

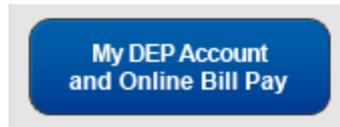
How to Manually Benchmark Water Use to Comply with Local Law 84

- This document provides step by step instructions on how to access your water consumption data and manually benchmark your water consumption as required in Local Law 84
- The automatic upload of water usage via DEP's Automatic Meter Readers (AMR) is now available. There is also the option of manual input of water consumption
- More benchmarking resources are available online at the Greener, Greater Buildings Plan website:
www.nyc.gov/GGBP
- For any questions, please send an email to customerservice@dep.nyc.gov with "BENCHMARK" in the subject line

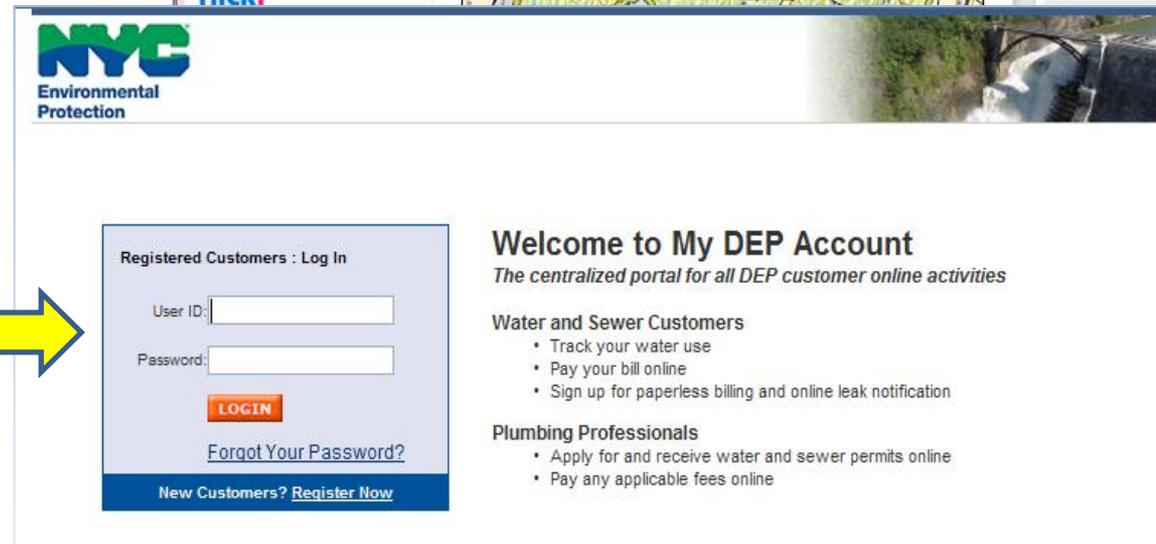
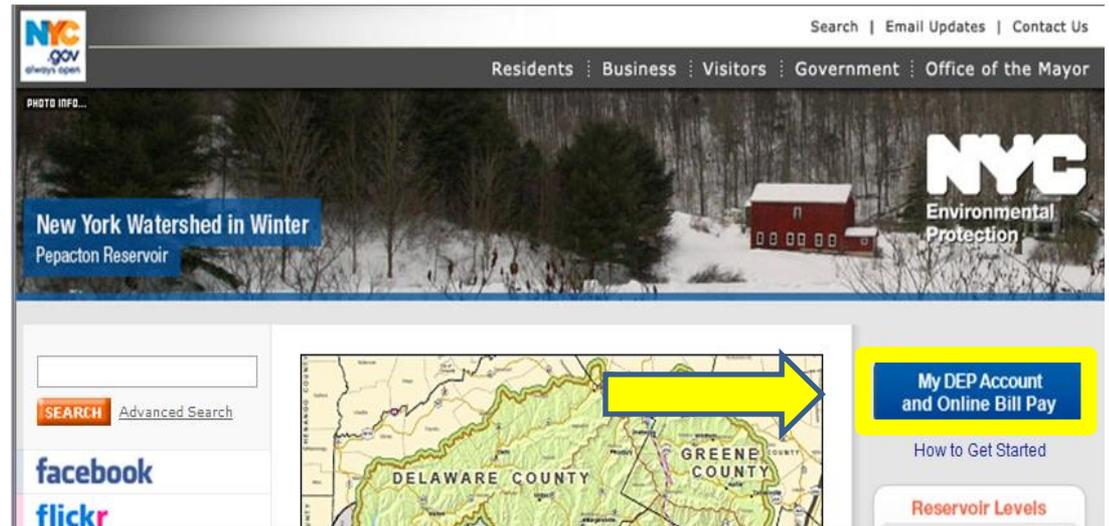


Step 1 – Access Account

- Access your water usage information on the DEP website www.nyc.gov/dep
- Click the ‘My DEP Account’ button

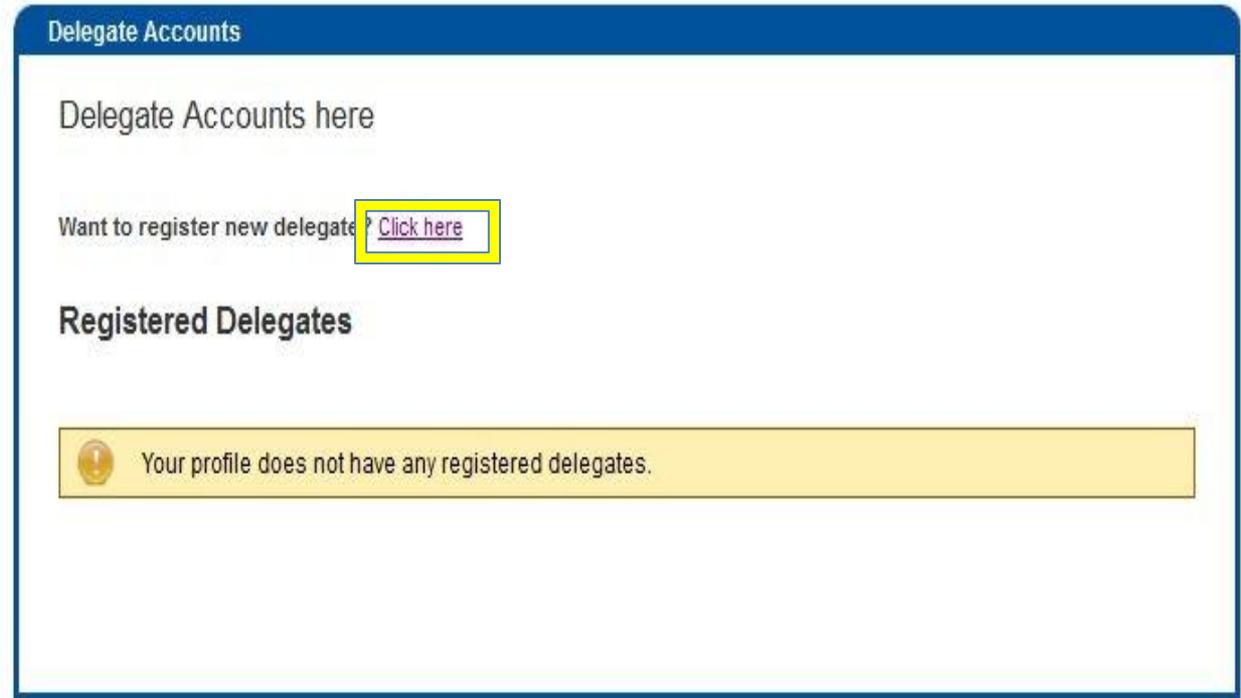


- **Log in** to your account. If a new customer, register a new account.



Step 1a – Delegate Account

- OPTIONAL: If the owner of the water account would like to allow another person access to their account, they need to assign “delegates”
- This step is necessary to allow access for others who will benchmark on behalf of the owner of the water account, i.e. consultants, and service providers
- To assign delegates, Click the ‘**My Profile**’ tab
- Click ‘**Delegate Accounts**’
- Click the link to register a new delegate



Step 1a – Delegate Account

- Fill in the information for the delegate that you wish to register
- All fields marked with a red asterisk are required
- For 'Relationship to the property', choose **Authorized Representative**
- Choose an User ID and Password on behalf of the delegate
- Click the 'Click here to delegate account(s)' link
- Select which accounts you would like the third party to have access to
- Click **Delegate Account(s)**

Register additional delegates

Enroll your delegate user here

Salutation: Mr. ▼

First Name: *
Last Name: *
Phone1: * - - Ext: *
Phone2: - - Ext: *
email: *
Confirm email: *

User ID: Example *
Minimum of 6 characters in length.

Password: *
Minimum of 6 characters in length.

Confirm Password: *

Relationship to the property: Authorized Representative ▼

Account Number(s): [Click here to delegate account\(s\)](#) *

*Required Field

Helpful Information

- Please enter a valid email address.
- Please enter a user id containing letters(a-z, A-Z), numbers(0-9) and a period(.).
- Please enter a password containing letters(a-z, A-Z), numbers(0-9) and special characters(~!@#%*&*()_+) to make it more secure.
- You can add multiple accounts by clicking on the link "Click here to add account".

Delegate Your Account(s)

Select: All None

<input checked="" type="checkbox"/>	335001
<input type="checkbox"/>	1000155450001
<input checked="" type="checkbox"/>	1000209189001
<input type="checkbox"/>	1000630988001

[Delegate Account\(s\)](#) [Close](#)

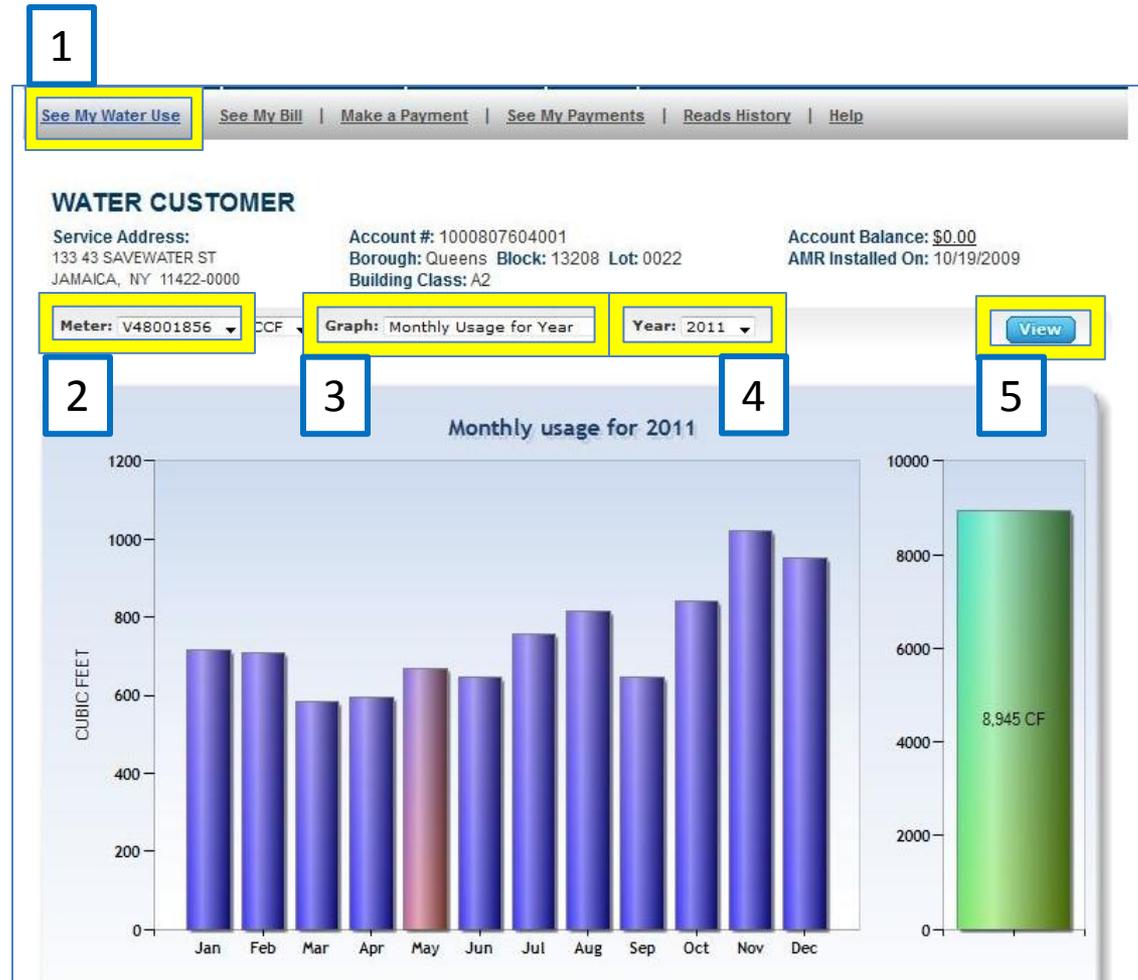
Access Water Data

1. Back on the home page, click the 'See My Water Use' link
2. Select your Meter
3. For Graph, select "Monthly Usage for Year"
4. Choose Year 2011
5. Click "View"

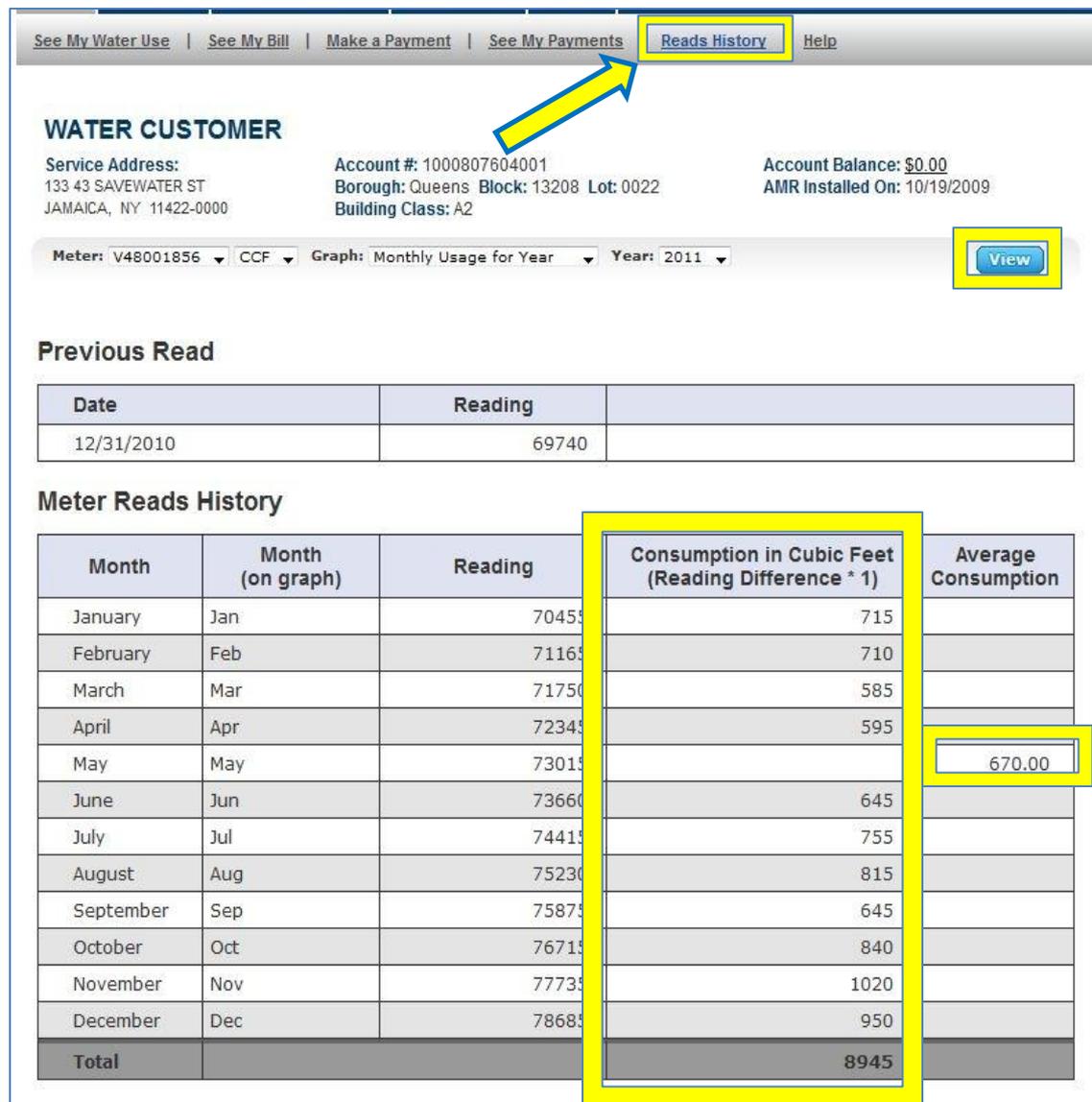
- NOTE: Properties can **only** be benchmarked if they have consumption for the **full year** of 2011



- Please check the 'meter' tab to make sure that you have accounted for all of the consumption associated with your property



- To receive your monthly water consumption in tabular form, click the **'Reads History'** link
- In the column entitled "Consumption in Cubic Feet" you will find all of your consumption information on a monthly basis to enter into Portfolio Manager
- If a reading was estimated for a month, you will find the average in the next column "Average Consumption"
- Please check the **'meter'** tab to make sure that all meters have been selected, to account for all of the consumption associated with your property



See My Water Use | See My Bill | Make a Payment | See My Payments | **Reads History** | Help

WATER CUSTOMER

Service Address: 133 43 SAVEWATER ST
JAMAICA, NY 11422-0000

Account #: 1000807604001
Borough: Queens Block: 13208 Lot: 0022
Building Class: A2

Account Balance: \$0.00
AMR Installed On: 10/19/2009

Meter: V48001856 | CCF | Graph: Monthly Usage for Year | Year: 2011 | **View**

Previous Read

Date	Reading
12/31/2010	69740

Meter Reads History

Month	Month (on graph)	Reading	Consumption in Cubic Feet (Reading Difference * 1)	Average Consumption
January	Jan	70459	715	
February	Feb	71163	710	
March	Mar	71750	585	
April	Apr	72345	595	
May	May	73015		670.00
June	Jun	73660	645	
July	Jul	74415	755	
August	Aug	75230	815	
September	Sep	75875	645	
October	Oct	76715	840	
November	Nov	77735	1020	
December	Dec	78685	950	
Total			8945	

- If you need further guidance on how to access your water data, instructional videos are available on the DEP website

- To watch the videos, go to www.nyc.gov/dep and click 'How to Get Started'

- Find 'View Your Water Use' and click the 'WATCH IT NOW!' button

The screenshot shows the NYC DEP website interface. At the top, there is a navigation bar with links for Search, Email Updates, and Contact Us, and a menu for Residents, Business, Visitors, Government, and Office of the Mayor. The main header features a banner for 'New York Watershed in Winter' at Pepacton Reservoir. Below the banner is a search bar and a map of the watershed. A yellow arrow points from the 'How to Get Started' button in the right sidebar to the 'View Your Water Use' section in the main content area. The 'View Your Water Use' section is highlighted with a yellow box, and another yellow arrow points to its 'WATCH IT NOW!' button. The sidebar also contains sections for 'My DEP Account and Online Bill Pay', 'Reservoir Levels' (Current: 92.5%, Normal: 81.2%), 'Paperless Billing', 'Leak Notification', and 'Waterbody Advisories'.

DEP video tutorials offer step-by-step instructions on everything you need to know – from registering with My DEP Account to viewing your water use and paying your bill online.

Browse by Subject

Register My DEP Account	Edit My DEP Account	Pay Your Water and Sewer Bill
WATCH IT NOW!	WATCH IT NOW!	WATCH IT NOW!
Learn how to register your My DEP Account and retrieve a forgotten password.	Learn how to edit your My DEP Account.	Learn how to pay your water and sewer bill online.
View Your Bill	View Your Water Use	Enroll for Services
WATCH IT NOW!	WATCH IT NOW!	WATCH IT NOW!
Learn how to view your water and sewer bill online.	Learn how to view your water use online.	Learn how to sign up for paperless billing and leak notification alerts.

Step 3 – Log In to Portfolio Manager

- Visit <http://www.energystar.gov/benchmark>
- The link will direct you to Portfolio Manager and prompt you to log into 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

ENERGY STAR **PORTFOLIO MANAGER**
EPA's system for helping you track and improve energy efficiency across your entire portfolio of buildings.

FAQ FREQUENTLY ASKED QUESTIONS CONTACT US HELP

Username: [Forgot your username?](#)

Password: [Forgot Your Password?](#)

New User? [Register](#)

[Contact Us](#) | [Privacy Policy](#) | [Browser Requirements Buildings & Plants](#)

Step 4 – Add a Water Meter(s)

- One by one, select each facility in your portfolio and scroll down to the ‘Water Meters’ chart
- Click the ‘Add Meter’ link

The screenshot shows the 'Water Meters' section of a web application. At the top, there are tabs for 'Add Meter', 'Update Multiple Meters', and 'View All Meter Data in Excel'. Below this is a table with columns: 'Meter Name', 'Units', 'Use', 'Last Meter Entry (End Date)', 'Alerts', and 'Read Write Access'. The table currently shows 'No Meter Defined'. A yellow box highlights the 'Add Meter' link, and a yellow arrow points to it. Below the table is a form titled 'Add Water Meter' with the following fields and callouts:

- 1. *Meter Name: <User Chooses Name> (text input field)
- 2. *Select the type of water use: (checkboxes for Indoor, Outdoor)
- 3. *Units: cf (cubic feet) (dropdown menu)
- 4. *Add this meter to Total Facility Water Use? (radio buttons for Yes, No)
- 5. CANCEL SAVE (buttons)

Note that entering water use information will not affect your facility's energy performance rating.

*REQUIRED

In the next screen, enter the following:

1. 'Meter Name': Input any name
2. Select type: 'Indoor'
3. Select Units: 'cf (cubic feet)'
4. 'Add this meter to Total Facility Water Use?': 'Yes'
5. Click Save

Water Meter: Sample Water

 REQUIRED

Select Number of Meter Entries to be added and Start Date for first entry:

Meter Entries to Add	*Start Date (MM/DD/YYYY)	Units
12  Month(s) 	01/01/2011	cf (cubic feet)

CANCEL

CONTINUE

- Choose **12 Month(s)** of Meter Entries to Add
- Start Date is **01/01/2011**
- Confirm that units are **cf (cubic feet)**
- Click **Continue**

- In the “Water Use” column, enter values found in your DEP account in “Consumption in Cubic Feet” and “Average Consumption” columns for each month.
- Entering ‘Cost’ is optional
- Click **Save**

Meter Information
Units: cf (cubic feet)
Usage: Indoor

Water Meter: Sample Water Meter

Use the form below to add each unique meter entry for this particular meter. Portfolio Manager requires that entries be for consecutive time periods. The system will allow a one day overlap or a one day gap to exist between meter entries. The maximum time period for a single entry is 12 months.

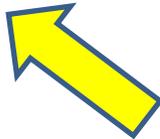
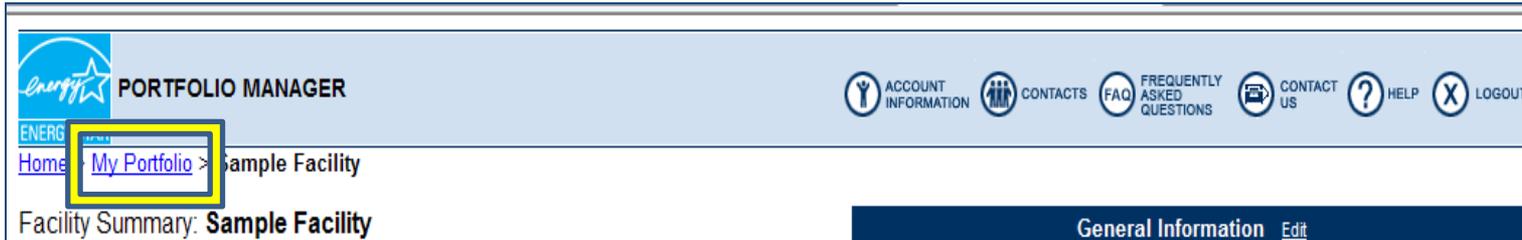
Add Water Use:				
Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)		Water Use (cf (cubic feet))	Cost - US Dollars (optional)
<input type="text" value="01/01/2011"/>	<input type="text" value="01/31/2011"/>		<input type="text" value="715"/>	\$ <input type="text"/>
<input type="text" value="02/01/2011"/>	<input type="text" value="02/28/2011"/>		<input type="text" value="710"/>	\$ <input type="text"/>
<input type="text" value="03/01/2011"/>	<input type="text" value="03/31/2011"/>		<input type="text" value="585"/>	\$ <input type="text"/>
<input type="text" value="04/01/2011"/>	<input type="text" value="04/30/2011"/>		<input type="text" value="595"/>	\$ <input type="text"/>
<input type="text" value="05/01/2011"/>	<input type="text" value="05/31/2011"/>		<input type="text" value="670.00"/>	\$ <input type="text"/>
<input type="text" value="06/01/2011"/>	<input type="text" value="06/30/2011"/>		<input type="text" value="645"/>	\$ <input type="text"/>
<input type="text" value="07/01/2011"/>	<input type="text" value="07/31/2011"/>		<input type="text" value="755"/>	\$ <input type="text"/>
<input type="text" value="08/01/2011"/>	<input type="text" value="08/31/2011"/>		<input type="text" value="815"/>	\$ <input type="text"/>
<input type="text" value="09/01/2011"/>	<input type="text" value="09/30/2011"/>		<input type="text" value="645"/>	\$ <input type="text"/>
<input type="text" value="10/01/2011"/>	<input type="text" value="10/31/2011"/>		<input type="text" value="840"/>	\$ <input type="text"/>
<input type="text" value="11/01/2011"/>	<input type="text" value="11/30/2011"/>		<input type="text" value="1020"/>	\$ <input type="text"/>
<input type="text" value="12/01/2011"/>	<input type="text" value="12/31/2011"/>		<input type="text" value="950"/>	\$ <input type="text"/>

Step 5 – Enter All Water Meters

- After you enter your water meter, Portfolio Manager brings you back to the Facility Summary page



- If you have more than one Facility, **you are required to enter the water meter for each facility.** Repeat Step 4 as necessary.
- When all water meters are entered, click 'My Portfolio', located at the top left of the page





Step 12 – Complete Benchmarking

- If you still have questions regarding your water account, email DEP at customerservice@dep.nyc.gov with “**BENCHMARK**” in the subject line, or call the DEP Customer Service Hotline at (718) 595-7000
- For other questions, concerns, or assistance with meeting the compliance for LL84, you may also email sustainability@buildings.nyc.gov or contact the **Benchmark Help Center** by dialing 3-1-1 or calling (212) 442-7901