

Submitting Your Benchmarking Report in Portfolio Manager for the 2017 Benchmarking Deadline

Access Reporting Template

In Portfolio Manager, click on the Reporting tab to see if there is a report entitled “Data Request: NYC LL84 - Benchmarking Reporting Template for Calendar Year 2016 Data (Request from City of New York).”

If it is there, under “Action” next to the report, choose “Respond to Data Request.”

If it is not there, upload the NYC reporting template using the link below. Note that clicking on this link will upload the template AND place you in a Portfolio Manager session ready to respond to data request.

[“Data Request: NYC LL84 - Benchmarking Reporting Template for Calendar Year 2016 Data”](#)

Continue by following these steps:

1) Preview Submission

Scroll to the bottom and fill in the fields in “About Your Response” and “Your Response.” If you are submitting this report on behalf of the building owner, check “Someone else” in the “About Your Response” box and add the owner as the contact, using the “Add a contact” link if necessary.

Press the “Generate Response Preview” button.

2) Correct Errors

Navigate back to the “Reporting” tab. If errors are flagged (in a pink background), click on “Read more” and correct any errors. Otherwise, you may preview your response, download your response to a spreadsheet, or modify or delete your response.

3) Submit Report

If you are ready to submit your report, choose “Send Response.”

Updated January 30, 2017

Enter any contacts or email addresses of those who should also receive the confirmation email.

E-sign the response by entering your Username, Password, and clicking “E-sign Response”

Press the “Send Data” button, and “Continue” in the pop-up window.

Once you have released your data, you will receive a confirmation email from donotreply@energystar.gov. If you do not receive a confirmation email within the day, then please check your account’s email address and resubmit your report.

4) Save 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.

You have successfully benchmarked your energy and water data and submitted it to the City.

If you need additional assistance, contact the NYC Benchmarking Help Center at 212-566-5584, email questions@benchmarkinghelpcenter.org, or visit www.benchmarkinghelpcenter.org.