



Water Benchmarking Overview

Key Points and Frequently Asked Questions

- Properties on the “Covered Buildings List” must benchmark their water use if the column labeled “Automatic Water Benchmarking Eligible” contains “Yes”.
- The same May 1, 2018 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:
 - Check the Covered Buildings List (find link at www.nyc.gov/benchmarkingcomply).
 - If you must benchmark water use for your property, find step-by-step benchmarking instructions at www.nyc.gov/benchmarkingdatarequest.
- Customers billed on a flat rate may still be eligible.
- Specific questions can be emailed to waterbenchmarking@dep.nyc.gov.

Step 1 – Log In to Portfolio Manager

- Visit <http://portfoliomanager.energystar.gov>
- 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. See <http://www.nyc.gov/benchmarking> for instructions and resources.



Discover the new and improved Portfolio Manager today.

SIGN UP

Current Portfolio Manager Users

username

password

[Forgot password?](#) **LOG IN**

Step 2 – Connect your Properties to DEP

- Click on the “Contacts” link at the top of the Portfolio Manager screen.
- In the “My Contacts” screen, click on the “Add Contact” button.
- Search for NYC DEP by typing “nycdepoit” into the Username field and then click “Search”.
- Click on “Connect” next to the NYC DEP user.

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.

Your Search Criteria

Name:

Organization:

Username:

Email Address:

[Search](#)

NYC DEP LL84 Benchmarking with NYC Department of Environmental Protection		Connect	
Page 1 of 1		1	



Step 3 – Terms and Conditions

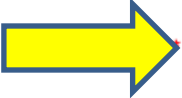
- Read and accept the terms of conditions before clicking the “Send Connection Request” button.
- Once Connection Request is sent, you must wait for NYC DEP to accept the request. This may take a day or more.

Send a Connection Request to [NYC DEP](#) to Begin Exchanging Data





[NYC DEP](#) requires the following information in order to exchange data with your property(ies). If you have any questions about how to complete this information, please contact [NYC DEP](#). Once your connection request has been accepted, you can share individual properties and/or meters with them to get started exchanging data.

Terms of Use:

All requests for water benchmarking for calendar year 2014 must be made prior to April 29th 2015. By agreeing to these terms and conditions, I agree to hold DEP harmless for any penalties, fees, costs or damages I may incur as a result of a late submission.

Agreement:  ☐ I agree to my provider's ([NYC DEP](#)) Terms of Use.

[Send Connection Request](#) [Cancel](#)

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Step 4 – Wait for DEP to Accept your Connection

- Please note that DEP will not accept your request immediately.
- Check your contacts periodically until NYC DEP appears, as shown below.
- See slide 15 for an overview of how often requests will be processed.

MyPortfolio

Sharing

Planning

Reporting

Recognition

My Contacts

Search for new contacts

This is where you keep track of your contacts and/or organizations (i.e. people or companies associated with your properties such as Professional Engineers, Registered Architects, or others with whom you share information). You can add anyone as a contact, regardless of whether they have a Portfolio Manager account and you can share your properties & reports with any of your **connected** contacts. You can "connect" to other Portfolio Manager users by searching for their accounts and sending a connection request.


Share

Edit

Delete

Add Contact

Add Organization

All	<input type="checkbox"/>	Name	Organization
A	<input type="checkbox"/>	NYC DEP (NYCDEPOIT)  Connected	NYC Department of Environmental Protection
B	<input type="checkbox"/>	LL84 Benchmarking	

Step 5 – Share a Property

- Once DEP has accepted the connection request, you are ready to share your property.
- Click the “Sharing” tab and then click the “Share (or Edit Access to) a Property” button.
- NOTE: You can skip ahead to step 8 if you have shared your property with DEP in the past.

The screenshot displays the 'Sharing' tab in the NYC Benchmarking Law interface. The 'Sharing' tab is highlighted with a yellow box. Below the tabs, there are three main sections: 'My Shared Properties (1)', 'Sharing Notifications (13) View All', and 'Overview of Shared Properties Learn more about Sharing Properties'. The 'My Shared Properties (1)' section contains three buttons: 'Share (or Edit Access to) a Property', 'Set Up Web Services/ Data Exchange', and 'Download Sharing Report'. A yellow arrow points to the 'Share (or Edit Access to) a Property' button. The 'Overview of Shared Properties' section has two tabs: 'By Contact' and 'By Property'. Below these tabs is a 'Filter By:' dropdown menu set to 'All Sharing Contacts', a search bar, and a 'Search' button.

Step 6 – Select Properties to Benchmark

- Under “Select Properties,” Click on “Select Number of Property(ies)”. Choose the number of properties you would like to benchmark.



Select Properties

We'll get into the details of the level of access later. For now, which properties do you want to share and/or edit access to?

- ✓ - Select Number of Property(ies) -
 - One Property
 - Multiple Properties
 - All Properties
 - Properties in a Group



Step 7 – Select Properties

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

Select Properties

<input type="checkbox"/>	Name	Primary Function	State/Province
<input type="checkbox"/>	2163 Ave. Brooklyn, NY 11226	Other - Recreation	NY
<input type="checkbox"/>	45 E th St. New York, NY 10022	Bowling Alley	NY
<input type="checkbox"/>	58 St Brooklyn, NY 11201	Convention Center	NY
<input type="checkbox"/>	945 Brooklyn, NY 11223	Performing Arts	NY

Selected Properties: 0 (View Selection)

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 8 – Share with NYC DEP

- Select “NYC DEP” from the drop down.
- Is “NYC DEP” not an option? Please see steps 2 through 6 to establish a connection.

Select People (Accounts)

Which people (accounts) do you want to share these properties with (or modify their current access to)? 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:

NYC DEP (NYCDEPOIT)

Step 9 – Share with NYC DEP

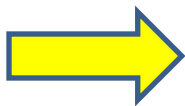
- Select “Personalized Sharing & Exchange Data (“Custom Orders”).
- Click “Continue”.



Choose Permissions

If you only need to choose one permission (because you are doing a single share or you want to give the same permissions for all of your shares), select "Bulk Sharing." If you need to assign different permissions or share with Data Exchange providers, select the 2nd option.

* ☐ **Bulk Sharing ("One-Size-Fits-All")** - I only need to choose one permission (either because I am doing a single share OR I want to choose the same permission for all of my share requests).



☒ **Personalized Sharing & Exchange Data ("Custom Orders")** - I need to give different permissions for different share requests, and/or I need to give [Exchange Data](#) permission.

Continue

[Cancel](#)

Step 10 – Exchange Data

- Grant full access in the header.
- Click the button under “Exchange Data” for each property.

MyPortfolio
Sharing
Planning
Reporting
Recognition

Share Your Property(ies)

To finish up, tell us what type of access the people you have selected should have for each of the properties that you have selected. The option to exchange data is only available for authorized accounts.

4

Select Permissions for Each Contact

The access levels you select do not have to be the same for each property or each person.

Sort by: Property Name

Name (ID)	No Access	Read Only Access	Full Access	Custom Access	Exchange Data
<div> The Piano Factory (2730052) NYC DEP </div>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Share Property(ies)

Cancel

NEW

Who gets to Share Forward?

Full Access - Automatically includes "Share Forward" rights

Read Only - Automatically does NOT include "Share Forward" rights

Custom - You decide, along with the individual permissions for property, meter, goals and recognition permissions.

Exchange Data - You decide, along with the individual permissions for property, meter, goals and recognition permissions.

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Step 11 – Enter the BBL and Account Number

- Enter the BBL and DEP Account Number for each property. Any account number associated with this BBL is OK.
- Visit nyc.gov/buildings to lookup your block and lot numbers.
- The 13-digit DEP Account Number is listed at the top of your water bill.

Select Access Permissions to [The Piano Factory](#) for [NYC DEP](#).

The following information is required by [NYC DEP](#) in order to provide service to your property(ies). If you have any questions about how to complete this information, please contact them directly.

Borough Block and Lot
(BBL):

* Example: 01123451234

BBL; 10 - 10 Characters [More Information](#)

DEP Account Number:

* Example: 1234567891001

DEP Account; 13 - 13 Characters [More Information](#)

Step 12 – Grant DEP Full Access

- It is very important that you grant DEP full access to your property, but NOT to any meters.
- Once the property is shared, DEP will create the meter for you and load use data.
- Please note that DEP will only use these permissions to provide consumption data.
- Please note that only one share request per BBL is allowed.

Select the permission level below that you would like to grant [NYC DEP](#) for each category.

Item	None	Read Only Access	Full Access
Property Information	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
▼ All Meter Information			
Energy Meters			
Goals, Improvements, & Checklists	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recognition	<input checked="" type="radio"/>		<input type="radio"/>

The provider with whom you are sharing does not support this meter type.

Additional Options:

Item	Yes	No
<p>* Share Forward Allow NYC DEP to share this property with others and give them any permissions that he/she has, including the right to share with more people.</p>	<input type="radio"/>	<input checked="" type="radio"/>

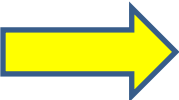


Apply Selections & Authorize Exchange [Cancel](#)

Step 13 – Final Step

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

Name (ID)	No Access	Read Only Access	Full Access	Custom Access	Exchange Data
▼ The Piano Factory (2730052)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		
NYC DEP	<input type="radio"/>				<input checked="" type="radio"/>



Share Property(ies)

[Cancel](#)

Complete Benchmarking

- If you have done it correctly, you will see this screen:

The screenshot displays the 'Sharing' tab of a web application. At the top, a navigation bar includes 'MyPortfolio', 'Sharing' (selected), 'Planning', 'Reporting', and 'Recognition'. A green notification box at the top states: 'You have successfully shared/edited access to your property(ies). If you shared properties, you will receive a notification when your contact has accepted the share. If you edited access to current permissions, the edits have been made, no acceptance is required. If you edited web services Custom ID fields, [read this](#).' Below this, the 'My Shared Properties (1)' section contains three buttons: 'Share (or Edit Access to) a Property', 'Set Up Web Services/ Data Exchange', and 'Download Sharing Report'. A yellow arrow points to the first button. To the right, the 'Sharing Notifications (0)' section states 'You have no new notifications.' Below that, the 'More About Sharing' section explains that no properties are currently shared and provides a link to 'Learn more about exchanging data.' The footer includes 'Follow Us' with social media icons and a row of links: 'Contact Us', 'Privacy Policy', 'Browser Requirements', and 'ENERGY STAR Buildings & Plants Website'.

MyPortfolio | **Sharing** | Planning | Reporting | Recognition

You have successfully shared/edited access to your property(ies). If you shared properties, you will receive a notification when your contact has accepted the share. If you edited access to current permissions, the edits have been made, no acceptance is required. If you edited web services Custom ID fields, [read this](#).

My Shared Properties (1)





- Share (or Edit Access to) a Property
- Set Up Web Services/ Data Exchange
- Download Sharing Report

Sharing Notifications (0)

You have no new notifications.

More About Sharing

No properties are currently shared between you and [your contacts](#). Sharing can be helpful if you want to allow other people to view your property or help maintain or update information about it (e.g. property use details or meter data). You may also want to consider sharing with an organization who exchanges data to automatically update your meter information. [Learn more about exchanging data.](#)

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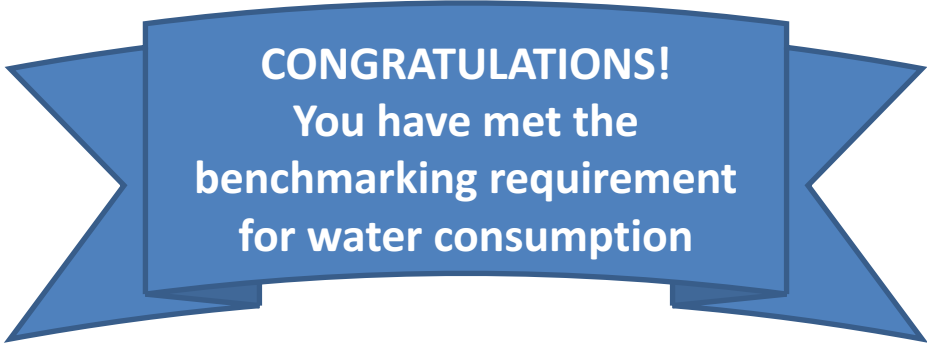
DEPWaterMeter

Select Meter

These are your already created meters. Do you need to [Add another meter](#)

Display Year(s): 2013

	Start Date	End Date	Usage cf (cubic feet)	Cost (\$)	Estimation	Last Updated
<input type="checkbox"/>	1/1/2013	1/31/2013	196300		<input type="checkbox"/>	2/6/2014 NYC DEP
<input type="checkbox"/>	2/1/2013	2/28/2013	192900		<input type="checkbox"/>	2/6/2014 NYC DEP
<input type="checkbox"/>	3/1/2013	3/31/2013	206700		<input type="checkbox"/>	2/6/2014 NYC DEP
<input type="checkbox"/>	4/1/2013	4/30/2013	199600		<input type="checkbox"/>	2/6/2014 NYC DEP
<input type="checkbox"/>	5/1/2013	5/31/2013	198200		<input type="checkbox"/>	2/6/2014 NYC DEP
<input type="checkbox"/>	6/1/2013	6/30/2013	198100		<input type="checkbox"/>	2/6/2014 NYC DEP
<input type="checkbox"/>	7/1/2013	7/31/2013	199900		<input type="checkbox"/>	2/6/2014 NYC DEP
<input type="checkbox"/>	8/1/2013	8/31/2013	213500		<input type="checkbox"/>	2/6/2014 NYC DEP
<input type="checkbox"/>	9/1/2013	9/30/2013	194400		<input type="checkbox"/>	2/6/2014 NYC DEP
<input type="checkbox"/>	10/1/2013	10/31/2013	182800		<input type="checkbox"/>	2/6/2014 NYC DEP
<input type="checkbox"/>	11/1/2013	11/30/2013	180300		<input type="checkbox"/>	2/6/2014 NYC DEP
<input type="checkbox"/>	12/1/2013	12/31/2013	146800		<input type="checkbox"/>	2/6/2014 NYC DEP



CONGRATULATIONS!
You have met the
benchmarking requirement
for water consumption

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...”*
 - You do not need to create a water meter. DEP will create water meters called “DEPWaterMeter” for all new properties that are shared with us. DEP will reject any water meters that you have created in Portfolio Manager.

Questions?

waterbenchmarking@dep.nyc.gov

Step 6 – Exchanging Data

- Select the number of properties you want to share under “Select Properties”
- Select your properties, and under “Select People” choose “NYC DEP”.
- Under “Choose Permissions” select “Personalized Sharing & Exchange Data”
- Click on the “Continue” button



Select Properties

We'll get into the details of the level of access later. For now, which properties do you want to share and/or edit access to?

- Select Number of Property(ies) - ▾



Select People (Accounts)

Which people (accounts) do you want to share these properties with (or modify their current access to)? 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.



Choose [Permissions](#)

If you only need to choose one permission (because you are doing a single share or you want to give the same permissions for all of your shares), select "Bulk Sharing." If you need to assign different permissions or share with Data Exchange providers, select the 2nd option.

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Continue

[Cancel](#)