

Specific Instructions from the City of New York

Please review these instructions carefully before submitting your report to Portfolio Manager.

Note: you will need on hand aggregated energy data provided by your utility before you can benchmark your property(ies). If you have not already collected your energy data, refer to the [Local Law 84 Aggregated Energy and Water Data page](#).

STEP 1: Identify Your Property(ies)

Step 1A) Confirm *Borough Block and Lot (BBL)* and *Building Identification Number (BIN)*

To find or check your BBL and BIN numbers:

- 1) In a browser window, navigate to the Department of Buildings [website](#).
- 2) Under the heading “Buildings Information” enter your building’s street number, street name, and borough.
- 3) Look at the Property Profile Overview to get your building’s Tax Block, Tax Lot, and BIN#.

NOTE: Failure to accurately identify each of your buildings with their latest Borough Block and Lot (BBL) and Building Identification Number (BIN) may result in the issuance of violations for non-compliance.

Step 1B) Enter your building’s BBL

In Portfolio Manager, in the “Details” tab of your property, locate the “Unique Identifiers (IDs)” section. Click on the “Edit” button, and navigate down to the “Standard IDs” section. Select the “NYC Borough, Block and Lot (BBL)” field, and enter your building’s BBL in the form **N-BBBBB-LLLL**, where:

- **N** is the borough number . Borough numbers are as follows:
Manhattan = 1; Bronx = 2; Brooklyn = 3; Queens = 4; Staten Island = 5
- **BBBBB** is the 5-digit block number with zeros entered to the left as needed (example: block number 845 would be 00845).
- **LLLL** is the 4-digit lot number with zeros entered to the left as needed (example: lot number 27 would be 0027).

BBL Example: A correct BBL entry for a building in Manhattan, with a block number of 234, and a lot number of 56, would be entered in the “NYC Borough, Block and Lot (BBL)” field as:

1-00234-0056

Step 1C) Enter your building’s BIN

Once you have entered your BBL, you can click on “Add another” to enter your BIN. Locate the “NYC Building Identification Number (BIN)” field in the “Standard IDs,” and enter your building’s 7-digit BIN.

NOTE: For BBLs with multiple BINs, each BIN must be entered in the same field separated by a semi-colon, but without a space.

EXAMPLE: 1234567;2345678;3456789

STEP 2: Enter all Energy Data for Your Property(ies)

Enter energy use data for the entire year (January 1 – December 31 inclusive) for each meter associated with the property.

STEP 3: Connect and share your property with DEP for automatic water data collection

For Buildings Eligible for Automatic Meter Readings:

If you previously shared your property with the Department of Environmental Protection (DEP) for automatic uploading of water data, your water data for the prior year will already have been added into your Portfolio Manager account. Otherwise, if the Covered Buildings List indicates that you are required to benchmark water use:

- Refer to the LL84 website for [water data collection instructions](#).
- Read the step-by-step instructions in “How to Automatically Benchmark Water using Web Services.”

For Buildings Ineligible for Automatic Meter Readings:

If you are not required to benchmark your building’s water use, you may optionally input your water usage manually:

- Refer to the GGBP website for [water data collection instructions](#).
- Read the step-by-step guidance in “Manual Water Benchmarking Guide.”

STEP 4: Check Data Quality

Step 4A) Use the Portfolio Manager data quality checker.

Check your submitted data by clicking the “Check Data Quality” button on the “Summary” tab of each of your properties. Review and/or resolve all alerts. This step may greatly improve the accuracy of the data submitted into Portfolio Manager.

Step 4B) Review your portfolio for common errors.

To ensure completeness, check the following:

- Make sure you have entered your BBL and BIN correctly in the right fields.
- Check that you have entered a full year of data (covering January 1 – December 31 inclusive) for each meter.
- Make sure that your EUI is realistic; an unrealistic EUI is below 5 or above 1,000 kBtu/psf

- Check the basic information and property uses in the Details tab for each building to be sure that gross floor area for the building is non-zero and property uses add up to the total.

STEP 5: Release Data to the City to Comply with the Benchmarking Law**Step 5A) Submit Your Report**

Once you have entered all your data and checked for errors, follow this link:

[“Data Request: NYC LL84 - Benchmarking Reporting Template for Calendar Year 2015 Data”](#)

If you have already clicked on the link once, this link will be stored in the “Reporting” tab of your Portfolio Manager account.

Follow these steps:

- 1) Under “Action” next to the report, choose “Respond to Data Request.”
 - a. Scroll to the bottom and fill in the fields in “About Your Response” and “Your Response.”
 - b. Press the “Generate Response Preview” button.
- 2) Navigate back to the “Reporting” tab. You may preview your response, download your response to a spreadsheet, or modify or delete your response.
- 3) If you are ready to submit your report, choose “Send Response.”
 - a. If Portfolio Manager flags errors, correct them.
 - b. In the “Reporting” tab choose “Generate an Updated Response.”
- 4) Once all errors are corrected and an error-free updated report is generated,
 - a. Select “Send Response.”
 - b. Enter any contacts who should also receive the confirmation email.
 - c. E-sign the response.
 - d. Press the “Send Data” button.

Once you have released your data, you will receive a confirmation email from donotreplay@energystar.gov.

Step 5B) Save Your Reporting Records

Save the following records for three years following your submission so that they can be made available to the City if necessary:

- 1) A copy of the confirmation email from the EPA,
- 2) Energy use information obtained from utility companies, and

- 3) A copy of the energy use data entered into Portfolio Manager.

Congratulations, you have successfully benchmarked your energy and water data and submitted it to the City.

For help, contact: NYC Benchmarking Help Center at questions@benchmarkinghelpcenter.org or 212-566-LL84 (212-566-5584).