FIRST TIME BENCHMARKING GUIDANCE

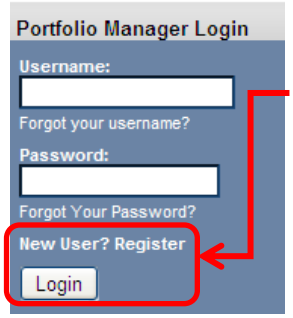
If you received a violation for not submitting your 2010 report, you must pay the violation, and you must submit your 2011 report BEFORE May 1st in order to avoid another violation. This document contains instructions for completing and submitting your 2011 report.

- You may want to hire a consultant or service provider to do this for you, go to www.aeeny.org and look for the "NYC Benchmarking – Assistance with Local Law 84" link on the first page. This is a list of service providers in the NYC area, listed alphabetically. This list is not completely inclusive of all service providers, nor or any of these firms endorsed by the City of New York.

- To do your benchmarking yourself, you must follow the steps below – please be sure to READ THROUGH THIS WHOLE DOCUMENT FIRST before getting started.

- There are 4 main steps – first SET UP YOUR ACCOUNT, then ENTER YOUR ENERGY & WATER DATA, then ADD YOUR BUILDING IDENTIFICATION INFO, then SUBMIT THE ACTUAL LL84 REPORT.

1- SET UP YOUR ACCOUNT WITH PORTFOLIO MANAGER: Go to www.energystar.gov/benchmark.



On the right-hand side of the page, you will see a greyish-blue log-in box, and in order to create your account you will have to click on where it says "*New User? Register*", right above the Login button.

>>>HOWEVER, before you create your account, it is **strongly advised** that you view a short 26-minute video on how to use the Portfolio Manager software! This will greatly enhance the ease of using the software.

After setting up your account, you must add your facility as indicated in the training video. This includes the general building info (ie. facility name, address, year built, etc.), along with your Space Use Types (such as Office, Nursing Home, Multifamily, etc.). Each space use type has various types of space attributes.

>>> NOTE: for Multifamily Residential buildings ONLY, you must fill in the data for ALL space attributes, even though they are considered "optional".

2- ENTER YOUR ENERGY DATA: This should be self-explanatory after viewing the video.

- **ENERGY:** You can get your energy data from your utility bills, or online via your utility company (ie. Con Edison), or if you do not have your energy data, you will have to use default data provided by the city, by reading through the NYC Benchmarking Rule starting on page 8. You must add ALL the energy types you use, such as Electricity, Gas, Oil, Steam, etc.

3- ENTER YOUR WATER DATA:

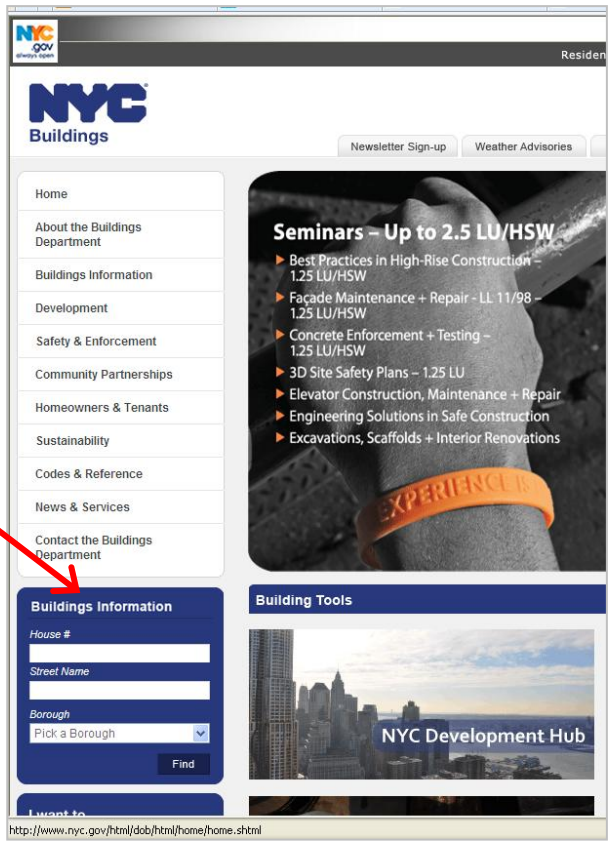
- **WATER:** You can have your water data uploaded automatically via the DEP Automated Benchmarking Services (ABS). See this link for automatic upload instructions. See this link for manual input instructions.

NOTE: IF YOU DO NOT HAVE AN AUTOMATED METER READER (AMR) installed for all of 2011, THEN YOUR BUILDING DOES NOT HAVE TO BENCHMARK WATER DATA. Not sure whether you have an Automated Meter Reader? Check this list to see if your building(s) is listed.

4- ADD YOUR BBL AND BIN NUMBERS:

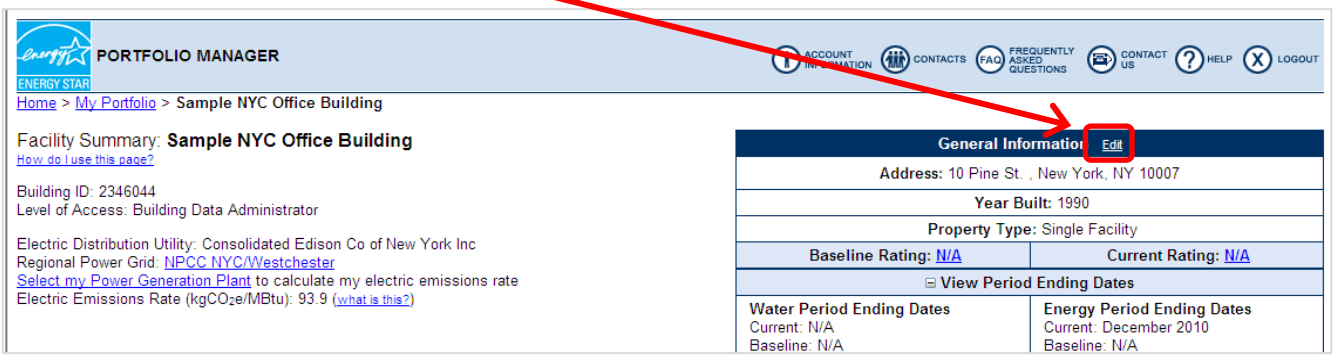
First we'll show you **WHERE TO GET** them.

- You can find your **BBL** (Borough-Block-Lot) number and 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 and BBL numbers.

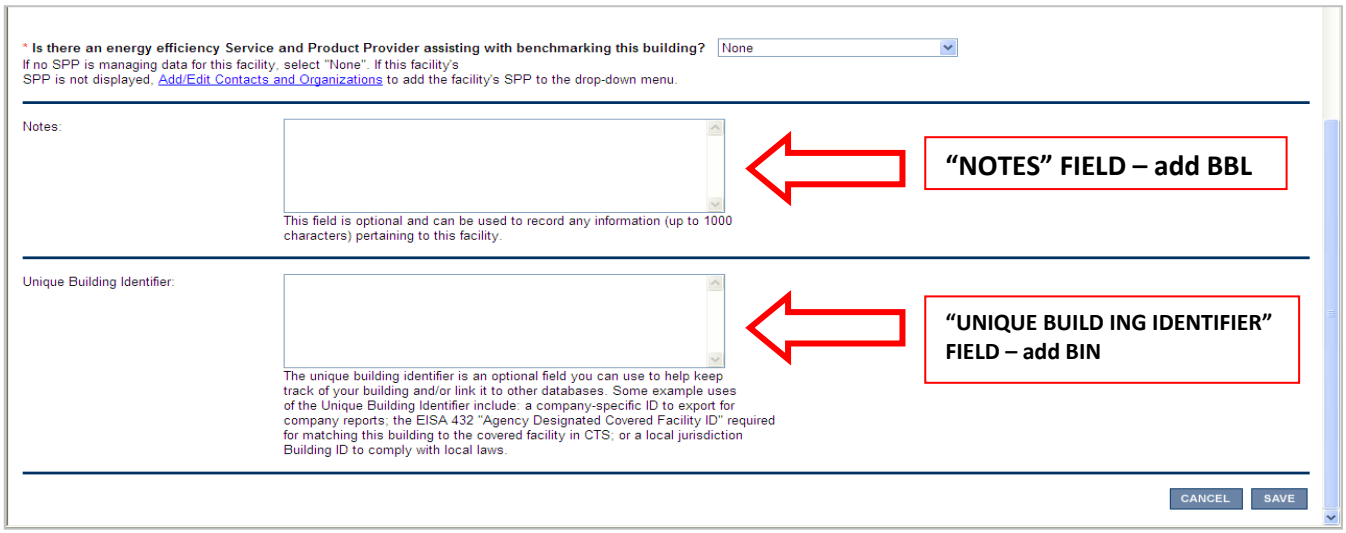


Now you must **ENTER YOUR BIN AND BBL** into the **CORRECT LOCATION** in Portfolio Manager.

- Go back to Portfolio Manager; Go to your "Facility Summary" page, which is shown below (to get there from the "Home" page, click "Access My Portfolio", then click your individual facility name).
- On this facility summary page, in the top right-hand corner find the "General Information" box. Click on the small "Edit" link.



- This will open to the page of your building's general info – scroll down to the bottom of this page, and you'll find two fields – the first is the "Notes" field, and the second is the "Unique Building Identifier" field (see below):



- **In the NOTES field, you must enter your BBL number, in the following 10-digit format:**
  1-00234-0056
  - The first digit is the borough number, then a dash, the next five digits are the block number, and then a dash and the last four digits are the lot number.
  - Borough numbers are as follows: Manhattan = 1; Bronx = 2; Brooklyn = 3; Queens = 4; and Staten Island = 5.
  - 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).
  - 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).
  - For example, a building in Brooklyn, with a block number of 845, and a lot number of 27, would enter the BBL as: 3-00845-0027.
  - If you have multiple BBL's for your building, add them all separated by a semicolon ;

  In the Unique Building Identifier field, you must enter your 7-digit BIN.
  - There is no special format for the BIN, just type in the 7-digit number and nothing else.
  - 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!!!

5- <u>SUBMITTING YOUR REPORT:</u>

For detailed, step-by-step instructions on submitting your actual report to the City, click this link – this is a very user-friendly guide. After submitting your report…

>>>YOU MUST LOOK FOR A CONFIRMATION EMAIL FROM BUILDINGS@ENERGYSTAR.GOV!