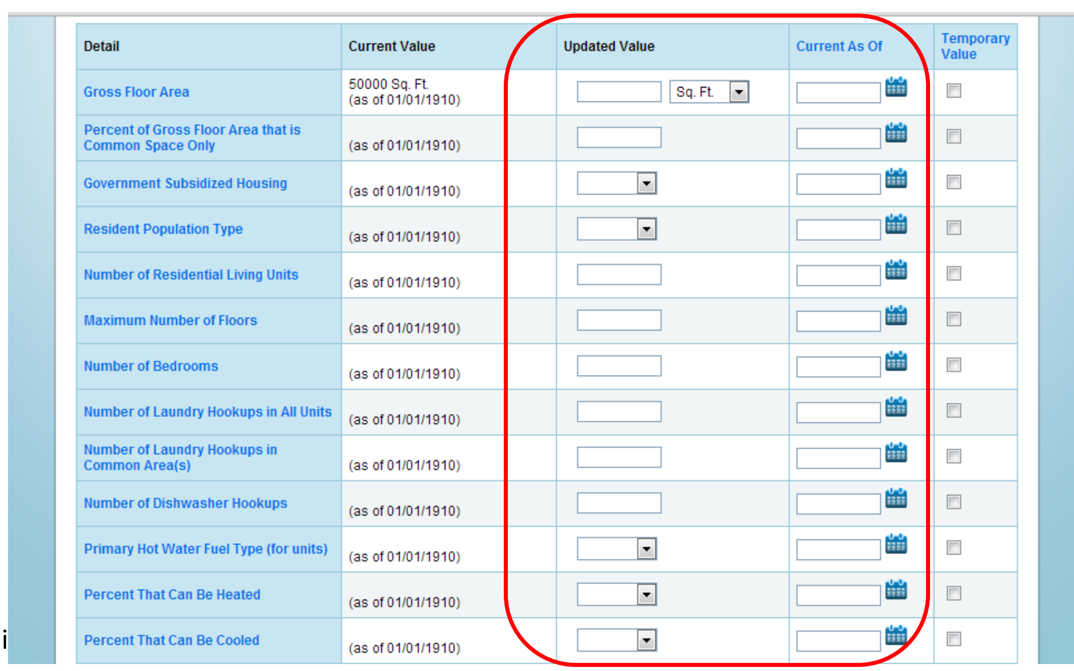
In the example below, we have 3 space types – the Multifamily Housing (i.e. Apartment Bldg.), Retail Store (i.e. Florist), and the Supermarket/Grocery (i.e. Small Grocery Store).

- To update Multifamily, click the "Details" tab for your Multifamily building.
- Under the "Action" pull-down choose "Update with New Information".

You only need to edit the Multifamily Housing space, not the other spaces in your building.



This will bring you to the "**Update Property Use Details**" page. Those "Space Attribute Values", circled in red below, are what you must fill in if they are blank. Be sure to include the date these values took effect in the "Current As Of" column.



Detail	Current Value	Updated Value	Current As Of	Temporary Value
Gross Floor Area	50000 Sq. Ft. (as of 01/01/1910)	Sq. Ft.		
Percent of Gross Floor Area that is Common Space Only	(as of 01/01/1910)			
Government Subsidized Housing	(as of 01/01/1910)			
Resident Population Type	(as of 01/01/1910)			
Number of Residential Living Units	(as of 01/01/1910)			
Maximum Number of Floors	(as of 01/01/1910)			
Number of Bedrooms	(as of 01/01/1910)			
Number of Laundry Hookups in All Units	(as of 01/01/1910)			
Number of Laundry Hookups in Common Area(s)	(as of 01/01/1910)			
Number of Dishwasher Hookups	(as of 01/01/1910)			
Primary Hot Water Fuel Type (for units)	(as of 01/01/1910)			
Percent That Can Be Heated	(as of 01/01/1910)			
Percent That Can Be Cooled	(as of 01/01/1910)			

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STEP 4 – SUBMITTING YOUR REPORT TO THE CITY:

Finally, for detailed step-by-step instructions on how to correctly submit your report to the City, read the step by step guide for submitting your 2012 report.

After submitting your report…

>>>YOU WILL RECEIVE A CONFIRMATION EMAIL FROM BUILDINGS@ENERGYSTAR.GOV!
This is your proof that you submitted your report; keep this email for your records.

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