



DOB WEBINAR SERIES – SESSION I: LL97 REPORTING PROCESS

February 28, 2025

presented by
DOB Sustainability Bureau

NYC[™]
Buildings

Presenters

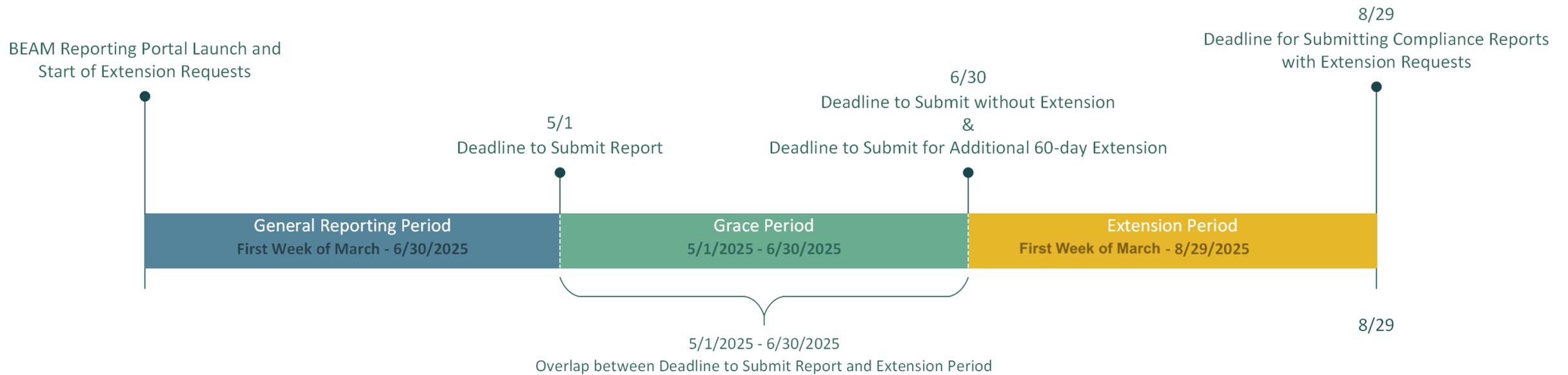


- Laura Popa, Deputy Commissioner, Sustainability
- Emily Hoffman, Director, Office of Building Energy and Emissions Performance (OBEEP)
- Drewpattie Kallu, Deputy Director, Sustainability Implementation and Program Management, OBEEP
- Thomas Carpenito, Project Manager, Sustainability Enforcement, OBEEP
- Lydia Shapiro, Senior Building Energy and Emissions Auditor, OBEEP
- Mauton Whenu, Senior Building Energy and Emissions Auditor, OBEEP
- Sydney Abraham, Senior Energy & Climate Analyst at ClearlyEnergy

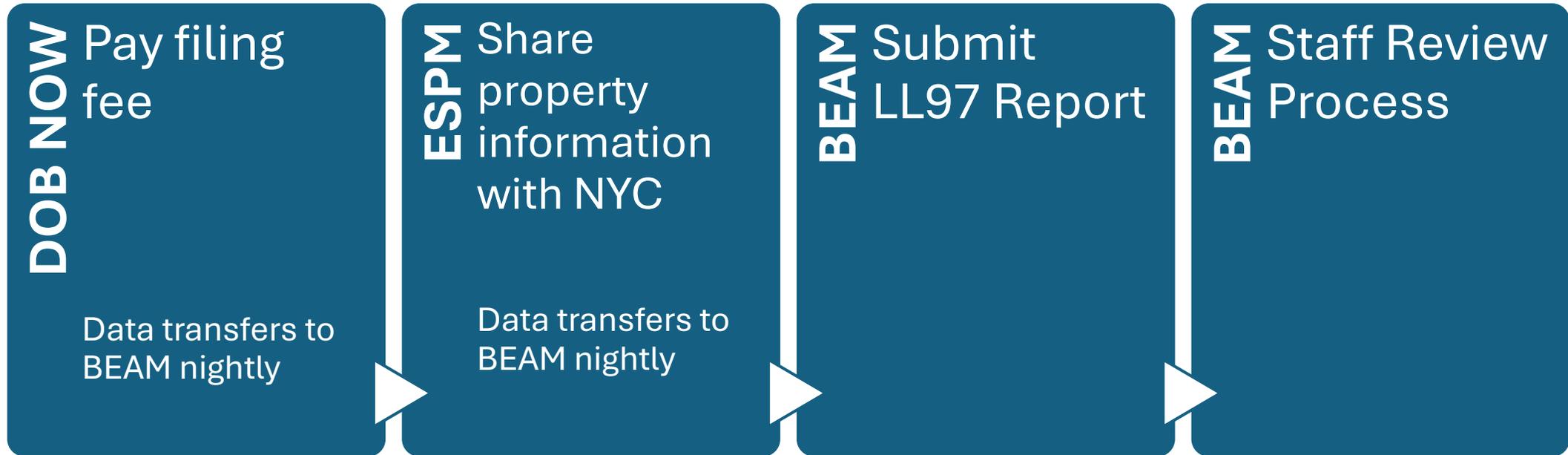
Local Law 97 Timeline

LL97 TIMELINE

For Filing Extensions and Submitting Compliance Reports



Local Law 97 Reporting Process



The following three email addresses entered in DOB NOW will serve as the **only** email addresses to view building profile in the Building Energy Analysis Manager (BEAM).

- Owner
- Owner Representative
- Service Provider (RDP/RCxA)

Local Law 88 Reporting Process



The following three email addresses entered in DOB NOW will serve as the **only** email addresses to view building profile in the Building Energy Analysis Manager (BEAM).

- Owner
- Owner Representative
- Service Provider (RDP/RCxA)

DOB NOW: Safety LL97/LL88 Payment Portal

Critical Information for DOB NOW: Safety



The **Owner, Owners Representative, and Service Provider** (RDP/RCxA) email addresses **must be** provided in the DOB NOW Filing Fee process.

- These email addresses are the only way to access your building profile in BEAM.
- While you may be able to create a BEAM account without submitting a DOB NOW filing fee, applicable building information will **not** be present in your building profile.
- The BEAM account must be created using one of the three email addresses identified in the LL97 DOB NOW Fee portal associated with the BIN/BBL.

Email addresses entered in DOB NOW will serve as the **only** email addresses to view building profile in BEAM.

- Owner
- Owner Representative
- Service Provider (RDP/RCxA)

DOB NOW Filing Fee Payment information and submitted emails are transferred to BEAM on a nightly basis. It is not possible to complete a BEAM report in one day.

NYC.ID Creation

- Begin by selecting "Create Account" on the main DOB NOW page at nyc.gov/dobnow.
- This step is not needed if you already have a NYC.ID

The screenshot shows the NYC DOB NOW website interface. At the top, there is a navigation bar with the NYC Buildings logo and a search bar. Below the navigation bar, there is a main header with the text "DOB NOW NYC Department of Buildings Self-service for online Permits, Appointments and Applications". A red warning banner indicates that DOB NOW services will be unavailable due to system maintenance on Thursday, February 27, 2025, from 6:00 p.m. to 11:00 p.m. Below the warning, there is a green banner stating that an NYC.ID Account is now required to login, with a link to www.nyc.gov/dobnowtips. A blue banner below that mentions "New! Local Law 154 of 2021: On-site Fossil Fuel Combustion Limitations in DOB NOW".

The main content area features a grid of service categories: "About DOB NOW", "BUILD" (FAQS | RESOURCES), "SAFETY" (FAQS | RESOURCES), "LICENSING" (FAQS | RESOURCES), "B I S OPTIONS", and "Contact DOB Help Form". Below this is a "Search the Public Portal" section with a search bar and a "FAQS | USER MANUAL" link. The search results are organized into a grid of icons for: Address, Borough, Block, Lot, BIN, Job Number, Device, Licensee (which includes BIS Records), Violation, and Application Search.

At the bottom, there is an "Additional Tools" section with icons for: Building Energy Efficiency Rating Label, Building on My Block / Zoning Challenge, and License Exam Application/Payment.

On the right side of the page, there is a login section titled "Log into DOB NOW to view, sign and submit jobs, filings, and applications." It includes a form to "Enter your NYC.ID email address:" with an "Email" input field and a "Login" button. Below the login form, there is a red-bordered box containing the text "If you need an NYC.ID:" and a "Create Account" button. Below this box, there is a note about the new login process as of June 3, 2024, and instructions for returning users.

System Guidelines for DOB NOW: Safety

Chrome is the recommended browser for optimal DOB NOW performance.

1. Fields with a red asterisk (*) are required and must be completed.
2. Grayed-out fields are read-only or are auto-populated by the system.
3. Depending on the size of your screen or browser you may have to use the scroll bar to view more options or full fields.

The screenshot displays a web form with two tabs: "Owner Information*" and "Owner's Representative". The "Owner Information*" tab is active. It contains several input fields: "Email*" (containing "AJOETEST3@GMAIL.COM"), "Owner Type*" (a dropdown menu with "Select Type:"), "Service Provider (RDP/RCxA) email address" (empty), and "First Name" (containing "AJOE"). The "Email*" and "Owner Type*" fields have a red asterisk. The "Service Provider" and "First Name" fields are grayed out. A red box highlights the "Service Provider" field with a red circle containing the number "1". Another red box highlights the "First Name" field with a red circle containing the number "2". A third red box highlights the horizontal scroll bar at the bottom of the form with a red circle containing the number "3". Below the scroll bar, there is a pagination control showing "1 / 1" and "10 Items Per Page", and a status indicator "1 - 1 of 1 items".

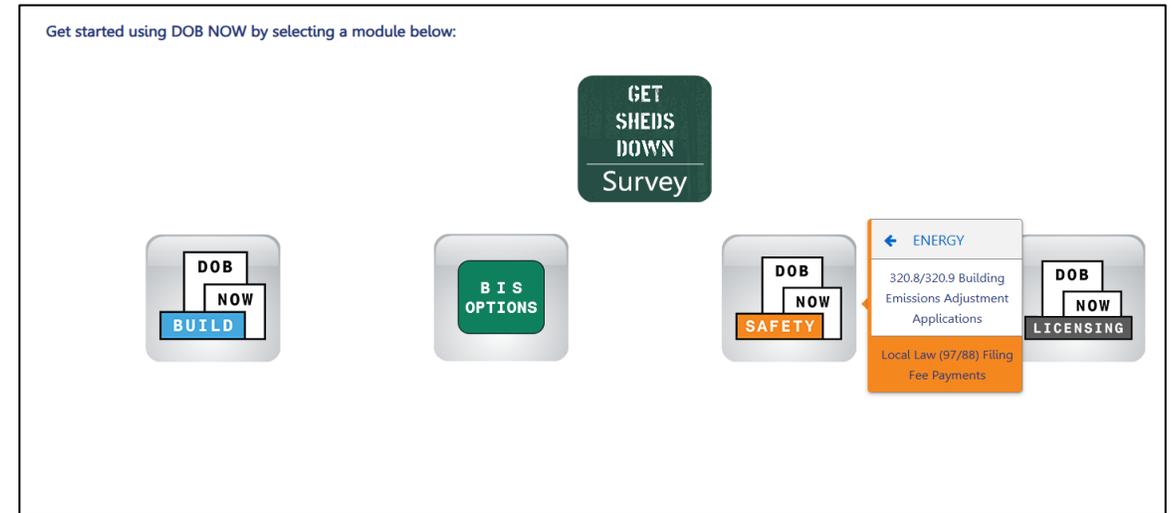
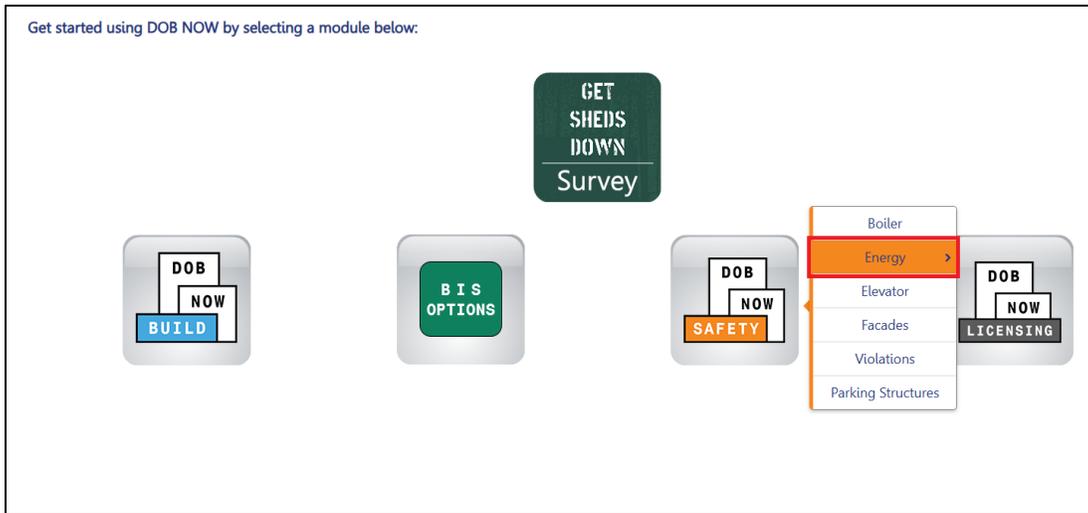
Helpful Links

- [LL97 Greenhouse Gas Emissions Reduction](#) (covered buildings list and FAQs; Article 320/321 guides)
- [LL88 Lighting System Upgrades & Sub-metering](#) (covered buildings list, requirements, FAQs)
- [Reporting Portal](#)
- [DOB NOW Payments - CityPay User Manual](#)

LL97 Payments



- You will be directed to the main DOB NOW Self-Service Portal.
- From this page you can go to the Local Law 97 Portal by clicking DOB NOW Safety > Energy > Local Law (97/88) Filing Fee Payments.



Filing Fee Payments



Select either “+ Local Law 97 Payment” or “ + Local Law 88 Payment”.

Note: If there is an LL97 Report due in 2025, the LL88 fee does not need to be submitted separately because it is included in the LL97 filing fee.

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
	Select Action: ▾	LL97000001041	Pre-filing	Due

LL97 Payments

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.

Stakeholders* >

Are you an:*

Owner Owner's Representative (also provide Owner Information)

Owner Information* | Owner's Representative

Email*

Owner Type*

Service Provider (RDP/RCxA) email address

First Name

Middle Initial

Last Name

Business Name*

Business Address*

City*

State*

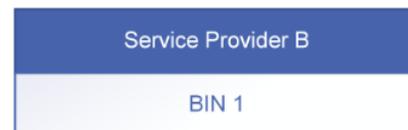
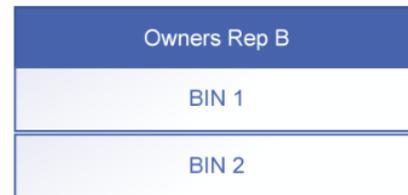
Zip Code*

Business Telephone

DOB
NOW



BEAM



Owner Rep B is the only email that is able to be given access to data on both BINs because they are the only ones listed on both BINs.

LL97 Payments

Under **Owner Information**, select the **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.
- While fee-exempt owners are exempt from payment they must still complete these payment steps to get the DOB NOW Payment Confirmation Number. This number will be required to enter the 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 to print proof of exemption and upload it in the Reporting Portal with your report.

Stakeholders* >

Are you an:*

Owner Owner's Representative (also provide Owner Information)

Owner Information* | Owner's Representative

Email*

Owner Type*

Service Provider (RDP/RCxA) email address

First Name

Middle Initial

Last Name

Business Name*

Business Address*

City*

State*

Zip Code*

Business Telephone

LL97 Payments

If “+**Local Law 97 Payment**” is selected, specify which article under LL97 applies to your building: “**Article 320**” (most private buildings) or “**Article 321**” (certain affordable housing and houses of worship). This information can be found on the [LL97 Covered Buildings list \(CBL\)](#).

Indicate if you will be filing a compliance report in the Reporting Portal.
If **No** is selected, indicate if you will be submitting an extension request or adjustment application.

Transaction Information*

Which article under Local Law 97 applies to your building?* (This information can be found on the LL97 Covered Buildings list.)

Article 320 Article 321

Will you be filing a compliance report in the LL97 Reporting Portal?* Yes No

Are you submitting a 120-day extension request to file a compliance report in the LL97 Reporting Portal?* Yes No

Will you be filing an Article 320.7 adjustment application in the LL97 Reporting Portal?* Yes No

LL97 Payments

If “**Article 320**” is selected, indicate which type of “**Article 320 Compliance Report**”, you will 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))

The screenshot displays two overlapping form sections. The 'Transaction Information*' section on the left includes a question about the applicable article (Article 320 is selected), a question about filing a report (Yes is selected), and a dropdown menu for the report year (2024). The 'Article 320 Information*' section on the right asks for the type of compliance report to be filed, with three options: Annual building emissions report, Good Faith Efforts report, and Unexpected or Unforeseeable Event. All three options are currently unselected.

Transaction Information*

Which article under Local Law 97 applies to your building?* (This information can be found on the LL97 Covered Buildings list.)

Article 320 Article 321

Will you be filing a compliance report in the LL97 Reporting Portal?* Yes No

Report Year*

2024

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))

LL97 Payments

If “**Article 321**” is selected, indicate which type of Article 321 compliance report, you will be filing in the LL97 Reporting Portal.

- Compliance Report - Energy Compliant Building or Prescriptive Energy Conservation Measures (28-321.3; RCNY 103-17(b)(1))
- Mediated resolution (RCNY 103-17(g))
- Unexpected or Unforeseeable Event (RCNY 103-17(f)(1))
- Eligible Energy Conservation Alteration Project (RCNY 103-17(f)(2))

The screenshot displays two sections of the LL97 Reporting Portal form. The left section, titled "Transaction Information*", contains the following fields: "Which article under Local Law 97 applies to your building?*" with radio buttons for "Article 320" and "Article 321" (selected); "Will you be filing a compliance report in the LL97 Reporting Portal?*" with radio buttons for "Yes" (selected) and "No"; and "Report Year*" with a dropdown menu set to "2024". The right section, titled "Article 321 Information*", contains the question "What type of Article 321 compliance report will you be filing in the LL97 Reporting Portal?*" followed by four unchecked checkboxes: "Compliance Report - Energy Compliant Building or Prescriptive Energy Conservation Measures (28-321.3; RCNY 103-17(b)(1))", "Mediated resolution (RCNY 103-17(g))", "Unexpected or Unforeseeable Event (RCNY 103-17(f)(1))", and "Eligible Energy Conservation Alteration Project (RCNY 103-17(f)(2))".

LL88 Filing Fee Payments



Select **Local Law 88 Payment**.

Note: If there is an LL97 Report due in 2025, the LL88 fee does not need to be submitted separately because it is included in the LL97 filing fee.

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
	Select Action: ▾	LL97000001041	Pre-filing	Due

LL88 Payments



If “+Local Law 88 Payment” is selected the following questions will appear

- Indicate “Yes” or “No”, for the questions related to LL88 and LL97 compliance reports.
- Depending on your answers, additional questions may appear.

NOTE: LL97 report filing fees in 2025 include LL88 filing fees. Owners who have paid the LL97 fee, do not need to interact with the LL88 filing fee portal.

Transaction Information*

Will you be filing a report for Local Law 88 compliance in the Reporting Portal?* (This information can be found on the LL88 Covered Buildings list.) Yes No

Is your LL97 compliance report required to be submitted in 2025?* Yes No

Filing Fee Payments: Property Information



Save your information by clicking the Save button. 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 LL88 report.

Borough, Block, Lot

Borough* ▼

Block*

Lot*

Q Search & Add

Filing Fee Payments: Property Information



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.

Action	BIN	Address	Borough	Block	Lot
	1001199	45 JOHN STREET	MANHATTAN	78	7508

Select **Yes** to confirm the BIN(s) 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).

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 ","

Filing Fee Payments: Submit and Pay

Select the **Save** button to proceed. For **fee-exempt buildings**, click the **Submit** button.



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 eCheck or Credit Card tab. See the [DOB NOW Payments CityPay Manual](#) for step-by-step instructions.



Filing Fee Payments: Submit and Pay



After a credit card/PayPal/Venmo or eCheck payment is submitted in City Pay, receipt details will be provided that show a receipt number. This is NOT the receipt number to be entered in the reporting portal.

Return to the DOB NOW window and 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, and it will also be sent to you by email.

DOB
NOW
SAFETY

Local Law 97 Fee Payments

Receipt Details

Transaction Number: LL97000002239 Date Paid: 01/23/2025
Invoice Number: 10100287740 Total Amount Paid: \$306.00
Receipt Number: CPY301705351

BINs

BIN	Address	Borough	Block	Lot
1001199	45 JOHN STREET	MANHATTAN	78	7508

Notification

Payment has been processed.

Payment Confirmation Number: 97ADJ7FC2000002239

Enter this Confirmation Number in the Reporting Portal. An email notification has also been sent with this Confirmation Number.

OK

Filing Fee Payments: Submit and Pay



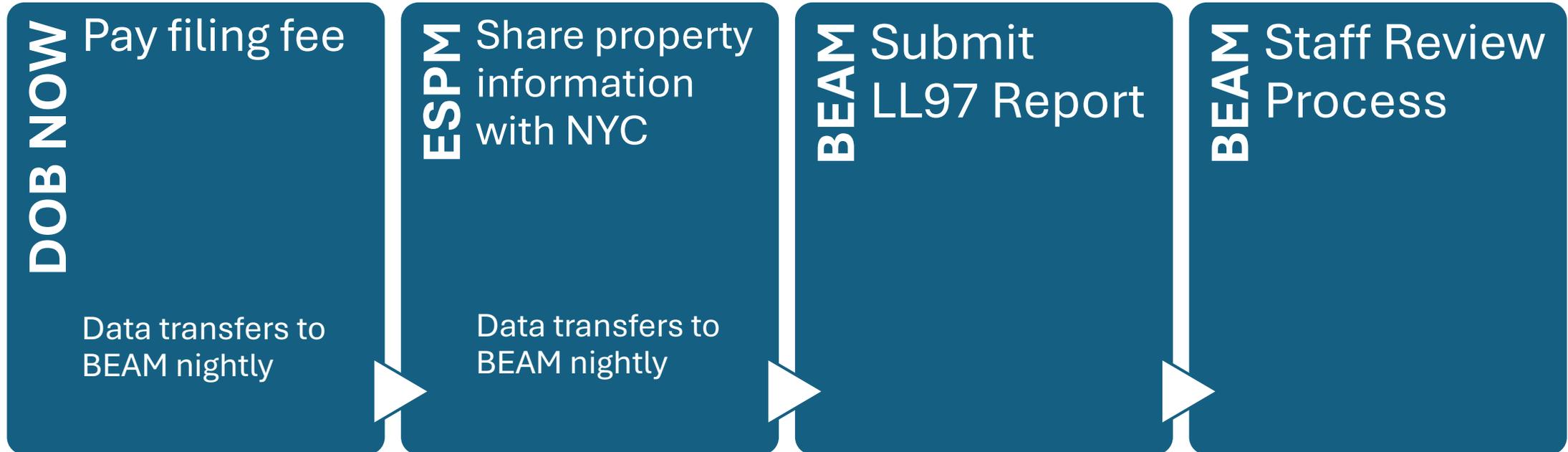
For payments by eCheck, the status of the transaction will change to **Pending Payment Verification**. The **Payment Confirmation Number** will be sent by email when the payment clears (up to 10 business days after it is submitted).

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.

The screenshot shows the NYC Department of Buildings Local Law Payments dashboard. At the top, there is a header with the NYC Department of Buildings logo and the text 'Local Law Payments'. Below the header, there are two buttons: '+ Local Law 97 Payment' and '+ Local Law 88 Payment'. Underneath, there are two tabs: 'Local Law 97 Fee Payments' (selected) and 'Local Law 88 Fee Payments'. The main content is a table with the following columns: View..., Actions, Transaction Number, Transaction Status, Payment Status, Payment Confirmation Number (highlighted with a red box), Article, Amount Paid, Amount Due, and Owner. The table contains one row of data:

View...	Actions	Transaction Number	Transaction Status	Payment Status	Payment Confirmation Number	Article	Amount Paid	Amount Due	Owner
	Select Action: ▾	LL97000002239	Submitted	Paid	97ADJ7FC2000002239	20	\$300.00	\$0.00	u unduru

Local Law 97 Reporting Process



The following three email addresses entered in DOB NOW will serve as the **only** email addresses to view building profile in the Building Energy Analysis Manager (BEAM).

- Owner
- Owner Representative
- Service Provider (RDP/RCxA)

Energy Star Portfolio Manager (ESPM)

MAJOR Changes to Benchmarking



1. **Share Request is required instead of the template approach that has been used the last 10+years for benchmarking.**
2. **Strict formatting on BBL and BIN. This key information must align with the LL97 CBL to transfer information from ESPM to BEAM. No dashes, spaces, etc.**
 - Search by BBL on [2025 LL97 CBL](#) and www.nyc.gov/dobnow.
 - **Standard ID – City/Town: NYC Borough, Block and Lot (BBL)** as it appears on the Covered Buildings List, the BBL should be in **10-digit number format** (NBBBBBLLLL) including any leading zeros for the block and lot with no symbols.
 - Manhattan = 1, Bronx = 2, Brooklyn = 3, Queens = 4, Staten Island = 5
 - A correct BBL entry for a building in **Queens**, with Block: **234**, and Lot: **56**, would be entered in the NYC Borough, Block and Lot (BBL) field as: **4002340056**.
 - **Campuses:** Use semi-colon (;) as the separator.
Example: **4002340056;4002340057;4002340058**
 - **Standard ID – Other: NYC Building Identification Number (BIN)**
 - 7-digit number format (4079215).
 - **Campuses:** Use semi-colon (;) as the separator.
Example: **4079215;4079216;4079217**

Critical Information for ESPM



- If your building has benchmarked in the past all Energy Star Portfolio Manager (ESPM) requirements are the same, except for **new modifications** for **standard IDs** formatting (inclusion of BIN) and method of reporting (**property sharing**).
- All Benchmarking requirements will remain in place for buildings that must **comply with Local Law 84** of 2009 (LL84) **and** Local Law 97 of 2019 (LL97). When adding property types in ESPM please continue to follow ESPM reporting guidelines for benchmarking. **BEAM has the option to break out property types more granularly for Local Law 97.**
- The **Property Data Administrator email** for your ESPM account should be the **building owner's email** when creating an ESPM account. If your account is already created on ESPM we recommend that the **email be changed to the owners.**
- ESPM data is pulled over from BEAM by BBL and BIN on a nightly basis.
- **Please plan enough time to submit a LL97 or LL88 report, as there are data exchanges that will prevent reporting in one day**

ESPM Connection: Connect with NYC DOB



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.**” You will also see a **notification** in the top right corner.

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.

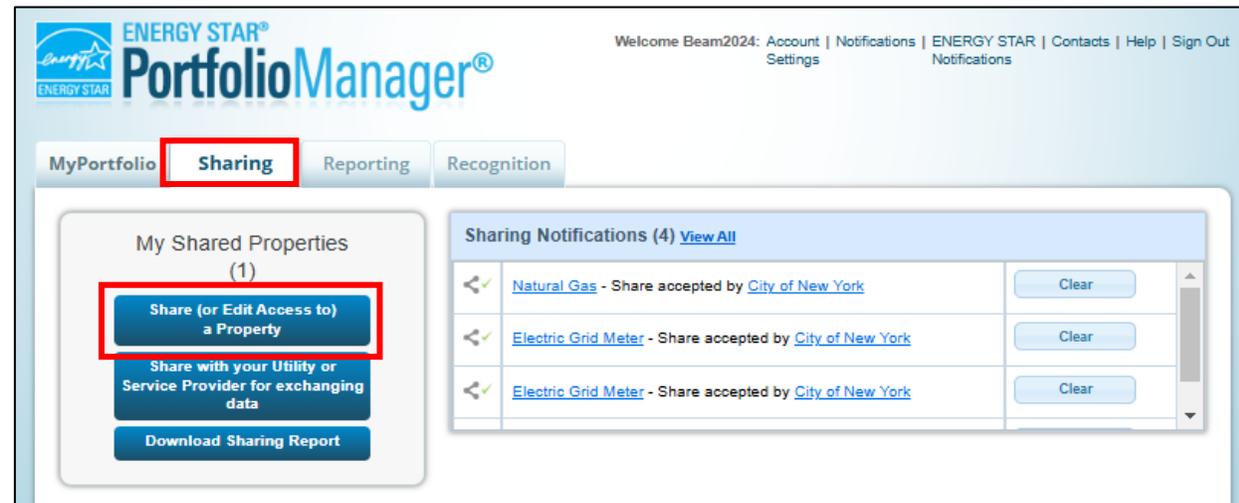
Your Search Criteria	City of New York (NYCGOVLL84) Department of Buildings with City of New York	Connect
Name: <input type="text"/>	Page 1 of 1 50	
Organization: <input type="text"/>	1 - 1 of 1	
Username: <input type="text" value="NYCGOVLL84"/>		
Email Address: <input type="text"/>		
Search		

ESPM Connection: Share Property

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.

- Go to the “**Sharing**” tab in Portfolio Manager.
- Click "**Share (or Edit Access) to a property**".



ESPM Connection: Share Property

- Click on "**Select Property(ies)**" button, a popup window with a list of properties will appear. Check the properties you'd like to share 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.

Share (or Edit Access to) Properties

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. If you have already shared properties, you can also use this form to edit people's access to your properties.



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 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 "Contacts" page and search for them under "Add Contact" or "Add Organization" (they need to have a Portfolio Manager account). Once you find them, send a "Connection" request. When they accept your

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?

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 "Contacts" page and search for them under "Add Contact" or "Add Organization" (they need to have a Portfolio Manager account). Once you find them, send a "Connection" request. When they accept your

Select Properties

Search:

Selected Properties: 0 [\(View Selection\)](#)

<input type="checkbox"/>	Name	Part of Larger Property	Property Type	State/Province
<input type="checkbox"/>	SBC	Not Applicable: Single Building	Parking	NY
<input type="checkbox"/>	Building 1	Howard	Multifamily Housing	NY
<input type="checkbox"/>	Building 2	Not Applicable: Single Building	Multifamily Housing	NY
<input type="checkbox"/>	Building 3	Not Applicable: Single Building	Multifamily Housing	NY
<input type="checkbox"/>	Building 3	Not Applicable: Single Building	Multifamily Housing	NY
<input type="checkbox"/>	Building 3	Not Applicable: Single Building	Multifamily Housing	NY
<input type="checkbox"/>	Howard	Howard	Multifamily Housing	NY
<input type="checkbox"/>	Midlitho	Not Applicable: Single Building	Data Center	NY
<input type="checkbox"/>	Property	Not Applicable: Single Building	Bank Branch	NY
<input type="checkbox"/>	...	Not Applicable:	Bank Branch	NY

[First](#) [Previous](#) Page 1 of 1 [Next](#) [Last](#) 100

Selected Properties: 0 [\(View Selection\)](#)

Filter Properties (11)

Filter by Group [\(Create New Group\)](#)

Campus (3)

Filter by Property Type

Bank Branch (1)

Data Center (1)

Financial Office (1)

Filter by Construction Status

Existing (5)

Test (6)

Filter by State/Province

New York (11)

Filter by Shared from

None - My Properties (PDA) (11)

Apply Selection [Cancel](#)

ESPM Connection: Share Property

- Under “**Select People (Accounts)**” click/highlight “**City of New York (NYCGOVLL84)**” as the recipient.
- Under “**Choose Permissions**” select "**Personalized Sharing & Exchange Data ("Custom Orders")**" and click “**Continue**”.

Share (or Edit Access to) Properties

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. If you have already shared properties, you can also use this form to edit people's access to your properties.

1 **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 Properties](#) Selected Properties: 0

2 **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:

City of New York (NYCGOVLL84)

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

3 **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, 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](#)

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 "Contacts" page and search for them under "Add Contact" or "Add Organization" (they need to have a Portfolio Manager account). Once you find them, send a "Connection" request. When they accept your connection request, they will show up on the list to the left.

Exchanging Data with Web Service Providers?

If you need to share your property(ies) with a Web Service Provider or Utility, use the ["Set Up Web Services/Data Exchange"](#) page.

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.

ESPM Connection: Share Property

- 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 “**All Meter Information**”.
 - Select “**None**” for “**Goals, Improvements, & Checklists**” and “**Recognition**”.
 - Select “**No**” for “**Share Forward**”
 - Click “**Apply Selections & Authorize Exchange**”.

Sort by:

Name (ID)	No Access	Read Only Access	Full Access	Custom Access	Exchange Data
Office (37471380)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		
City of New York	<input type="radio"/>				<input checked="" type="radio"/> Edit

Share Property(ies) [Cancel](#)

Select Access Permissions to [Office](#) for [City of New York](#).
The following information is required by [City of New York](#) in order to provide service to your property(ies).
Select the permission level below that you would like to grant [City of New York](#) for each category.

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

Additional Options:

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

Apply Selections & Authorize Exchange [Cancel](#)

ESPM Connection: Share Property



Once you've completed **Exchange Data** access for each property, click **“Share Property(ies)”**.
DOB will then need to approve your share request.

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.

Sort by:

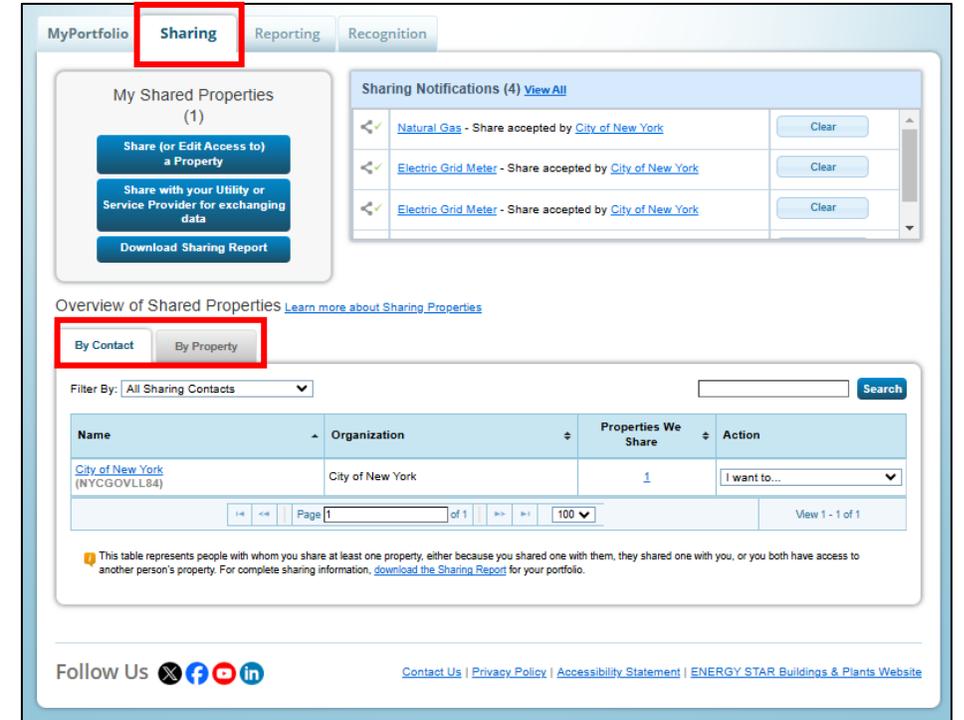
Name (ID)	No Access	Read Only Access	Full Access	Custom Access	Exchange Data
Office (37471360)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		
City of New York	<input type="radio"/>				<input checked="" type="radio"/> Edit

 Some of your contacts already have access to the properties you selected. When you select "Share Property(ies)" their access levels will be changed. No acceptance is required.

[Cancel](#)

Manage Shared Properties

- Click on the **Sharing** tab to review/manage Sharing details:
 - View sharing requests in the **Sharing Notifications** section.
 - View/edit Shared **Properties/Contacts**
 - Every user who has access to a property will be able to see the names of all other users who has access, regardless of their permission levels.



The screenshot shows the 'MyPortfolio' interface with the 'Sharing' tab selected. The 'Sharing' tab is highlighted with a red box. Below the tabs, there are three main sections:

- My Shared Properties (1)**: Contains three buttons: 'Share (or Edit Access to) a Property', 'Share with your Utility or Service Provider for exchanging data', and 'Download Sharing Report'.
- Sharing Notifications (4)**: A table with 4 notifications. The first row is 'Natural Gas - Share accepted by City of New York' with a 'Clear' button. The next two rows are 'Electric Grid Meter - Share accepted by City of New York' with 'Clear' buttons. The last row is also 'Electric Grid Meter - Share accepted by City of New York' with a 'Clear' button.
- Overview of Shared Properties**: A section with two tabs: 'By Contact' (selected and highlighted with a red box) and 'By Property'. Below the tabs is a filter dropdown set to 'All Sharing Contacts' and a search button. A table displays the following data:

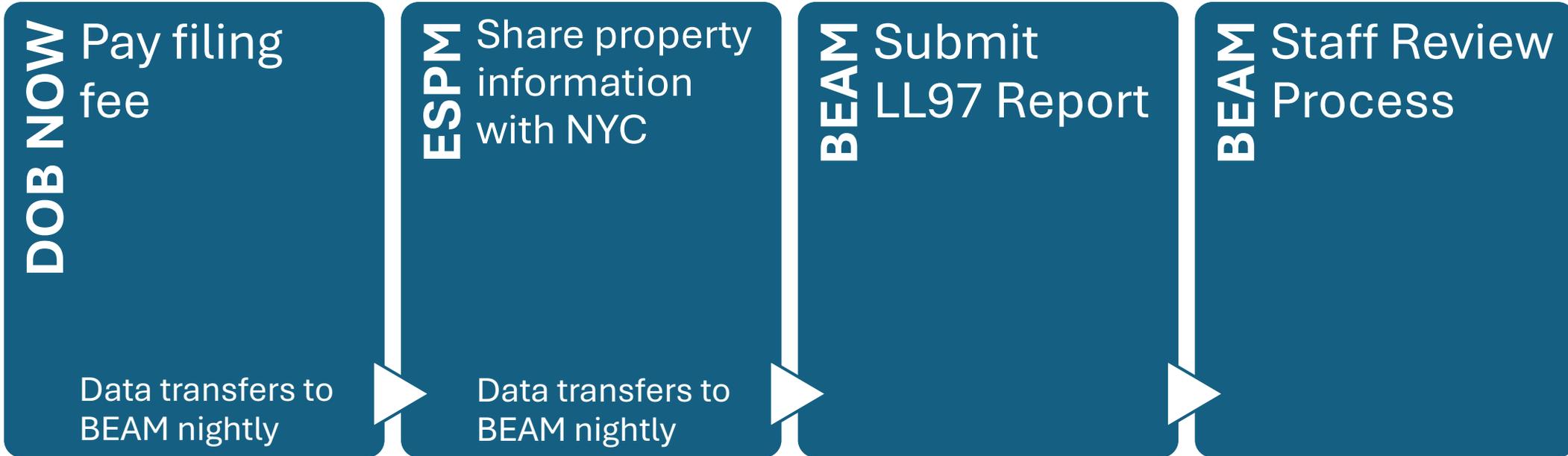
Name	Organization	Properties We Share	Action
City of New York (NYCGOVLL84)	City of New York	1	I want to...

Below the table is a pagination bar showing 'Page 1 of 1' and 'View 1 - 1 of 1'. A note at the bottom states: 'This table represents people with whom you share at least one property, either because you shared one with them, they shared one with you, or you both have access to another person's property. For complete sharing information, download the Sharing Report for your portfolio.'

At the bottom of the page, there are social media icons for Twitter, Facebook, YouTube, and LinkedIn, followed by links for 'Contact Us', 'Privacy Policy', 'Accessibility Statement', and 'ENERGY STAR Buildings & Plants Website'.

- Please register for [DOB Webinar Series: Benchmarking Forum](#), March 05, 2025 (9:30am-12:30pm)
- Join DOB, ConEd, National Grid, Sustainability Help Center (SHC)
- **The New York City Sustainability Help Center**
Email: Help@NYCsustainability.org
Phone: (212) 566-5584
- **ESPM Training / ENERGY STAR Portfolio Manager Support**
The U.S. Environmental Protection Agency (EPA) offers a range of course and webinars that will train you in how to use Portfolio Manager via <https://www.energystar.gov/buildings/training>

Local Law 97 Reporting Process



The following three email addresses entered in DOB NOW will serve as the **only** email addresses to view building profile in the Building Energy Analysis Manager (BEAM).

- Owner
- Owner Representative
- Service Provider (RDP/RCxA)

LL97/LL88 Reporting Process in BEAM

Tentative Webinar Schedule



Webinar Date	BEAM (Ticket Name)
3/7/2025	LL97 Compliance Report (Article 321)
3/11/2025	LL97 Building Emissions Limit & RDP Attestation (Article 320)
	LL97 Deductions and Alternatives to Calculating Annual Building Emissions (Article 320 and 321)
	LL97 Block Proration (Article 320)
3/14/2025	LL97 Penalty Mitigation (Article 321)
3/14/2025	LL97 Covered Building List (CBL) Disputes
3/18/2025	LL97 Penalty Mitigation (Article 320)
	LL97 Good Faith Efforts Report (Article 320 only)
3/20/2025	LL88 Lighting & Sub-Metering
3/25/2025	LL97 Application for §320.7 Adjustment
TBD	Offsets

Questions and Inquiries?

Contact:

BEAM_LL97@buildings.nyc.gov

