

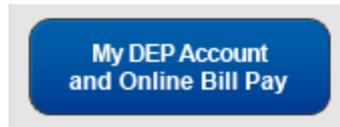
How to Manually Benchmark Water Use for Local Law 84

- Automatic upload of water usage via DEP's Automatic Meter Readers (AMR) is now available, and must be used if you are eligible for water benchmarking. If you are not eligible, you have the option of manually input of water consumption.
- For building owners that are not eligible for automated water benchmarking, this document provides step by step instructions on how to access your water consumption data and manually benchmark your water.
- More benchmarking resources are available online at the Local Law 84 website: www.nyc.gov/LL84
- For any questions, please send an email to waterbenchmarking@dep.nyc.gov

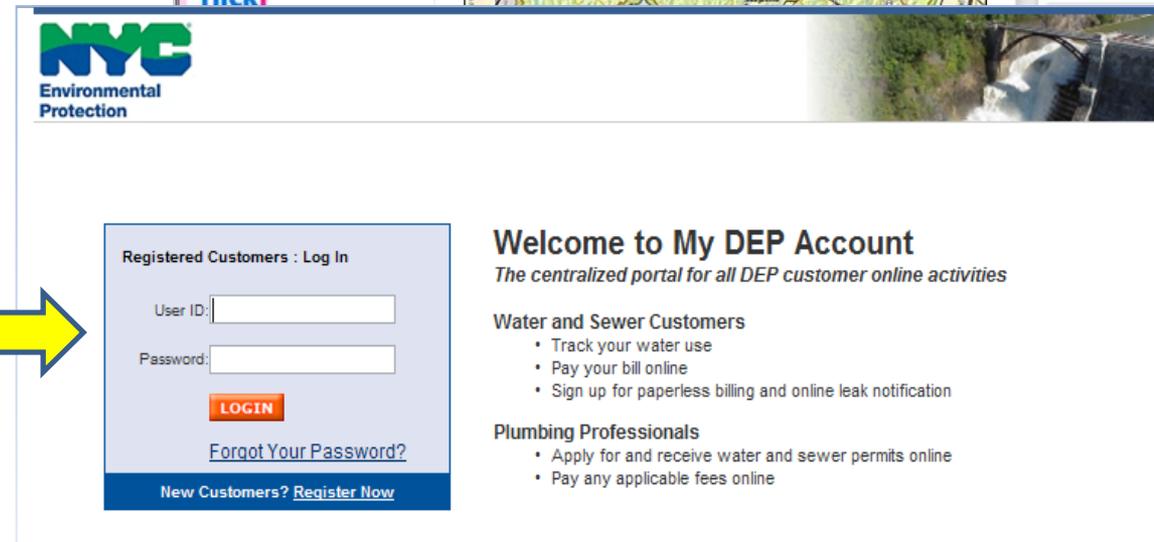
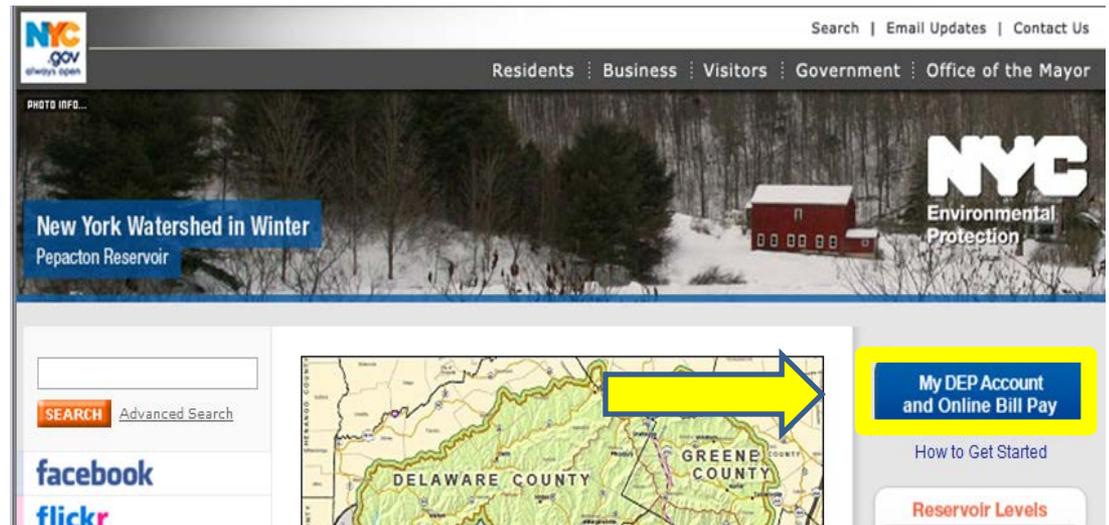


Step 1 – Access Account

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

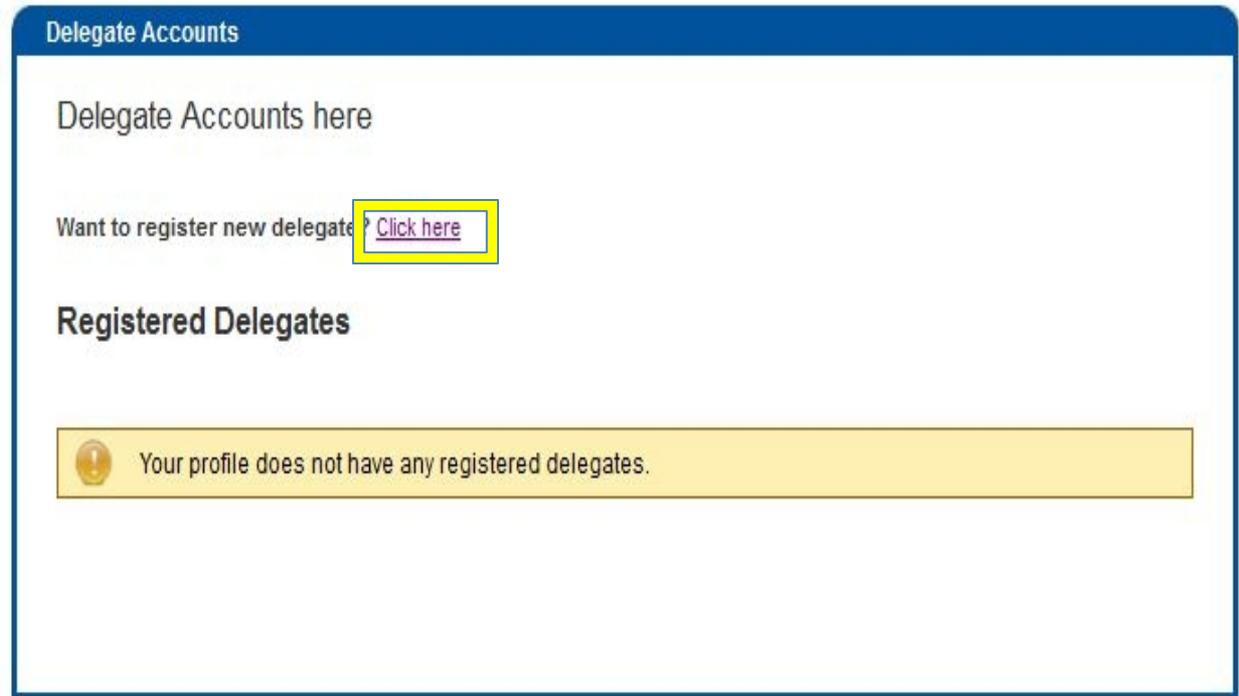
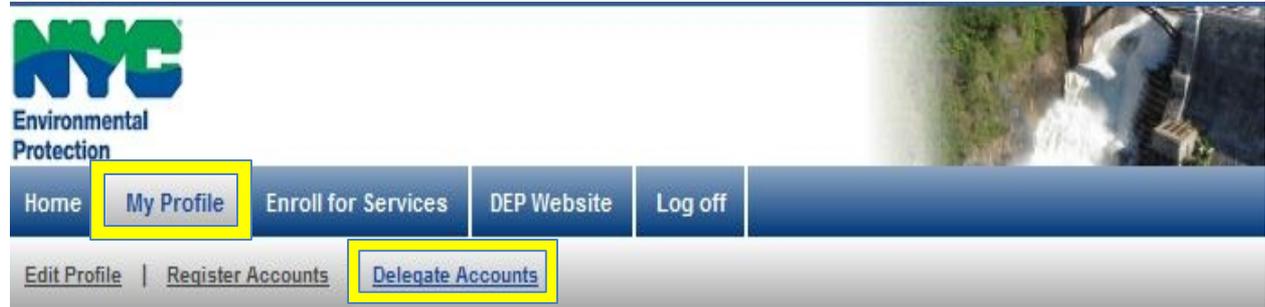


- **Log in** to your account. If a new customer, register a new account.



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

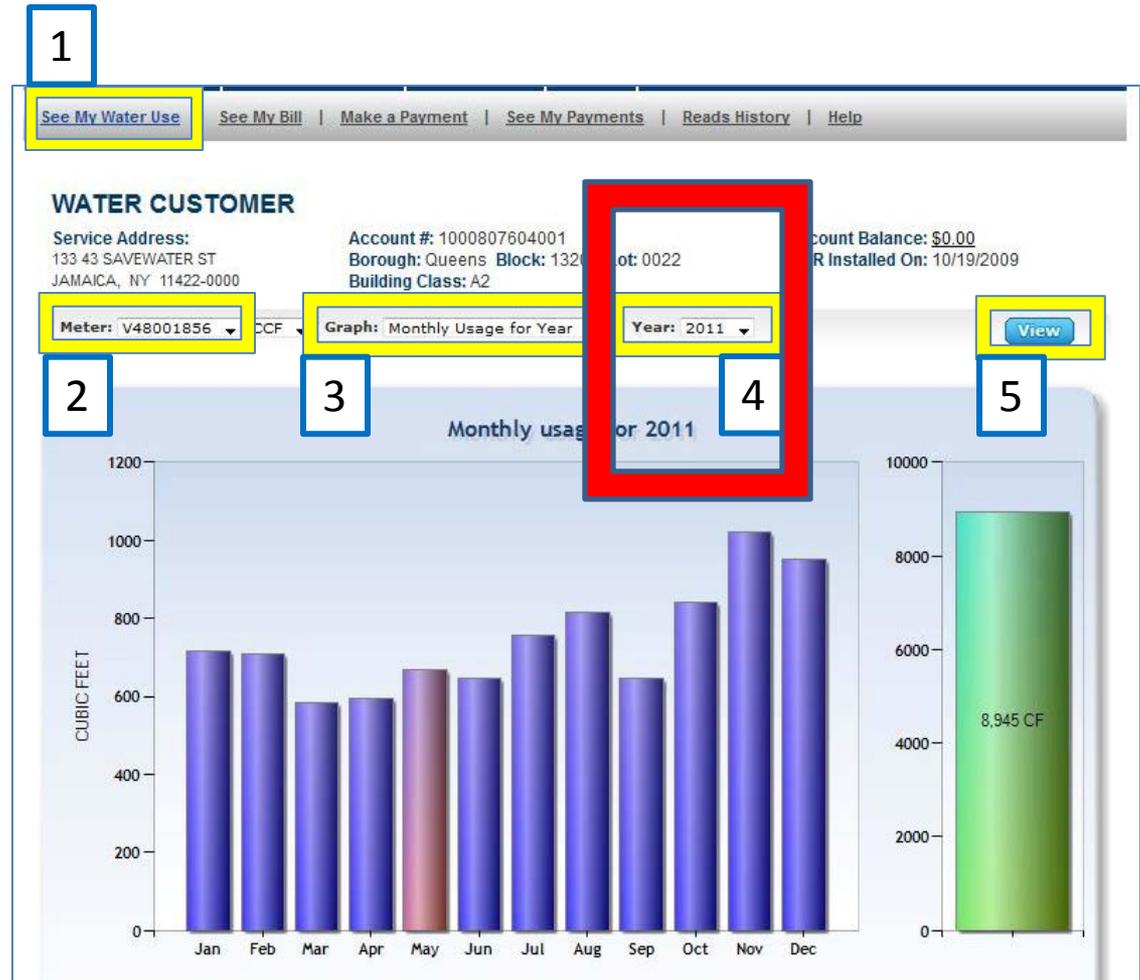
Delegate Account(s) Close

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 Corresponding Year
5. Click "View"



- Please check the 'meter' tab to make sure that you have accounted for all of the consumption associated with your property
- Remember that the data provided is in cubic feet



- 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	

Month	Month (on graph)	Reading	Consumption in Cubic Feet (Reading Difference * 1)	Average Consumption
January	Jan	70455	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, Contact Us, Residents, Business, Visitors, Government, and Office of the Mayor. Below this is a banner for 'New York Watershed in Winter' featuring the Pepacton Reservoir. A search bar is visible with a 'SEARCH' button and a link to 'Advanced Search'. A yellow arrow points from the search bar area to a 'How to Get Started' button in the right-hand sidebar. The sidebar also includes 'My DEP Account and Online Bill Pay', 'Reservoir Levels' (Current: 92.5%, Normal: 81.2%), 'Paperless Billing', 'Leak Notification', and 'Waterbody Advisories'. The main content area features a 'Browse by Subject' section with a grid of video tutorial options. A yellow box highlights the 'View Your Water Use' option, and a yellow arrow points to its 'WATCH IT NOW!' button. The grid includes options for Registering My DEP Account, Editing My DEP Account, Paying Water and Sewer Bills, Viewing Your Bill, and Enrolling for Services.

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 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 4 – Select a Property

- Select the property you would like to manually benchmark

My Properties (3) [Add a Property](#)

Filter by:

[Create Group](#) | [Manage Groups](#)

Name	Action
23 [redacted], Manhattan, NY 10016	<input type="text" value="I want to..."/>
5927 Blvd	<input type="text" value="I want to..."/>
77 St, Brooklyn, NY 11211	<input type="text" value="I want to..."/>

Page 1 of 1 View 1 - 3 of 3

[Download Entire Portfolio](#)



If you're a pro, you may want to [upload and/or update multiple properties](#) at once using an Excel spreadsheet. This can be done to create new properties, add use details, create meters and add meter consumption data.

The screenshot displays the 'MyPortfolio' interface. At the top, there are navigation tabs: 'MyPortfolio', 'Sharing', 'Planning', 'Reporting', and 'Recognition'. Below these, the address '23 Avenue, Manhattan, NY 10016' is shown, along with a 'Map It' link. A grey box indicates the property is 'Not eligible to apply for ENERGY STAR Certification'. To the right, a blue box shows 'Weather-Normalized Source EUI (kBtu/ft²)' with 'Current EUI: N/A' and 'Baseline EUI: N/A'. Below the address, there are tabs for 'Summary', 'Meters', 'Goals', and 'Design'. A yellow arrow points to the 'Meters' tab, which is also highlighted with a yellow box. The 'Summary' tab content includes a 'Property Profile' section with a '+ Create Profile' link and a 'Source EUI Trend (kBtu/ft²)' chart. The 'Meters' tab content includes a 'Notifications' section stating 'You have no new notifications.' and a 'Data Quality for this Property' section explaining that metrics depend on 'use details' and energy bills, and that a 'Data Quality Checker' is used to identify errors.



- Remember that the data on DEP's website is in cubic feet

Water Meters (3)

[View as a Diagram](#)



Add Another Meter

Name	Water Meter	Most Recent Bill Date	Action
DEPWaterMeter	Potable Indoor		I want to... <input type="button" value="v"/>
Potable Indoor Meter #2	Potable Indoor		I want to... <input type="button" value="v"/>
Potable Indoor Meter #1	Potable Indoor		I want to... <input type="button" value="v"/>

Water Meters (3)

[View as a Diagram](#)

Add Another Meter

Name	Water Meter	Most Recent Bill Date	Action
DEPWaterMeter	Potable Indoor		I want to... <input type="button" value="v"/>
Potable Indoor Meter #2	Potable Indoor		I want to... <input type="button" value="v"/> <ul style="list-style-type: none"> Edit Basic Meter Information View/Add Bills (i.e., meter consumption) Delete Meter
Potable Indoor Meter #1	Potable Indoor		I want to... <input type="button" value="v"/>





- If you still have questions regarding your water account, email DEP at waterbenchmarking@dep.nyc.gov
- For other questions, concerns, or assistance with meeting the compliance for LL84, contact the NYC Benchmarking Help Center at questions@benchmarkinghelpcenter.org and 212-566-LL84 (212-566-5584)