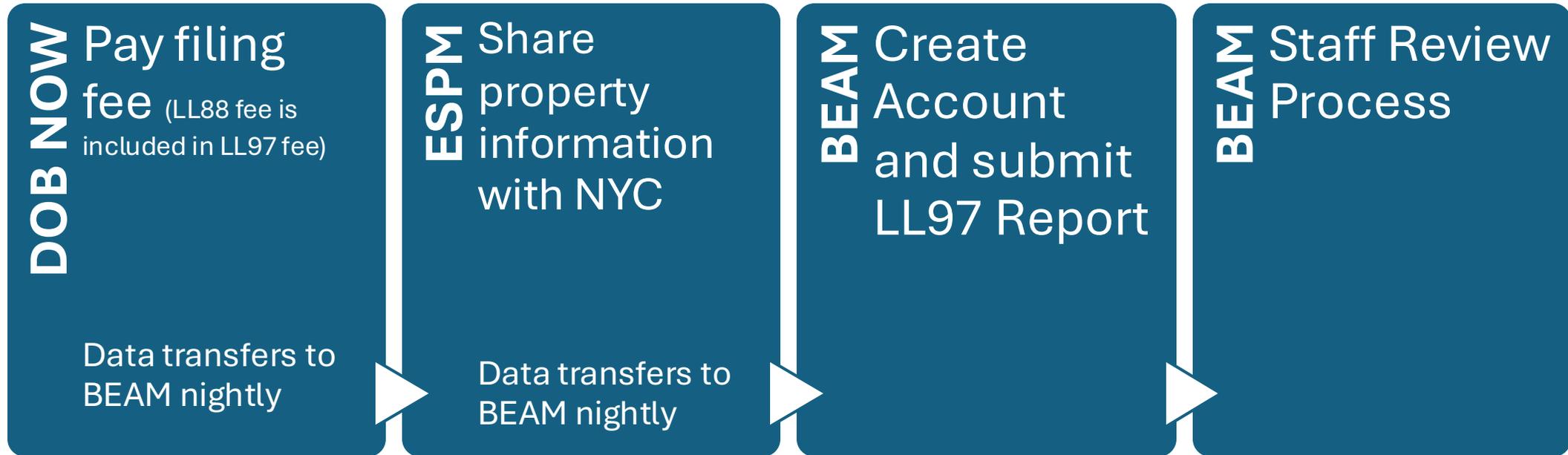
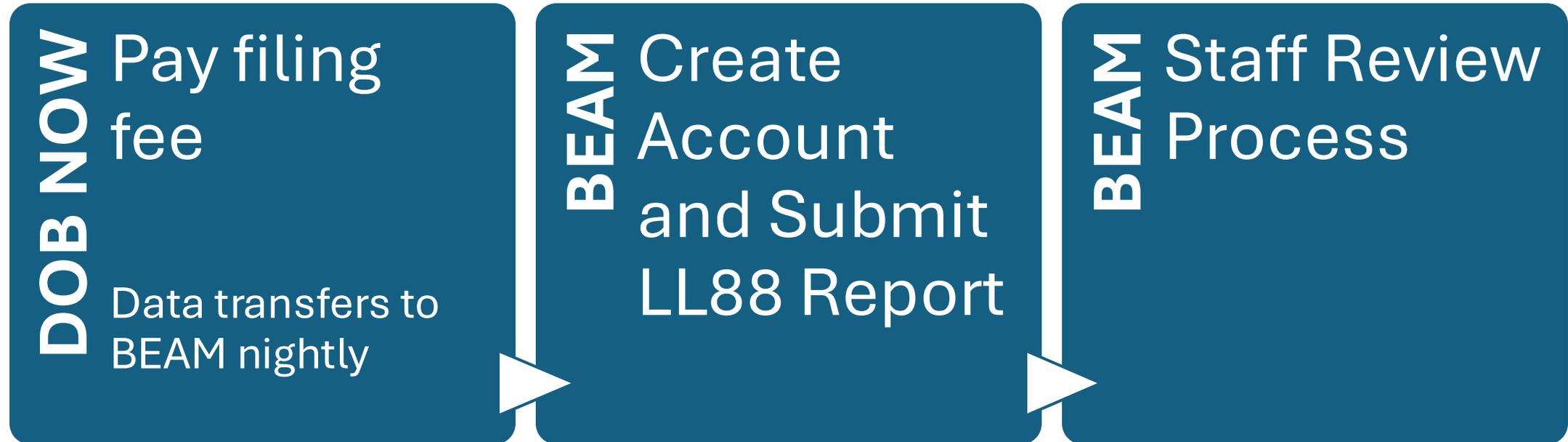


BEAM User Guide



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).

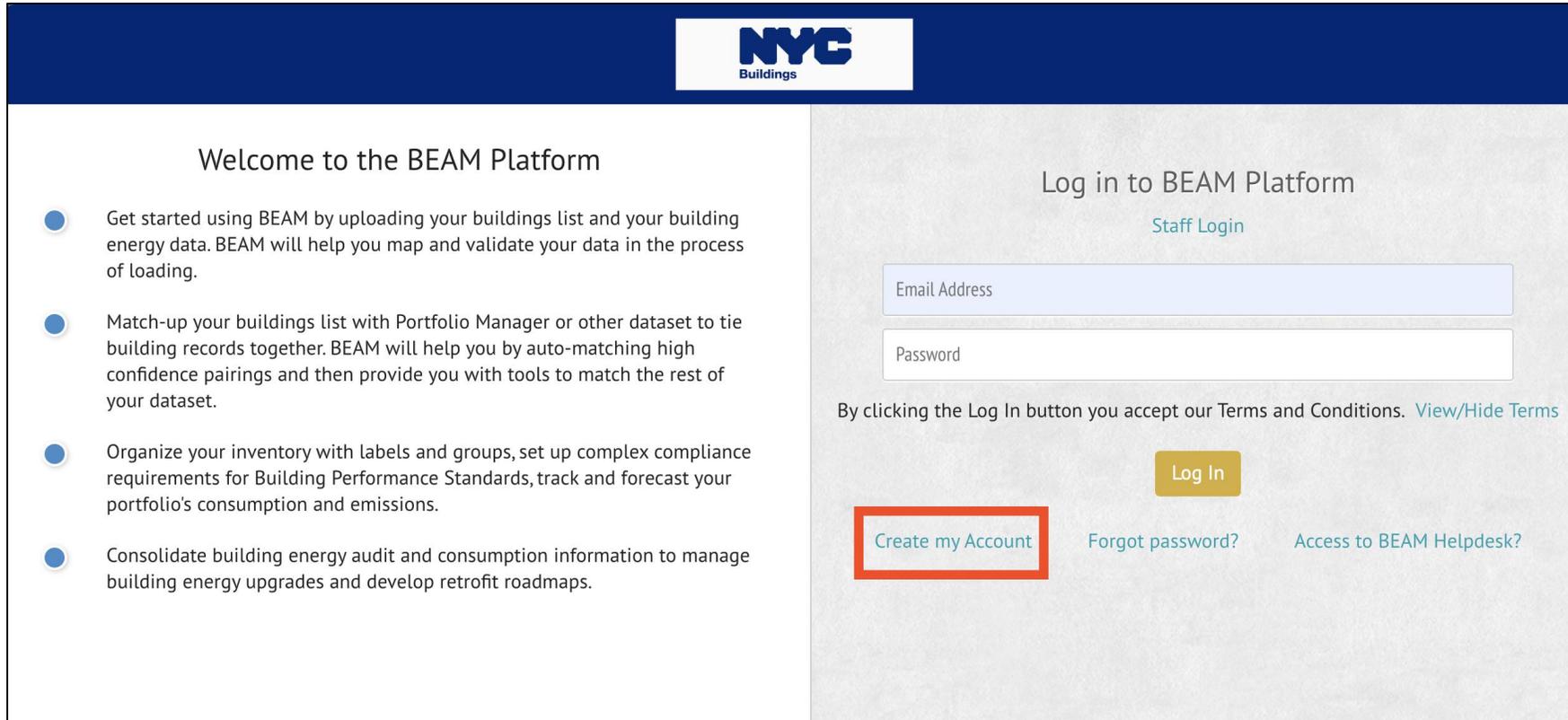
- Owner
- Owner Representative
- Service Provider (RDP/RCxA) - *optional if owner's rep is also service provider*



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, Licensed Master Electrician, or Licensed Special Electrician) - *optional if owner's rep is also service provider*

- Begin by selecting "Create Account" on the main BEAM page at <https://nyc.beam-portal.org/accounts/login/>.



The screenshot shows the BEAM Platform login page. At the top, there is a dark blue header with the NYC Buildings logo. Below the header, the page is split into two columns. The left column is titled "Welcome to the BEAM Platform" and contains four bullet points: 1. Get started using BEAM by uploading your buildings list and your building energy data. BEAM will help you map and validate your data in the process of loading. 2. Match-up your buildings list with Portfolio Manager or other dataset to tie building records together. BEAM will help you by auto-matching high confidence pairings and then provide you with tools to match the rest of your dataset. 3. Organize your inventory with labels and groups, set up complex compliance requirements for Building Performance Standards, track and forecast your portfolio's consumption and emissions. 4. Consolidate building energy audit and consumption information to manage building energy upgrades and develop retrofit roadmaps. The right column is titled "Log in to BEAM Platform" and contains a "Staff Login" link, an "Email Address" input field, a "Password" input field, and a "Log In" button. Below the input fields, there is a line of text: "By clicking the Log In button you accept our Terms and Conditions. [View/Hide Terms](#)". At the bottom of the right column, there are three links: "Create my Account" (highlighted with a red box), "Forgot password?", and "Access to BEAM Helpdesk?".

- Fill out all personal information and agree to click the reCAPTCHA check box.
- **NOTE:** The email provided for your BEAM Account must match either the **Owner, Owner's Representative, or Service Provider email** used in the DOB NOW filing fee. If the one of these emails is not used, you will be unable to submit a report and Covered Buildings List and ESPM Data will not transfer into your building inventory.

NYC Buildings

Welcome to the BEAM Platform

- Get started using BEAM by uploading your buildings list and your building energy data. BEAM will help you map and validate your data in the process of loading.
- Match-up your buildings list with Portfolio Manager or other dataset to tie building records together. BEAM will help you by auto-matching high confidence pairings and then provide you with tools to match the rest of your dataset.
- Organize your inventory with labels and groups, set up complex compliance requirements for Building Performance Standards, track and forecast your portfolio's consumption and emissions.
- Consolidate building energy audit and consumption information to manage building energy upgrades and develop retrofit roadmaps.

Create Your Account

By creating an account, signing in, and using this website, you are agreeing to our [Terms and Conditions](#).

Email Address

First Name

Last Name

Password

Confirm Password

Note: Passwords must be between 14-65 characters long and must be a combination of at least three of the following allowed character types:

- Upper case letter (A – Z)
- Lower case letter (a – z)
- Number (0 – 9)
- Special Character (e.g. !"#%&'()*+,-./:;=?@[\]^_`{|}~) except spaces, asterisks, angle brackets, or double slashes

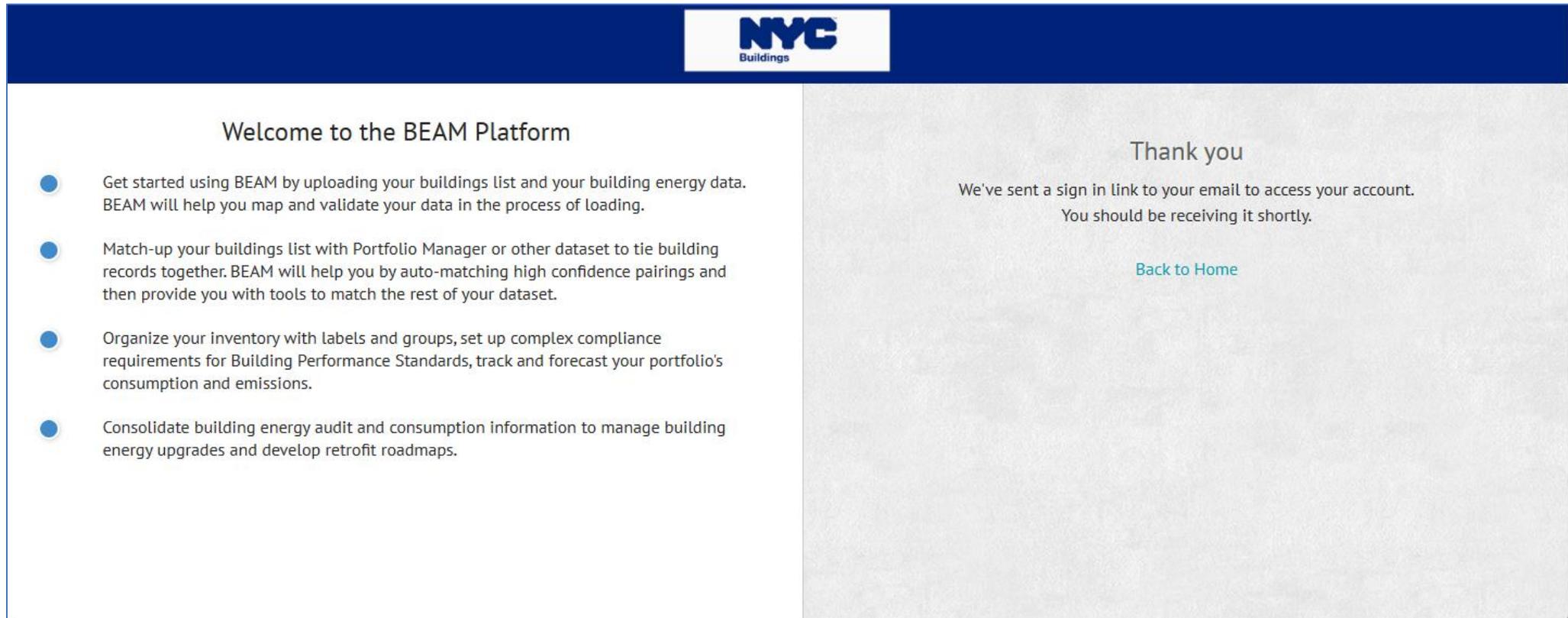
This reCAPTCHA is for testing purposes only. Please report to the site admin if you are seeing this.

I'm not a robot

reCAPTCHA
Privacy - Terms

Create my account Cancel

- An email link will be sent to the email entered in the previous page.



The screenshot shows a confirmation page for the BEAM Platform. At the top, there is a dark blue header with the NYC Buildings logo. The page is split into two columns. The left column has a white background and contains a heading 'Welcome to the BEAM Platform' followed by a bulleted list of four items. The right column has a light gray background and contains a heading 'Thank you', a paragraph of text, and a 'Back to Home' link.

NYC Buildings

Welcome to the BEAM Platform

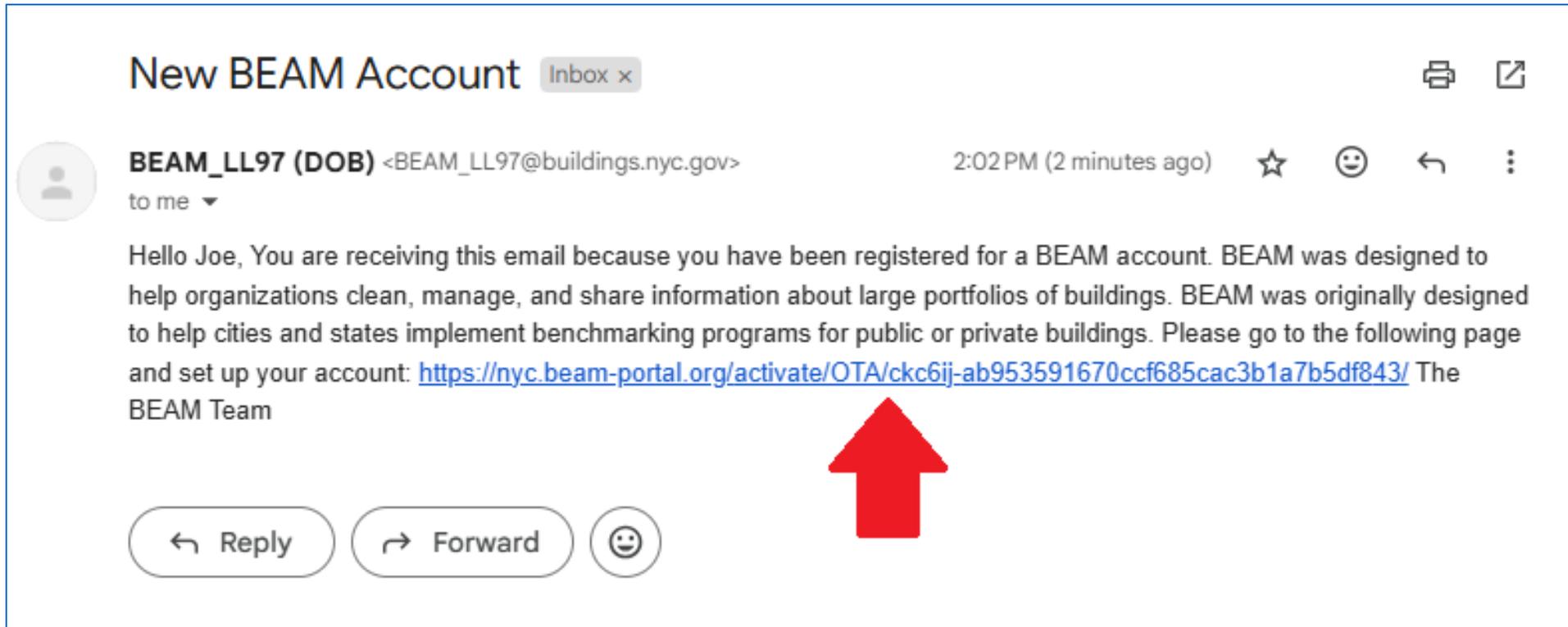
- Get started using BEAM by uploading your buildings list and your building energy data. BEAM will help you map and validate your data in the process of loading.
- Match-up your buildings list with Portfolio Manager or other dataset to tie building records together. BEAM will help you by auto-matching high confidence pairings and then provide you with tools to match the rest of your dataset.
- Organize your inventory with labels and groups, set up complex compliance requirements for Building Performance Standards, track and forecast your portfolio's consumption and emissions.
- Consolidate building energy audit and consumption information to manage building energy upgrades and develop retrofit roadmaps.

Thank you

We've sent a sign in link to your email to access your account.
You should be receiving it shortly.

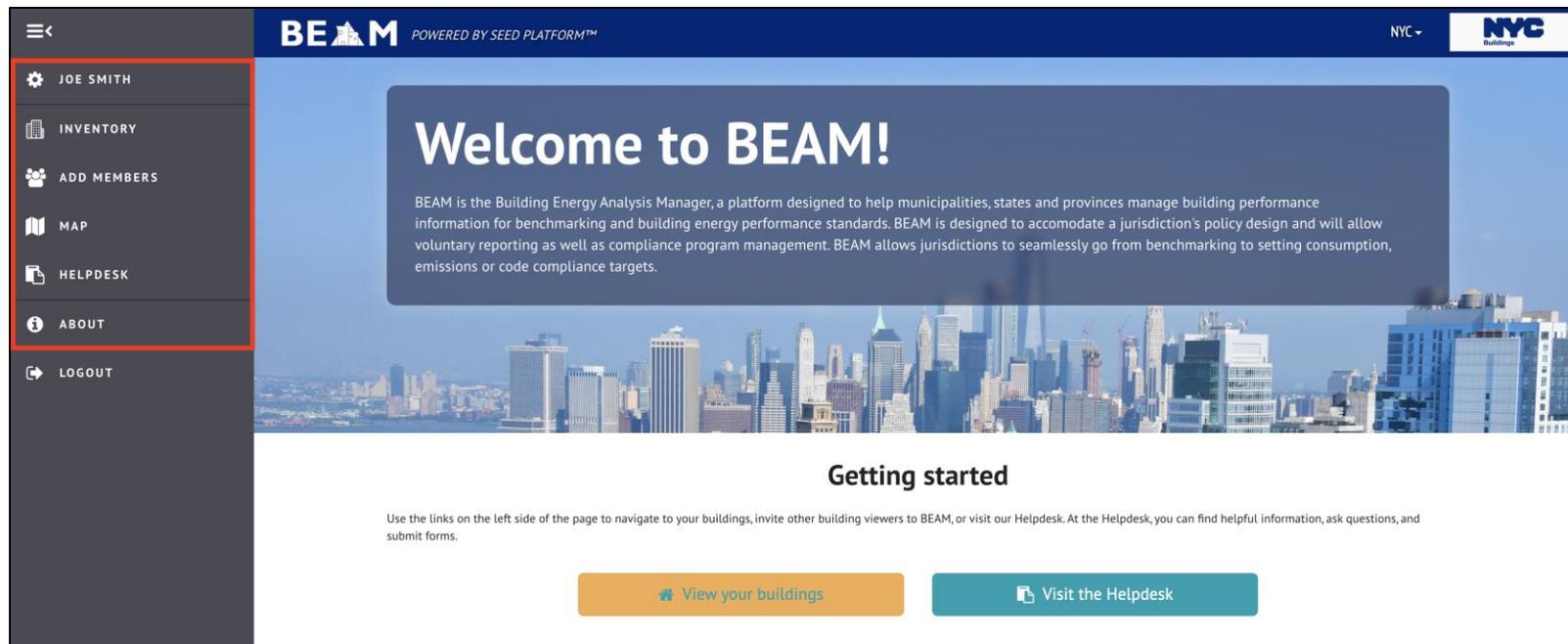
[Back to Home](#)

- Confirm your account by clicking the following link.



BEAM Navigation and Tips

- The link will bring you to your Owner Portal, you can use the navigation bar on the left side of the screen to navigate to different parts of the Owner Portal.
 - Click your name to edit user account settings (Name, email, and password)
 - Click on "Inventory" to view information on your buildings
 - Click on "Helpdesk" to navigate to the Helpdesk, Knowledgebase, and LL97 Ticket.



- Navigate to the top left gear icon and select "Security" to change your account password.

The screenshot displays the BEAM user interface. At the top, there is a dark blue header with the BEAM logo and 'POWERED BY SEED PLATFORM™' on the left, and 'NYC Buildings' on the right. Below the header, a user profile section for 'Joe Smith' is visible, with tabs for 'Profile Info' and 'Security'. The 'Security' tab is active, showing a 'Change Password' form. The form includes three input fields: 'Current password', 'New password', and 'Confirm new password'. A yellow 'Change Password' button is located at the bottom of the form. On the left side of the interface, a dark sidebar contains a menu with icons and labels: 'JOE SMITH', 'INVENTORY', 'ADD MEMBERS', 'MAP', 'HELPDESK', 'ABOUT', and 'LOGOUT'.

- The Building Inventory is organized by Property (BIN) and Tax Lot (BBL). Information from both ESPM and the Local Law 97 Covered Buildings List will populate into each building profile.

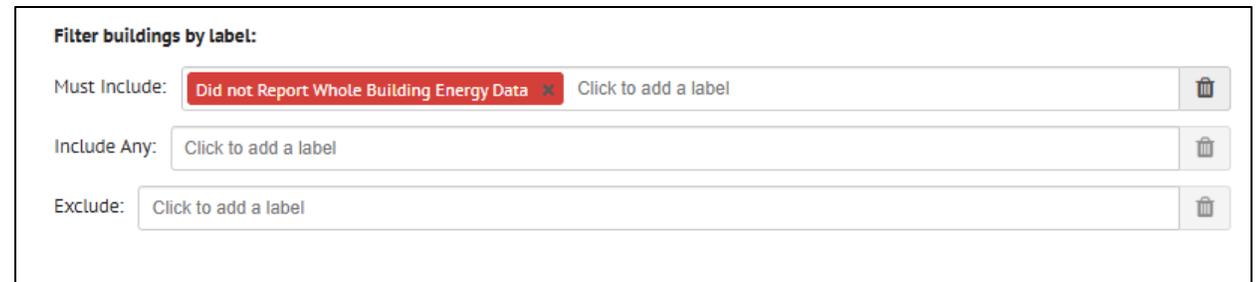
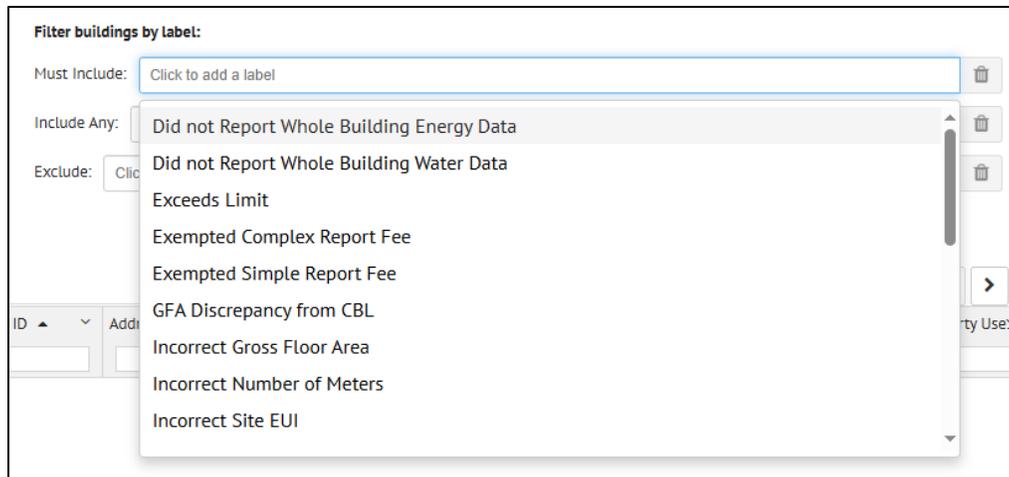
The screenshot shows the BEAM Inventory interface. On the left is a dark sidebar menu with the following items: BUILDING OWNER, INVENTORY (highlighted with a red border), ADD MEMBERS, MAP, HELPDESK, ABOUT, and LOGOUT. The main content area has a blue header with the BEAM logo and 'POWERED BY SEED PLATFORM™'. Below the header, there is a form with a dropdown menu set to '2024 Calendar Year' and three text input fields labeled 'Actions:', 'Current Sorts:', and 'Current Search Terms:'. Below these are two buttons: 'View by Property' (selected) and 'View All by Tax Lot'. At the bottom is a table with the following data:

	Property Name	BBL (Tax Lot)	Building ID Number (BTL)	Portfolio
	6 Main St	12345678910	1234567	

- The Inventory Tab allows for users to sort and filter their buildings. One way to do this is by selecting the year from the “Cycle” dropdown.

The screenshot displays the BEAM Inventory interface. On the left is a dark sidebar with navigation icons and labels: BUILDING OWNER, INVENTORY (highlighted), ADD MEMBERS, MAP, HELPDESK, ABOUT, and LOGOUT. The top header is dark blue with the BEAM logo, 'POWERED BY SEED PLATFORM™', and 'NYC Buildings' on the right. The main content area is titled 'Properties' and features a dropdown menu 'Select a cycle to view building data from:' with '2023 Calendar Year' selected, highlighted by a red box. Below this are 'Actions:', 'Current Sorts:', and 'Current Search Terms:' sections. To the right are 'Filter buildings by label:' options: 'Must Include:', 'Include Any:', and 'Exclude:', each with a 'Click to add a label' button and a trash icon. At the bottom, there are 'View by Property' and 'View All by Tax Lot' buttons, a table with columns for various property attributes, and pagination controls showing '0-0'.

- In the top right of your building inventory you can filter data by label using the dropdowns in the top right of the building inventory. You can filter your buildings by "Include Any" and "Exclude". The filters will be displayed in the top right "Must Include" and "Exclude" sections. This will help assist you filter and better keep track of your buildings.



- Data can be exported to a spreadsheet format. To do this, click the check marks in the left most column, either individually to export selected buildings or click the check mark in the column header to export all buildings. Then click “Actions” and “Export”.

The screenshot shows the BEAM Inventory interface. On the left is a dark sidebar with navigation options: BUILDING OWNER, INVENTORY (highlighted), ADD MEMBERS, MAP, HELPDESK, ABOUT, and LOGOUT. The main content area has a blue header with the BEAM logo and 'POWERED BY SEED PLATFORM™'. Below the header, there's a filter for 'Select a cycle to view building data from:' set to '2024 Calendar Year'. An 'Actions:' button is highlighted with a red box. Below it are 'Current Sorts:' and 'Current Search Terms:' fields. At the bottom, there are two view buttons: 'View by Property' (selected) and 'View All by Tax Lot'. A table is displayed with columns: Property Name, BBL (Tax Lot), Building ID Number (BIM), and Portfolio. The first row of the table has a checkmark in the leftmost column, which is also highlighted with a red box. The table data is as follows:

	Property Name	BBL (Tax Lot)	Building ID Number (BIM)	Portfolio
<input checked="" type="checkbox"/>	6 Main St	12345678910	1234567	

- To access a more detailed view of your property you can click on the Detailed Property View Button in the Inventory. From here you can see more information about your building, as well as the reporting history for a given cycle.

The image shows two screenshots of the BEAM user interface. The top screenshot displays the 'Inventory' view with a sidebar on the left containing options like 'BUILDING OWNER', 'INVENTORY', 'ADD MEMBERS', 'MAP', 'HELPDESK', 'ABOUT', and 'LOGOUT'. The main content area includes a filter for '2024 Calendar Year' and a table with columns for 'Property Name', 'BBL (Tax Lot)', and 'Building'. A red arrow points from the 'Detailed Property View' button in the table to the bottom screenshot.

The bottom screenshot shows the 'Property Detail' view for a specific property. The sidebar is the same as in the top screenshot. The main content area shows the property name '6 Main St', BBL '12345678910', and building number '1234'. Below this, there are tabs for 'Property Detail', 'Communications', and 'Cross-Cycles'. The 'Property Detail' tab is active, showing a 'Property : Unknown' status and a section for 'Data from 2023 Calendar Year'. A table lists various fields and their corresponding values or links, such as 'Field: Main' with a link 'webServicesMetricsPMReports_20250107_022253.xlsx'.

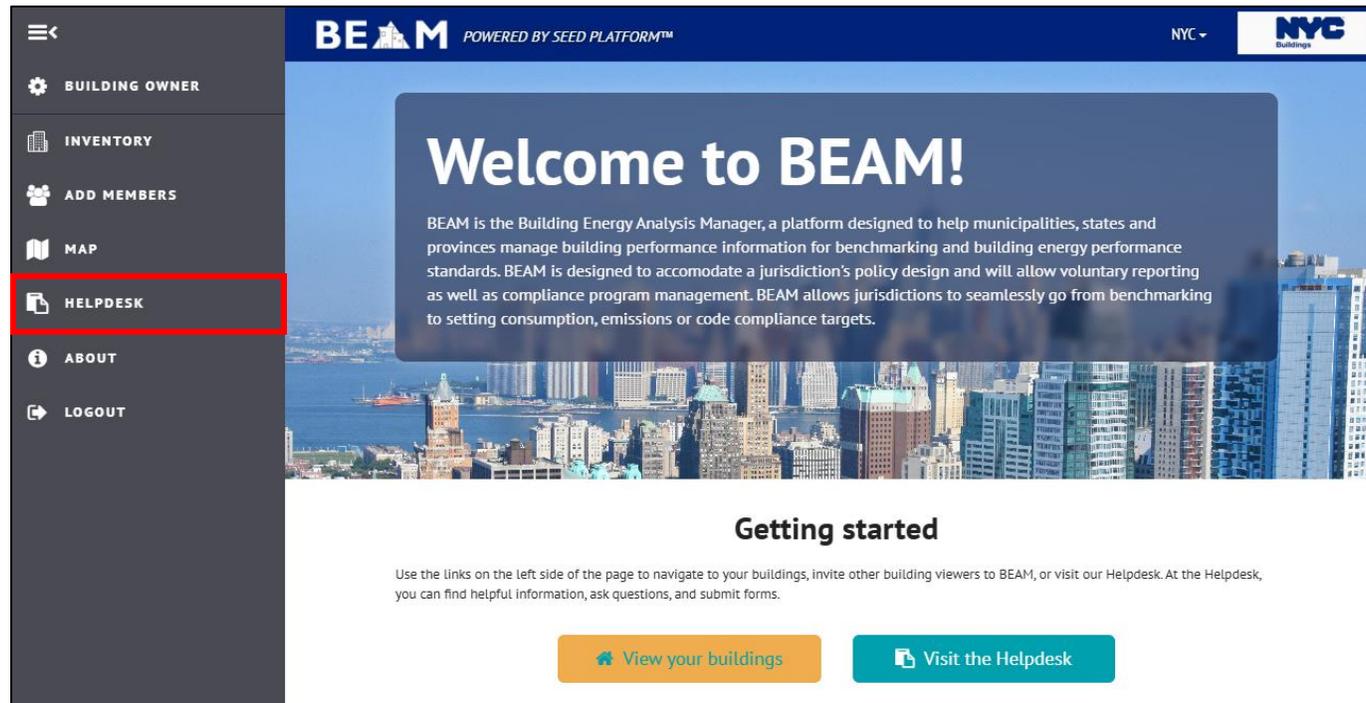
Field	Value
Gross Floor Area (ft ²)	
Building ID Number (BIN)	
Address Line 1 DOF	
BC Code	
BuildCount (DOF)	

- You may view Helpdesk tickets and communications linked to your buildings by clicking the folded paper icon next to each building in the Inventory. Inquiries are matched to buildings based on the ENERGY STAR Portfolio Manager ID and/or jurisdiction-specific ID of the building. To view the details of the communications, or make changes to the request, click “View Ticket”. You may also use this feature to create a New Ticket in the top right.

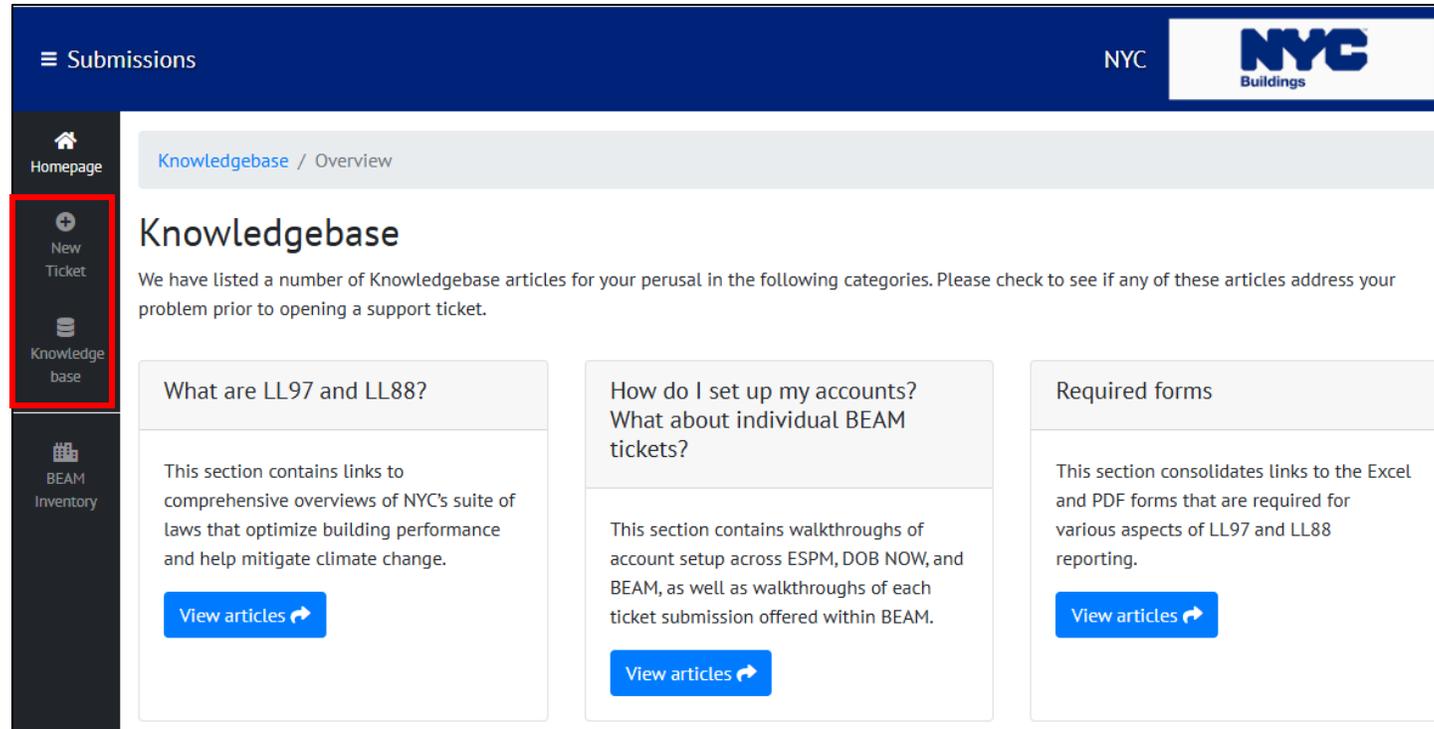
The screenshot shows the BEAM Inventory interface. On the left is a navigation sidebar with options: BUILDING OWNER, INVENTORY, ADD MEMBERS, MAP, HELPDESK, ABOUT, and LOGOUT. The main content area displays a table of buildings with columns for Property Name, BBL (Tax Lot), Building ID Number (BIM), and Portfolio. A red arrow points from the '6 Main St' row in the table to a detailed view window titled 'Communications'. This window shows the property name '6 Main St' and a 'New Ticket' button. Below this is a 'Tickets' section with a table of ticket details.

ID ↑↓	FORM ↑↓	TITLE ↑↓	DESCRIPTION ↑↓	STATUS ↑↓	CREATED ON ↑↓	LAST UPDATED ↑↓	VIEW IN HELPDESK ↑↓
371	Email Form	ESPM Property Share R...	CAUTION! EXTERNAL ...	Replied	03/06/2025 09:15 AM	03/13/2025 05:21 PM	View Ticket

- The helpdesk can be accessed through the navigation panel on the BEAM Owner Portal or via the webpage link: nyc.beam-portal.org/helpdesk

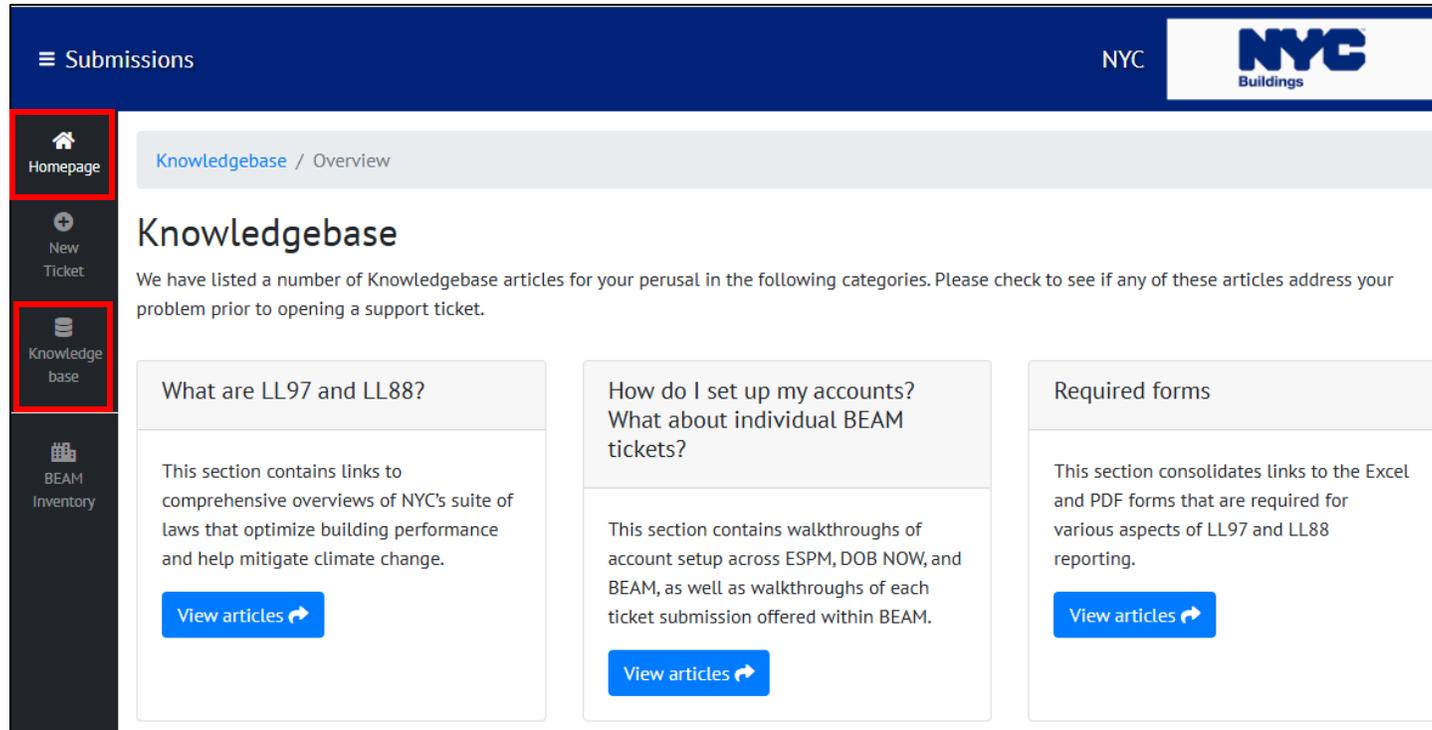


- The Helpdesk has two functions:
 - Submitting all Local Law 97 and 88 compliance reports
 - Access the Knowledgebase resources

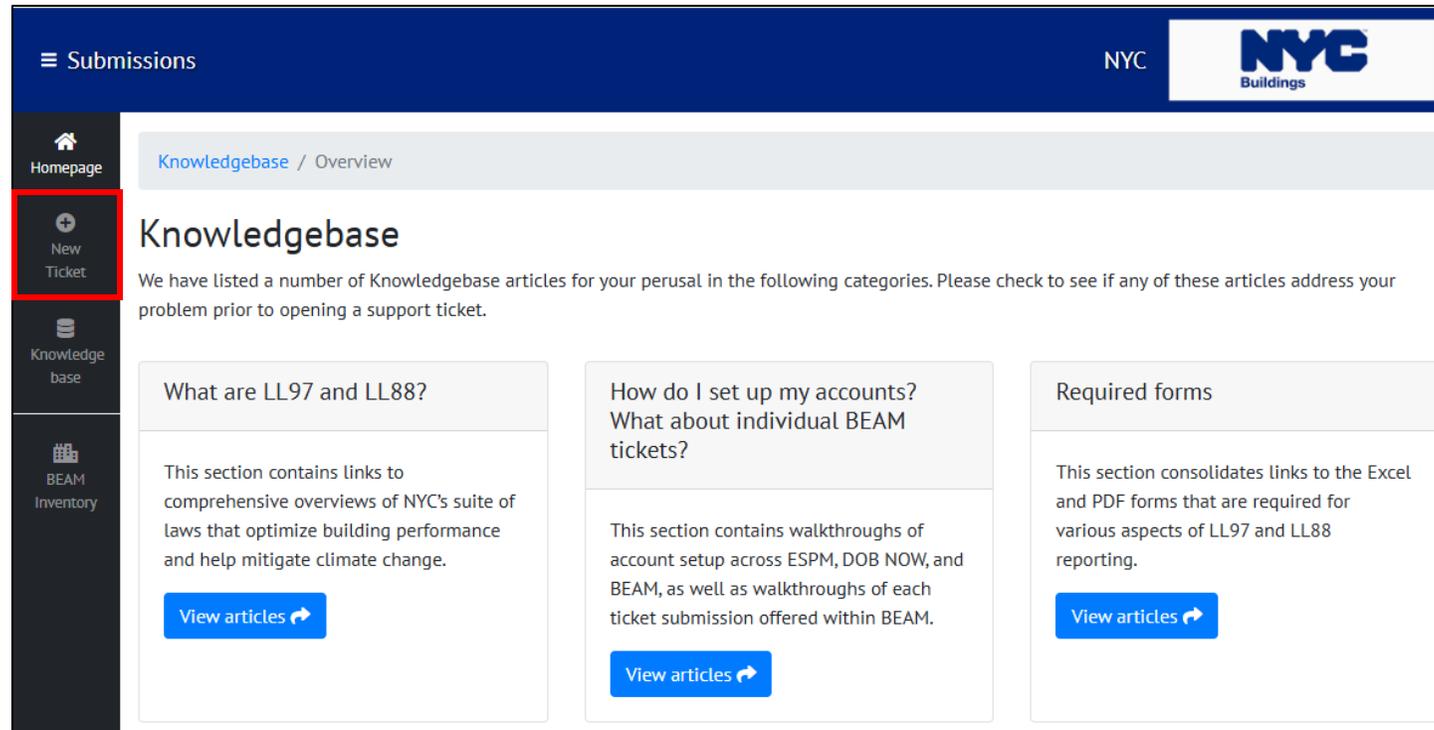


The screenshot shows the BEAM Knowledgebase interface. At the top, there is a dark blue header with a hamburger menu icon, the text "Submissions", and the NYC Buildings logo. Below the header is a dark sidebar with navigation options: "Homepage", "New Ticket" (highlighted with a red box), "Knowledge base", and "BEAM Inventory". The main content area has a breadcrumb "Knowledgebase / Overview" and a title "Knowledgebase". Below the title is a paragraph: "We have listed a number of Knowledgebase articles for your perusal in the following categories. Please check to see if any of these articles address your problem prior to opening a support ticket." There are three article cards: "What are LL97 and LL88?", "How do I set up my accounts? What about individual BEAM tickets?", and "Required forms". Each card contains a brief description and a "View articles" button with an external link icon.

- The knowledge base is the default screen for the Helpdesk page, you may access the Knowledgebase by clicking on the "Homepage" or the "Knowledgebase" icons on the navigation bar.



- You may submit a compliance report or a helpdesk inquiry via the "New Ticket" function on the navigation bar. Individual User Guides for each available ticket have been created and can be found on the [LL97 Greenhouse Gas Emissions Reduction Main Page](#).



- To return to the main Owner Portal page you can click "BEAM Inventory" on the bottom of the navigation bar.

