

How to 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 regarding LL84 compliance, you can email sustainability@buildings.nyc.gov or contact the **Benchmark Help Center** by dialing 3-1-1 or (212) 442-7901

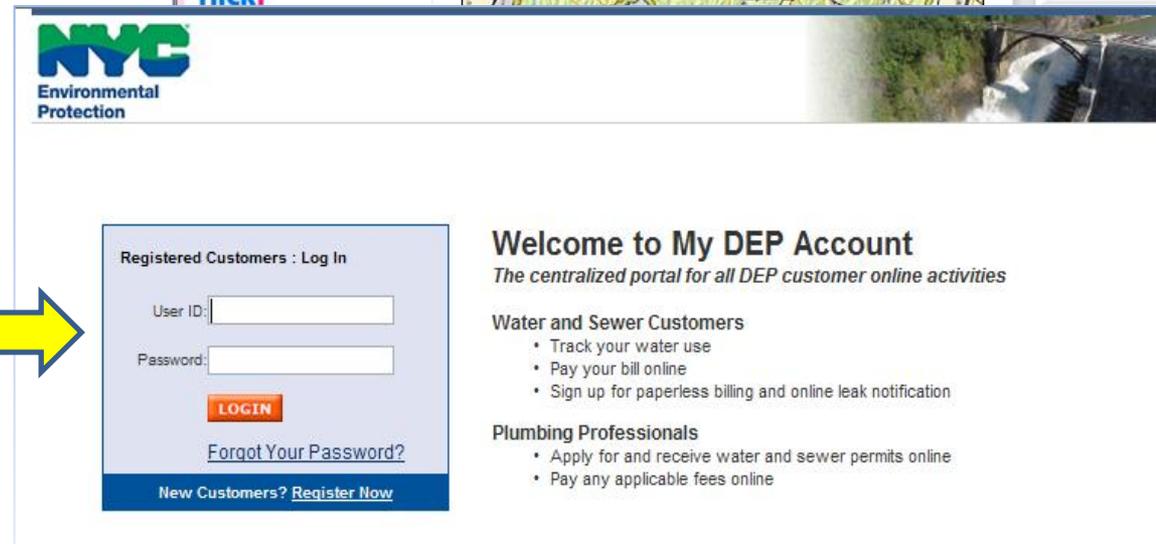
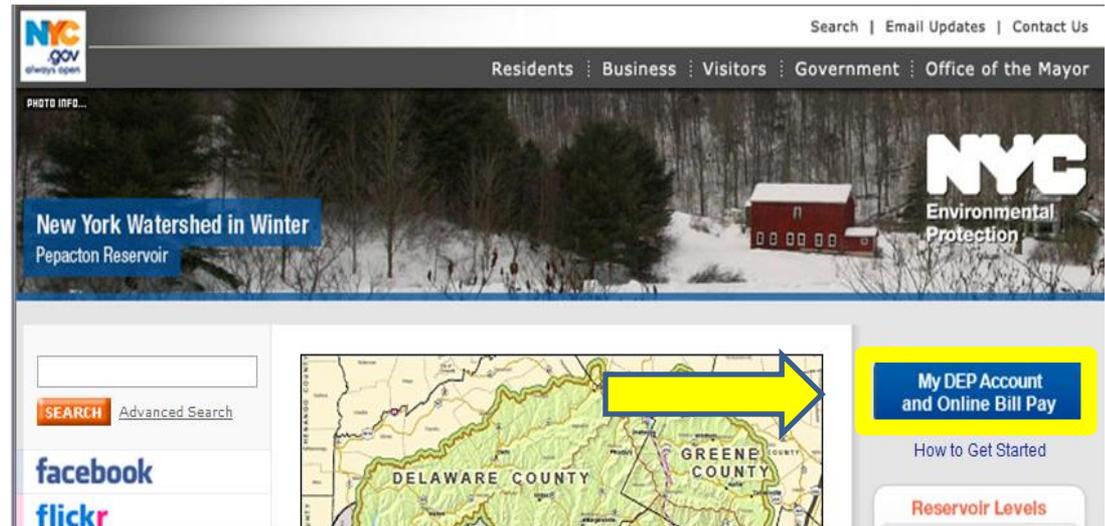


Step 1 – Access Account

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

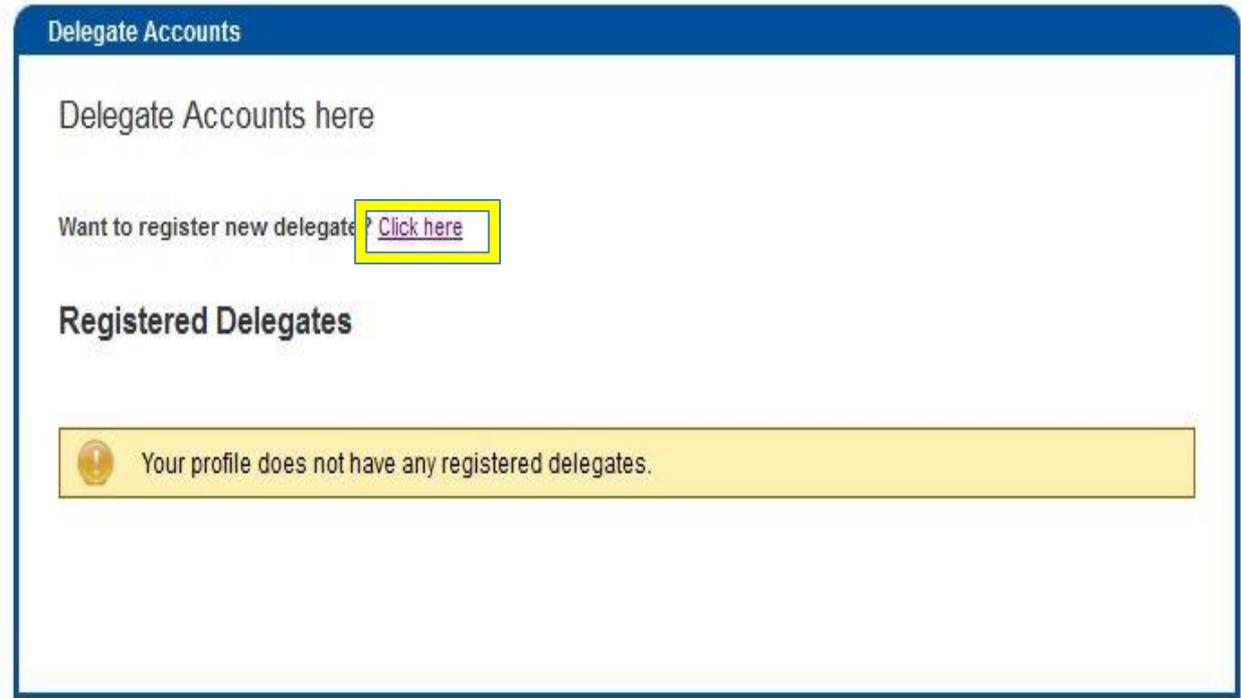


- **Log in** to your account. If a new customer, register a new account.



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

- Back on the home page, click the ‘See My Water Use’ link at the top of your screen
- Choose Year **2011**
- NOTE: Properties can **only** be benchmarked if they have a **full year** of consumption



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



- On the 'Graph' tab, select "Monthly Usage for Year", scroll down to "2011" and click "View"
- Once you see a graphic representation of your 2011 water consumption, click the 'Reads History' link at the top of the page
- 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

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	70455	715	
February	Feb	71165	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 and a map of the watershed are visible. On the right side, there is a sidebar with several widgets: 'My DEP Account and Online Bill Pay' (with a 'How to Get Started' button highlighted by a yellow arrow), 'Reservoir Levels' (showing current and normal levels), 'Paperless Billing', 'Leak Notification', and 'Waterbody Advisories'. The main content area is titled 'DEP video tutorials offer step-by-step instructions on everything you need to know' and lists several video tutorials under the heading 'Browse by Subject'. The 'View Your Water Use' tutorial is highlighted with a yellow box, and its 'WATCH IT NOW!' button is pointed to by a yellow arrow.

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

Meter Name	Units	Use	Last Meter Entry (End Date)	Alerts	Read Write Access
No Meter Defined					

In the next screen, enter the following:

- ‘Meter Name’: Input any name
- Select type: ‘Indoor’
- Select Units: ‘cf (cubic feet)’
- ‘Add this meter to Total Facility Water Use?’: ‘Yes’
- Click **Save**

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

REQUIRED

Add Water Meter

*Meter Name: <User Chooses Name>

*Select the type of water use:

Indoor

Outdoor

Or

Wastewater/Sewer

Or

Other (Please specify)

*Units: cf (cubic feet)

*Add this meter to Total Facility Water Use?

Yes, calculate this total water use by including this meter

No, adding this meter to this total water use will inflate the actual value

CANCEL 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**

- Enter values found in DEP account in “Consumption in Cubic Feet” column for each month in the Water Use column.
- Leave ‘Cost’ column blank
- Click **Save**

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.

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

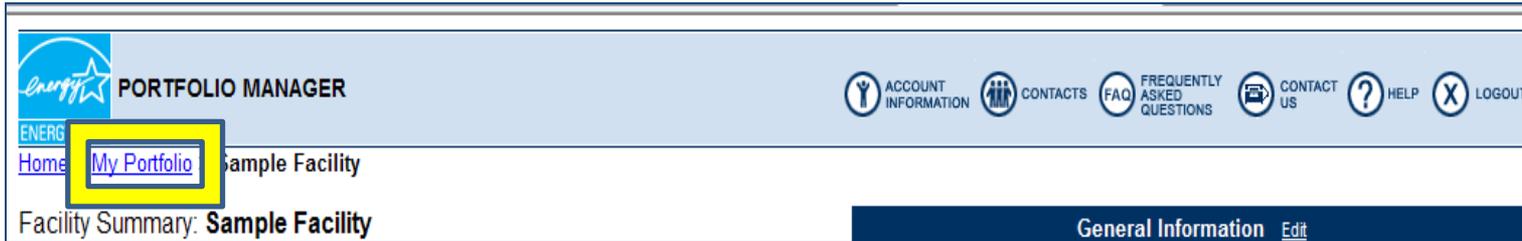
Add Water Use:				
Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)		Water Use (cf (cubic feet))	Cost - US Dollars (optional)
<input type="text" value="01/01/2011"/>	<input type="text" value="01/31/2011"/>		<input type="text" value="715"/>	\$ <input type="text"/>
<input type="text" value="02/01/2011"/>	<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
- 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

How to Benchmark Water Use to Comply with Local Law 84

- This document provides step by step instructions on how to automatically benchmark your water consumption as required in Local Law 84
- It explains who is eligible for the program and how to access your water consumption data from the Department of Environmental Protection
- More benchmarking resources are available at: www.nyc.gov/GGBP
- For any questions, please send an e-mail to customerservice@dep.nyc.gov with “BENCHMARK” in the subject line



Step 1 – 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 2 – 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

Water Meters | [Add Meter](#) | [Update Multiple Meters](#) | [View All Meter Data in Excel](#)

Meter Name	Units	Use	Last Meter Entry (End Date)	Alerts	Read Write Access
No Meter Defined					

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

REQUIRED

Add Water Meter

*Meter Name:

*Select the type of water use:

Indoor
 Outdoor

Or
 Wastewater/Sewer

Or
 Other (Please specify)

*Units:

*Add this meter to Total Facility Water Use?

Yes, calculate this total water use by including this meter
 No, adding this meter to this total water use will inflate the actual value

In the next screen,
enter the following:

- ‘Meter Name’: Input any name
- Select type: ‘Indoor’
- Select Units: ‘cf (cubic feet)’
- ‘Add this meter to Total Facility Water Use?’: ‘Yes’
- 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 <input type="text"/> <input type="text"/> Month(s) <input type="text"/>	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**

- Enter zero for each month in the Water Use column
- Leave 'Cost' column blank
- Click **Save**

Meter Information

Units: cf (cubic feet)

Usage: Indoor

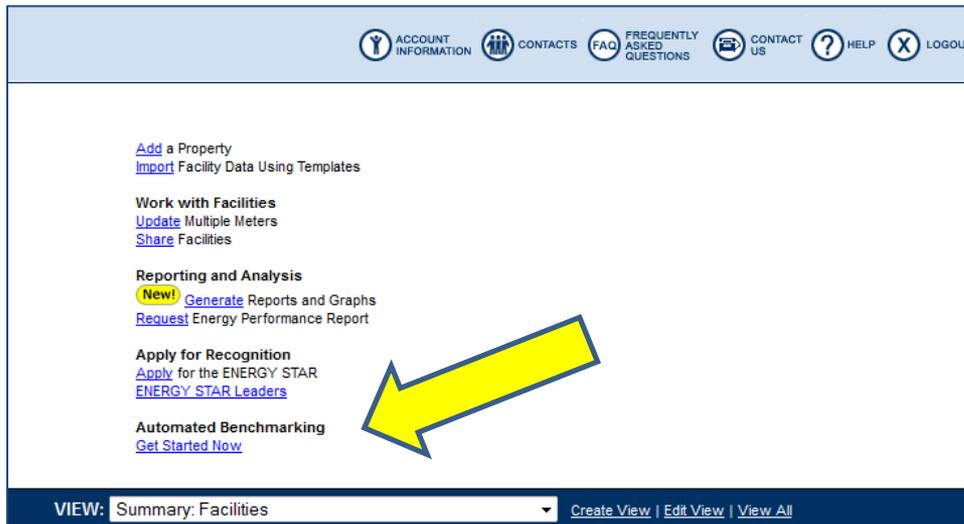
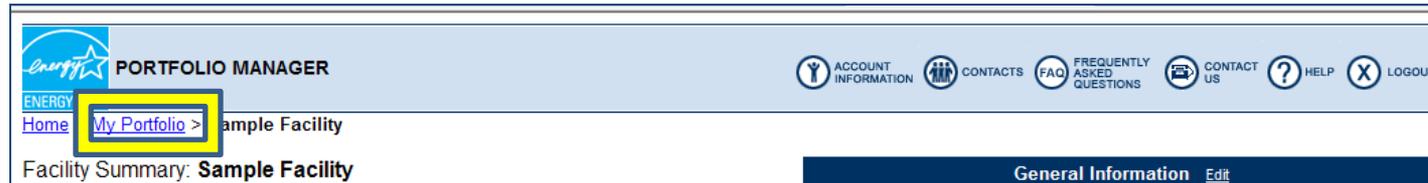
Water Meter: Sample Water Meter

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:			Water Use (cf (cubic feet))	Cost - US Dollars (optional)
Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)			
<input type="text" value="01/01/2011"/>	<input type="text" value="01/31/2011"/>		<input type="text" value="0"/>	<input type="text" value="\$"/>
<input type="text" value="02/01/2011"/>	<input type="text" value="02/28/2011"/>		<input type="text" value="0"/>	<input type="text" value="\$"/>
<input type="text" value="03/01/2011"/>	<input type="text" value="03/31/2011"/>		<input type="text" value="0"/>	<input type="text" value="\$"/>
<input type="text" value="04/01/2011"/>	<input type="text" value="04/30/2011"/>		<input type="text" value="0"/>	<input type="text" value="\$"/>
<input type="text" value="05/01/2011"/>	<input type="text" value="05/31/2011"/>		<input type="text" value="0"/>	<input type="text" value="\$"/>
<input type="text" value="06/01/2011"/>	<input type="text" value="06/30/2011"/>		<input type="text" value="0"/>	<input type="text" value="\$"/>
<input type="text" value="07/01/2011"/>	<input type="text" value="07/31/2011"/>		<input type="text" value="0"/>	<input type="text" value="\$"/>
<input type="text" value="08/01/2011"/>	<input type="text" value="08/31/2011"/>		<input type="text" value="0"/>	<input type="text" value="\$"/>
<input type="text" value="09/01/2011"/>	<input type="text" value="09/30/2011"/>		<input type="text" value="0"/>	<input type="text" value="\$"/>
<input type="text" value="10/01/2011"/>	<input type="text" value="10/31/2011"/>		<input type="text" value="0"/>	<input type="text" value="\$"/>
<input type="text" value="11/01/2011"/>	<input type="text" value="11/30/2011"/>		<input type="text" value="0"/>	<input type="text" value="\$"/>
<input type="text" value="12/01/2011"/>	<input type="text" value="12/31/2011"/>		<input type="text" value="0"/>	<input type="text" value="\$"/>

Step 5 – Automated Benchmarking Service Console

- 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 Steps 1-4 as necessary.
- When all water meters are entered, click “My Portfolio”, located at the top left of the page.



- On My Portfolio page, find “Automated Benchmarking “
- Click “Get Started Now”

Step 6 – Select NYC DEP as a Service Provider

- Click the list below “Option 1: Select Your Current Provider*” and select “NYC DEP” from the list
- Click the “ADD >>” button once you have selected “NYC DEP” from the list of service providers

Option 1: Select Your Current Provider *

Select an Energy Service Provider

Option 2: Inquire About New Services

[Contact an automated benchmarking provider](#)

Step 7 – Review the Terms of Use

- Carefully review the terms of use
- Select the “I agree to my provider’s Terms of Use” box
- Click the “Continue>>” button to proceed

Terms of Use

Authorization for EPA Demo to transfer data to your account

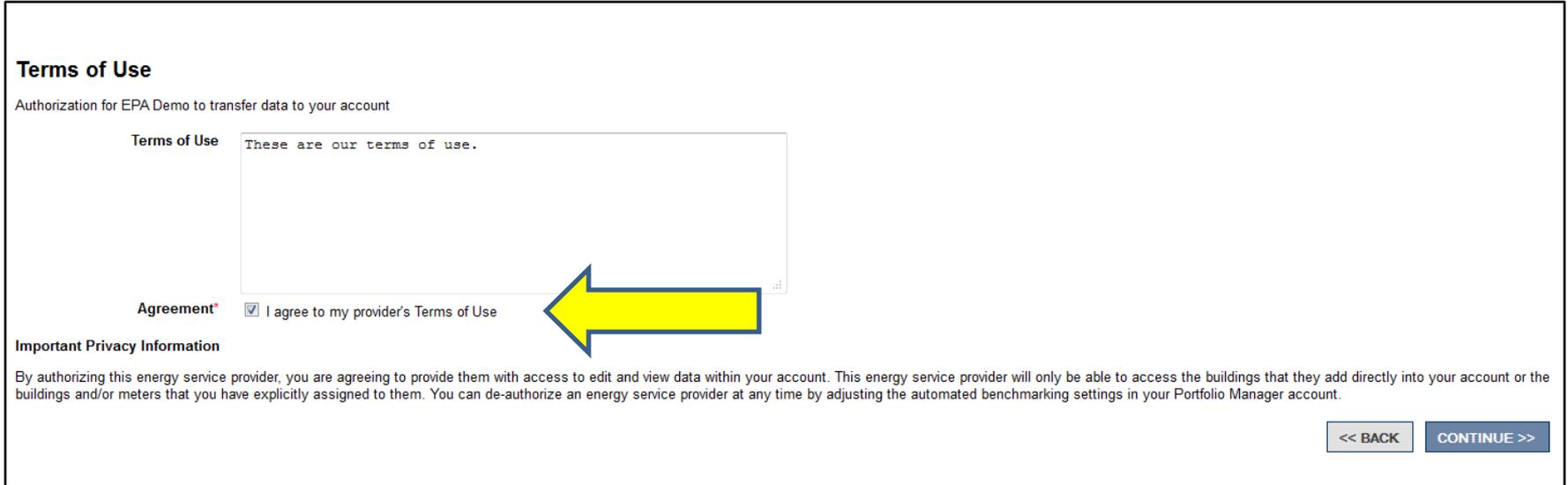
Terms of Use

Agreement* I agree to my provider's Terms of Use

Important Privacy Information

By authorizing this energy service provider, you are agreeing to provide them with access to edit and view data within your account. This energy service provider will only be able to access the buildings that they add directly into your account or the buildings and/or meters that you have explicitly assigned to them. You can de-authorize an energy service provider at any time by adjusting the automated benchmarking settings in your Portfolio Manager account.

<< BACK CONTINUE >>



Step 8 – Enter Your Building Identifiers

- In order to properly benchmark your water consumption, all eligible building owners must enter their corresponding DEP Account and Borough Block and Lot (BBL) number for each benchmarked property
- The BBL number will need to input in the **10-digit format**; numbers only, without dashes
- See the next slide for assistance on obtaining the BBL for the property

Sample Facility

Borough Block and Lot (BBL) *

Example: 01123451234
BBL
[More Information](#) Numeric; Between 8 and 20 characters

DEP Account Number *

Example: 1234567891001
DEP Account
[More Information](#) Numeric; 13 characters

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CONTINUE >>

Step 9 – Enter Your Building Identifiers

- Visit www.nyc.gov/buildings to lookup your BBL number
- Enter the House # (or Building #), Street Name and Borough
- Clicking “Find”
- The Block and Lot can then be found in the upper right corner of the Property Profile Overview

The screenshot shows the NYC Buildings website. On the left is a navigation menu with links like Home, About the Buildings Department, Buildings Information, Development, Safety & Enforcement, Community Partnerships, Homeowners & Tenants, Sustainability, Codes & Reference, News & Services, and Contact the Buildings Department. The main content area features a large graphic with the year '2017' and confetti. Below the navigation menu is a 'Buildings Information' search form with fields for House #, Street Name, and Borough (a dropdown menu with 'Pick a Borough'), and a 'Find' button. A yellow box highlights this search form. To the right of the search form is the 'Property Profile Overview' section, which displays 'MANHATTAN 10007' and a list of identifiers: Health Area : 7700, Census Tract : 31, Community Board : 10, Buildings on Lot, Tax Block : 122, Tax Lot : 1, and Vacant : NO. A yellow box highlights the Tax Block and Tax Lot information, and a yellow arrow points from the 'Buildings on Lot' link to the Tax Block and Tax Lot information.

Step 10 – Grant DEP Access

- In this step you will need to grant DEP access to your portfolio to release your water information.
- Note that DEP will NOT have access to, or be able to edit any other part of your portfolio.
- Select “Add new buildings and update existing buildings in my portfolio”
- Click the “Continue >>” button

 **PORTFOLIO MANAGER**

[Home](#) > [My Portfolio](#) > ABS Select Access Level

 ACCOUNT INFORMATION  CONTACTS  FREQUENTLY ASKED QUESTIONS  CONTACT US  HELP  LOGOUT

Data Release Authorization Access Level

What level of access do you want to give your Energy Service Provider (ESP), EPA Demo?

Level of Access *

Add new buildings in my portfolio

Add new buildings and update existing buildings in my portfolio

[<< BACK](#) [CONTINUE >>](#)

Step 11 – Grant DEP Access to Specific Buildings

- Check the box next to each Facility(ies) for which DEP will benchmark water on your behalf
- Click the “Update List” button
- Click the “Continue >>” button
- NOTE: If you do not click the “Update List” button, Portfolio Manager will not allow you to proceed to the next screen

Select Facilities/Campuses to Change Authorization

Select facilities/campuses to change the Automated Benchmarking authorization for EPA Demo. Use the checkbox in the far left column to select the appropriate facilities/campuses and click the "Update List" button to add these to your list of Selected Facilities/Campuses.

Please note that you can only change the authorization for a maximum of 50 facilities/campuses at a time. If you have more than 50 facilities/campuses you may return to this screen and repeat the process for the additional facilities/campuses. See [Authorizing an Energy Service Provider](#) for more information.

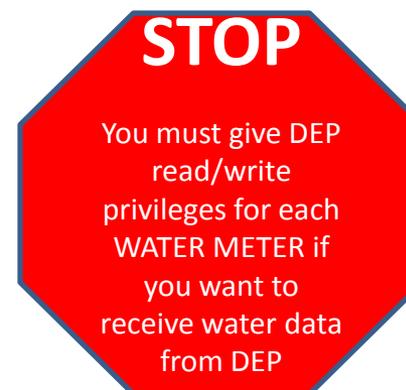
Result 1 of 1 All # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Select Facility/Campus	Facility/Campus Name <input checked="" type="checkbox"/>	Building/Campus ID	Meter Authorizations	Selected Facilities/Campuses # Selected (Max 50)
<input type="checkbox"/>	Test Lefrak City	2986258	View Meter Authorizations	

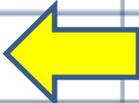
Result 1 of 1 All # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Step 12 – Grant DEP Read/Write Permission for Each Water Meter

- This is the most important step. DEP must have read/write access to your **water** meter in order to receive water consumption data from DEP
- Do **NOT** select an energy meter
- Select the “Read/Write” button for each **water meter** and click the “Continue >>” button
- **DISCLAIMER:** This step will not give DEP full access to your account; it only gives DEP permission to enter your water information



Select All	Authorized Energy Service Provider	Date Authorized (Authorized By)
<input checked="" type="checkbox"/> Test Lefrak City		
Energy Meter (Indoor) <input checked="" type="radio"/> None <input type="radio"/> Read Only		
Water Meter2 (Indoor) <input type="radio"/> None <input checked="" type="radio"/> Read/Write <input type="radio"/> Read Only	NYC Department of Environmental Protection (Read/Write) - Authorization Pending	01/09/2012 (AKRAMERDEP3)



Step 13 – Complete Benchmarking

- After you click “Continue>>” you will see a bar at the top of your screen that indicates that you have successfully submitted your request to DEP
- Please allow **24 hours** for DEP to upload your water consumption history
- For any questions, concerns, or assistance with meeting the compliance for LL84, you may contact the Benchmark Help Center by dialing 3-1-1 or calling (212) 442-7901



Step 14 – Error Guide

- *“Property does not have a water meter”*
 - Check the building profile and verify that you have created a water meter for the building in question
- *“Invalid BBL”*
 - The property is not eligible for automated benchmarking this year
- *“We are unable to provide consumption for this building...”*
 - The data requested is not available at this time
- *“Water meter has read-only access...”*
 - Please edit your water meter to grant DEP read/write access and then resubmit your request to benchmark
- *“DEP uploads water consumption for an entire BBL to one building only...”*
 - The automated upload is unavailable because this is your second building on the same BBL. If you would like to benchmark this property, please use nyc.gov/dep