ESPM User Guide

Local Law 97 How-to Guides

NYC Buildings

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**
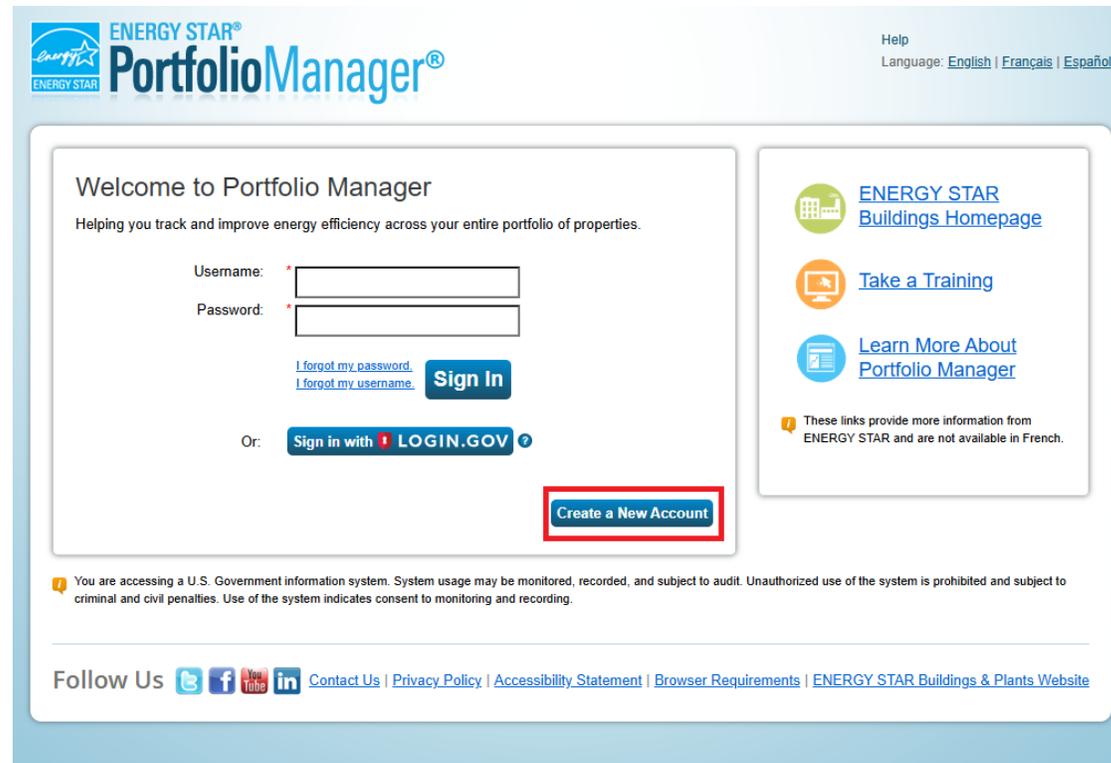
Table of Contents

Step 1: Proceed to New Account Page

- To gain access to the ESPM tool, building **owners** must create an <u>Energy Star Portfolio Manager (ESPM) account</u>. Other professionals, including owner's representatives and service providers, must be added to an account later by the building owner.

Step 2: Fill out Basic Information

- Fill out all basic personal contact, building, and organizational information. Each Portfolio Manager account must be associated with the building owner using an active email address, so NYC may reach out for data validation.

- **Note:** The username of the account cannot be changed, so the username must be related to, or associated with the **building owner**.

Create an Account

Accessing Your Account

Username:	*
Password:	*
	Create a password that is at least 8 characters long and includes at least three of the following: lowercase letters, uppercase letters, numbers and/or special characters (such as *, #, %, etc.).
Confirm Password:	*

About Yourself

First Name:	*
Last Name:	*
Job Title:	*
Email:	*
Confirm Email:	*
	Note: We never share your email address with third parties.
Phone:	*
Country:	* Select Country
Language:	English
Reporting Units:	● Conventional EPA Units (e.g., kBtu/ft²)
	○ Metric Units (e.g., GJ/m²)
Street Address:	*
City/Municipality:	*
State/Province:	* - - - Select - - -
Postal Code:	*

NYC Buildings

Step 2: Fill out Basic Information

- Continued: Fill out organizational information and ensure that your username is searchable. Finalize your account by clicking the "Create My Account" button on the bottom right.

Step 3: Activate Account via Email

- Check your email used in the previous step and follow the activation link.

Activate Your Portfolio Manager Account

donotreply@energystar.gov
To: joesmith@gmail.com

😊 ↩ Reply   ↩ Reply all   �{→} Forward   ▦   ⋯

Dear Joe Smith,

You're almost there… The final step in creating your Portfolio Manager account is to click on this link to verify your email address, then log into Portfolio Manager. **This link will be available for 24 hours.** If you don't click on this link within 24 hours, you'll need to repeat the process of creating a new account.

Your username is: Beam2024

ENERGY STAR Commercial and Industrial Program

↩ Reply   �{→} Forward

Step 4: Confirmation of Account Creation

- After you validate the link via email you will receive an accolade that shows your account is active.
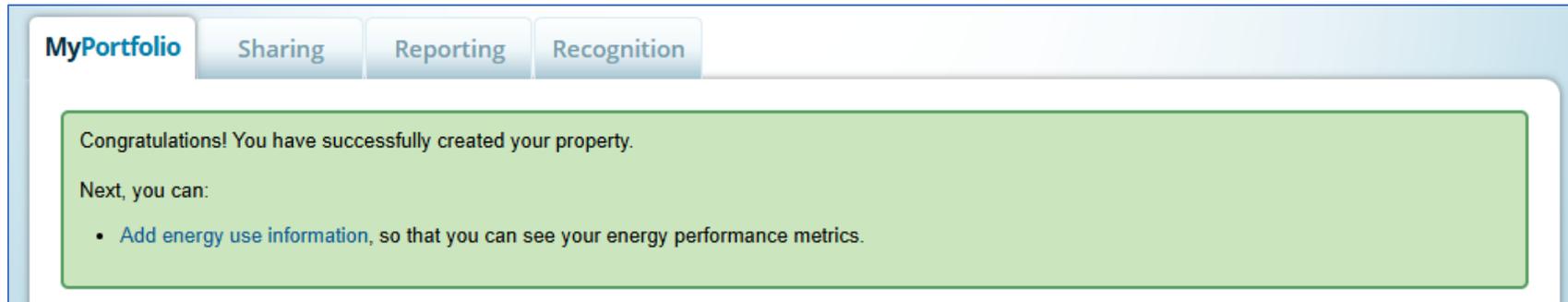
Step 5: Add your Property Details

- Log into Energy Star Portfolio Manager at https://portfoliomanager.energystar.gov/pm/login and click **Add a Property** on the MyPortfolio tab.
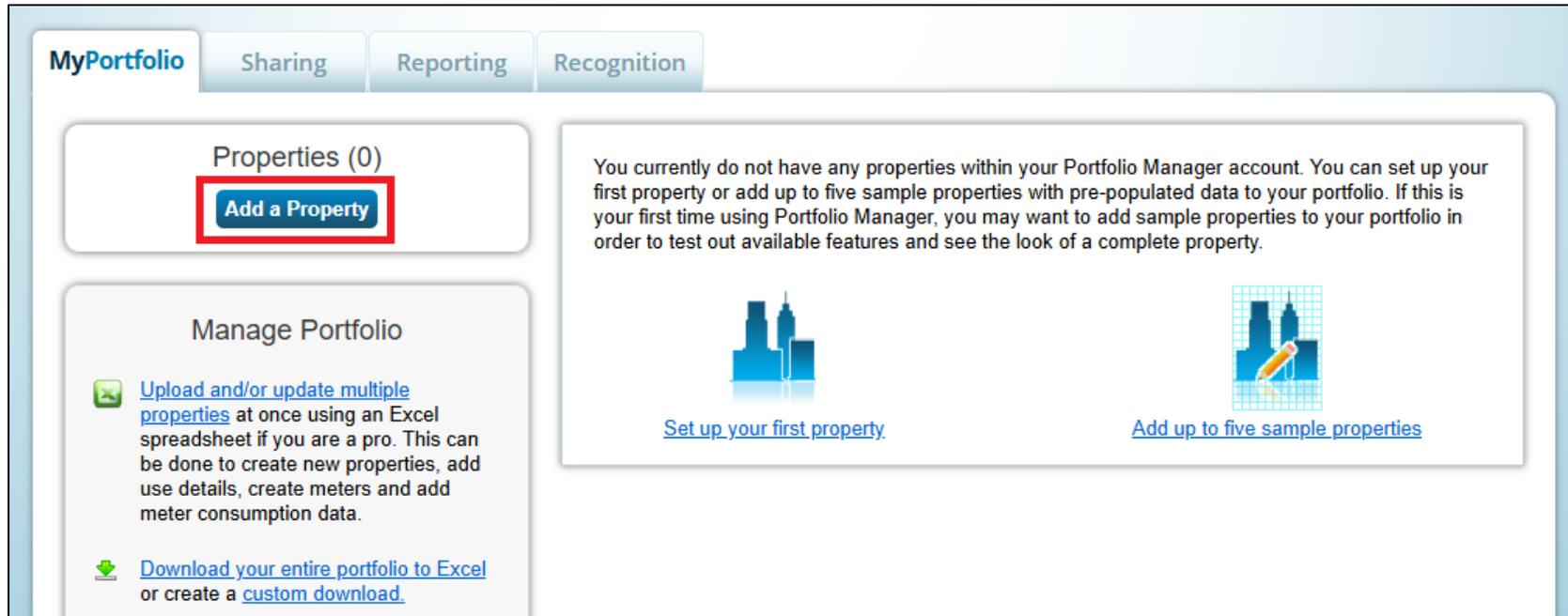
Users should follow the guidance below to identify property types in ESPM:

Property Type Requirements:

- Set up your ESPM account to generate a score (you will need to have 50% of your property as a *single* property type that is eligible for ENERGY STAR score.
- If your building does not generate a score, you may be subject to an audit.
- If you wish to add additional property types for your LL97 report, you may do so in BEAM
- "Mixed Use" or "Other" may not be selected as property type.

Failing to follow the above guidance for entering property types in ESPM may result in a violation for:

➢ **Failing to generate an ENERGY STAR score**

AND/OR

➢ **Failing to file the annual emissions report for Local Law 97 in BEAM.**

If your property is subject to Local Law 97 compliance **you may enter any additional LL97 required property types associated with your building in BEAM**, not ESPM.

Your Property's Buildings:

- As a general rule, property owners should work to identify building-level data.

- Any building that is separately metered should have a unique property page.

- A property reporting as a campus must input the number of physical buildings under that parent property here.

- Buildings will be required to be reported separately under LL97 beginning in 2030 and must be sub-metered by that time to be considered in compliance with LL97.

Your Property's Construction Status:

- Select existing property.

Click **Get Started**!

Step 7: Enter Basic Property Information

Continue to add all basic property information such as address, year built, Gross Floor Area, and Occupancy percentage.

Set Up a Property: Basic Property Information

Tell us a little bit more about your property, including a name that you will use to look up your property and its address.

About Your Property

Name:	NYC Office
Country:	United States
Street Address:	123 Main St
City/Municipality:	New York
County:	
State/Province:	New York
Postal Code:	10000
Year Built:	1990
Gross Floor Area:	50,000 Sq. Ft. ☐ Temporary Value

Gross Floor Area (GFA) is the total property floor area, measured from the principal exterior surfaces of the building(s). **Do not include parking.** Details on what to include.

Irrigated Area:	Sq. Ft.
Occupancy:	90 %
Property Photo (optional):	Choose File No file chosen

Select an image file on your computer with the format type of .jpg, .jpeg, .png or .gif; photos will be resized to fit a space of 2.78 inches wide x 2 inches tall.

Step 8: Confirm BBL and BIN Information

1. Confirm the **BBL on your Property Tax Bill** (publicly available at DOF Property Tax Bill search) matches the **BBL on the 2025 LL97 CBL**.

2. **Standard ID – City/Town:**
   - Each BBL should be entered in ESPM as 10-digit number: NBBBBBLLLL
   - N is your property's borough represented by a number. Borough numbers are as follows: Manhattan = 1, Bronx = 2, Brooklyn = 3, Queens = 4, Staten Island = 5
   - BBBBB; is the 5-digit Block number with additional leading zeros entered to the left as needed

     Example: 'Block: 845' = 00845
   - LLLL is the 4-digit Lot number with additional leading zeros entered to the left as needed

     Example: 'Lot: 27' = 0027
   - BBL Example: 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**.

3. **Standard ID – Other:**
   - Once you have entered your BBL, locate your property NYC Building Identification   Number (BIN) **at www.nyc.gov/dobnow** and enter your building 7-digit BIN number.

     Example: 4079215

Step 9: Enter Standard IDs

In the **Standard ID**s section, enter your building's Borough, Block, and Lot (BBL) identifier and NYC Building Identification Number (BIN).
- Select the **Standard ID – City/Town** dropdown and select **NYC Borough, Block and Lot (BBL)**. Enter your property's BBL in the field.
- Select the **Standard ID – Other** dropdown and select **NYC Building Identification Number (BIN)**. Enter your property's BIN in the field.
- Note: These fields should ONLY include numbers. NO letters or special characters should be used, including slash, dash, etc.
- Exception: Multiple Standard IDs should be separated by semicolon.

Single BIN

Multiple BINs

Step 10: Select All Applicable Options

- Select appropriate boxes under "Do any of these apply?" section. Click Continue.

Do any of these apply?

- ☐ My property's energy consumption includes parking areas
- ☐ My property has a Data Center that requires a constant power load of 75 kW or more
- ☐ My property has one or more retail stores (that are eligible for a Retail score).
- ☐ My property has one or more restaurants/cafeterias
- ☐ My property has a trading floor

Step 11: Add Property

- On the next page, "Set Up a Property: How is it used?" page, enter building use details such as operating hours, number of workers on main shift, and percent that can be cooled/heated for each property type. Avoid using default or temporary values and enter accurate data for your property. **NOTE: Hover the mouse over blue font section names to see a definition of that field.**

- To add another property type, click "Add Another Type of Use" in the top right and then select a Property Type from the **Add Another Type of Use** dropdown menu. Click **Add**. Enter Use Details for the property and then click **Save Use**.

- You may also do this step after the creation of your building by clicking the property's **Details tab.**

- Click **Add Property**. Once you have successfully added your property, you will see the property's Summary tab.
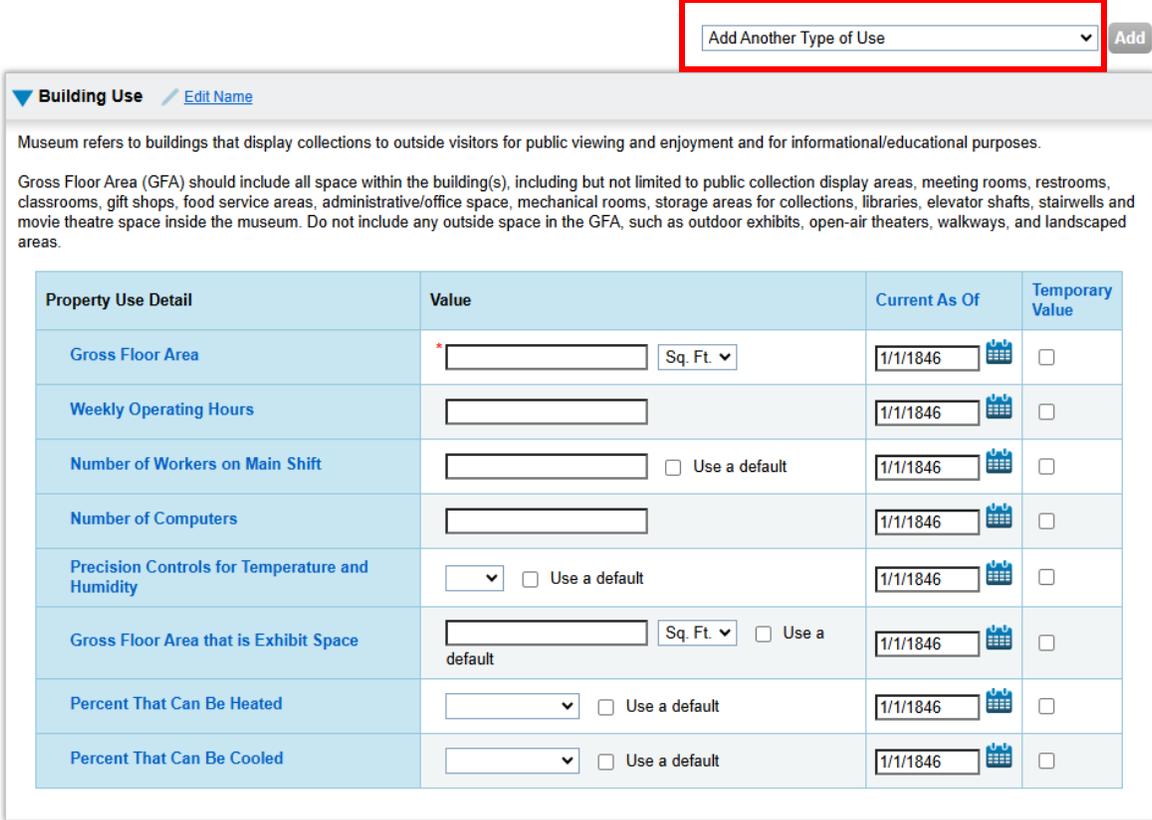
Add Another Type of Use ⌄ Add

▼ **Building Use**   ✎ Edit Name

Museum refers to buildings that display collections to outside visitors for public viewing and enjoyment and for informational/educational purposes.

Gross Floor Area (GFA) should include all space within the building(s), including but not limited to public collection display areas, meeting rooms, restrooms, classrooms, gift shops, food service areas, administrative/office space, mechanical rooms, storage areas for collections, libraries, elevator shafts, stairwells and movie theatre space inside the museum. Do not include any outside space in the GFA, such as outdoor exhibits, open-air theaters, walkways, and landscaped areas.

Property Use Detail	Value		Current As Of	Temporary Value
Gross Floor Area	* [ ]	Sq. Ft. ⌄	1/1/1846 📅	☐
Weekly Operating Hours	[ ]		1/1/1846 📅	☐
Number of Workers on Main Shift	[ ] ☐ Use a default		1/1/1846 📅	☐
Number of Computers	[ ]		1/1/1846 📅	☐
Precision Controls for Temperature and Humidity	⌄ ☐ Use a default		1/1/1846 📅	☐
Gross Floor Area that is Exhibit Space	[ ] Sq. Ft. ⌄ ☐ Use a default		1/1/1846 📅	☐
Percent That Can Be Heated	⌄ ☐ Use a default		1/1/1846 📅	☐
Percent That Can Be Cooled	⌄ ☐ Use a default		1/1/1846 📅	☐

Back

Add Property   Cancel

- Once you add all property details you can click the "Add Property" button to finish your profile.

Utility Web Services: Add Meters And Enter Utility Data

Whole building energy and water data can be automatically uploaded to the ESPM account by most utilities. Building owners must request whole building energy consumption data directly from the utility companies. Doing so will relieve you from obtaining usage information from individual tenants.

Both Con Edison and National Grid offer automated upload.

Consolidated Edison, Inc. (Con Edison)
- User Guide
- Contact Information: citybenchmarking@coned.com

National Grid
- User Guide
- National Grid FAQs
- Contact Information: energyefficiency@nationalgrid.com

NYC Department of Environmental Protection (DEP)
- User Guide
- Contact Information: waterbenchmarking@dep.nyc.gov.
- NOTE: DEP data is only required when a property is marked as "required to report water" on the Local Law 84 Covered Building List.

Manual Entry: Add Meters And Enter Utility Data

- If unable to receive energy use from utilities, you may upload data manually. Click on your property from your dashboard on the **MyPortfolio** tab, then, select the **Energy** tab and click **Add a Meter**.

Manual Entry: Add Meters And Enter Utility Data

- Select the type of utility used and the number of meters to create and click **Get Started**!
  - Make sure to include all fuel types for your building. For example, if you have a diesel generator that has delivered fuel, you will record this as a "Meter" to track your deliveries over time. All energy types used in your building must be entered.

- On the **About Your Meters** page, click to select the type of units your meter uses and the date the meter became active. **Note:** Please be sure to select the correct unit for each fuel type.
  - If this meter reflects a bulk fuel purchase for an energy meter, select the **Enter as Delivery?** checkbox.
  - Click **Create Meters**.

- Select the meters that total your property's energy or water use on the **Select Meters to Include in Metrics** page. Click **Apply Selections**.

Manual Entry: Add Meters And Enter Utility Data

- Click the blue arrow next to each meter to expand the section on the **Meter Entries** page.

- Select **Click to add an Entry** under the meter and enter the Start Date, End Date, and Usage. You may also choose to record the cost here, too. Once you're finished adding entries, click **Save Bills**.
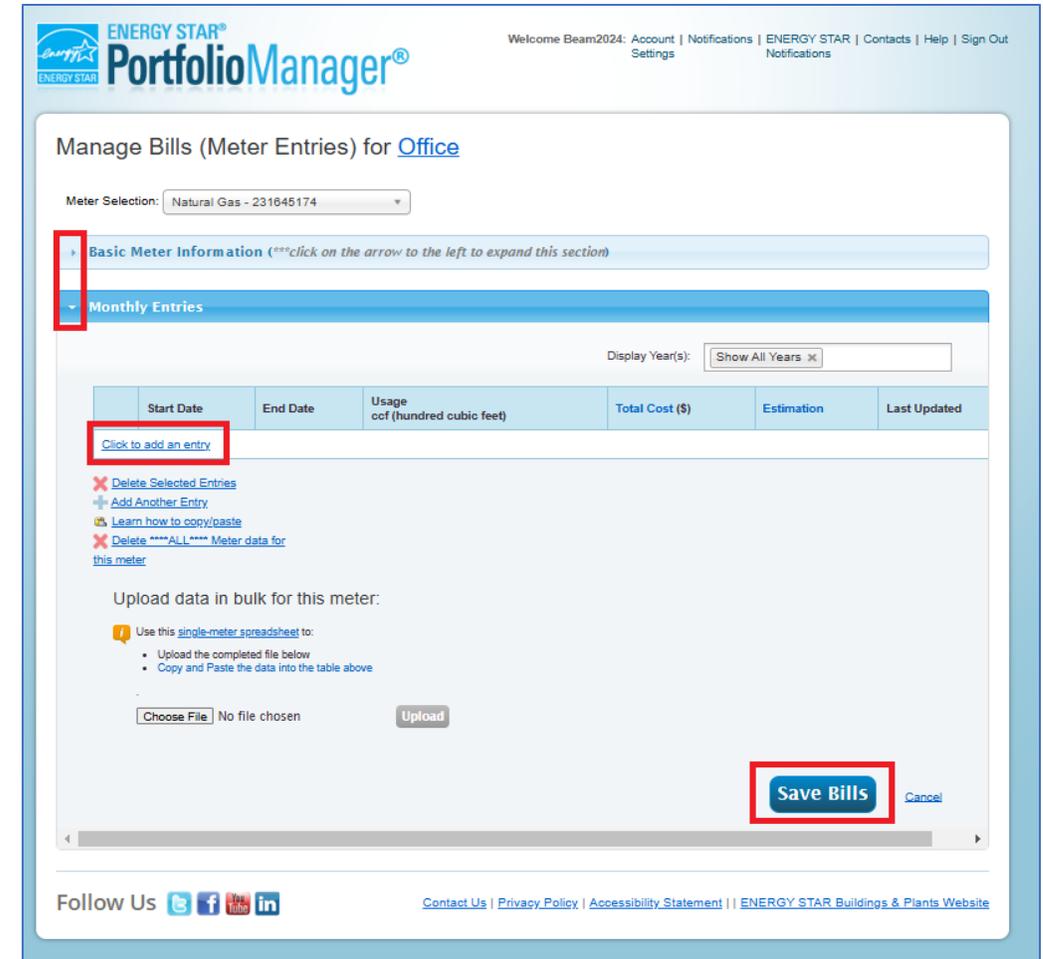
Energy usage can be uploaded to Portfolio Manager using an Excel spreadsheet template. To upload an energy usage spreadsheet, follow the steps below.

- Navigate to the Energy tab of the property you would like to upload data to. Select the meter that the data corresponds to. On the Manage Bills (Meter Entries) page, click the single-meter spreadsheet hyperlink to download a spreadsheet template to use for uploading.

- Populate the downloaded spreadsheet with the building's energy usage. Start Date, End Date, and Usage values are required. Be sure to keep existing spreadsheet formatting consistent.

Excel Spreadsheet Uploads: Add Meters And Enter Utility Data

- On the meter entries page, click **Choose File**. Select the file you would like to upload from your computer library. Then, click **Upload**.
- The table will populate with the data from your spreadsheet. Confirm that start and end dates, usage values, and units are correct.
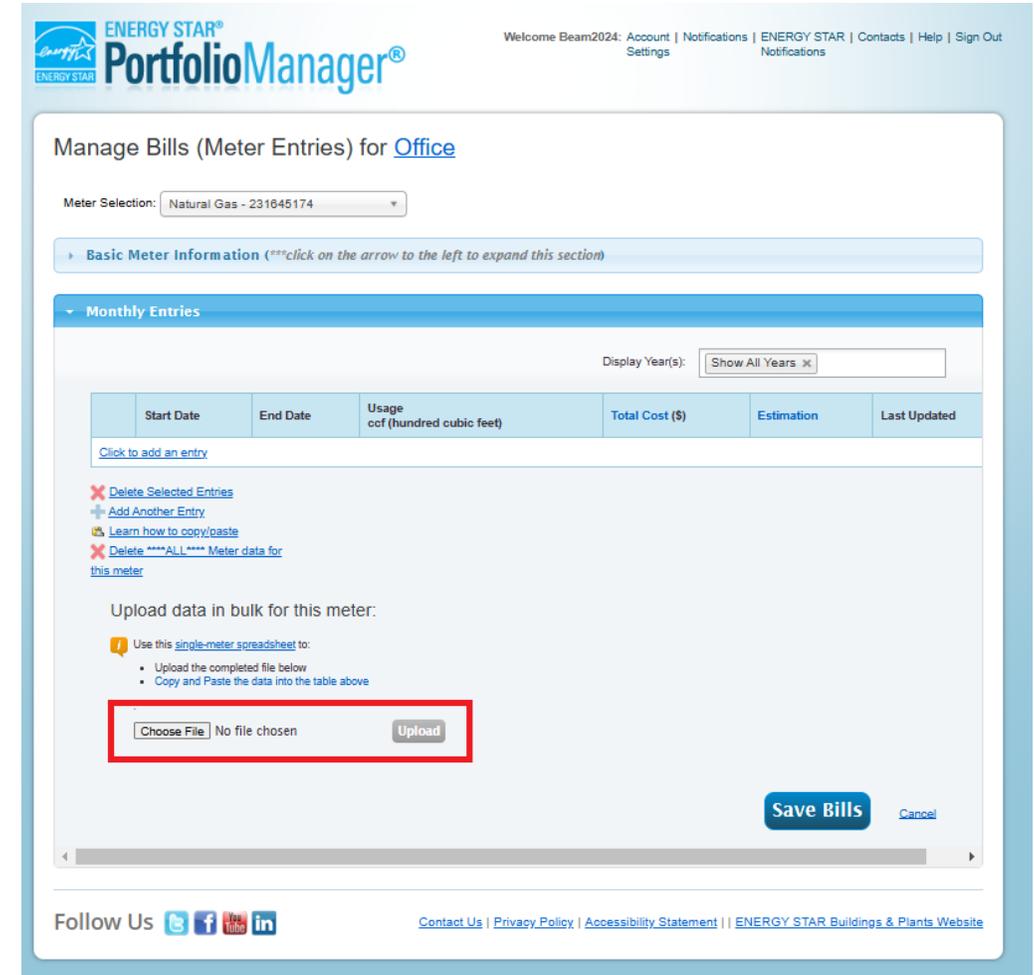
Critical Information for ESPM

- 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)	Connect
Name:		Department of Buildings with City of New York	
Organization:		Page 1 of 1 50 ⌄	1 - 1 of 1
Username:	NYCGOVLL84		
Email Address:			
	Search		

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**".
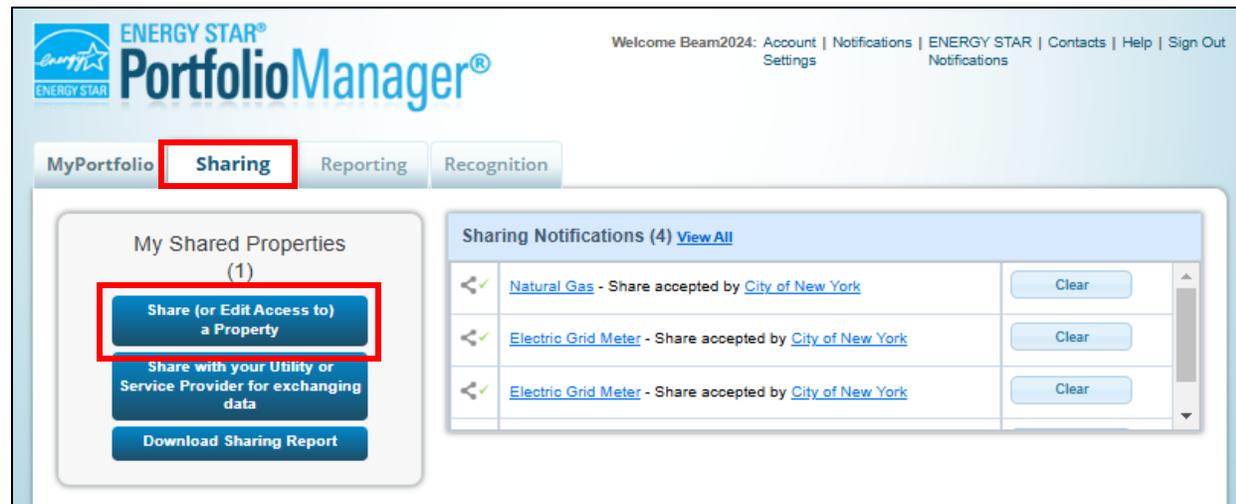
ESPM Connection: Share Property

- 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.

- 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"**.

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**".

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.

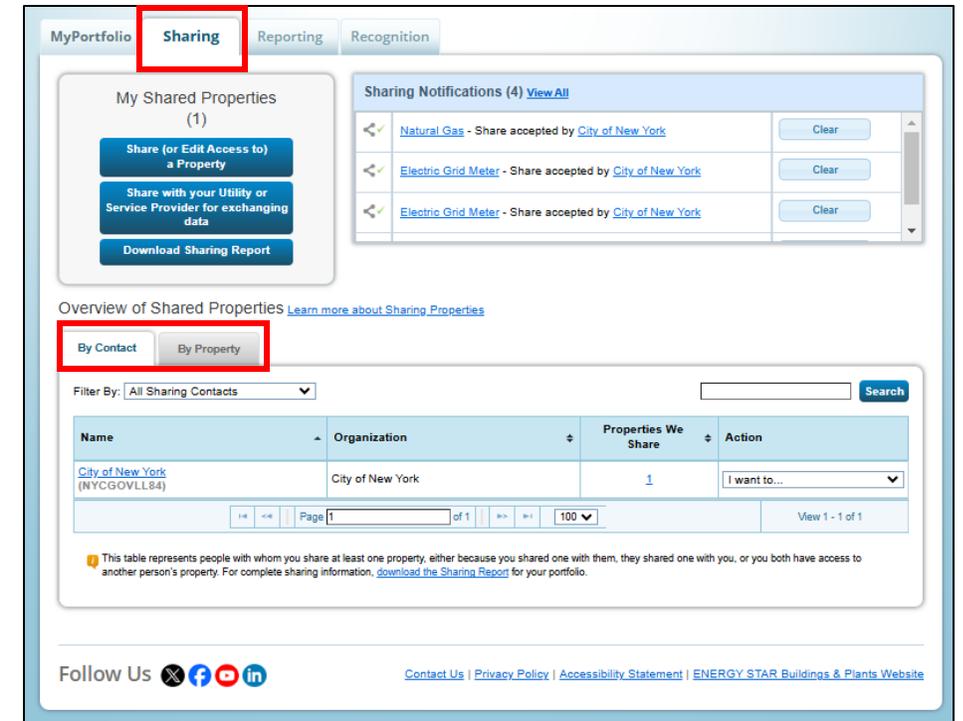# Manage Shared Properties

- 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.