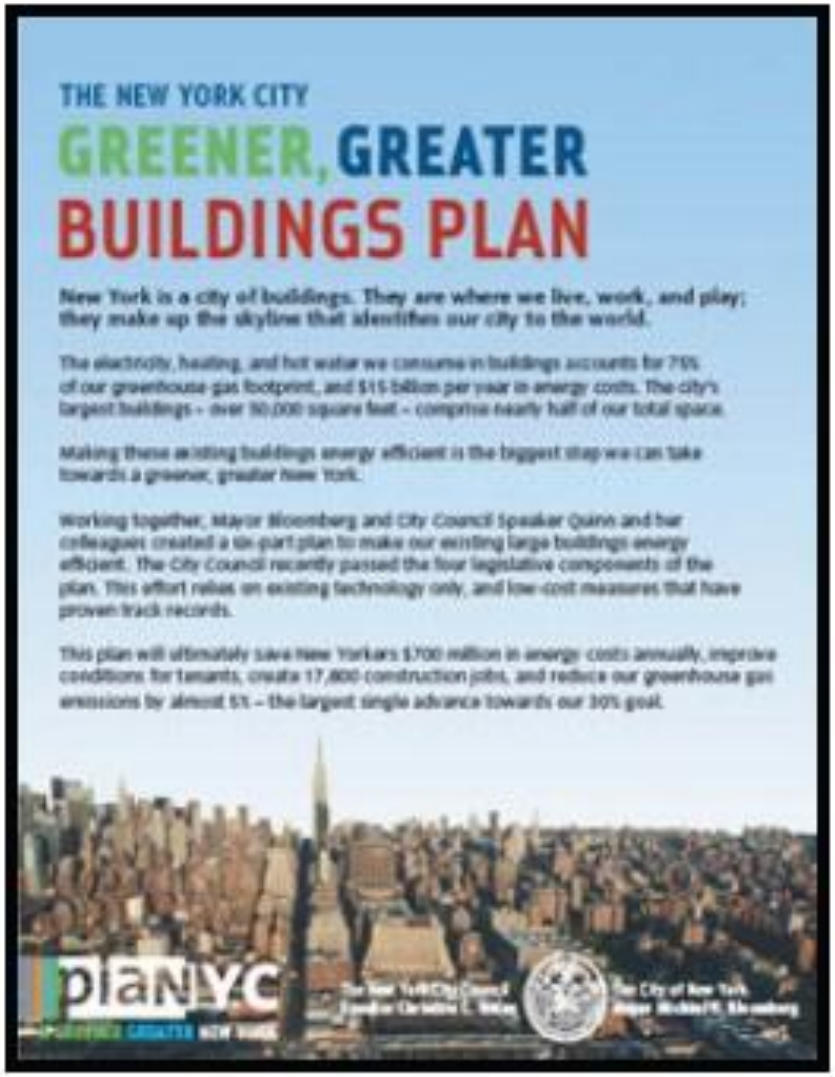
# How to Submit Benchmarking Results to New York City

- This document shows you step by step how to submit benchmarking results to New York City for compliance with Local Law 84
  - It explains how to access and complete the **New York City 2012 Compliance Report** which is required for submission by **May 1st, 2013**

- More benchmarking resources are available online at the Greener, Greater Buildings Plan LL84 website: www.nyc.gov/LL84

- Questions may also be e-mailed to the Department of Buildings at sustainability@buildings.nyc.gov



## Step 1 – Access Report

- Access the 2012 Reporting Template through the LL84 Benchmarking page, www.nyc.gov/LL84

1. Click "How to Comply"

On the "How to Comply" page,

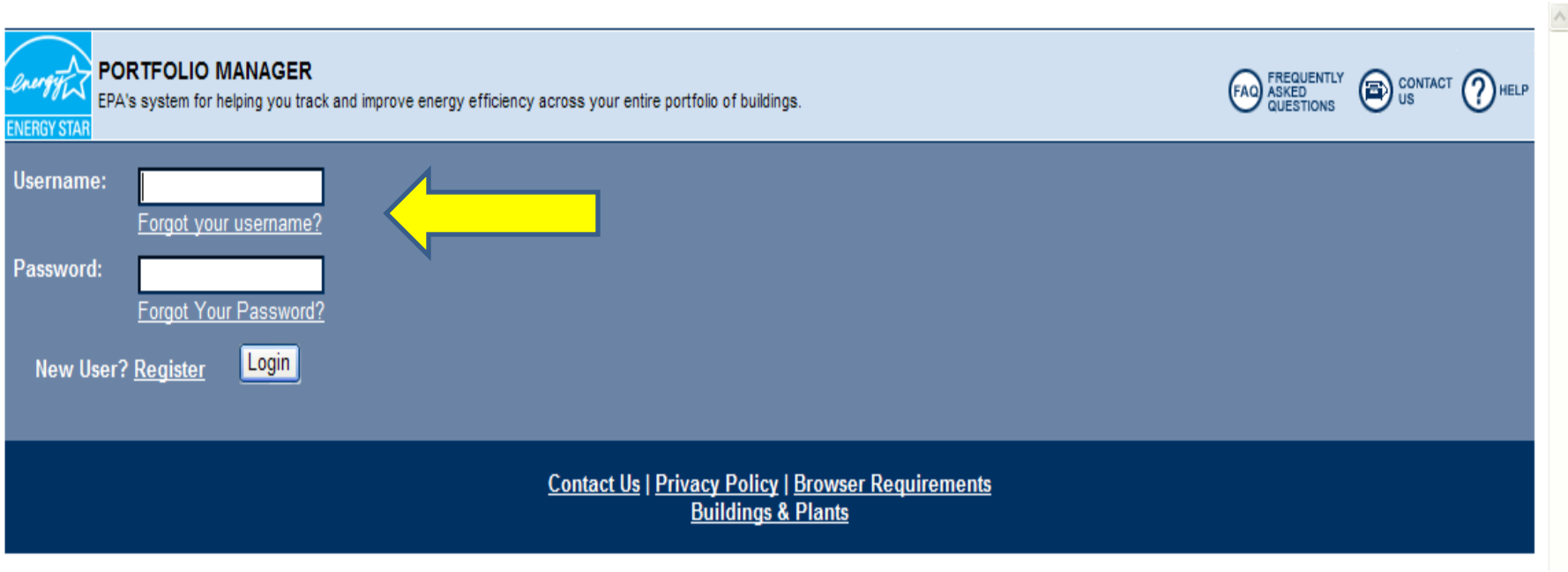
2. Click "**Submission to the City**", or scroll down to the section

3. Click "**2012 Reporting Template**" (for compliance by May 1st, 2013

## Step 2 – Log In

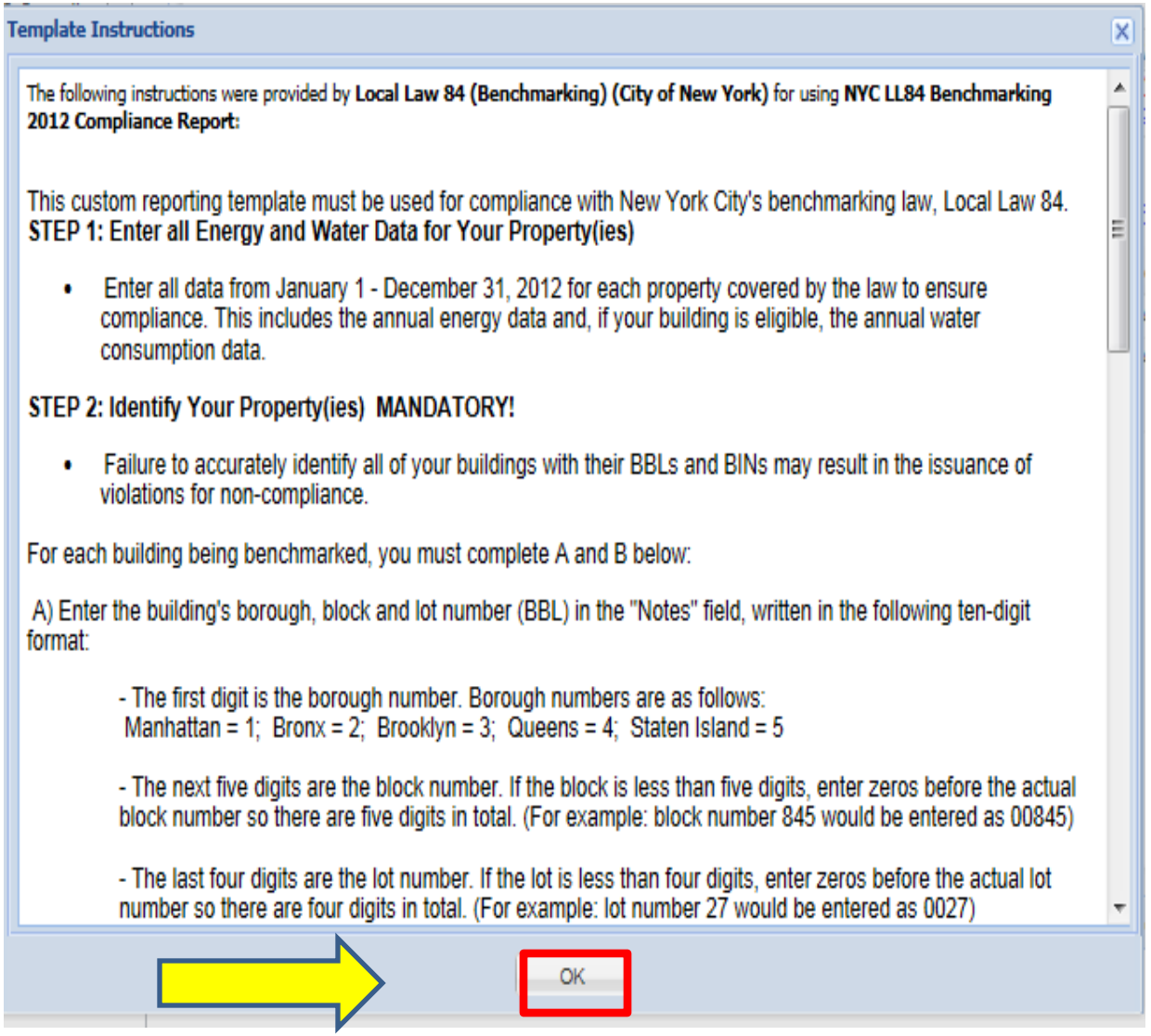
- The link will direct you to Portfolio Manager and prompt you to log into your account

- If this is your first time using Portfolio Manager you will need to set up an account first.
    - Click "New User? **Register "**



## Step 3 – Review Instructions

- Instructions will pop up. Read them and click “OK”
- You can go back and read the instructions anytime by:
  1. Clicking “View Instructions from City of New York” in the top right corner of the compliance report page, or
  2. View a PDF of the report instructions available at www.nyc.gov/LL84 through the link “**2012 Compliance Report Instructions**”



## Step 4 – Review Before Release

- After you click "ok," you will see the 2012 report screen, but before you click 'Release Data', do the following checks for all properties:

1. "**Notes"** column has your correct
2. 10-digit **Borough Block and Lot** (BBL)

3. "**Unique Building Identifier**" has your correct 7-digit **Building Identification Number(s)** (BIN)

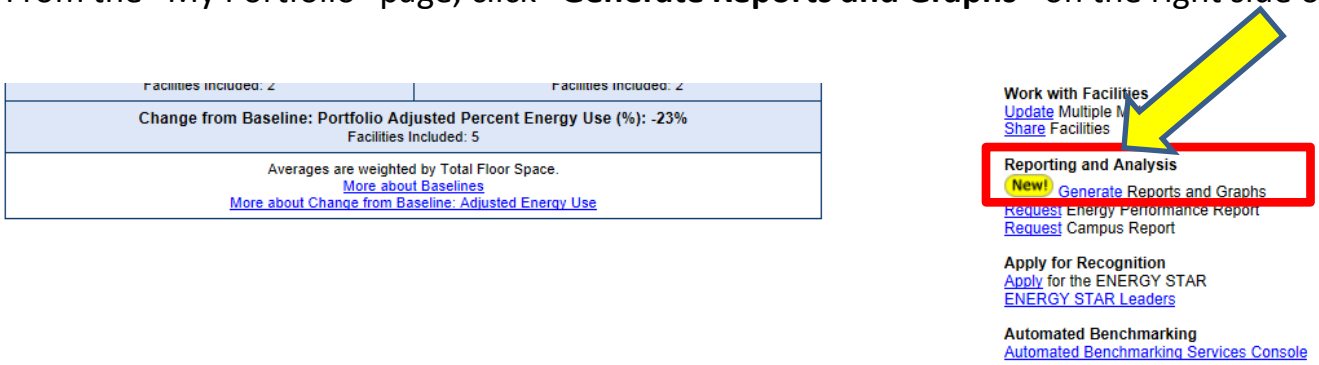
4. **REVIEW** all benchmarking input data for your building(s) and make sure it was entered accurately

5. If you find that you need to edit your data, simply click "My Portfolio" at the top left hand of the screen (under the "ENERGY STAR" logo)

## Step 5A – Returning to the Report

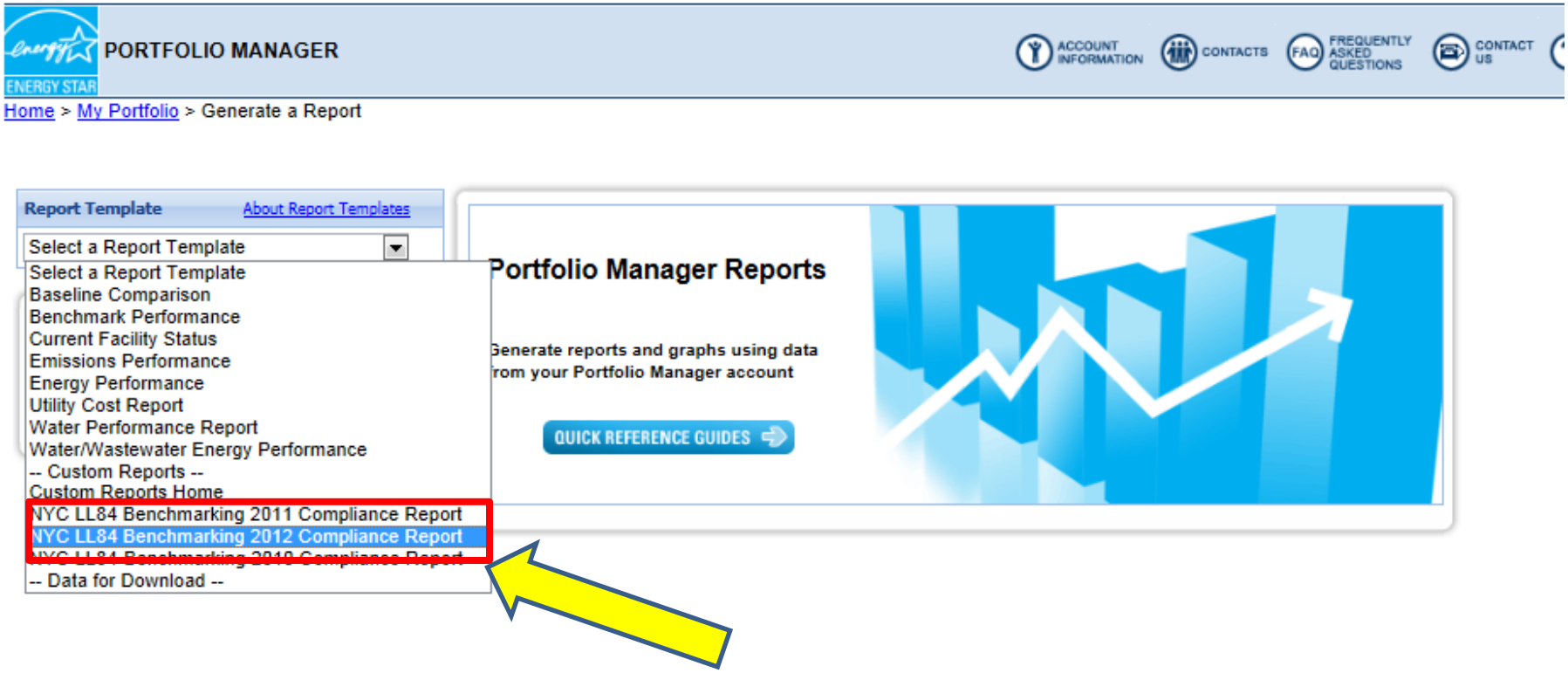
- If you need to go back and edit your benchmarking data, you can return to the report submittal page at *any* time following these two steps:

1. From the "My Portfolio" page, click "**Generate Reports and Graphs**'' on the right side of the page



## Step 5B – Returning to the Report

2. Make sure you select "**NYC LL84 Benchmarking 2012 Compliance Report"** from the drop-down menu on the left side (under the "Custom Reports" heading)



## Step 6 – Release Data to the City

- The "Reporting Period" and "Location" have been locked and so only your properties in **New York City** with period ending **12/31/2012** should be displayed
- Verify that the correct properties appear in the center of the screen.
- Click "**Release Data**" in the upper right corner
- Your report will then be submitted to the City for compliance electronically

## Step 7 – Compliance Confirmation

- After you have released your report to the City, you will receive an email confirmation of receipt from the EPA

- The following documents are required by the Department of Buildings to be saved for **three years**:
    1. A copy of the confirmation e-mail from the EPA
    2. Proof of request to non-residential tenants for information related to separately metered energy use
    3. Back-up information regarding energy inputs
    4. A copy of energy input data entered into Portfolio Manager

- For more details on this requirement see the benchmarking Rule posted on www.nyc.gov/LL84

**From**: buildings@energystar.gov
**Subject** Copy of Data Released

**Message**:
[*Your Name*] released data to City of New York on [*xx,xx,2013*] for "NYC LL84 Benchmarking 2012 Compliance Report" Custom Template. A copy of the data released is attached.

If the attachment did not come through, please click on this link to download the data: [*A URL LINKING TO YOUR RELEASE DATA WILL BE INCLUDED HERE*]

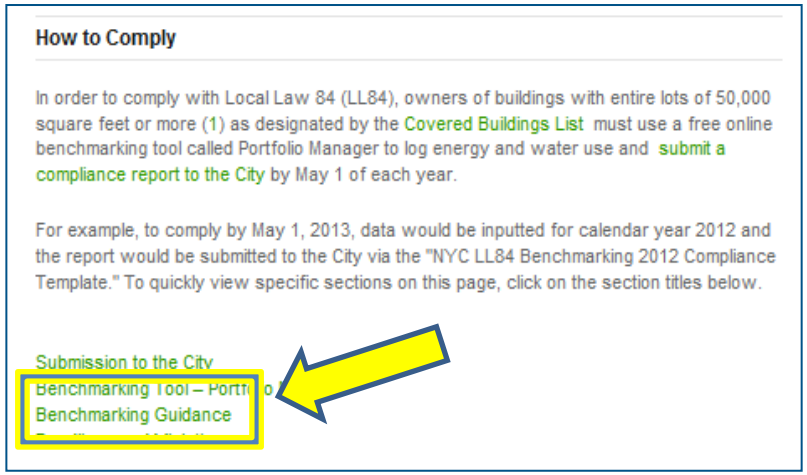
The released data file will only be available for 30 days beginning on xx, xx, 2013.

**Attachment**:
[*ReleaseData_XXXXX]*

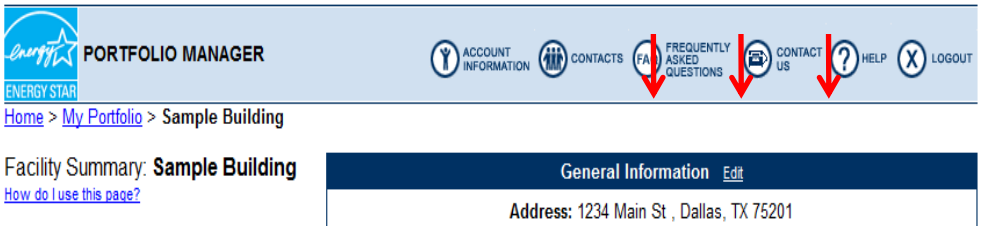
**CONGRATULATIONS! You have complied with Local Law 84!**

## If additional assistance is still required…

- On the GGBP Local Law 84 page, access the various guidance documents
- Go to www.nyc.gov/LL84 → How to Comply → Benchmarking Guidance




- In Portfolio Manager, access EPA's Portfolio Manager User Support for benchmarking guidance




- Click the "**FAQ**" button to access a searchable database of Frequently Asked Questions.
- Click the "**Help**" button to access searchable online user-support information.
- Click the "**Contact Us**" or email buildings@energystar.gov for further technical assistance

- Still have questions about compliance? Email Department of Buildings at sustainability@buildings.nyc.gov