

# User Guide

## Article 320 Simple Report

This guide provides an overview of the Article 320 Annual Building Emissions Report submission process, including:

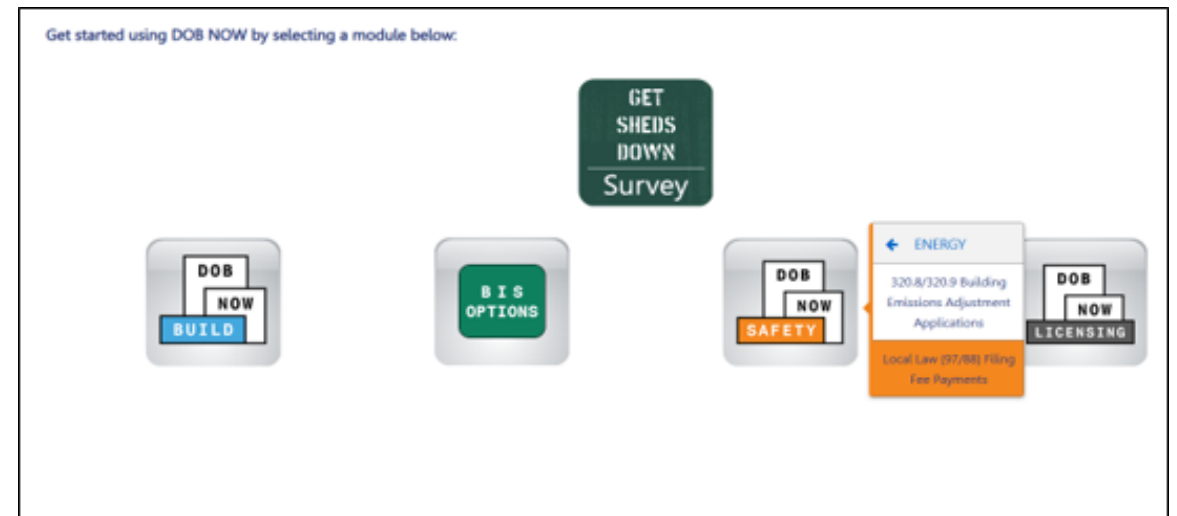
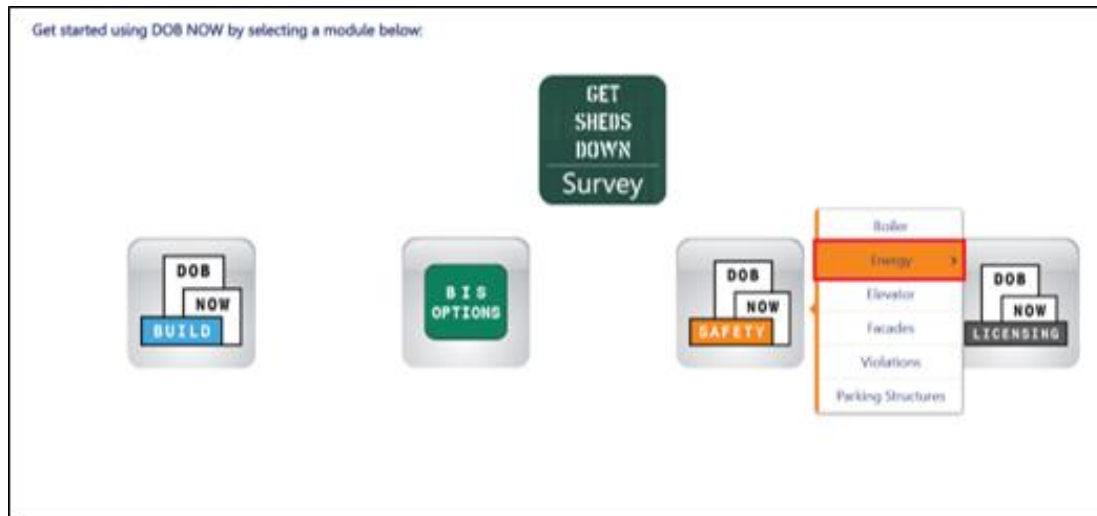
- Submitting payment and generating a DOB NOW Payment Confirmation Number
- Uploading your Energy Star Portfolio Manager (ESPM) benchmarking data to BEAM
- Selecting an Emissions Limit Type and entering your building's Gross Floor Area (GFA)
- Uploading supporting documentation and confirming Registered Design Professional (RDP) attestation

*Buildings covered under Article 320 must comply with emissions limits by not having annual building emissions higher than the annual building emissions limit for such building, as determined in accordance with the law and applicable rules based on the occupancy group of the building.*

*This guide pertains to an Article 320 Annual Building Emissions Report that includes a single Building Identification Number (BIN) and NO deductions.*

# Step 1: Submit Payment

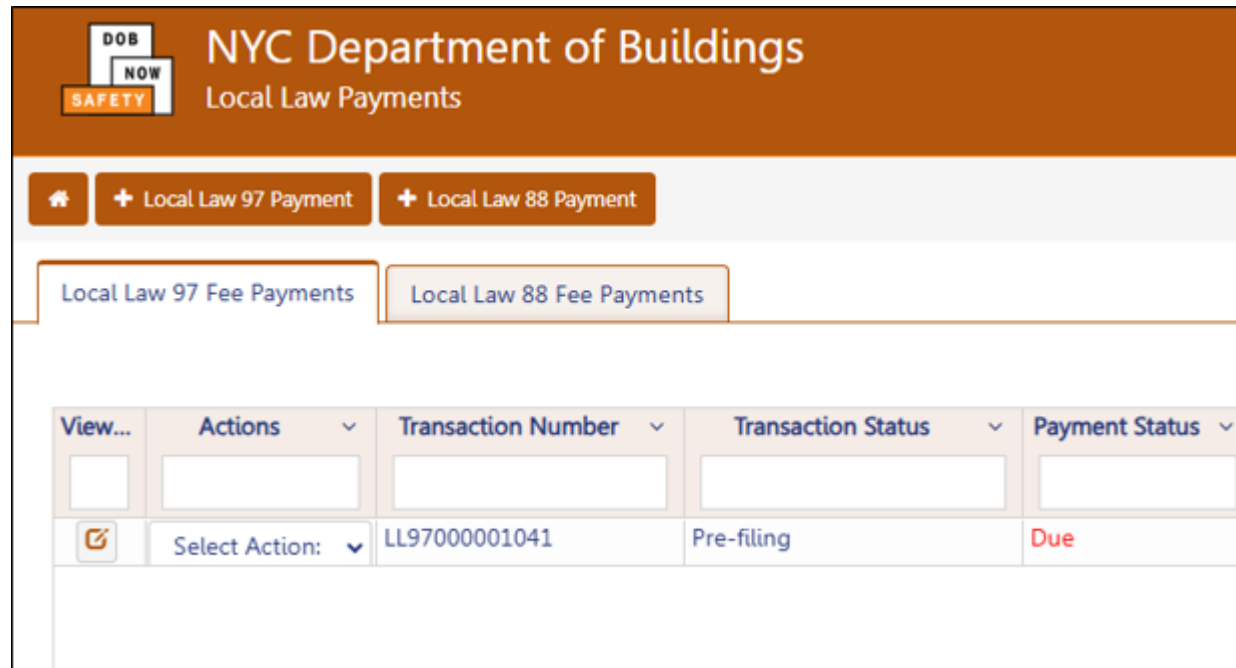
- Navigate to the DOB Now login page at [nyc.gov/dobnow](https://nyc.gov/dobnow), enter your NYC.ID email address in the Email field, and select **Login**. If you need to create an NYC.ID account, select **Create Account** or visit [nyc.gov/dobnowtips](https://nyc.gov/dobnowtips) for resources and step-by-step instructions.
- After logging into DOB NOW, the Welcome page displays. Hover over **DOB NOW: Safety** and click **Energy**.
- From the Energy sub-menu, select **Local Law 97/88 Filing Fee Payments**.



# Step 1: Submit Payment



- On the Local Law Payments dashboard, select **+Local Law 97 Payment**.



# Step 1: Submit Payment

In the **Stakeholders** section, select your role: **Owner** or **Owner's Representative**. The information of the logged in user will auto-populate in the selected section. Owner information is required.

- To change the name or address, select **Manage/Associate Licenses** from the person icon in the top right corner of the screen.
- If the logged in user is an Owner's Representative, enter the email address associated with the NYC.ID account of the owner on the Owner Information Tab. The grayed-out fields will auto-populate from the DOB NOW profile associated with the NYC.ID account.

**NOTE:** To submit a compliance report in BEAM, you must first pay your filing fee and create an account in BEAM using **one of the following emails provided here: Owner, Owner's Representative, or Service Provider (RDP/RCxA)**. Only these emails will allow you to access your building profile in BEAM. You **must** add all three email addresses by clicking either the Owner information or the Owner's Representative tabs.

The screenshot shows the 'Stakeholders\*' form. At the top, there is a header 'Stakeholders\*' with a right arrow. Below it, the question 'Are you an:' is followed by two radio button options: 'Owner' (which is selected and highlighted with a red box) and 'Owner's Representative (also provide Owner Information)'. Below this, there are two tabs: 'Owner Information\*' (which is active) and 'Owner's Representative'. The 'Owner Information\*' tab contains several input fields: 'Email\*' (with placeholder text 'Please enter email address'), 'Owner Type\*' (a dropdown menu with 'Select Type:' selected and highlighted with a red box), 'Service Provider (RDP/RCxA) email address', 'First Name', 'Middle Initial', 'Last Name', 'Business Name\*', 'Business Address\*', 'City\*', 'State\*', 'Zip Code\*', and 'Business Telephone'. All fields are currently empty or grayed out.

# Step 1: Submit Payment

- Under **Owner Information**, select **Owner Type**.
  - The following owner types are fee exempt: Non-profit organization, NYC Agency, NYCHA/HHC Owned and Operated, Other Government Owned and Operated, School Construction Authority.
  - **Fee-exempt owners are exempt from payment but still must complete these steps to get the Payment Confirmation Number to be entered in the BEAM Reporting Portal.** If a fee exempt owner type is selected, the NYC Department of Finance Property Information must indicate that the Tentative or Final Assessment Roll assessed value is zero. Go to [nyc.gov/nycproperty](http://nyc.gov/nycproperty) to print proof of exemption and upload it in the Reporting Portal with your report.

The screenshot shows a web form titled "Stakeholders\*" with a right-pointing arrow. Below the title is the question "Are you an:" with two radio button options: "Owner" and "Owner's Representative (also provide Owner Information)". The "Owner" option is selected. Below this is a tabbed interface with two tabs: "Owner Information\*" (active) and "Owner's Representative". The "Owner Information\*" tab contains several input fields: "Email\*" (with placeholder "Please enter email address"), "Owner Type\*" (a dropdown menu with "Select Type:" and a downward arrow, highlighted with a red box), "Service Provider (RDP/RCxA) email address", "First Name", "Middle Initial", "Last Name", "Business Name\*", "Business Address\*", "City\*", "State\*", "Zip Code\*", and "Business Telephone".

# Step 1: Submit Payment



- Select **Article 320** to indicate your compliance pathway. Compliance requirements can be confirmed on the [LL97 Covered Buildings List](#).
- Select **Yes** when asked whether you will be filing a compliance report in the LL97 Reporting Portal and select **2024** as your Report Year.

A screenshot of a web form titled 'Transaction Information\*'. The form has a brown header bar with a checkmark and a right arrow icon. Below the header, there is a light gray box containing the question 'Which article under Local Law 97 applies to your building?\* (This information can be found on the LL97 Covered Buildings list.)'. Underneath this box are two radio button options: 'Article 320' (which is selected) and 'Article 321'. Below these options is the question 'Will you be filing a compliance report in the LL97 Reporting Portal?\*' with 'Yes' (selected) and 'No' radio button options. At the bottom, there is a 'Report Year\*' dropdown menu with '2024' selected and a downward arrow icon.

# Step 1: Submit Payment

- Select **Annual Building Emissions Report (28-320.3.7; RCNY 103-14(b))**, then select **None**, to indicate that you will be submitting a simple Article 320 report.

Article 320 Information\* ✉ ➤

What type of Article 320 compliance report will you be filing in the LL97 Reporting Portal?\*

Annual building emissions report (28-320.3.7; RCNY 103-14(b))

Good Faith Efforts report (RCNY 103-14(i)(2))

Unexpected or Unforeseeable Event (RCNY 103-14(i)(1))

Select all that apply to the Article 320\*

<input type="checkbox"/> Shares Energy Service (RCNY 103-14 (b)(4))	<input type="checkbox"/> Time of Use Methodology (RCNY 103-14 (d)(3)(iii))
<input type="checkbox"/> Beneficial Electrification (RCNY 103-14 (d)(3)(vii))	<input type="checkbox"/> Qualified generation facilities (RCNY 103-14 (d)(3)(vi)(e))
<input type="checkbox"/> Distributed Energy Resources (i.e., solar, storage, fuel cell) (RCNY 103-14 (d)(3)(vi); RCNY 103-14(e)(2))	<input checked="" type="checkbox"/> None



# Step 1: Submit Payment

DOB  
NOW

- In the Property Information section, enter the **Borough, Block and Lot** and click **Search & Add**.

Property Information\* ▼

Select the BIN(s) for which you are filing a single report.

Borough, Block, Lot

<b>Borough*</b>	<b>Block*</b>	<b>Lot*</b>
Select Borough ▼	Enter Block	Enter Lot

# Step 1: Submit Payment

DOB  
NOW

- In the **Building Identification Number** pop-up window, check the box(es) by the BIN(s) for this payment then select **Select & Add**.

Building Identification Number

	BIN	Address	Borough
<input checked="" type="checkbox"/>	1028159	125 COLUMBUS AVENUE	MANHATTAN

Total Items: 1

1 / 1 Items Per Page 10

1 - 1 of 1 items

Select & Add 1 Cancel

# Step 1: Submit Payment

- The property information will then be listed in a grid under the Search & Add button and can be removed by selecting the trash icon. If selections are changed in the Transaction Information section after an address has been added, the system will remove the address and it will need to be re-entered.
- Select **Yes** to confirm that the BIN has either a single owner or the property is a co-op or condo. Enter any **Related Payment Confirmation Number** (any payment that has already been processed in DOB NOW: *Safety* for the same property)

Action	BIN	Address	Borough	Block	Lot
	1028159	125 COLUMBUS AVENUE	MANHATTAN	1118	1

Is the selected BIN(s) associated with a single owner or is the property a co-op or condo?\*

Yes  No

Related Payment Confirmation Number (any payment that has already been processed in DOB NOW: *Safety* for the same property).

Separate each by a comma ","

# Step 1: Submit Payment

- For all other buildings, the **Proceed to Pay** button will display the payment amount. Click **Proceed to Pay** and then **Pay Now**. A CityPay window will open in a new window/tab where payment is made by selecting the Check or Credit Card tab. See the [DOB NOW Payments CityPay Manual](#) (link) for step-by-step instructions.

Payment Confirmation

Are you sure you want to make a payment of \$210.00?

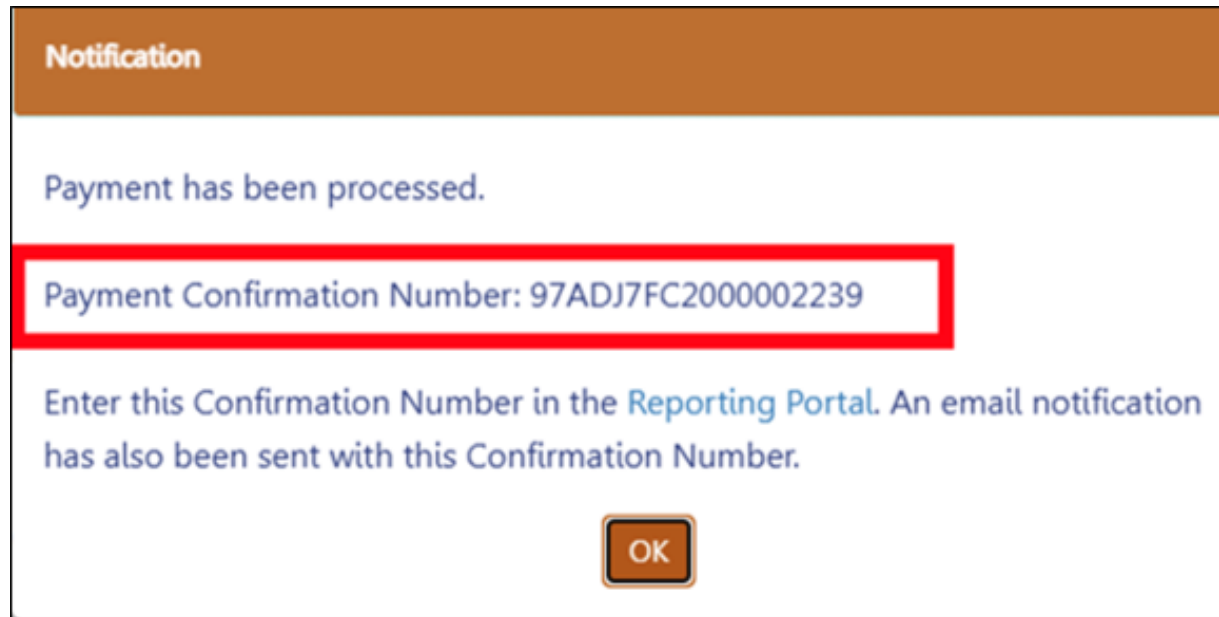
eCheck payments can take up to 10 days to process. The transaction will not be complete until the payment is processed.

Please confirm that your pop-up blocker is turned off before clicking on the Pay Now button.

Pay Now Cancel

# Step 1: Submit Payment

- After payment is submitted in City Pay, receipt details will be provided that show a receipt number. This is **NOT** the number to be entered into the BEAM Reporting Portal.
- Return to the DOB NOW window. For credit card/Paypal/Venmo payments, you will see a notification with a **Payment Confirmation Number**. This is the number to be submitted in the Reporting Portal. It will also be sent to you by email.



# Step 1: Submit Payment



- For payments by eCheck, the status of the transaction will change to **Pending Payment Verification**. The **Payment Confirmation Number** will be sent by email when the payment clears (up to 10 business days after it is submitted).
- The **Payment Confirmation Number** can be viewed on your dashboard once the Transaction Status is submitted. To view all transaction details, double click on the transaction number to open it. From the Actions column, you can delete any transaction in Pre-Filing status.

NYC Department of Buildings  
Local Law Payments

Local Law 97 Payment Local Law 88 Payment

Local Law 97 Fee Payments Local Law 88 Fee Payments

View...	Actions	Transaction Number	Transaction Status	Payment Status	Payment Confirmation Number	Article	Amount Paid	Amount Due	Owner
	Select Action: ▾	LL97000002239	Submitted	Paid	97ADJ7FC2000002239	10	\$300.00	\$0.00	u unduru

## Step 2: Share ESPM benchmarking data with BEAM



Article 321 Compliance Reports following the 2030 Performance-based pathway require that annual energy use data be provided through Energy Star Portfolio Manager (ESPM). This process includes:

- Benchmarking on ESPM, including account creation, adding properties, and uploading utility data.
- Sharing ESPM data with BEAM, including connecting with NYC DOB on ESPM and sharing your property to BEAM.

Covered buildings subject to LL84 benchmarking will have already been recording energy consumption via ESPM since 2013. Buildings that are covered under LL97 but not covered under LL84 will need to start using ESPM.

Once connected, you can view your property energy use data in BEAM by visiting the [Inventory](#) page and selecting the [View by Property](#) tab.

# Step 3: Submit Article 320 (Simple Report) Ticket

- Log in to the BEAM Platform at [nyc.beam-portal.org](https://nyc.beam-portal.org). From the sidebar, click **New Ticket**, then select **04. LL97 Building Emissions Limit & RDP Attestation (Article 320)**

Submit a 04. LL97 Building Emissions Limit & RDP Attestation (Article 320)

This ticket pertains to an individual building with a single Building Identification Number (BIN) reporting compliance with the annual GHG emissions limit pursuant to [Article 320](#) of LL97.

A complete "LL97 Building Emissions Limit & RDP Attestation (Article 320)" ticket must include all of the following:

1. Building address (as it appears in [DOB NOW](#)), Borough-Block-Lot (BBL) and Building Identification Number (BIN).
2. Selection of building [emission limit methodology](#) for 2024.
3. Confirmation or modification of the Gross Floor Area (GFA) and property type(s) as entered into Energy Star Portfolio Manager (ESPM) for LL97. If you believe that your building is classified under a property type that is not listed, please contact DOB's sustainability team at [GHGEmissions@buildings.nyc.gov](mailto:GHGEmissions@buildings.nyc.gov).
4. Confirmation or modification of the Gross Floor Area (GFA) limits.
5. Confirmation of [Registered Design Professional \(RDP\)](#) attestation and upload of attestation documentation.
6. [DOB NOW](#) Payment Confirmation Number (i.e. 97320Sxxxxxx or 97320Cxxxxxx).  
\*\*Note: Buildings using this compliance pathway may have to submit a [06. LL97 Deductions and Alternatives for Calculating Annual Building Emissions \(Article 320 and Article 321\)](#) ticket to demonstrate compliance. If applicable, please enter the DOB NOW "L97 Complex Report" Payment Confirmation Number below.



# Step 3: Submit Article 320 (Simple Report) Ticket

- On the Create Ticket page, enter **Submitter Email**. This email address will receive copies of all public updates to this ticket. **The email address must match one of the following:** one of the email addressees entered in DOB NOW (building owner, owner representative, or service provider).

Submitter Email\*

This e-mail address will receive copies of all public updates to this ticket.

- Enter **Borough-Block-Lot (BBL)**, **Building Address** and **Building Identification Number (BIN)**.

Enter Borough-Block-Lot (BBL)\*

[Enter BBL as it appears on LL97 CBL.](#)

BBLs must be 10 numerical digits, including any leading zeros for the block and lot (i.e. 10122340678). There should be no dashes, spaces, or other characters within the digits.

Enter Building Address\*

[Enter address as it appears on NYC DOB BIS.](#)

Enter Building Identification Number (BIN)\*

[Enter BIN as it appears on LL97 CBL.](#)

BINs must be 7 numerical digits (i.e. 1234567) There should be no dashes, spaces, or other characters within the digits.

## Step 3: Submit Article 320 (Simple Report) Ticket

- Select the **Emissions Limit Type** for this property. **BC Occupancy Group** refers to the occupancy groups listed in the New York City Building Code. **ESPM Property Type** refers to property types used in Energy Star Portfolio Manager.
- Notes: BC Occupancy Group emission factors are mapped to the corresponding ESPM Property Type in BEAM.

Reports for CY2024 and 2025 may use either emissions limits assigned to occupancy groups, or the updated limits assigned to ESPM property types, provided that the limit assigned to at least one ESPM property type within a building is lower than that assigned to the corresponding occupancy group. Find additional guidance here.

Select the emissions limit type for this property.\*

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BC Occupancy Group (Only valid for CY2024 & CY2025)

ESPM Property Type

## Step 3: Submit Article 320 (Simple Report) Ticket

- Select No when prompted whether you would like to add any deductions or alternatives to calculating annual building emissions. Selecting **No** prompts you to complete this form or ticket. Selecting **Yes** will prompt you to complete this form and the complete the Deductions form and pay the complex fee of \$615.

Do you wish to add any LL97 deductions or alternatives to calculating annual building emissions?

No



Please complete this form and attest to both the limits (GFA) and emissions.

## Step 3: Submit Article 320 (Simple Report) Ticket

- Select the checkbox if you wish to modify the GFA and property type(s) as entered into ESPM for LL97. If you leave the field blank, the property types and GFA listed in ESPM will be used to determine your emissions limit.

Do you wish to modify the GFA and property type(s) as entered into ESPM for LL97?

Leave this field blank if you are using the Gross Floor Area values from ENERGY STAR Portfolio Manager.

- Note: The DOF GSF differs from LL97 GFA. GSF is used to determine whether a lot is subject to LL97, while GFA is used to determine a building's emissions limit. GSF and GFA will rarely be identical. Simply restating DOF's GSF number as GFA, without further consideration of appropriate other documentation, may result in non-compliance.

## Step 3: Submit Article 320 (Simple Report) Ticket

- Enter **Total Property Gross Floor Area (GFA)**, followed by **GFA by BC Occupancy Group or ESPM Property Type** in the fields below. The 10 most common property types will initially appear.

Do you wish to modify the GFA and property type(s) as entered into ESPM for LL97?

Leave this field blank if you are using the Gross Floor Area values from ENERGY STAR Portfolio Manager.

Enter the Total Property Gross Floor Area (GFA)

This is a required field.

Multifamily Housing: GFA

Office: GFA

- Note: If entering the GFA for associated property types, please enter for the complete building, not just the fields you are modifying from ESPM.

## Step 3: Submit Article 320 (Simple Report) Ticket

- If required ESPM Property Type fields do not display, select **Yes** when prompted whether you would like to add additional property use types and associated GFA. This will display the remaining 50 property types listed alphabetically.

Would you like to add any additional property use types and associated gross floor area?\*

Yes

Adult Education: GFA

Ambulatory Surgical Center: GFA

## Step 3: Submit Article 320 (Simple Report) Ticket

- Select the checkbox to indicate if offsets have been purchased or will be purchased to demonstrate compliance. Leaving this box blank indicates that offsets will not be purchased for compliance.

Please select this box if the building owner has purchased or intends to purchase offsets to be deducted from the annual building emissions.

## Step 3: Submit Article 320 (Simple Report) Ticket

- Indicate that the report has been reviewed by an RDP by checking the box below. Enter the license information of the reviewing RDP and upload the completed LL97 Article 320 Attestation form signed by both the RDP and building owner.

Please confirm that this report has been reviewed by a Registered Design Professional.

Please enter the license number of the reviewing Registered Design Professional.\*

This is a required field.

RDP License # lookup: [NYS Department of Professions](#)

Please upload an attestation by the reviewing Registered Design Professional.\*

No file chosen

This is a required field. DOB will provide attestation template.



## Step 3: Submit Article 320 (Simple Report) Ticket

- Enter DOB Now **Payment Confirmation Number** (as referenced in Slide 13/14).
- Click **Submit Ticket** to submit your Article 320 Building Emissions Report.

Please enter DOB NOW Payment Confirmation Number.\*

This is a required field. DOB NOW payment guidance is forthcoming.  
(i.e. 973205xxxxxx or 97320Cxxxxxx).

Submit Ticket