LL84 Water Benchmarking Overview
Overview

Key Points

• Properties on the “Covered Buildings List” must benchmark their water use
• The same May 1, 2015 deadline applies for energy and water benchmarking
• If you benchmarked last year by sharing your property with DEP, you don’t have to do anything this year for that property. For new properties that you haven’t benchmarked:
• By visiting www.nyc.gov/gbee you can find:
  o Covered Buildings List (50,000 sq. ft. plus)
  o Eligibility List (AMR reading for past 365 days)
  o Step-by-step benchmarking instructions
  o Error Guide
• Customers billed on a flat rate may still be eligible to benchmark.
• Specific questions can be emailed to waterbenchmarking@dep.nyc.gov
Step 1 – Log In to Portfolio Manager

• Visit [http://www.energystar.gov/benchmark](http://www.energystar.gov/benchmark)

• The link will direct you to Portfolio Manager and prompt you to log in to 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
Step 2 – Share a Property

• Click the “Sharing” tab and then click the “Share a Property” button
Step 3 – Exchanging Data

• Click the “organization that exchanges data” link to proceed

Share Your Property(ies)

Sometimes it’s really important to be able to share your property with someone else. Maybe they need to help monitor your property, enter energy information (perhaps automatically) or process applications for recognition. If this sounds like what you need, start out by selecting the property(ies) that you’d like to share and who you’d like to share with them.

Select Properties to Share

We’ll get into the details of the level of access later. For now, which properties do you want to share?

- Select Number of Property(ies) -

Select People (Accounts) to Share With

Which people (accounts) do you want to share these properties with? The access for each can be different and you’ll be able to specify that on the next page.

Select contacts from my contacts book:

To select multiple contacts, hold down your Control (CTRL) key and click on each selection. Only your connected contacts appear in this list.

Sharing with Accounts

In order to share properties with others (either individuals or organizations), you need to be “connected” with them. To make a connection, go to the “Add Contact” or “Add Organization” page and search for them within Portfolio Manager (they need to have a Portfolio Manager account). Once you find them, send a “Connection” request. After they accept your connection request, they will show up on the list to the left.

Exchanging Data

To get started, first connect with an organization that exchanges data. Once you are connected, their name will appear on the selection list on the left.
Step 4 – Search for DEP

Step 4 – Connect your Properties to DEP

- Search for NYC DEP by typing “nycdepot” into the Username field and then click “Connect.”

Search Results

The results of your search are listed below. Clicking “Connect” will send a request to the person asking them to confirm your request to add them as your contact. If they accept, you will see them listed as a connected contact in your address book. If they do not accept, or have not accepted yet, you will see them as an unconnected contact in your address book. Connecting with contacts will make it easier to share property information within Portfolio Manager.
Step 5 – Terms and Conditions

- Read and accept the terms of conditions before clicking the “Send Connection Request” button.
Step 6 – Wait for DEP to Approve your Connection

- Please note that DEP will not approve your request immediately.
- See slide 18 for an overview of how often requests will be processed.
Step 7 – Approved by DEP

- Click the “Sharing” tab and then click the “Share a Property” button
Step 8 – Select Properties to Benchmark

• Choose the number of properties you would like to benchmark and then click the “Select Properties” button
• Your property may have been automatically benchmarked if you used the ABS tool in 2014
• A list of these properties is available at nyc.gov/ggbp

Share Your Property(ies)

Sometimes it’s really important to be able to share your property with someone else. Maybe they need to help monitor your property, enter energy information (perhaps automatically) or process applications for recognition. If this sounds like what you need, start out by selecting the property(ies) that you’d like to share and who you’d like to share with them.

Select Properties to Share

We’ll get into the details of the level of access later. For now, which properties do you want to share?

Multiple Properties  
Select Properties

Selected Properties: 0

Sharing with Accounts

In order to share properties with others (either individuals or organizations), you need to be “connected” with them. To make a connection, go to the “Add Contact” or “Add Organization” page and search for them within Portfolio Manager (they need to have a Portfolio Manager account). Once you find them, send a “Connection” request. After they accept your
Step 9 – Select Properties

- Select the properties you would like to benchmark and then click the “Apply Selection” button.

Select Properties

<table>
<thead>
<tr>
<th>Name</th>
<th>Primary Function</th>
<th>State/Province</th>
</tr>
</thead>
<tbody>
<tr>
<td>2163 Ave, Brooklyn, NY 11226</td>
<td>Other - Recreation</td>
<td>NY</td>
</tr>
<tr>
<td>45 E 1th St, New York, NY 10022</td>
<td>Bowling Alley</td>
<td>NY</td>
</tr>
<tr>
<td>58 St Brooklyn, NY 11201</td>
<td>Convention Center</td>
<td>NY</td>
</tr>
<tr>
<td>945 Brooklyn, NY 11223</td>
<td>Performing Arts</td>
<td>NY</td>
</tr>
</tbody>
</table>

Selected Properties: 0

Filter Properties (4)

Filter by Group (Create New Group)
- TestGroup (1)

Filter by Primary Function
- Bowling Alley (1)
- Convention Center (1)
- Other - Recreation (1)
- Performing Arts (1)

Filter by State/Province
- New York (4)

[Apply Selection] [Cancel]
Step 10 – Share with NYC DEP

- Select “NYC DEP” from the drop down and click the “Continue” button
- Is “NYC DEP” not an option? Please see steps 2 through 6
Step 11 – Exchange Data

- Click the button under “Exchange Data” for each property and then click the “Share Property(ies)” button.
Step 12 – Enter the BBL and Account Number

- Enter the BBL and DEP Account Number for each property
- Visit nyc.gov/buildings to lookup your block and lot numbers
- The DEP Account Number is listed at the top of your water bill
Step 13 – Grant DEP Full Access

• It is very important that you grant DEP full access to your property and water meter
• Please note that DEP will only use these permissions to provide consumption data

<table>
<thead>
<tr>
<th>Item</th>
<th>None</th>
<th>Read Only Access</th>
<th>Full Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Information</td>
<td>☐</td>
<td>☐</td>
<td>☑</td>
</tr>
<tr>
<td>All Meter Information</td>
<td>☐</td>
<td>☐</td>
<td>☑</td>
</tr>
<tr>
<td>Electric Grid Meter</td>
<td>☐</td>
<td>☐</td>
<td>☑</td>
</tr>
<tr>
<td>DEP Water Meter</td>
<td>☐</td>
<td>☐</td>
<td>☑</td>
</tr>
<tr>
<td>Potable Indoor Meter</td>
<td>☐</td>
<td>☐</td>
<td>☑</td>
</tr>
<tr>
<td>Goals, Improvements, &amp; Checklists</td>
<td>☐</td>
<td>☐</td>
<td>☑</td>
</tr>
<tr>
<td>Recognition</td>
<td>☐</td>
<td>☐</td>
<td>☑</td>
</tr>
</tbody>
</table>

* This meter cannot be shared with this service provider for one of two reasons. Either this provider does not support this meter type, or another provider who has full access to the meter has chosen to restrict sharing of the meter with other providers, based on their policies. Learn more about how service providers protect information that they exchange.
Step 14 – Final Step

- Double check to make sure you have selected “Exchange Data” for all of your properties
- Click the “Share Property(ies)” button

<table>
<thead>
<tr>
<th>Name (ID)</th>
<th>None</th>
<th>Read Only Access</th>
<th>Full Access</th>
<th>Custom Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>2163 Tilden Ave, Brooklyn, NY 11226 (3958083)</td>
<td>☑</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Image of a table with a row for 2163 Tilden Ave, Brooklyn, NY 11226 (3958083) with a checked box next to the None column, and buttons for Exchange Data and Share Property(ies)]
Complete Benchmarking

• You will see a bar at the top of your screen that indicates that you have successfully submitted your request to NYC DEP

• The upload frequency is based on the schedule below:

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Frequency of Upload</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 11 – March 31</td>
<td>Bi-weekly</td>
</tr>
<tr>
<td>April 1 – April 20</td>
<td>Weekly</td>
</tr>
<tr>
<td>April 21 – April 30</td>
<td>Daily</td>
</tr>
<tr>
<td>Start Date</td>
<td>End Date</td>
</tr>
<tr>
<td>------------</td>
<td>-----------</td>
</tr>
<tr>
<td>1/1/2013</td>
<td>1/31/2013</td>
</tr>
<tr>
<td>2/1/2013</td>
<td>2/28/2013</td>
</tr>
<tr>
<td>3/1/2013</td>
<td>3/31/2013</td>
</tr>
<tr>
<td>4/1/2013</td>
<td>4/30/2013</td>
</tr>
<tr>
<td>5/1/2013</td>
<td>5/31/2013</td>
</tr>
<tr>
<td>6/1/2013</td>
<td>6/30/2013</td>
</tr>
<tr>
<td>7/1/2013</td>
<td>7/31/2013</td>
</tr>
<tr>
<td>8/1/2013</td>
<td>8/31/2013</td>
</tr>
<tr>
<td>9/1/2013</td>
<td>9/30/2013</td>
</tr>
<tr>
<td>10/1/2013</td>
<td>10/31/2013</td>
</tr>
<tr>
<td>11/1/2013</td>
<td>11/30/2013</td>
</tr>
<tr>
<td>12/1/2013</td>
<td>12/31/2013</td>
</tr>
</tbody>
</table>
Still have questions, concerns, or need assistance with water benchmarking?

- Send an email to waterbenchmarking@dep.nyc.gov with your account number and service address
- Read the “LL84 Water Data Collection” Greener, Greater Buildings Page
- Read the “Water Benchmarking Frequently Asked Questions”
- Refer to the “Automatic Benchmarking Error Guide”, which is also on the next Slide
• “...rejected because you did not grant us read/write access.”
  • Reconnect to us via Portfolio Manager and grant us read/write access (see slides X-Y)

• “...rejected because you are not required to benchmark your water consumption this year.”
  • The property is not eligible for and does not have to benchmark their consumption this year

• “...rejected because of an invalid BBL or account number” or “BBL and account...are not linked together.”
  • The BBL or account number you submitted are not valid or are not connected in our system

• “...rejected because you cannot submit the same BBL twice using the same Portfolio Manager account.”
  • We do not provide data for the same BBL more than once to a single Portfolio Manager account

• “Your water meter has been rejected. A water meter will be automatically created...”
  • Starting in 2014 we will create a water meter for our customers.
Questions?

waterbenchmarking@dep.nyc.gov