

[Connect your ESPM account to DOB NYC](#)

Part 1: Connect with NYC DOB on ESPM

1. Log in to your ESPM account by [clicking here](#).
2. Click on “Contacts” in the upper right corner. Click on “Add New Contacts/Connections”
3. Enter “NYCGOVLL84” as the username and search. Click “Connect”.
4. Once your connection request is accepted, you will receive an email with the subject “Account Share Accepted.” This email will prompt you to move on to Part 2 and will contain the same instructions listed below.

Part 2: Share your property

Sharing your account does not mean that you are finished submitting energy use data. Now that your account is connected, the next step is to share your property.

How to share your property:

1. Go to the “Sharing” tab in Portfolio Manager.
2. Click “Share (or Edit Access) to a property”.
3. Select your properties and click “Apply Selection”.
Please note: If you are sharing a campus with multiple buildings, share both the campus and the individual buildings within the campus.
4. Under “Select People (Accounts)” click/highlight “NYCGOVLL84” as the recipient.
5. Under “Choose Permissions” select “Personalized Sharing & Exchange Data (“Custom Orders”)” and click “Continue”.
6. In the “Sharing” tab, select “Read Only Access” and “Exchange Data” for each property. A pop-up window will appear. Specify data attributes and permissions for each property.
 - Select “Read Only Access” for “Property Information” and for each item under “All Meter Information.”
 - Select “None” for “Goals, Improvements, & Checklists” and “Recognition”.
 - Select “No” for “Share Forward”.
7. Click “Apply Selections & Authorize Exchange”.
8. Once you’ve completed Exchange Data access for each property, click “Share Property(ies)”. You will receive a confirmation email within an hour once the property share request has been accepted. If you do not receive an email, please check your “spam” or “junk” folder.

[Review your data](#)

Correct Errors

Navigate back to the Property ID and run the Data Quality Checker for any possible errors found with your data.

*NOTE: For NYC compliance, you can ignore any warnings about **Waste and Materials**, and if you are not required to benchmark water use, you can ignore warnings about water as well.*

You have successfully benchmarked your energy and water data to the City. If you need additional assistance, contact the **NYC Sustainability Help Center** at **(212) 566-5584**, or email Help@NYCsustainability.org.