



Benchmarking Guide

How to comply with the
City of Los Angeles Existing Buildings
Energy & Water Efficiency Ordinance

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OVERVIEW

The Existing Buildings Energy and Water Efficiency (EBEWE) Ordinance is designed to encourage building owners to reduce energy and water consumption through benchmarking and performance requirements. These efforts will help building owners recognize opportunities for cost-effective improvements, while cutting energy and water waste and reducing greenhouse gas emissions.

The EBEWE Ordinance was established by Los Angeles Municipal Code (LAMC) Division 97, Article 1, Chapter IX, Ordinance No. 184674 and was amended by Ordinance Nos. 185198 and 185586. The EBEWE Program is commonly referred to as the EBEWE Ordinance. Additional information and updates can be found at www.betterbuildingsla.com.

HOW TO COMPLY

The City (includes the Department of Water and Power, LADWP) and Southern California Gas Company have partnered to create a comprehensive, step-by-step Benchmarking Guide to help you navigate the annual benchmarking and reporting processes. The Guide will walk you through the entire process of benchmarking and reporting your building, with screenshots and guidance for each step.

First Year Benchmarking?

If your building is 20,000 SF or greater and **your first** benchmarking deadline is June 1, 2019, refer to this Benchmarking Guide for compliance steps.

Second or Third Year Benchmarking?

If your building is 50,000 SF or greater and June 1, 2019 is **not your first year** of reporting, please refer to the [Ongoing Reporting Guide](#) for compliance steps.

Get started

Review the process below, and determine which steps apply to your building:

1 Register your Building with LADBS and submit the annual disclosure compliance fee by completing the steps in Section 1 of this Guide.

You must register your building, including paying the annual disclosure fee, no later than June 1st every year.

2 Create a Portfolio Manager Account by completing the steps in Section 2 of this Guide.

If you already have an account, you can skip to [Section 3](#).

3 Create or update your Property Profile by completing the steps in Section 3 of this Guide.

4 Request whole-building electricity, water, and natural gas data for the prior calendar year to complete your benchmarking report in Portfolio Manager.

Request LADWP and/or SoCalGas to upload the prior calendar year's aggregated data by completing [Section 4](#) and/or [Section 5](#) of this Guide.

LADWP and SoCalGas provide automated recurring data updates, so you only need to complete the request process with each utility once.

5 Submit your Benchmarking Report to LADBS by completing the steps in Section 6 of this Guide.

Questions?

If you have questions throughout the process, refer to www.betterbuildingsla.com/contact.

NOTE:

This guide will be updated continually as policies evolve on the State and local level so please be sure to check www.betterbuildingsla.com/benchmarking/how-to-comply or the latest version.

BENCHMARKING IDS AND LOGINS

We recommend completing the fields below and saving/printing this page for future reference.

Property Address(es)

LADBS Building ID¹

Building AIN²

ENERGY STAR PORTFOLIO MANAGER Login

Username

Password

LA Department of Building and Safety Login

Username

Password

Portfolio Manager Property ID³

LADWP Property Admin ID⁴

1 The LADBS Building ID is listed on the Notification Letter.

You may also look up here:

[www.ladbs.org/docs/default-source/publications/misc-publications/finding-your-building-id-in-bio-\(building-information-online\).pdf?sfvrsn=8](http://www.ladbs.org/docs/default-source/publications/misc-publications/finding-your-building-id-in-bio-(building-information-online).pdf?sfvrsn=8)

2 The Building AIN may be obtained from LA County Assessor:

portal.assessor.lacounty.gov/

3 The Portfolio Manager Property ID is listed under your property's name and address in the top navigation bar in ENERGY STAR Portfolio Manager.

4 The LADWP Property Admin ID is assigned by email to during the LADWP data request process.



SECTION 1

Register with LADBS



REGISTER WITH LADBS

- 1.1.** To register your building and submit the annual compliance fee, please login or create an account on the LADBS website: www.ladbservices2.lacity.org/OnlineServices/Login/Login.

NOTE:

You must register your building and remit the Annual Disclosure Compliance Fee no later than **June 1st** every year.

- !** Login if you have an **existing account**, otherwise click **“Create an Account”**:

Existing Buildings Energy & Water Efficiency (EBEWE) Program

Welcome to the EBEWE Program.

The EBEWE Program was created by City of Los Angeles [Ordinance No. 184674](#) – It is an annual reporting program that requires you to create an account one time (may use it for multiple buildings), but you must register (includes paying a registration fee) with the Department of Building and Safety and submit a benchmark report (using Portfolio Manager) for **each building no later than June 1st every year**.

The web address for the Guide to Adding Building ID(s) and Sending Reports to Portfolio Manager is <https://www.ladbs.org/docs/default-source/publications/misc-publications/ebewe-how-to-send-benchmark-to-ladbs-guide.pdf>.

To register your building, please login if you already have an account or create a new account.

Login for Existing Users

Username

Password

Login

[Forgot Password?](#)

→

Create an Account

Register now

- ✓ Track the Efficiency of Your Building(s)
- ✓ Get Ranked by the EPA and LADBS
- ✓ Create Strategies for Sustainability
- ✓ Find Ways to Save

Create an Account ←

- !** If creating a **new account**, complete the page below:

Existing Buildings Energy & Water Efficiency Program

Create an account to start the process

Organization / Company (optional) ?

First Name

Last Name

Owner Architect or Engineer Select an Option ?

Professional License Number ?

Address

City

State CA

Zip Code

Phone Number

Email / Username

Password

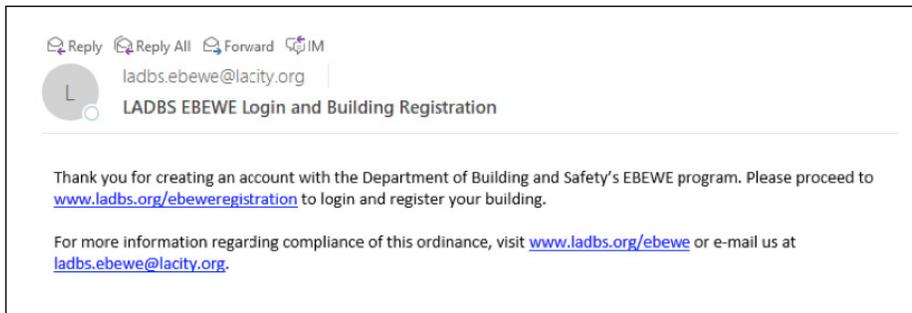
Confirm Password

Submit

For assistance, please email us at ladbs.ebewe@lacity.org.

Register with LADBS

Once completed and submitted, you will receive a confirmation email from LADBS regarding your login (see below).



Then, proceed to www.ladbs.org/ebeweregistration to login and continue registering your building.

- 1.2. Register each assigned to you with LADBS (EBEWE Program) – this includes paying the annual disclosure compliance fee.

The screenshot shows a web form titled "EBEWE: Register a Building" with the following fields and instructions:

- Instructions: "Please enter the LA City Building ID number assigned by LADBS to your property and communicated to you via an EBEWE Notification letter. You can also locate the Building ID by following the instructions titled 'Find you Building ID in BIO (Building Information Online)' at <http://www.ladbs.org/EBEWE>."
- Form fields:
 - LA City Building ID:
 - Building Zip Code:
 - Year:
- Submit button:
- Footer: "For assistance, please email us at ladbs.ebewe@lacity.org."

Register with LADBS

1.3. On the next page, verify, complete, or edit the owner information.

- ▶ Then click **“Save and Pay”**.

EBEWE: Building Owner Contact Information

Below is the information we've associated with the LA City Building ID you provided. Please verify, and edit as needed.

LA City Building ID XXXXXXXXXX	Year YYYY	Building Address	
---------------------------------------	------------------	-------------------------	--

<p>Account Information</p> <p>Account ID</p> <p>Name</p>	<p>Owner Information</p> <p>Owner Name <input type="text"/></p> <p>Mailing Address <input type="text"/></p> <p>City <input type="text"/> State <input type="text" value="CA"/></p> <p>Zip Code <input type="text"/> Primary Phone Number <input type="text"/></p> <p>Email <input type="text"/></p>
---	--

I am the Owner and ←

a. Have verified that the owner information is correct.
 b. Will pay the registration fee for each building that I am registering.
Note: You will pay the registration fees from LADBS' payment site once you have clicked on the "Save and Pay" button.
 c. Understand that registration is complete only after the appropriate fees have been paid.

I am a representative of the Owner, and my relationship is ←

a. I have verified that the owner information is correct.
 b. I will provide the Owner's Representative Contact Information.
 c. I will pay the registration fee for each building I am registering.
Note: You will pay the registration fees from LADBS' payment site once you have clicked on the "Save and Pay" button.
 d. Understand that registration is complete only after the appropriate fees have been paid.

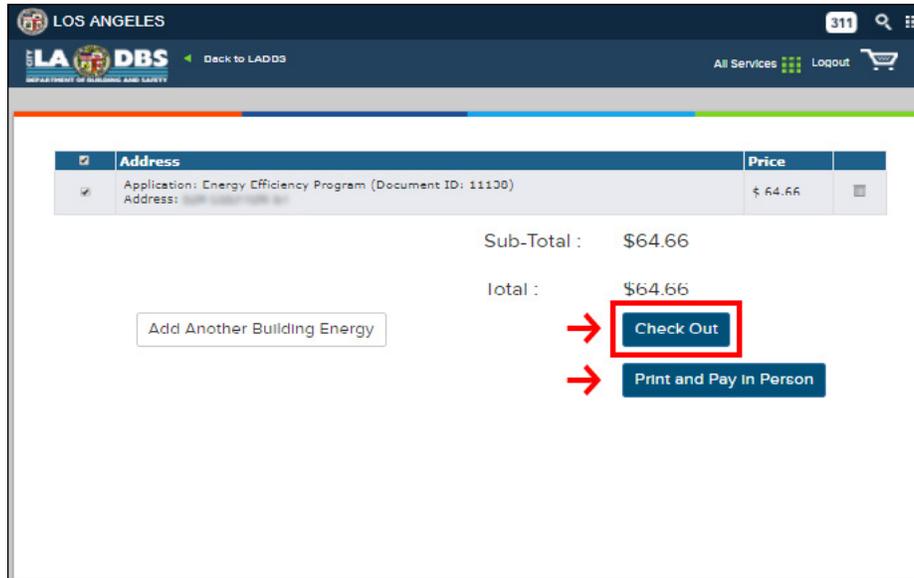
→ Save & Pay

Register with LADBS

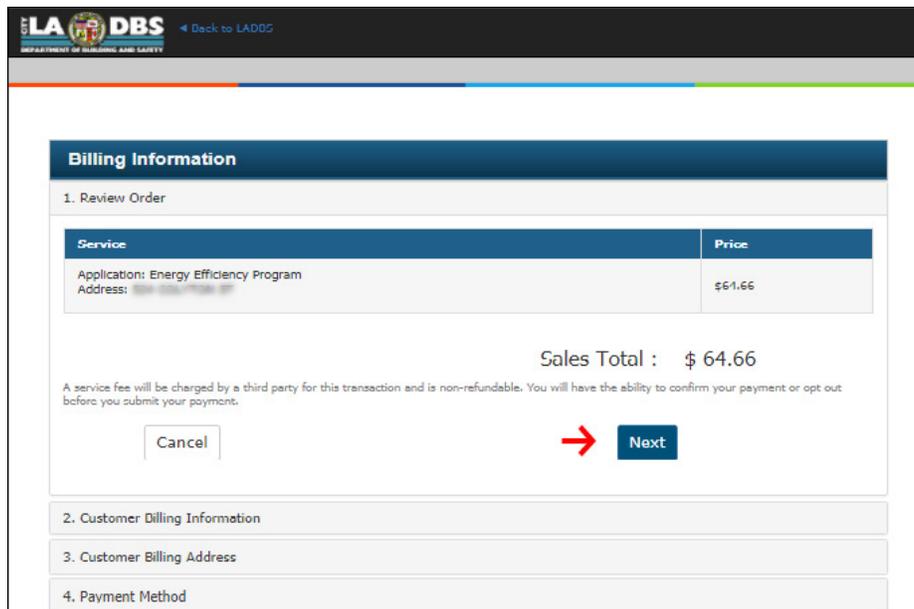
- 1.4. You will then proceed with paying the annual disclosure compliance fee, in the amount of \$64.66 (\$61.00 compliance fee + \$3.66 surcharge).
- ▶ To pay online, click **“Check Out”**.
 - ▶ If making a payment by check or cash, click **“Print and Pay In Person”** and proceed to **Step 1.6**.

NOTE:

You must pay the disclosure compliance fee each year.



- 1.5a Review your order to verify that all information is correct. If correct, click **“Next”**.



Register with LADBS

1.5b Enter your billing contact information.

The screenshot shows the LADBS (Department of Industrial and Safety) website interface. At the top, there is a navigation bar with the LADBS logo and a "Back to LADBS" link. Below the navigation bar is a "Billing Information" section with a dark blue header. The section is divided into four steps: 1. Review Order, 2. Customer Billing Information, 3. Customer Billing Address, and 4. Payment Method. Step 2 is currently active. It contains several input fields for personal information: Company Name, First Name, Middle Name, Last Name, Email, and Phone Number. To the right of these fields is a placeholder for a logo, showing the text "GWIZZ" and "Reload Image" with a note "Files the Image text above:". A blue "Next" button is located at the bottom right of the form.

1.5c Enter your billing address.

The screenshot shows the LADBS (Department of Industrial and Safety) website interface. At the top, there is a navigation bar with the LADBS logo and a "Back to LADBS" link. Below the navigation bar is a "Billing Information" section with a dark blue header. The section is divided into four steps: 1. Review Order, 2. Customer Billing Information, 3. Customer Billing Address, and 4. Payment Method. Step 3 is currently active. It contains several input fields for address information: Address, City, State, Zipcode, and Country. The Country field is pre-filled with "United States". A blue "Next" button is located at the bottom right of the form.

Register with LADBS

1.5d Enter your credit card number and click **“Calculate Service Fee”**.

Be sure to retain your email receipt/confirmation. This step completes your LADBS registration.

Billing Information

1. Review Order
2. Customer Billing Information
3. Customer Billing Address
4. Payment Method

Credit Card Number

Calculate Service Fee

Sales Total : \$ 64.66

1.6 After clicking **“Print and Pay in Person”**, you will see a PDF receipt of your purchase. Print this page, and bring it with you to a Department of Building and Safety cashier located at any of the Development Service Centers. For cashier locations and hours of operation, go to www.ladbs.org/locations/all-locations.

FDRS ID: 55677 1 / 1

LA DBS Online Application Payment Due
DEPARTMENT OF BUILDING AND SAFETY

FDRS ID: 55677

Application: Energy Efficiency Program (Document ID: 11138) Address: 1500 COLLETON ST	\$ 64.66
Total :	\$ 64.66

To make the payment using a check or cash, print this document and present it to the Department of Building and Safety cashier located at any of the Development Services Centers, for locations and hours of operation, please go <http://www.ladbs.org/locations/all-locations>

Thank You



SECTION 2

How to Create Your Portfolio Manager Account



HOW TO CREATE YOUR PORTFOLIO MANAGER ACCOUNT

NOTE:

If you already have a Portfolio Manager Account, you can proceed to [Section 3](#).

- 2.1** Go to the ENERGY STAR® Portfolio Manager Login page www.energystar.gov/portfoliomanager and click **“Register now”**. Be sure to note your user name and password for reference.

The screenshot displays the ENERGY STAR Portfolio Manager website. The navigation bar includes 'Owners and managers', 'Service providers', 'Program administrators', 'Tenants', 'Tools and Resources', and 'Training'. The main content area features a large banner with the ENERGY STAR logo and the text 'The most-used energy measurement and tracking tool for commercial buildings.' Below this, there is a 'Use Portfolio Manager' section with a red arrow pointing to a 'Register now' button. The button is highlighted with a red box. To the right of the 'Register now' button is a login form with fields for 'username' and 'password', and a 'LOGIN' button. There are also links for 'Forgot password?' and 'Forgot username?'. The left sidebar contains a list of links under 'Existing buildings' and 'Use Portfolio Manager'.

NOTE:

If you do not already have access to the prior calendar year’s whole-building data, you will need to request LADWP and/or SoCalGas to upload aggregated data by completing [Sections 4](#) and/or [5](#) of this Guide.

- !** It is strongly recommended that you submit your data request(s) no later than March 1st to allow sufficient time for data upload and review.

How to Create Your Portfolio Manager Account

2.2 Fill out the required information (fields marked with red asterisk) and be sure to select **“Yes”** under **Searchability** in ENERGY STAR Portfolio Manager

► Then click **“Create My Account”**.

TIP:

Make sure to note your Username, Password and Security Questions for future reference.

The screenshot shows the 'Create an Account' page for ENERGY STAR Portfolio Manager. The page includes a header with the logo and navigation links (Help | Login, Language: English | Français). The main content area is titled 'Create an Account' and contains several sections:

- Accessing Your Account:** Fields for Username, Password, and Confirm Password. A note specifies password requirements: at least 8 characters, including lowercase letters, uppercase letters, numbers, and/or special characters.
- About Yourself:** Fields for First Name, Last Name, Job Title, Email, Confirm Email, Phone, and Country (dropdown). A note states: 'Note: We never share your email address with third parties.' There are also options for Language (English) and Reporting Units (Conventional EPA Units or Metric Units).
- About Your Organization:** Fields for Organization Name, Primary Business or Service of Your Organization (dropdown), and a question: 'Is your organization an ENERGY STAR Partner?' with Yes/No radio buttons.
- Searchability in Portfolio Manager:** A question: 'Can other people search for you and send you a connection request?' with Yes/No radio buttons. A red arrow points to the 'Yes' option.
- Confirm Your Identity:** A reCAPTCHA verification step with the text 'Please confirm that you are a human' and 'I'm not a robot' checkbox.

On the right side of the form, there are informational sections: 'Getting Started', 'Accounts for Organizations', and 'Primary Business or Service'. At the bottom, there are two buttons: 'Create My Account' (highlighted with a red box) and 'Cancel'.

How to Create Your Portfolio Manager Account

- 2.3 On the Portfolio Manager login page at www.energystar.gov/portfoliomanager, enter your Username and Password and click “**Log In**”. You will be brought to the **My Portfolio** tab.

NOTE:

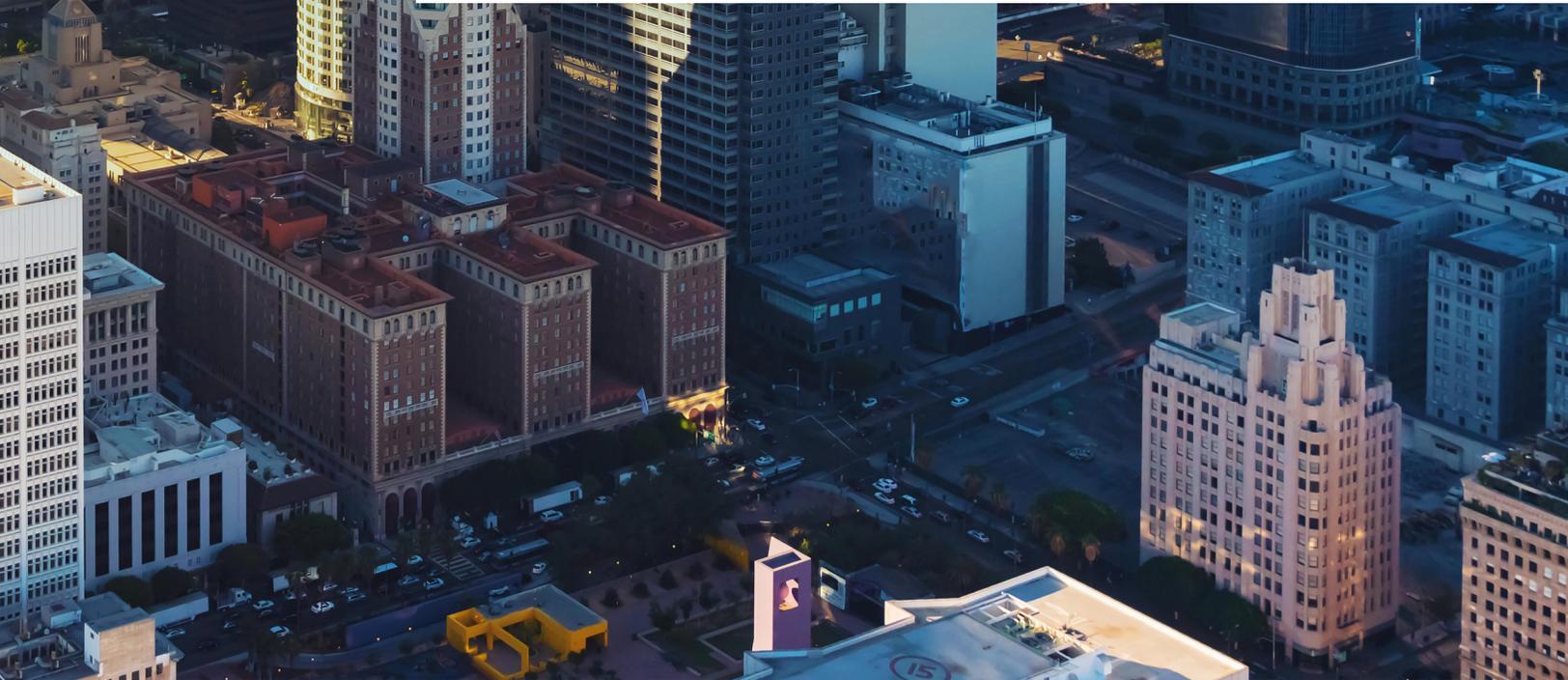
For guidance on how to add a property, please proceed to [Section 3](#).

The screenshot displays the ENERGY STAR Portfolio Manager interface. At the top, the logo and navigation links (Account Settings, Notifications, Contacts, Help, Sign Out) are visible. The main content area is titled 'MyPortfolio' and includes tabs for 'Sharing', 'Reporting', and 'Recognition'. A 'Properties (0)' section features an 'Add a Property' button. Below this is a 'Manage Portfolio' section with several action items: 'Upload and/or update multiple properties', 'Download your entire portfolio to Excel', 'Set a portfolio baseline and/or target', and 'Add sample properties'. A large informational box on the right states: 'You currently do not have any properties within your Portfolio Manager account. You can set up your first property or add up to five sample properties with pre-populated data to your portfolio. If this is your first time using Portfolio Manager, you may want to add sample properties to your portfolio in order to test out available features and see the look of a complete property.' Two buttons at the bottom of this box are 'Set up your first property' and 'Add up to five sample properties'. The footer includes social media links and a 'Contact Us' link.



SECTION 3

How to Create a Property Profile



HOW TO CREATE A PROPERTY PROFILE

In order to benchmark your property, you will need to create a profile with basic information about the property itself, how it is used, and the energy and water meters serving it. **Before you get started**, refer to the **Data Collection Worksheet** at portfoliomanager.energystar.gov/pm/dataCollectionWorksheet, and select your property type from the **drop-down list** to see what information you will need in order to create your Property Profile. If you are not sure how to classify your property, refer to list of property types at www.energystar.gov/buildings/tools-and-resources/list-portfolio-manager-property-types-definitions-and-use-details.

NOTE:

If you already created a profile for your property, you do not need to create a new one for benchmarking. However, if any information has changed, please update property information as needed. Once you have reviewed and updated your property, proceed to **Section 4** and then **Section 5** to request data and complete your benchmarking report.

The screenshot shows the Energy Star Portfolio Manager interface. The main heading is "Portfolio Manager: What data is required to benchmark your property?". Below this, there is a section titled "Pick your country and property type to get started." The "Country" dropdown is set to "United States". The "Property Type" dropdown is open, showing a list of options including "Banking/Financial Services", "Bank Branch", "Financial Office", "Education", "Adult Education", "College/University", "K-12 School", "Pre-school/Daycare", "Vocational School", "Other", and "Entertainment/Public Assembly". A red box highlights the dropdown menu, and a red arrow points to it from the right. A "Get Data" button is visible at the bottom right of the form.

3.1 After completing the data collection worksheet, log into Portfolio Manager and add a property by clicking **“Add a Property”** on the **My Portfolio** tab. You can also upload multiple properties by clicking the hyperlink at the bottom of the screen.

The screenshot shows the Energy Star Portfolio Manager interface. The main heading is "Portfolio Manager". Below this, there is a section titled "My Portfolio" with tabs for "Sharing", "Reporting", and "Recognition". The "Properties (0)" section is highlighted, and the "Add a Property" button is circled in red. A red arrow points to the "Add a Property" button. Below this, there is a "Manage Portfolio" section with options to "Upload and/or update multiple properties", "Download your entire portfolio to Excel", and "Set a portfolio baseline and/or target".

How to Create a Property Profile

- 3.2** From within the **Your Property Type** section, select your property's primary function from the **dropdown menu**.
- ▶ Within the **Your Property's Buildings** section, select **“One: My property is a single building”**.
 - ▶ Within the **Your Property's Construction Status** section, select **“Existing”** for construction status.
 - ▶ Then click **“Get Started!”**.

ENERGY STAR® PortfolioManager® [Account Settings](#) | [Contacts](#) | [Help](#) | [Sign Out](#)

Set up a Property: Let's Get Started!

Properties come in all shapes and sizes, from a leased space in a large office building, to a K-12 school with a pool, to a large medical complex with lots of buildings. Since there are so many choices, Portfolio Manager can walk you through getting your property up and running. When you're done, you'll be ready to start monitoring your energy usage and pursue recognition!

Your Property Type

We'll get into the details later. For now, overall, what main purpose does your property serve?

ACME BANK

TYPE: [LEARN MORE ABOUT PROPERTY TYPES.](#)

Your Property's Buildings

How many physical buildings do you consider part of your property?

1 2 3

None: My property is part of a building
 One: My property is a single building
 More than One: My property includes multiple buildings ([Campus Guidance](#))

How many?

Your Property's Construction Status

Is your property already built or are you entering this property as a construction project that has not yet been completed?

Existing: My property is built, occupied and/or being used. I will be using Portfolio Manager to track energy/water consumption and, perhaps, pursue recognition.
 Design Project: My property is in the conceptual design phase (pre-construction); I will be using Portfolio Manager to evaluate the energy efficiency of the design project.
 Test Property: This is not a real property. I am entering it to test features, or for other purposes such as training.

Tip

To set up a property, you'll need information such as [gross floor area](#) and [operating hours](#).

Tip

Not sure what kind of property you are? Because we focus on whole building benchmarking, you want to select the property type that best reflects the activity in the majority of your building. Don't worry if you have other tenants with different business types, just select the main activity.

Test Properties

You may want to enter a property into Portfolio Manager that isn't actually a "real" property, either to familiarize yourself with features or maybe to train other people. By telling us this a "Test" property, we can give the option of including this property in your portfolio-level metrics, charts and table or not, depending what your needs are. This can be configured on your [Account Settings](#).

Get Started! [Cancel](#)

3.3 Enter the property's name, address, and other general information.

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:

Country:

Street Address:

City/Municipality:

State/Province:

Postal Code:

Year Built:

Gross Floor Area: 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:

Occupancy: %

Property Photo (optional): 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.

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

My property has one or more restaurants/cafeterias

Tip

The name you choose for your property does not have to be unique. But, it may make it easier for you to work with properties in your portfolio if you do not use the same (or similar) names.

Tip

The property photo that you upload here can be used on the [Registry of ENERGY STAR Qualified Buildings](#) if you submit the photo with your application for ENERGY STAR certification. Once a photo has been approved with an application, it cannot be changed until the next time that the property receives ENERGY STAR certification.

→

NOTE Re: Parking:

The City requires that the square footage and utility data for subterranean and/or structured above ground parking that is physically attached to a building be included with that building's data.

If your property includes subterranean and/or structured above ground parking that is physically attached to the building, click **"My property's energy consumption includes parking area"**. You will then be prompted to enter the square footage of the parking area as a separate property use type.

- ▶ When you request data ([Section 4](#)), LADWP will upload the parking area data along with the rest.
- ▶ If a parking structure is **not physically connected** to a building **and** it is **above the minimum size**, it should be benchmarked and submitted separately, as a stand-alone building with its own Building ID, following the process outlined here. Contact LADBS at ladsb.ebewe@lacity.org, if you need them to provide a Building ID for your stand-alone parking structure.

Click the appropriate boxes if your property contains a **data center** (>75kW constant power), **retail store**, or **restaurant**, and be sure to **add those Use Types** ([Section 3.5](#) below).

How to Create a Property Profile

- 3.4** Enter the specific information on how your building is used. The fields required will depend on the selections made in [Sections 3.2](#) and [3.3](#) for your **Property Type** and characteristics.

For example, if you indicated your building's property type is **Office**, you would be asked to supply the Gross Floor Area, Weekly Operating Hours, Number of Computers, Number of Workers on Main Shift, Percent that can be Heated, and Percent that can be Cooled.

If you indicated that your building had a Data Center or Parking, additional fields pertaining to these uses would also be required. Some space attributes, like "Gross Floor Area," are always required. You can also rename the primary function by clicking "**Edit**" next to **Property Type**, on the **Details tab**.

To view detailed descriptions of each space and its space attributes, refer to the list of Portfolio Manager property types, definitions and use details: www.energystar.gov/buildings/tools-and-resources/list-portfolio-manager-property-types-definitions-and-use-details

▼ Office Use [Edit Name](#)
Delete

Office refers to buildings used for the conduct of commercial or governmental business activities. This includes administrative and professional offices.

Gross Floor Area (GFA) should include all space within the building(s) including offices, conference rooms and auditoriums, break rooms, kitchens, lobbies, fitness areas, basements, storage areas, stairways, and elevator shafts.

If you have restaurants, retail, or services (dry cleaners) within the Office, you should most likely include this square footage and energy in the Office Property Use. There are 4 exceptions to this rule when you should create a separate Property Use:

- If it is a [Property Use Type that can get an ENERGY STAR Score](#) (note: Retail can only get a score if it is greater than 5,000 square feet)
- If it accounts for more than 25% of the property's GFA
- If it is a vacant/unoccupied Office
- If the Hours of Operation differ by more than 10 hours from the main Property Use

[More on this rule.](#)

Property Use Detail	Value	Current As Of	Temporary Value
★ Gross Floor Area	* <input type="text"/> Sq. Ft. ↓	MM/DD/YYYY	<input type="checkbox"/>
★ Weekly Operating Hours	<input type="text"/> <input type="checkbox"/> Use a default	MM/DD/YYYY	<input type="checkbox"/>
★ Number of Workers on Main Shift	<input type="text"/> <input type="checkbox"/> Use a default	MM/DD/YYYY	<input type="checkbox"/>
★ Number of Computers	<input type="text"/> <input type="checkbox"/> Use a default	MM/DD/YYYY	<input type="checkbox"/>
★ Percent That Can Be Heated	<input type="text"/> <input type="checkbox"/> Use a default	MM/DD/YYYY	<input type="checkbox"/>
★ Percent That Can Be Cooled	<input type="text"/> <input type="checkbox"/> Use a default	MM/DD/YYYY	<input type="checkbox"/>

★ This Use Detail is used to calculate the 1-100 ENERGY STAR Score.

Adding Another Type of Use

Portfolio Manager uses the term "Type of Use" to characterize the various spaces within a building. Your building may have one or more space types. For example, an office building might have occupied office space, a data center, and parking. Each of these should be entered as a separate "Type of Use" and will require different information.

NOTE:

If more than 10% of a building's gross floor area is vacant, the **vacant square footage** should be described as a distinct space type.

To view detailed descriptions of each space and its space attributes, refer to the list of Portfolio Manager property types, definitions and use details: www.energystar.gov/buildings/tools-and-resources/list-portfolio-manager-property-types-definitions-and-use-details

How to Create a Property Profile

- 3.5 To add another space to your facility, click **“Add Another Type of Use”** and select the type of space you would like to add. Complete the required fields as you did in [Section 3.4](#).

Property Use Detail	Value	Current As Of	Temporary Value
Gross Floor Area	<input type="text"/> Sq. Ft.	MM/DD/YYYY	<input type="checkbox"/>
Weekly Operating Hours	<input type="text"/> <input type="checkbox"/> Use a default	MM/DD/YYYY	<input type="checkbox"/>
Number of Computers	<input type="text"/> <input type="checkbox"/> Use a default	MM/DD/YYYY	<input type="checkbox"/>

NOTE Re: Parking:

The City requires that the square footage and utility data for subterranean and/or structured above ground parking that is physically attached to a building be included with that building’s data.

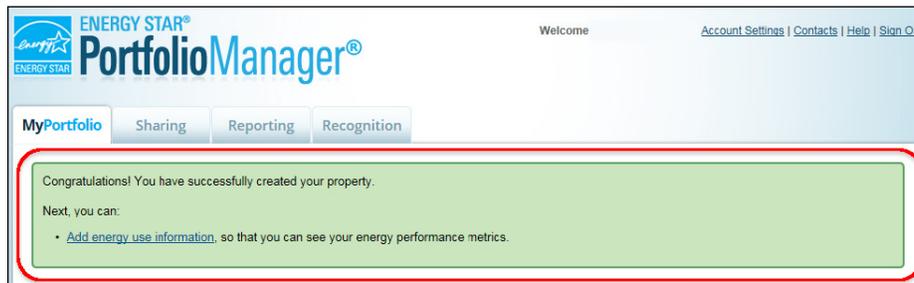
- ▶ If your property includes subterranean and/or structured above ground parking that is physically attached to the building, click **“My property’s energy consumption includes parking area”**. You will then be prompted to enter the square footage of the parking area as a separate property use type.
- ▶ When you request data ([Section 4](#)), LADWP will upload the parking area data along with the rest.
- ▶ If you need to make any adjustments, simply click the **Back** button at the bottom of the screen.
- ▶ If a parking structure is **not physically connected** to a building and it is **above the minimum size**, it should be benchmarked and submitted separately, as a stand-alone building with its own Building ID, following the process outlined here. Contact LADBS at ladbs.ebewe@lacity.org, if you need them to provide a Building ID for your stand-alone parking structure:

- 3.6 Continue with the procedure described in [Section 3.5](#) until your building’s total gross floor area is completely accounted for. Make sure the sum of all spaces is equal to the total gross floor area of the facility. To finalize your entries, click **“Add Property”**.

Property Use Detail	Value	Current As Of	Temporary Value
Open Parking Lot Size	<input type="text"/> Sq. Ft.	MM/DD/YYYY	<input type="checkbox"/>
Partially Enclosed Parking Garage Size	<input type="text"/> Sq. Ft.	MM/DD/YYYY	<input type="checkbox"/>
Completely Enclosed Parking Garage Size	<input type="text"/> Sq. Ft.	MM/DD/YYYY	<input type="checkbox"/>
Supplemental Heating	<input type="text"/> <input type="checkbox"/> Use a default	MM/DD/YYYY	<input type="checkbox"/>

How to Create a Property Profile

- 3.7** After saving your entries, you will see a green bar at the top of the Summary tab, confirming you have successfully created your property. The next sections (**Sections 4** and **5**) will cover how to request data and complete your benchmarking report.

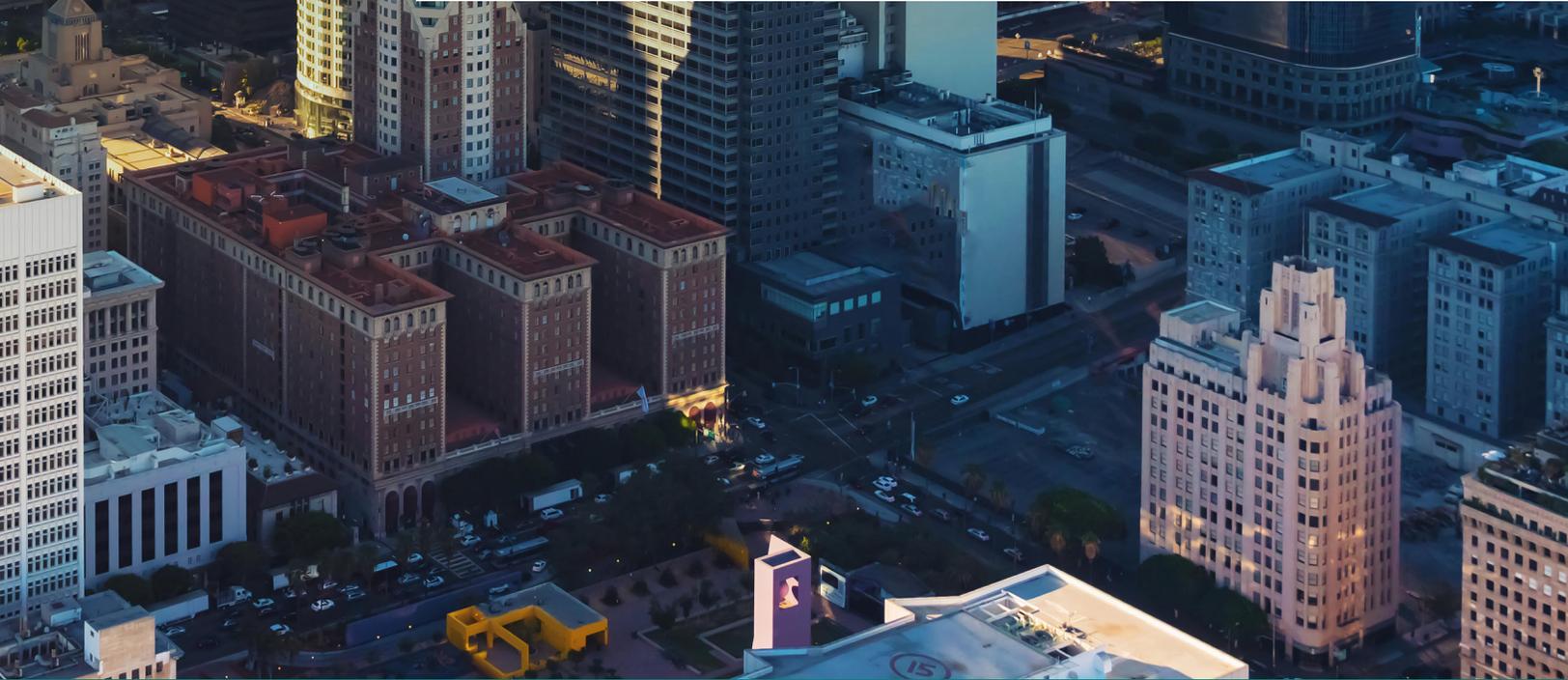


- !** It is strongly recommended that you submit your data request(s) no later than March 1st to allow sufficient time for data upload and review.



SECTION 4

How to Enroll in LADWP Web Services



HOW TO ENROLL IN LADWP WEB SERVICES

4.A. How to Add Virtual Meters for Aggregated Data

- ▶ You will need to create what's called a **“Virtual Meter”** in order to receive the aggregated data for each service type.
- ▶ Aggregated data can **only** be uploaded to a Virtual Meter, so if a Virtual Meter is not added for a particular service type (electricity or water), aggregated consumption data cannot be uploaded to your property.
- ▶ **Create only ONE virtual meter for each service type** you are requesting (i.e. one virtual meter for electricity, one virtual meter for water).

LADWP will provide data for the past five calendar years and ongoing recurring data uploads, so you will not need to repeat the data request process for future reporting.

If you have an existing Portfolio Manager account tracking common area usage, you still need to create a Virtual Meter to receive aggregated whole-building data (i.e. common area + tenant data). Please see [Section 6.B.](#) for guidance on adding a Virtual Meter for aggregated data while maintaining existing historical common area data.

If you are not already tracking historical common area data in ESPM, that's ok – the same process applies. In this case, there is no need to upload your own common area data.

The Test Building below is currently tracking common area electricity data only, whole-building natural gas, and no water data. In this example, we will be creating Virtual Electricity and Water Meters to receive the aggregated whole-building electricity and water data, since the current electricity meter only covers common areas and they do not have any water data entered.

NOTE:

If you created a Virtual Meter to receive 2016 or 2017 data, LADWP will provide recurring updates to your existing virtual meter. Refer to the [Ongoing Reporting Guide](#) for instructions on viewing your data.

- ! **It is strongly recommended that you submit your data request(s) no later than March 1st to allow sufficient time for data upload and review.**

CREATE A VIRTUAL METER: ENERGY

Follow these steps to create a virtual meter to receive aggregated energy data.

4.1 Click **“Add a Meter”** under the **Energy** tab as shown below.

The screenshot shows the 'Energy' tab selected in the top navigation bar. Below the navigation bar, there is a 'Meter Summary' section with '2 Energy Meters Total' and '2 - Used to Compute Metrics'. An 'Add A Meter' link is visible. To the right, a line graph titled 'Energy Use by Calendar Month' displays 'Site Energy (kBtu)' on the y-axis (0k to 150k) and months on the x-axis (May '14 to Sep '17). Two lines are shown: 'Natural Gas' (red) and 'Electric - Grid' (blue). At the bottom right, there is a button labeled 'Add A Meter' which is highlighted with a red box and an arrow.

4.2 Select **“Electric”** and **“purchased from the grid”** and enter **“1”** for the number of meters

► Click **“Get Started!”** to continue.

The screenshot shows the 'Get Started Setting Up Meters' form. The 'Sources of Your Property's Energy' section is highlighted with a red box. It contains a list of energy sources with checkboxes. 'Electric' is checked, and 'purchased from the grid' is also checked. Below this, there is a field for 'How Many Meters?' with the value '1'. To the right, there are informational sections: 'Tracking Energy', 'Two Meters Needed for Onsite Solar/Wind', and 'Automate Your Meter Entries'. At the bottom right, there is a 'Get Started!' button highlighted with a red box and an arrow, and a 'Cancel' button next to it.

How to Enroll in LADWP Web Services

4.3 Rename your meter under **Meter Name** to “**Electric Aggregate – Whole Building**”.

- ▶ Select “**kWh**” for the **Units**.
- ▶ Enter “**January 1, 2015**” for the **Date Meter Became Active**.
(LADWP will provide data for the past 5 calendar years).
- ▶ Make sure that the “**In Use**” box is checked.
- ▶ Select “**Create Meters**”.

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Welcome [Account Settings](#) | [Notifications](#) | [Contacts](#) | [Help](#) | [Sign Out](#)

About Your Meters

Enter the information below about your new meters. The meter's *Units* and *Date Meter became Active* are required. You can also change the meter's name.

1 Energy Meter

<input type="checkbox"/>	Meter Name	Type	Other Type	Units	Date Meter became Active	In Use?	Date Meter became Inactive	Enter as Delivery?
<input checked="" type="checkbox"/>	Electric Aggregate Whole Building	Electric - Grid		kWh (thousand Watt-hours)	MMDD/YYYY	<input checked="" type="checkbox"/>		<input type="checkbox"/>

[Delete Selected Entries](#)
[Add Another Entry](#)

[Cancel](#)

4.4 Click “**Continue**” – *do not manually enter any data*.

LADWP will upload aggregated data directly to your Property Profile once you have completed the set-up and requested the data ([Section 4B](#) below).

1 Energy Meter(s)

▼ Electric Aggregate- Whole Building

	Start Date	End Date	Usage kWh (thousand Watt-hours)	Total Cost (\$)	Estimation	Green Power	Demand (kW)	Demand Cost (\$)
Click to add an entry								

[Delete Selected Entries](#)
[Add Another Entry](#)
[Learn how to copy/paste](#)

Upload data in bulk for this meter:

You can copy/paste into the table above ([instructions in this FAQ](#)), or upload an Excel spreadsheet using our simple [spreadsheet template](#).

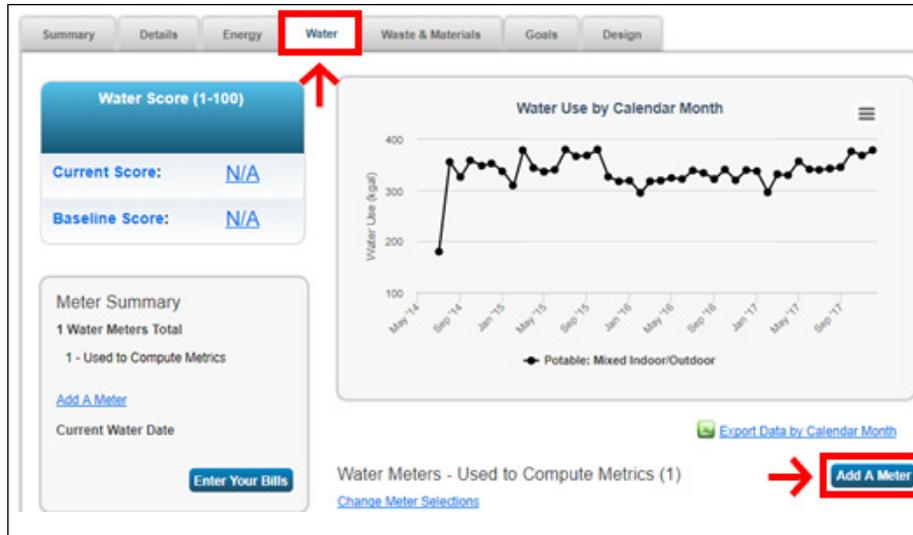
No file chosen

[Cancel](#)

CREATE A VIRTUAL METER: WATER

Follow these steps to create a virtual meter to receive aggregated water data.

4.5 Click **“Add a Meter”** under the **Water** tab as shown below.



- 4.6** Select **“Municipally Supplied Potable Water”** and **“Mixed Indoor/Outdoor”** for your property’s water usage, enter **“1”** for the number of meters
- ▶ Click **“Get Started!”** to continue.
LADWP will upload aggregated mixed indoor/outdoor water data directly to your Property Profile

NOTE:

If your property does not have any outdoor water use, you should still select “Mixed Indoor/Outdoor” for type of water.

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Get Started Setting Up Meters for WEISS - 239 S. Manhattan Pl, 239 S. Manhattan Pl

There are four ways to enter meter data. First, you can enter manually, starting below. Second, you can set up your meters below, then upload a specially formatted spreadsheet with just your bill data. Third, for advanced users, you can use our upload tool that allows you to set up all of your meters and enter bill data. And finally, you can hire an organization that exchanges data to update your energy data automatically.

Your Property's Water Usage

What kind of water do you want to track? Please select all that apply.

- Municipally Supplied Potable Water**
 - Indoor
 - Outdoor
 - Mixed Indoor/Outdoor**
- How Many Meters?
- Municipally Supplied Recycled Water
- Well Water
- Other:

Two Meters Needed for Onsite Solar/Wind

If you've got onsite Solar (or Wind), you still need to enter an Electric Grid Meter. [Learn More](#)

Automate Your Meter Entries

There are many organizations that will electronically enter your utility data into Portfolio Manager. Many utilities provide this service for free. Service providers integrate this service into their own software and value-added offerings. [Learn more](#)

Get Started! [Cancel](#)

- 4.7** Rename your meter under **Meter Name** to **“Water Aggregate – Whole Building”**.
- ▶ Select **“ccf”** for the units.
 - ▶ Enter **“January 1, 2015”** for the **Date Meter Became Active**.
(LADWP will provide data for the past 5 calendar years).
 - ▶ Make sure that the **“In Use”** box is checked.
 - ▶ Select **“Create Meters”**.

About Your Meters

Enter the information below about your new meters. The meter's *Units* and *Date Meter became Active* are required. You can also change the meter's name.

1 Water Meter

<input type="checkbox"/>	Meter Name	Type	Other Type	Units	Date Meter became Active	In Use?	Date Meter became Inactive
<input type="checkbox"/>	Water Aggregate Whole Building	Potable: Mixed Indoor/Outdoor		ccf (hundred cubic feet)	MM/DD/YYYY	<input checked="" type="checkbox"/>	

[Delete Selected Entries](#)
[Add Another Entry](#)

Back **Create Meters** [Cancel](#)

4.8 You will see a green bar at the top, confirming you have successfully created your meter.

- ▶ Click **“Continue”** – **do not manually enter any data.**

LADWP will upload aggregated data directly to your Property Profile once you have completed the set-up and your request has been processed (**Section 4.B.** below).

Your meters have been created! If you have your energy consumption information for these meters, you can enter it below. Or, you can [continue with setting up your meters](#) and enter your energy bills later.

Your Meter Entries

Now we need actual energy consumption information in order to start providing you with your metrics and, possibly, your score!

1 Water Meter(s)

▼ Water Aggregate – Whole Building

	Start Date	End Date	Usage ccf (hundred cubic feet)	Total Cost (\$)	Estimation
Click to add an entry					

[✕ Delete Selected Entries](#)
[+ Add Another Entry](#)
[📄 Learn how to copy/paste](#)

Upload data in bulk for this meter:

Choose File No file chosen
 [Upload](#)

📘 You can copy/paste into the table above ([instructions in this FAQ](#)), or upload an Excel spreadsheet using our simple [spreadsheet template](#).

➔
Continue
[Cancel](#)

4.B. Online Benchmarking Application, Requestor Authentication & Meter Verification

Before initiating the LADWP Benchmarking Application process, review the table below to determine the documents you will need to gather based on the number and type of utility accounts at your property.

Number/Type of Tenant Accounts	Required Authentication Documents	Tenant Consent Required?
Building has 5 or more active utility accounts at least one of which is residential	Self-Certification Letter	No
Building has 3 or more commercial active utility accounts	Self-Certification Letter	No
Building has fewer than 3 commercial active utility accounts	Letter of Authorization, Proof of Ownership	Yes
Building has fewer than 5 active utility accounts and at least one of which is residential	Letter of Authorization, Proof of Ownership	Yes

1 Gather Documents

▶ Self-Certification Letter:

Letter indicating the requestor is authorized to request data on behalf of the owner.

▶ Proof of Ownership:

An electronic copy of the current deed, title report, or property tax statement.

▶ Letter of Authorization

Letter of Authorization to indicating that ownership authorizes the Requestor to act on behalf of owner to obtain aggregated building usage data from LADWP for benchmarking. The same letter can be used for multiple buildings as long as it lists each building address; however, an online benchmarking form must be submitted for each property. Download the Letter of Authorization template at:

www.betterbuildingsla.com/_images/content/Template_Letter_of_Authorization.docx

(You may also download under “**Links**” at: www.betterbuildingsla.com/resources/faqs-and-videos)

▶ Tenant Consent(s):

If required, please complete and submit a Tenant Consent for each tenant.

NOTE:

In lieu of the Tenant Consent, the requestor may provide a copy of the building owner’s lease with the tenant that includes a term granting the owner permission to access the tenant’s utility usage information.

In addition, prepare:

▶ Building information:

Address, square footage, and Assessor’s Parcel Number.

▶ List of Meters serving the property:

You will need to verify this against the list of meters provided by LADWP. The list should include any meter(s) serving subterranean and/or attached parking areas.

2 Complete Application

Once you have gathered the required documents, complete the LADWP Benchmarking Application at:

www.ladwp.com/ladwp/faces/ladwp/commercial/c-gogreen/c-gg-bewb/commercial_buildingbenchmarking

3 Post-Application

After the Requestor has submitted the complete LADWP online Benchmarking Application:

- ▶ You will receive a confirmation email from LADWP. LADWP will work with the Requestor to authenticate the ownership and building information submitted with the Benchmarking Application.
- ▶ Next, LADWP will send a follow-up email to the Requestor with the service address(es) and an attachment with the list of meters associated with the building.
- ▶ The list should include any meter(s) serving subterranean and/or attached parking areas.
- ▶ The Requestor is required to verify the building profile, list of service addresses, and meters for the building by replying back to this email. LADWP will not begin processing your request until they have received your reply.

NOTE:

If you do not already have a list of electricity and water meter numbers and locations, it is recommended to create one as soon as possible to avoid delays.

- ▶ Once the Requestor has validated the meters, LADWP will notify the Requestor of the Property Admin ID number via email from usagedata@ladwp.com. **This is different than the Building ID issued by LADBS.** Please make note for future reference.
- ▶ Once you have received your **Property Admin ID**, proceed to **Section 4.C**.

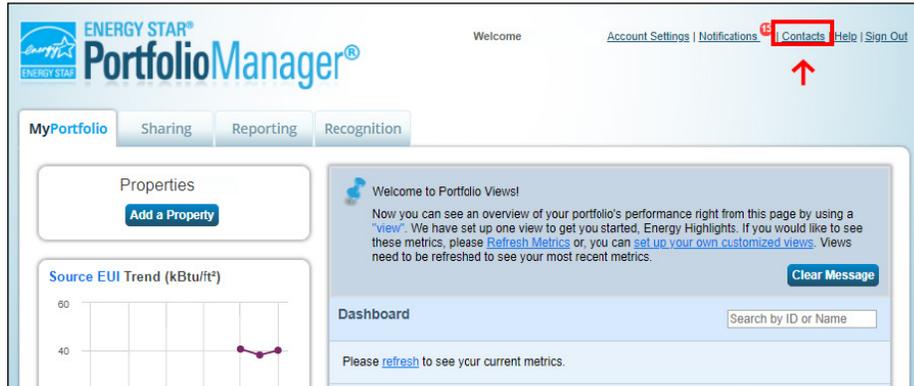
TIP:

Be sure to check your email regularly, and reply promptly to avoid delays. It's also a good idea to check your SPAM folder, to make sure you don't miss an email.

4.C. Connect with LADWP

Please note that before connecting with LADWP, you must first complete the online Benchmarking Application and receive an email stating that your application has been approved (See [Section 4.B.](#)). Be sure to check your email and respond as needed to avoid delays.

- 4.9** To set up Web Services, the first step is to connect with LADWP as a contact. Click on the **“Contacts”** link in the top right corner of the page.

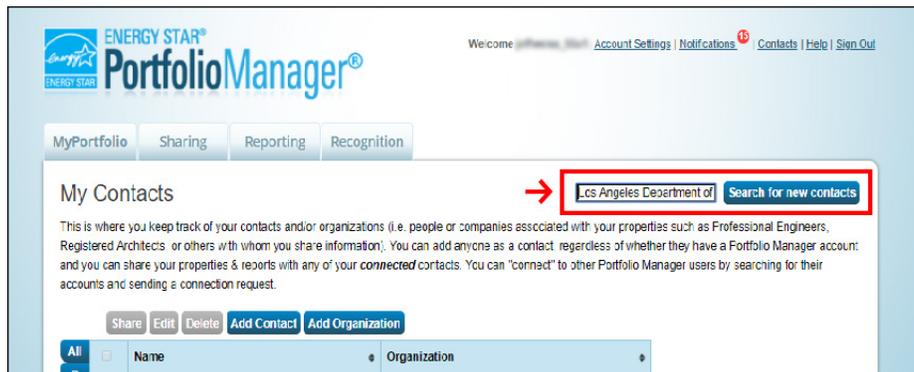


- 4.10** This takes you to your **My Contacts** list.

- ▶ Type in **“Los Angeles Department of Water and Power”** in the text box.
- ▶ Click the **“Search for new contacts”** button.

TIP:

Do not use any abbreviations; type out the full name, exactly as shown.



How to Enroll in LADWP Web Services

- 4.11** A list of available contacts will be returned. Click on the **“Connect”** button for the **Los Angeles Department of Water and Power LADWP Portfolio Manager Web services Account with Los Angeles Department of Water and Power.**

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Welcome [Name] | Account Settings | Notifications | Contacts | Help | Sign Out

MyPortfolio | Sharing | Reporting | Recognition

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:

Los Angeles Department of Water and Power LADWP
Portfolio Manager Webservices Account with Los Angeles Dept of Water and Power

Connect

Page 1 of 1

- 4.12** Enter all required information and a valid email address for the individual authorizing the connection with LADWP.

- ▶ Next, read and agree to LADWP's **Terms of Use**.
- ▶ Click **“Send Connection Request”**.

TIP:

You will receive the Property Admin ID from usagedata@ladwp.com after your Benchmarking Application has been approved.

NOTE:

The LADBS Building ID can be found on your Notification Letter.

If you have questions about your Building ID you may email LADBS at ladbs.ebewe@lacity.org.

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Welcome [Name] | Account Settings | Notifications | Contacts | Help | Sign Out

Send a Connection Request to [Los Angeles Department of Water and Power LADWP](#) to Begin Exchanging Data

[Los Angeles Department of Water and Power LADWP](#) 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 [Los Angeles Department of Water and Power LADWP](#). Once your connection request has been accepted, you can share individual properties and/or meters with them to get started exchanging data.

Building Data Aggregation: Example: Y
Indicate "Y" if request is for whole building data aggregation, indicate "N" if requesting for single meter data: 1 - 1 Characters

LADWP Property Admin ID / Account ID: Example: 1234567890
For whole building data aggregation, enter your LADWP Property Admin ID. For single meter data requests, enter your LADWP Account ID: 1 - 20 Characters

LADBS Building ID: Example: 1234567890
For whole building data aggregation, enter any one of your LADBS Building ID. For single meter data requests, enter any meter number from any of the properties associated with this account (e.g. F0000-1234567890): 1 - 24 Characters

Contact Email: Example: brian.folks@yahoo.com
Email address: 1 - 150 Characters [More Information](#)

Terms of Use: None Provided

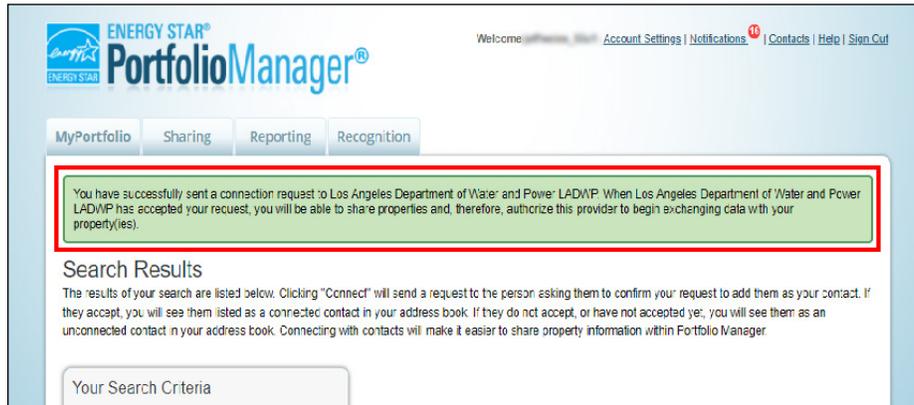
Agreement: I agree to my provider's ([Los Angeles Department of Water and Power LADWP](#)) Terms of Use.

Send Connection Request Cancel

4.13 The top of the next page will show a green bar, confirming your connection request was sent to LADWP.

NOTE:

You are not yet connected to LADWP. LADWP must first accept your request.

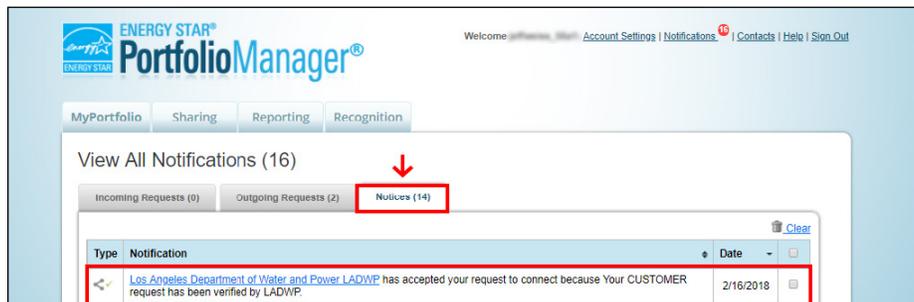


NOTE:

If a Connection Request is created between 8 AM and 12:59 PM, LADWP will process and accept the connection **by 1:30 PM**.

If Connection Request is created between 1 PM and 7:59 AM, LADWP will process and accept the connection **by 8:30 AM**.

4.14 Once LADWP has accepted your connection request you will receive a connection accepted notification.

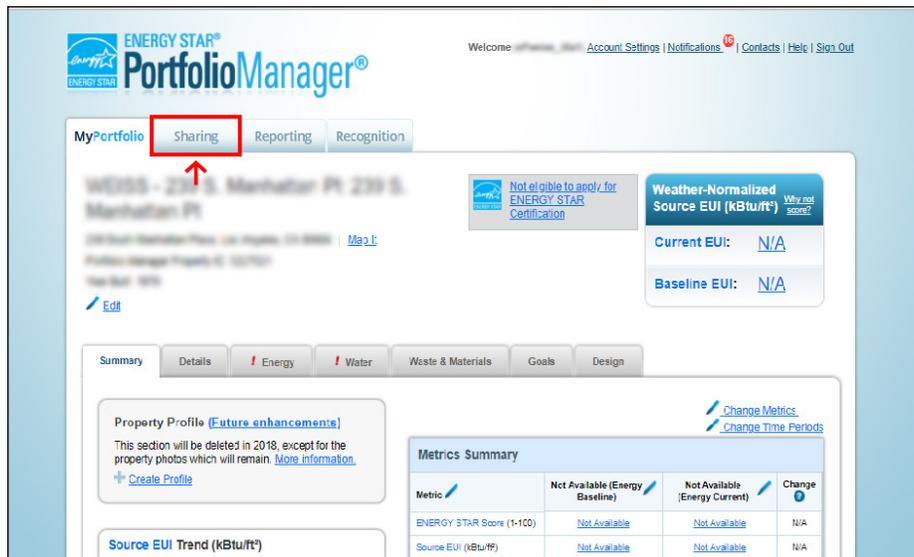


How to Enroll in LADWP Web Services

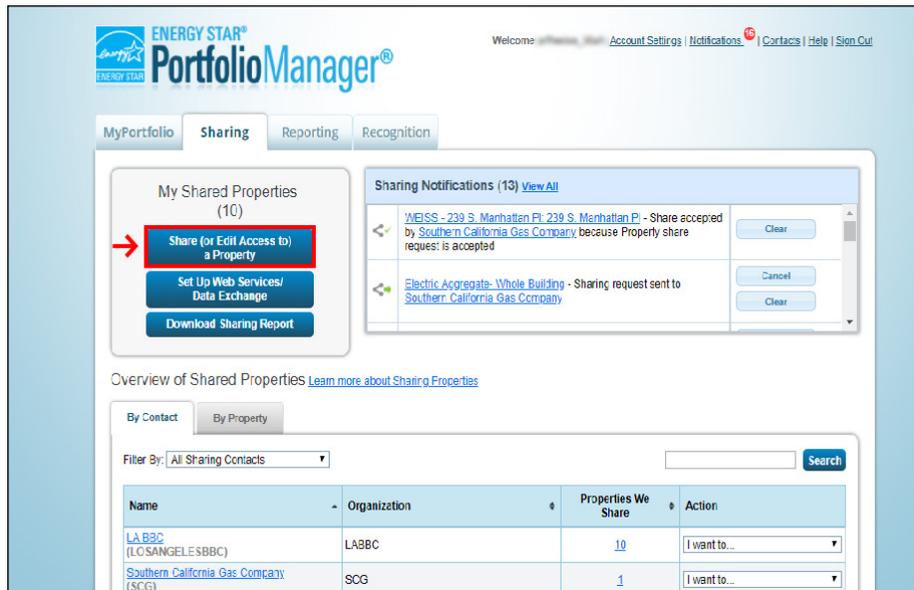
4.15 After you have received notification that LADWP has accepted your connection request, the next step is to share your property (ies) with LADWP Portfolio Manager account. Click the **“Sharing”** tab.

TIP:

Check your ESPM Account home page for Notifications regularly.



4.16 Click **“Share (or Edit Access to) a Property”** on this screen.



How to Enroll in LADWP Web Services

- 4.17** First, go to **Select Properties** to share. Depending on your selection, a drop-down window or button will appear to choose the specific buildings you would like to share with LADWP.
- ▶ Next, go to **Select People (Accounts)** and choose “**Los Angeles Department of Water and Power LADWP**” as the **Account** with which you would like to share.
 - ▶ Then, go to **Choose Permissions** and click on “**Personalized Sharing & Exchange Data**” radio button.
 - ▶ 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?

One Property

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:

Los Angeles Department of Water and Power LADWP (LADWP)

Wegowise Wegowise (WEGOWISE)

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 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

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

- 4.18** Select the “**Exchange Data**” radio button as the permission level to grant LADWP.

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
Los Angeles Department of Water and Power LADWP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Share Property(ies) Cancel

How to Enroll in LADWP Web Services

4.19 When the “**Exchange Data**” radio button is clicked, a pop-up window will appear.

- ▶ Enter “**Y**” for **Building Data Aggregation**,
- ▶ Enter the **LADWP Property Admin ID** and the **LADBS Building ID** (See TIP in 4.12 above).
- ▶ Leave the **Meter Number (single meter data only)** field blank.
- ▶ Click the “**Full Access**” radio button(s).

You will **not** receive data from LADWP unless “**Full Access**” has been selected.

Select Access Permissions to [Los Angeles Department of Water and Power LADWP](#).
The following information is required by [Los Angeles Department of Water and Power LADWP](#) in order to provide service to your property(ies). If you have any questions about how to complete this information, please contact them directly.

Building Data Aggregation: Example: Y
Indicate whether you are requesting whole building data aggregation. Indicate 'Y' if requesting for single meter data; 1 - 1 Characters

LADWP Property Admin ID: Example: 1234567890
Account ID: Example: 1234567890
For whole building data aggregation, enter your LADWP Property Admin ID. For single meter data requests, enter your LADWP Account ID; 1 - 20 Characters

LADBS Building ID: Example: 1234567890
For whole building data aggregation, enter your LADBS Building ID. For single meter data requests, enter any meter number from the property being shared (e.g. F0009-123456789); 1 - 24 Characters

Select the permission level below that you would like to grant [Los Angeles Department of Water and Power LADWP](#) for each category.

Item	None	Read Only Access	Full Access	Meter Number (single meter data only) ¹
Property Information	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
All Meter Information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Share Property(ies) Cancel

4.20 Scroll down and click “**Apply Selections & Authorize Connection**”.

NOTE:

Share Forward option is not required and is at the discretion of the customer and will not impact the upload of aggregated data to the virtual meter.

Water Meters

Water #	None	Read Only Access	Full Access	Meter Number (single meter data only) ¹
F0009-123456789	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

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

¹ Meter Number (single meter data only): Example: F0009-123456789; Enter the meter number for which you wish to receive consumption. Not needed for whole building data aggregation; Between 1 and 24 Characters

Additional Options:

Item	Yes	No
* Share Forward Allow Los Angeles Department of Water and Power LADWP 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 type="radio"/>

Apply Selections & Authorize Exchange Cancel

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4.21 Click “Share Property(ies)” to complete the data exchange request.

The screenshot shows the 'Share Your Property(ies)' page in the ENERGY STAR Portfolio Manager interface. The page is titled 'Share Your Property(ies)' and includes instructions on how to select permissions for each contact. A table is displayed with the following columns: Name (ID), No Access, Read Only Access, Full Access, Custom Access, and Exchange Data. The table contains one entry for 'Los Angeles Department of Water and Power LADWP'. A red box highlights the 'Share Property(ies)' button at the bottom right of the page.

4.22 A green bar will appear at the top of the **Sharing** tab confirming the request was submitted.

The screenshot shows the 'Sharing' tab in the ENERGY STAR Portfolio Manager interface. A green notification bar at the top confirms that access has been successfully shared. Below the notification, there are sections for 'My Shared Properties (10)' and 'Sharing Notifications (18)'. The 'Sharing Notifications' section shows a list of sharing requests with 'Cancel' and 'Clear' buttons.

NOTE:

If a Connection Request is created between 8 AM and 12:59 PM, LADWP will process and accept the connection **by 1:30 PM**.

If Connection Request is created between 1 PM and 7:59 AM, LADWP will process and accept the connection **by 8:30 AM**.

After LADWP accepts your share request, LADWP will upload the aggregated electricity and/or water data to your Property Profile and send a confirmation email.

From: usagedata@ladwp.com
To:
Sent: 4/18/2017 11:30:41 AM Pacific Standard Time
Subject: LADWP Building Benchmarking Request - Accepted

Dear

The total energy usage data for building

: is available through [ENERGY STAR® Portfolio Manager®](#) and may be accessed through your

Building ID:

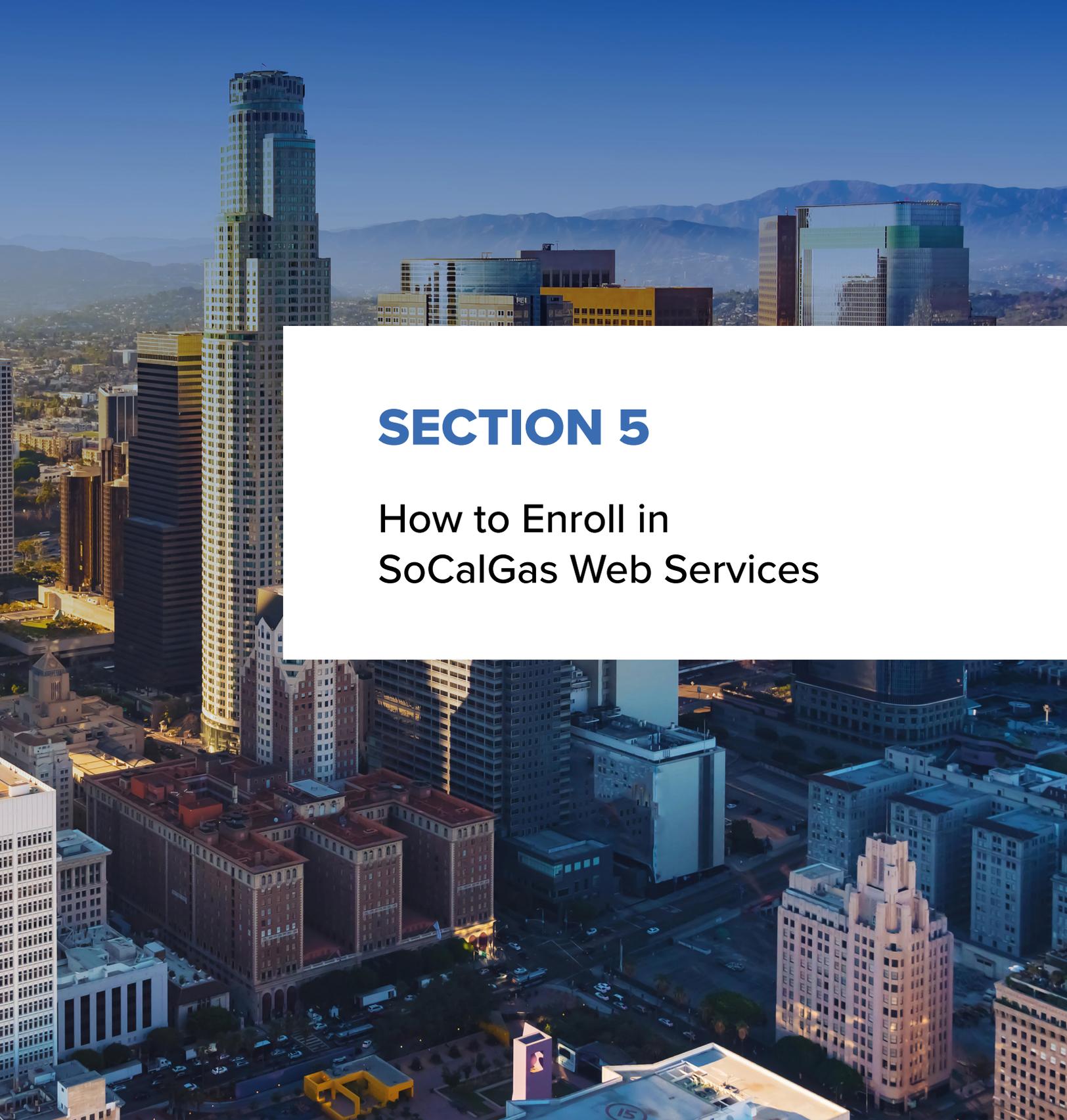
Property Admin ID:

Thank you for benchmarking

NOTE:

Once all whole-building energy and water data for the prior calendar year has been uploaded to your account, you must proceed to **Section 6** to **review and submit your report to LADBS**.

- ! **It is strongly recommended that you submit your data request(s) no later than March 1st to allow sufficient time for data upload and review.**



SECTION 5

How to Enroll in SoCalGas Web Services



HOW TO ENROLL IN SOCALGAS WEB SERVICES

5.A. Connect with SoCalGas

Follow the instructions below to request SoCalGas to upload the prior calendar year's aggregated data to your Property Profile. Prior to requesting gas data, be sure to register for an Account and set up your Property Profile in ENERGY STAR Portfolio manager. Please see [Section 3](#) for guidance. If you requested aggregated data in 2016 or 2017, SoCalGas will provide automated, recurring updates to your data in Portfolio Manager and you do not need to repeat the data request process for ongoing reporting. See the [Ongoing Reporting Guide](#) for instructions on how to view your data.

Once you have set up your property, follow the steps below to request aggregated whole-building gas data.

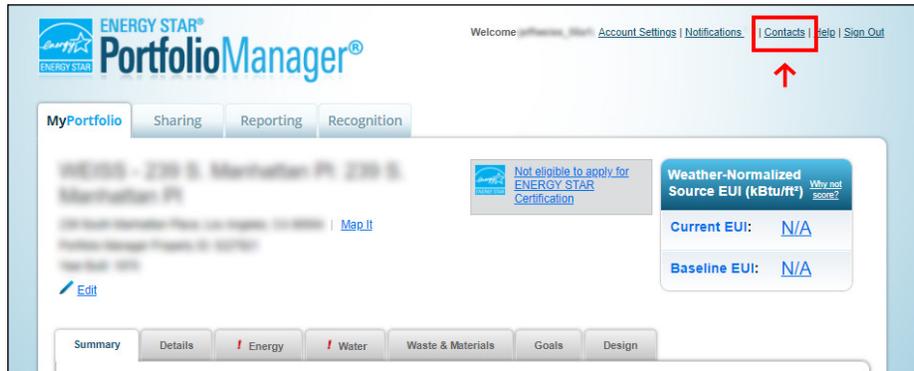
NOTE:

You **do not** need to create a Virtual Meter for your aggregated gas data – SoCalGas will create one for you after you have completed [Steps 5.1 – 5.17](#) below.

- ! **It is strongly recommended that you submit your data request(s) no later than March 1st to allow sufficient time for data upload and review.**

CONNECT AND SHARE WITH SOCALGAS

- 5.1** To set up Web Services, the first step is to connect with SoCalGas as a contact. Log into **ENERGY STAR Portfolio Manager** and click on the **“Contacts”** link at the top right hand corner of the page.



- 5.2** This takes you to **My Contacts** list. Click **“Add Contact”**.



- 5.3 Search for SoCalGas by entering “**Southern California Gas**” as the **Name** and click “**Search**”.

ENERGY STAR®
Portfolio Manager®

Welcome | Account Settings | Notifications 0 | Contacts | Help | Sign Out

MyPortfolio | Sharing | Reporting | Recognition

Add Contact

There are two ways to add a contact. First, search below to see if the contact you would like to add has a Portfolio Manager account. If you find the person, send a Connection Request, and when they accept the request, they will be added to your Contacts. Second, if the contact you would like to add does not have a Portfolio Manager account, then you can create an entry within your personal contacts.

Find Contact in Portfolio Manager
Search using any of the criteria below.

Name: →

Organization:

Username:

Email:

→

Connecting with Other Users
If you think your contact already has an account in Portfolio Manager, search for them. If you find the person, send a Connection Request, and if they accept they will be added to your Contacts. You can easily [share your property](#) information with your contacts.

Keeping Personal Contacts
If the contact you want to add does not have a Portfolio Manager account, you can still add them as your personal contact.

Organizing Personal Contacts by Organization

- 5.4 After the page refreshes, “Southern California Gas Company, Program Advisor with SCG” will appear on the right-hand side of the page. Click “**Connect**”.

NOTE:

If you are already connected with SoCalGas, this search will not yield a result. Click on “**Contacts**” to view your current connections.

MyPortfolio | Sharing | Reporting | Recognition

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:

Southern California Gas Company
Program Advisor with SCG →

Page 1 of 1 50 1 - 1 of 1

How to Enroll in SoCalGas Web Services

5.5 Next, read all of SoCalGas' Terms of Use. Scroll down, read everything carefully.

- ▶ Click on **“I agree to my provider's Terms of Use”**.
- ▶ Then click **“Send Connection Request”**.

Send a Connection Request to [Southern California Gas Company](#) to Begin Exchanging Data

[Southern California Gas Company](#) 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 [Southern California Gas Company](#). 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:

AUTHORIZATION FOR UTILITY TO RELEASE CUSTOMER USAGE DATA TO ENERGY STAR® PORTFOLIO MANAGER INTERNET APPLICATION
AND
NON-DISCLOSURE AGREEMENT

This AUTHORIZATION FOR UTILITY TO RELEASE CUSTOMER USAGE DATA TO ENERGY STAR® PORTFOLIO MANAGER INTERNET APPLICATION AND NON-DISCLOSURE AGREEMENT ("Agreement") is an agreement between the owner or operator ("Owner/Operator") of the building(s) identified by Owner/Operator (each a "Building") in the Environmental Protection Agency's ("EPA") Energy Star® Portfolio Manager application ("Portfolio Manager") and Southern California Gas Company ("Utility"), and governs the release of Utility data to the EPA and to Owner/Operator. As used herein, Utility and

Agreement: I agree to my provider's (Southern California Gas Company) Terms of Use.

Send Connection Request Cancel

5.6 The top of the page will show a green bar confirming your connection request was sent to SoCalGas.

Note:

You are not yet connected to SoCalGas until they accept your request. You will receive a notification in Portfolio Manager when your request is accepted. This process takes 24 to 48 hours.

MyPortfolio Sharing Planning Reporting Recognition

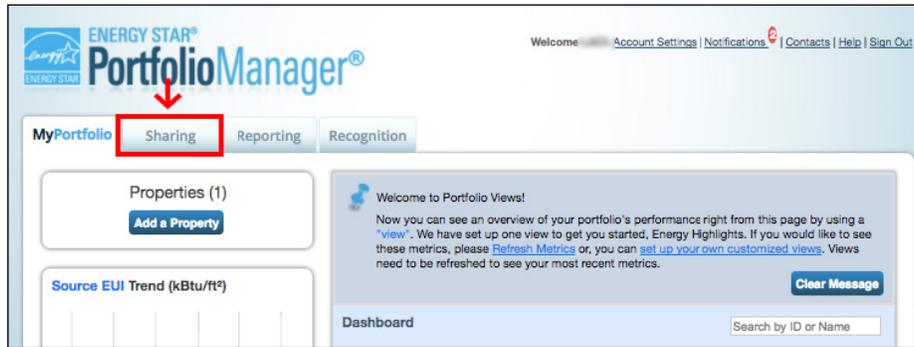
You have successfully sent a connection request to Southern California Gas Company. When Southern California Gas Company has accepted your request, you will be able to share properties and, therefore, authorize this provider to begin exchanging data with your property(ies).

Search Results

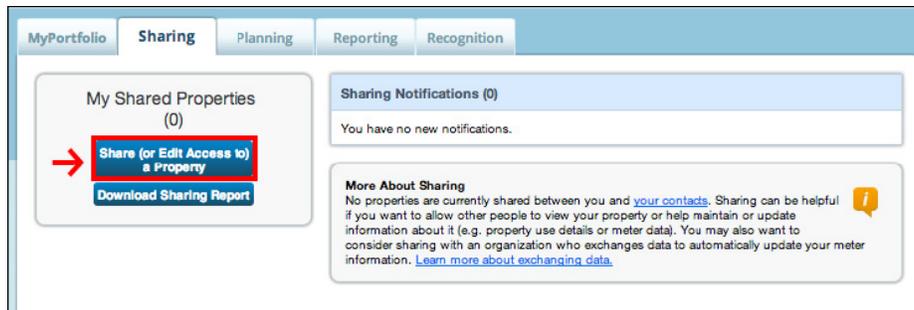
The results of your search are listed below. Clicking "Connect" will send a request to the person asking them to confirm your request to add them as your contact. If they accept, you will see them listed as a connected contact in your address book. If they do not accept, or have not accepted yet, you 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

- 5.7 After you have received notification that SoCalGas has accepted your connection request, the next step is to share your property(ies) through your Portfolio Manger account. Go to the **Sharing** tab.



- 5.8 Click **“Share (or Edit Access to) a Property”** as shown on this screen.



- 5.9** Next, make your choices under **Select Properties** to share. Use the **drop-down windows** to choose the number of building(s) you would like to share with SoCalGas, and then indicate which specific buildings.
- ▶ Next, under **Select People (Accounts)**, highlight **“Southern California Gas Company (SCG)”** as the Account with which you would like to share.
 - ▶ Lastly, under **Choose Permissions**, select the setting for **“Personalized Sharing & Exchange Data”**.
 - ▶ Click **“Continue”**.

ENERGY STAR
PortfolioManager®

Welcome [myname](#) | [Account Settings](#) | [Notifications](#) ¹⁰⁰ | [Contacts](#) | [Help](#) | [Sign Out](#)

MyPortfolio **Sharing** Reporting Recognition

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?
One Property

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:
Alex Estrada (SCG_TEST)
Finally Launching (scguat)
Janardhanan Selvaraj (janaardhanan)
Southern California Gas Company (SCG)
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 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.

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

Exchanging Data
To get started, first [connect with an organization that exchanges data](#). Once you are connected, their name will appear on the selection list on the left. **Note: you can now share in bulk for exchanging data.**

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.

Continue [Cancel](#)

- 5.10** On the next screen, select the **“Exchange Data”** radio button as the permission level to grant SoCalGas. When you do, a pop up box opens, as seen in the next screen shot.

The screenshot shows the 'Share Your Property(ies)' interface in the Energy Star Portfolio Manager. The 'Exchange Data' radio button is selected and highlighted with a red box and an arrow. The interface includes a 'Who gets to Share Forward?' section with options for Full Access, Read Only, Custom, and Exchange Data. A table below lists properties with columns for access levels: No Access, Read Only Access, Full Access, Custom Access, and Exchange Data. The 'Exchange Data' column for the 'Southern California Gas Company' property is highlighted with a red box and an arrow.

Name (ID)	No Access	Read Only Access	Full Access	Custom Access	Exchange Data
Southern California Gas Company	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

- 5.11** Enter either capital **“Y”** or capital **“N”** depending on your reason for requesting the data exchange, and whether you need monthly bills or not going forward. For Property Information select **“Full Access”**. All other options can be **“Read Only Access”**.

Note:

This window is longer than it appears here. To see all fields you must scroll down.

The screenshot shows the 'Select Access Permissions' dialog box. The 'Full Access' radio button is highlighted with a red box and an arrow. The 'Share Forward' option is also highlighted with a red box and an arrow. The dialog box includes fields for 'Is this property being benchmarked because of AB902?' and 'Do you require monthly meter updates?'. A table below lists items with columns for 'None', 'Read Only Access', 'Full Access', 'Bill Account Number1', and 'Last Bill Amount2'. The 'Full Access' column for 'Property Information' is highlighted with a red box and an arrow.

Item	None	Read Only Access	Full Access	Bill Account Number1	Last Bill Amount2
Property Information	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		

Additional Options:

Item	Yes	No
Share Forward Allow Southern California Gas Company 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"/>

On the next page, click **“Share Property(ies)”** to share your property with SoCalGas.

ENERGY STAR® PortfolioManager®

Welcome | Account Settings | Notifications ¹⁰³ | Contacts | Help | Sign Out

MyPortfolio | **Sharing** | 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
ABR02-urban_SCT (5717913) Southern California Gas Company	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input checked="" type="radio"/> Edit

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.

Share Property(ies) [Cancel](#)

You should see a message in the green banner noting you have successfully shared your property and your newly shared property in the **Sharing Notifications** box.

ENERGY STAR® PortfolioManager®

Welcome | Account Settings | Notifications ¹⁰⁶ | Contacts | Help | Sign Out

MyPortfolio | **Sharing** | 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 (12)

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

Sharing Notifications (98) [View All](#)

ABR02-urban_SCT Company - Sharing request sent to Southern California Gas Company	Cancel	Clear
ABR02-urban_SCT Company - Sharing request sent to Southern California Gas Company	Cancel	Clear

5.B. Online Data Request Form

Prior to completing the online data request form, follow the steps in [Section 5.A.](#) to connect with SoCalGas and share your property in Portfolio Manager.

NOTE:

The requirements below are subject to change based on updated regulations at the State level.

5.12 Gather the information you will need in order to complete the online usage data request from SoCalGas:

- ▶ ENERGY STAR Portfolio Manager Property ID – This can be located under your property’s name and address in the top navigation bar in ENERGY STAR Portfolio Manager.



- ▶ All addresses associated with the building(s) – you will receive incomplete data if you do not provide all addresses associated with the building
- ▶ Number of utility accounts serving the buildings address, and how many of the accounts are in the building owners name.
- ▶ **Tenant Consent**
If there are less than five active gas accounts not in the owner’s name (e.g. in tenants name), then you must provide SoCalGas with signed authorization in order to receive customer information or act on a customer’s behalf. The account holder(s) must sign the Customer Information Standardized Request (CISR) Form: www.socalgas.com/1443740417415/CISR_Form_8206.pdf
- ▶ Through the online form, you will attest that you are authorized to request data on behalf of the owner - Proof of Ownership and a Letter of Authorization **are no longer required.**

Once you have gathered this information, follow the steps below to request data from SoCalGas.

5.13 STEP 1

- ▶ Navigate to the Benchmarking Usage Request form: eebenchmarking.socalgas.com/ab802/
- ▶ Enter ENERGY STAR PM username, Property ID, and requestor information, select **“Aggregated”** under report, enter number of accounts.
- ▶ If you indicated that there are less than five active gas accounts not in the owner’s name (e.g. in tenants name), you will be prompted to download and complete the Customer Information Standardized Request (CISR) Form before moving to the next step.
- ▶ If you are not prompted to complete the CISR form, click **“Next”**.

Step 1 Step 2 Step 3

Submit a Request

Step 1 of 3. Requestor information

Please provide the following information about the requestor and/or the ENERGY STAR[®] Portfolio Manager (PM) account in order to request benchmarking usage data

* Required

ENERGY STAR Portfolio Manager Information

* Is this request for your ENERGY STAR PM? Yes No

* ENERGY STAR PM Username Don't have an ENERGY STAR PM account? Visit [ENERGY STAR[®]](#) to create an account.

* Property ID

Requestor

* First Name:

* Last Name:

* Email Address:

* Confirm Email Address:

* Phone Number:

Business Name:

* Requestor Type:

Request Information

* Report Type:

* Number of gas utility accounts at the given address(es)?

* How many gas utility accounts are in building owner's name?

Next >

Read step-by-step instructions on how to benchmark your building. [Read Now.](#)

5.14 STEP 2

- ▶ Enter **Building Type** from the drop down list.
- ▶ Add any additional **addresses associated with the building**. A list of addresses will be suggested if the address entered cannot be found in the database, as shown in the example below. You must have a match to move to Step 3. Note that meter number is not required to complete the request.
- ▶ Click **“Next”**.

SoCalGas
A Sempra Energy Company

[socialgas.com Home](#) | [Energy Efficiency Benchmarking](#) | [Instructions](#)

Benchmarking Usage Request

Step 1 → **Step 2** → Step 3

Submit a Request

Step 2 of 3. Add Building Address(es)

Please enter the building type and address(es) associated with a single building.
* Required

Building Type

Buildings can have different types and they should reflect the use for a majority of the building. They include Commercial, Industrial, Mixed Use and Multi-family. Please note: Mixed Use is both Commercial and Residential types.

* Building Type: Multi-Family/Mixed-Use

Building Address 1

Matching address: Please select the correct address

- 1996 N Tustin St, Orange
- 2000 N Tustin St, Orange**
- 2018 N Tustin St, Orange
- 2020 N Tustin St, Orange

Or Re-enter address below

* Street Address : 2000 N Tustin St

Apartment or Unit Number:

* City: Orange

Meter Number:

Add Meter

Add Another Address

«Back **Next »**

5.15 STEP 3

- ▶ Be sure to have your required document(s) ready for uploading.
- ▶ Review the **Terms and Conditions**.
- ▶ Click on the Terms acknowledgment **checkbox**.
- ▶ Click on the **“Submit”** button.

NOTE:

If you have indicated there are less than five active gas accounts not in the owner’s name (e.g. in tenants name), this step will provide an option to upload the Customer Information Standardized Request (CISR) Form: www.socalgas.com/1443740417415/CISR_Form_8206.pdf

Step 1 Step 2 Step 3

Submit a Request

Step 3 of 3. Provide Authorizations

Have your required document(s) ready for upload.
* Required

Terms and Conditions

AUTHORIZATION FOR UTILITY TO RELEASE CUSTOMER USAGE DATA TO ENERGY STAR® PORTFOLIO MANAGER INTERNET APPLICATION AND NON-DISCLOSURE AGREEMENT

This AUTHORIZATION FOR UTILITY TO RELEASE CUSTOMER USAGE DATA TO ENERGY STAR® PORTFOLIO MANAGER INTERNET APPLICATION AND NON-DISCLOSURE AGREEMENT ("Agreement") is an agreement between the owner or operator ("Owner/Operator") of the building(s) identified by Owner/Operator (each, a

* By clicking the checkbox, you acknowledge that you have fully reviewed and agree to [Terms of Service](#) and [Privacy Policy](#).

[Back](#) [Submit](#)

5.16 After clicking “**Submit**”, you will receive an email from SCGBenchmarking@semprautilities.com.

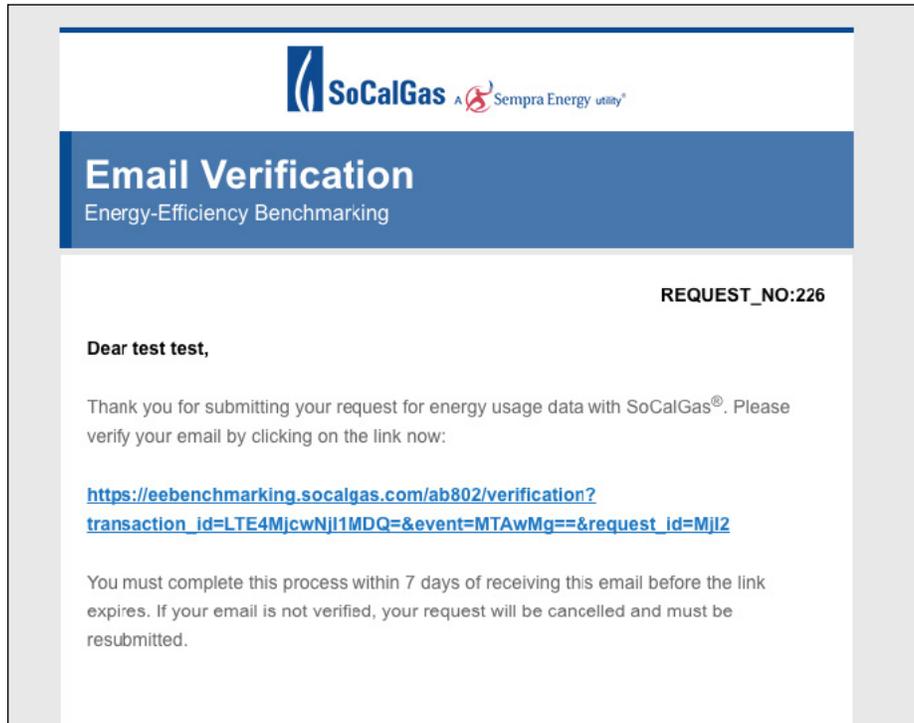
! **Click on the link within 7 days to verify your email to complete the submission of your request.**

NOTE:

Your request will be fulfilled within 28 days of a complete request submittal. A complete request submission constitutes building ownership verification/attestation and 3rd party & party & customer authorization, when applicable.

NOTE:

3rd party is a requestor who is not a building owner (i.e. building manager/operator, facilities personnel, benchmarking service provider, owner’s agent, etc.). Customer is account holder or tenant within the requested building.



5.17 SoCalGas will follow up via email to clarify any issues with the request. You will receive an email from SCGBenchmarking@semprautilities.com with a list of meter for your review.

5.18 Once any issues with your request are resolved, SoCalGas will create a virtual meter and upload data directly to your account.

NOTE:

Once all whole-building energy and water data for the prior calendar year has been uploaded to your account, you must proceed to **Section 6** to **review and submit your report to LADBS**.



SECTION 6

How to Submit a Benchmarking Report to LADBS



HOW TO SUBMIT A BENCHMARKING REPORT TO LADBS

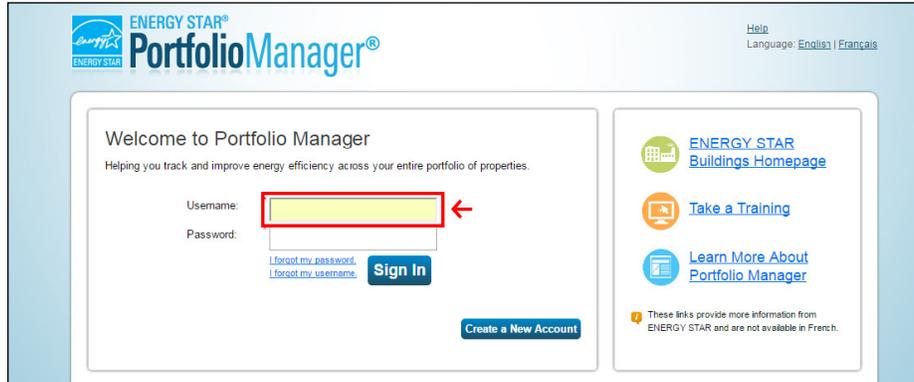
6.A. Add Your Building ID to Your Property

This section will guide you through the steps to review and submit your report to LADBS. Please be sure to complete all steps in this section.

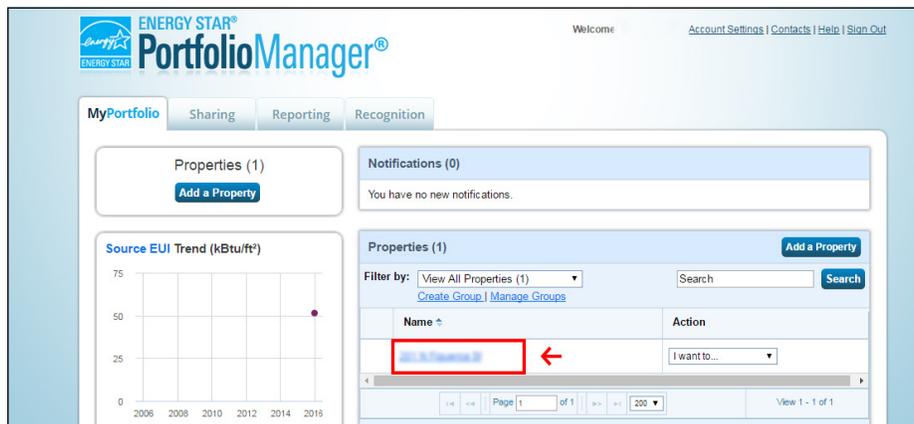
NOTE:

If you benchmarked your building for past reporting, you do not need to enter your Building ID again, so please proceed to [Section 6.B.](#)

- 6.1.** Go to portfoliomanager.energystar.gov/pm/login and login with your Portfolio Manager account.

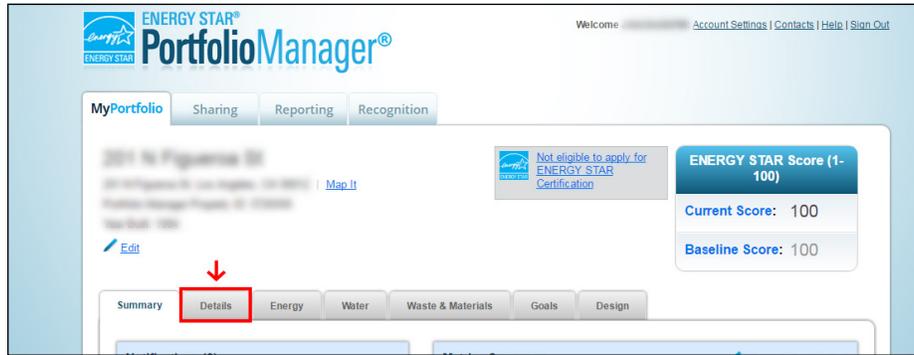


- 6.2.** Click the **address or name of the benchmarking report** you will be assigning the LA City Building ID to.

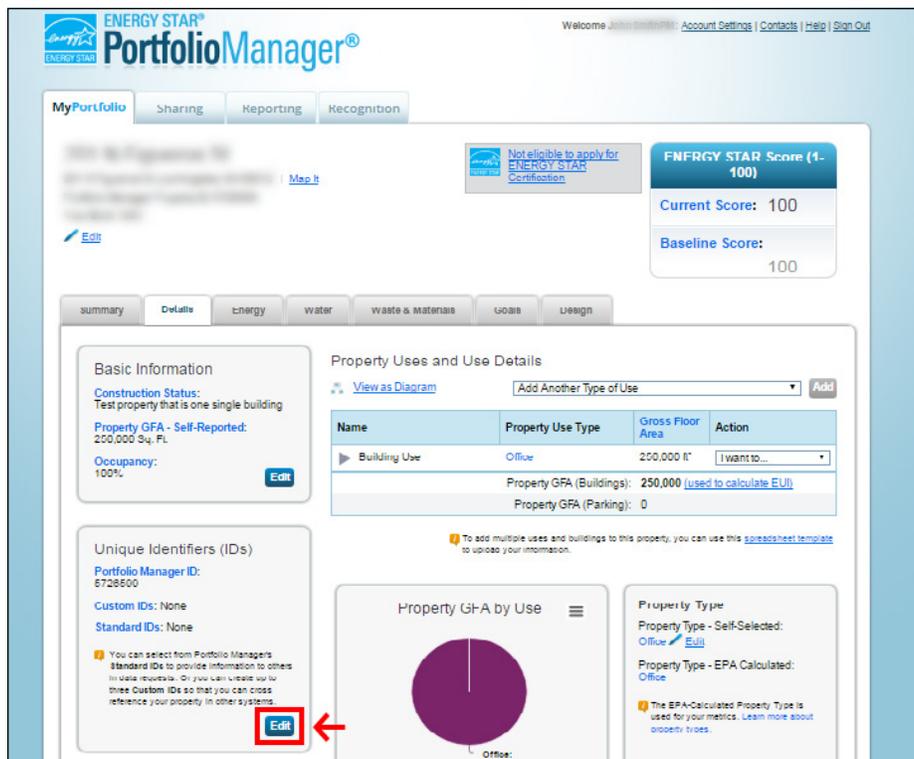


How to Submit a Benchmarking Report to LADBS

6.3. Click on the “Details” tab.



6.4. Click the “Edit” button under the Unique Identifier (IDs) section.



How to Submit a Benchmarking Report to LADBS

6.5. Select **“Los Angeles Building ID”** from the **Standard IDs** drop down menu.

- ▶ Type in your **LA City Building ID Number** found at the top of the Official Notification letter from LADBS.
- ▶ Once entered, click **“Save”**.

NOTE:

The LADBS Building ID can be found on your Notification Letter. If you have questions about your Building ID you may email LADBS at ladbs.ebewe@lacity.org.

After Clicking **“Save”**, your LA City Building ID will be linked with your Energy and Water Benchmarking Report in Portfolio Manager.

The screenshot displays the 'Standard IDs' section of the Portfolio Manager interface. A dropdown menu is open, listing various standard ID types. The 'Los Angeles Building ID' option is highlighted with a red box and a red arrow pointing to it. To the right of the dropdown, there is an 'ID' input field with a red box around it and a red arrow pointing to it. Below the input field, there is a 'Save' button with a red arrow pointing to it and a 'Cancel' button. The interface also includes sections for 'Custom IDs' and 'Standard ID Types' with informational text and icons.

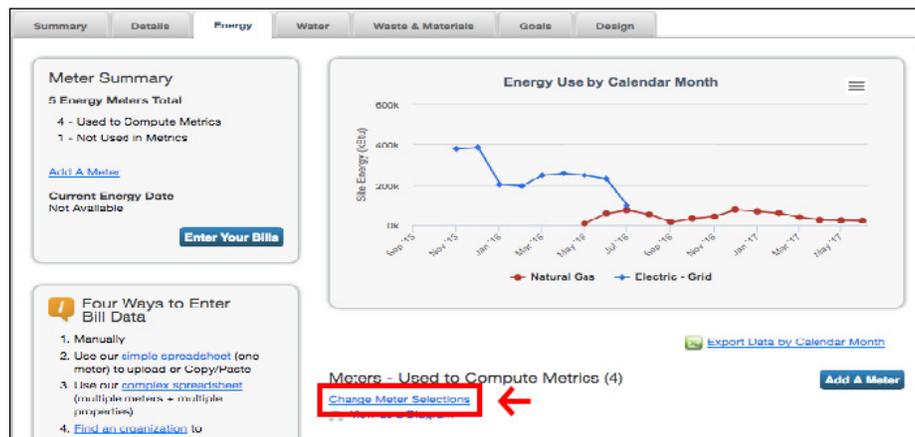
6.B. Confirm Meters & Run the Data Quality Checker

Once you've added the aggregated electricity, water, and gas data for the prior calendar year into ESPM, and added your LA City Building ID to your Property Profile ([Section 6.A.](#)), the next step is to run the Data Quality Checker.

The Data Quality Checker will help you identify possible typos, incorrect meter readings, missing information, incorrect units of measure, and other common data entry problems, and will also look at metrics like Source EUI, Number of Workers (compared to your Gross Floor Area), and Weekly Operating Hours to see if anything appears out of the normal range relative to your property type.

NOTE:

Before you run the Data Quality Checker, be sure to select the meters that reflect your actual whole building consumption data by clicking "Change Meter Selections" under Energy tab.



How to Submit a Benchmarking Report to LADBS

The Test Building below has two electricity meters, one for the common area and one for the aggregated data. Since the consumption of the common area meter is included in the aggregated data in this example, you must deselect the common area electricity meter to avoid double counting and hurting your EUI.

- ▶ Ensure that the **common area electricity meter radio button** has been **deselected**.
- ▶ Then click **“Apply Selections”**.

NOTE:

Though not shown in this example, aggregated water consumption data must also be included, and the aggregated water data meter should be included in the metrics. This example will be updated in a future version of this Guide.

NOTE:

If you benchmarked **2016 aggregated data**, deselect the 2016 electric and water meters, and only select 2017 meters.

Summary

2

Meters representing the total energy consumption for [Least Building](#) (a single building).

About Sub-meters

If you have sub-meters to measure energy or water consumption for a specific purpose, and you also have a master meter (which measures total consumption), counting both of those meters would double count your consumption and skew your metrics (e.g., artificially increase your Site Energy Use Intensity). [Learn More about configuring meters for performance metrics.](#)

Energy Meters

Select all meters to be included in your Energy metrics. (Hint: All meters should be included unless they are [sub-meters](#).)

Name Meter ID	Type
<input checked="" type="checkbox"/> Electric Aggregate - Whole Building	Electric - Grid
<input type="checkbox"/> Electric Submeter - Common Areas	Electric - Grid
<input checked="" type="checkbox"/> Natural Gas Aggregate - Whole Building	Natural Gas

Total of 2 meter(s). Tell us what this represents:

These meter(s) account for the total energy consumption for [Least Building](#) (a single building).

These meter(s) do not account for the total energy consumption for [Least Building](#) (a single building).

How to Submit a Benchmarking Report to LADBS

- 6.6. Run the “**Data Quality Checker**” after selecting the meters that reflect the whole-building data.
- ▶ Click the “**Summary**” tab for your property.
 - ▶ Then click “**Check for Possible Data Errors**” at the bottom right.

The screenshot shows the MyPortfolio interface for a property named 'La Brea Innovation Campus'. The 'Summary' tab is selected and highlighted with a red box. A red arrow points to the 'Summary' tab. Below the tabs, there is a 'Property Profile' section with a note about changes coming in Fall 2017. To the right is a 'Metrics Summary' table. At the bottom right, there is a 'Check for Possible Data Errors' button, also highlighted with a red box and a red arrow pointing to it.

Metric	Not Available (Energy Baseline)	Not Available (Energy Current)	Change
ENERGY STAR score (1-100)	Not Available	Not Available	N/A
Source EUI (kBtu/ft ²)	Not Available	Not Available	N/A
Site EUI (kBtu/ft ²)	Not Available	Not Available	N/A
Energy Cost (\$)	Not Available	Not Available	N/A
Total GHG Emissions (Metric Tons CO ₂ e)	Not Available	Not Available	N/A
Water Use (All Water Sources) (kga)	Not Available	Not Available	N/A
Total Waste (Disposed and Diverted) (Tons)	Not Available	Not Available	N/A

- 6.7. Enter Year Ending December 31 of the prior calendar year as the Timeframe, and click “**Run Checker**” to see possible data issues. Portfolio Manager will check data for a full year (12 months) of meter consumption and Property Use Details.

The screenshot shows the 'Data Quality Checker' interface. It includes a 'Select Timeframe & Run Checker' section with a 'Year Ending' dropdown menu set to 'MM/DD' and 'YYYY'. A red box highlights the 'Run Checker' button. To the right is an 'About Timeframes' section with an information icon.

- 6.8. Review your alerts and follow the links to view or correct your data as needed. If you receive the error message below, stating that “Property has no waste or material meters”, please disregard as waste and materials meters are not required for your benchmark report.

The screenshot shows the 'Data Quality Checker' interface. At the top, there are tabs for 'MyPortfolio', 'Sharing', 'Reporting', and 'Recognition'. The main heading is 'Data Quality Checker'. Below this, there is a sub-heading 'Select Timeframe & Run Checker' with instructions: 'We check data for a full year (12 months) of meter consumption and Property Use Details (called a Metric Year). Select a Year Ending Date and click "run checker" to see possible data issues.' There is a 'Year Ending:' field with a dropdown menu for 'MM/DD' and a text input for 'YYYY', followed by a 'Re-Run Checker' button. To the right, there are two informational sections: 'About Timeframes' and 'About Alerts'. The 'About Alerts' section contains a red warning icon and the text: 'Indicates data is incomplete or missing. Most'. At the bottom, a blue alert box with a yellow warning icon and the text 'Property has no waste or material meters.' is highlighted with a red border.

If you need help troubleshooting, or if you would like to have your data reviewed confidentially, submit an inquiry to www.betterbuildingsla.com/contact

6.C. Submit Your Benchmarking Report to LADBS

6.9. To report data for calendar year 2019, go www.ladbs.org/benchmarking2019 and login to your **Portfolio Manager** account.

If you are submitting a late report for a past reporting year, select the correct link below:

- ▶ To report data for calendar year 2018, go to www.ladbs.org/benchmarking2018
- ▶ To report data for calendar year 2017, go to www.ladbs.org/benchmarking2017
- ▶ To report data for calendar year 2016, go to www.ladbs.org/benchmarking2016

NOTE:

Please note that you must login from the correct, specific link to submit your report

6.10. Generate a Response Preview.

There are **2 options** to follow depending on the number of properties you have:

OPTION 1

Applies when one (1) single property is being reported.

- ▶ Select **“One Property”** in the **Your Response** section.
- ▶ Then select the **registered building** or **report name** you are going to send.
- ▶ Once complete, click **“Generate Response Preview”**.

ENERGY STAR® PortfolioManager®

Welcome [User Name] Account Settings | Contacts | Help | Sign Out

MyPortfolio | Sharing | Reporting | Recognition

Complete this form to respond to the "2016 City of Los Angeles Department of Building and Safety" for Department Of Building And Safety City of Los Angeles. This response has also been added to your "Templates & Reports" list on the Reporting tab.

Respond to Data Request: 2016 City of Los Angeles Department of Building and Safety from Department Of Building And Safety City of Los Angeles (Los Angeles Department of Building And Safety)

About this Data Request

Data Requested By: Department Of Building And Safety City of Los Angeles
For help, contact: Department Of Building And Safety City of Los Angeles at lads.ebewe@lacity.org or 213-462-0478

About Your Response

Who is this data being submitted on behalf of?

myself
 someone else

Your Response

Select Information to Include:

Timeframe: Single Year | Dec 31 | 2016

If the data requester has specified a timeframe for the request, you will not be able to change it.

Properties: One Property | - Select Property -

Use the dropdown menu to select the information. Make sure you have entered your response.

Responding to Data Requests

You are viewing this screen because someone has asked you to provide data to them in the form of a data request. To respond, simply fill out the information on this screen and select what properties you wish to include (some decisions may have been made by the data requester.)

Also see the [How to Respond to Data Requests](#) guide.

Submitting Data for Someone Else

Sometimes people delegate their responsibilities for responding to data requests to other people. If you are responding on behalf of someone else, please submit their name from your Contacts Book so that they will be attributed to the response.

Previewing Reports

Making selections here will include specific properties and timeframes in your response. You may preview your response before you send it. However, Portfolio Manager will need to prepare the preview in order for you to view it. Large responses may take more time to prepare. Your response preview will be available from the "Templates & Reports" section on the Reporting tab when it is ready.

Generate Response Preview [Cancel](#)

How to Submit a Benchmarking Report to LADBS

OPTION 2

Applies when multiple properties are being reported to LADBS at the same time.

- ▶ Select **“Multiple Properties”** in the drop down menu.
- ▶ Then click **“Select Properties”**.

About Your Response

Who is this data being submitted on behalf of?

myself
 someone else

Your Response

Select Information to Include:

Timeframe: * Single Year | Dec 31 | 2016

If the data requestor has specified a timeframe for the request, you will not be able to change it.

Properties: Multiple Properties | **Select Properties** | Selected Properties: 0

The data requestor may have asked for one or more standard IDs to be included with the property information. Make sure you have entered the requested standard IDs for each property before sending your response.

Generate Response Preview [Cancel](#)

Submitting Data for Someone Else
Sometimes people delegate their responsibilities for responding to data requests to other people. If you are responding on behalf of someone else, please select their name from your Contacts Book so that they will be attributed to the response.

Previewing Reports
Making selections here will include specific properties and timeframes in your response. You may preview your response before you send it. However, Portfolio Manager will need to prepare the preview in order for you to view it. Large responses may take more time to prepare. Your response preview will be available from the "Templates & Reports" section on the Reporting tab when it is ready.

- ▶ Next, select the **check box** for all the properties you want to report.
- ▶ Then click the **“Apply Selection”** button.

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Welcome | [Account Settings](#) | [Contacts](#) | [Help](#) | [Sign Out](#)

Select Properties

Search:

<input type="checkbox"/>	Name	Property Type	State/Province
<input type="checkbox"/>	2021 N. Pasadena St	Office	CA
<input type="checkbox"/>	2021 N. Pasadena	Office	CA

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

First Previous Page 1 of 1 Next Last 100

Filter Properties (2)

Filter by Property Type

Office (2)

Filter by Construction Status

Test (2)

Filter by State/Province

California (2)

Filter by Shared from

None - My Properties (PDA) (2)

Apply Selection [Cancel](#)

How to Submit a Benchmarking Report to LADBS

- ▶ Click the **“Generate Response Review”** button.

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Welcome | Account Settings | Contacts | Help | Sign Out

MyPortfolio | Sharing | Reporting | Recognition

Complete this form to respond to the "2016 City of Los Angeles Department of Building and Safety" for Department Of Building And Safety City of Los Angeles. This response has also been added to your "Templates & Reports" list on the Reporting tab.

Respond to Data Request: 2016 City of Los Angeles Department of Building and Safety

from Department Of Building And Safety City of Los Angeles (Los Angeles Department of Building And Safety)

About this Data Request

Data Requested By: Department Of Building And Safety City of Los Angeles

For help, contact: Department Of Building And Safety City of Los Angeles at ladbs_ebwe@lacity.org or 213-482-0470

About Your Response

Who is this data being submitted on behalf of?

myself
 someone else

Your Response

Select Information to Include:

Timeframe: * Single Year | Dec 31 | 2016

Properties: * Multiple Properties | [Select Properties](#) | Selected Properties: 0

Responding to Data Requests

You are viewing this screen because someone has asked you to provide data to them in the form of a data request. To respond, simply fill out the information on this screen and select what properties you wish to include (some decisions may have been made by the data requestor).

Also see the [How to Respond to Data Requests](#) guide.

Submitting Data for Someone Else

Sometimes people delegate their responsibilities for responding to data requests to other people. If you are responding on behalf of someone else, please select their name from your Contacts Book so that they will be attributed to the response.

Previewing Reports

Making selections here will include specific properties and timeframes in your response. You may preview your response before you send it. However, Portfolio Manager will need to prepare the preview in order for you to view it. Large responses may take more time to prepare. Your response preview will be available from the "Templates & Reports" section on the Reporting tab when it is ready.

→ **Generate Response Preview** [Cancel](#)

How to Submit a Benchmarking Report to LADBS

- 6.11.** In the **Reporting** tab, under **Templates & Reports**, in the Action column on the right, select **“Send Response”** from the drop down list.

NOTE:

If you wish to preview your Benchmarking report before sending response, then select **“Preview Response”**.

The screenshot shows the ENERGY STAR Portfolio Manager interface. At the top, the 'Reporting' tab is selected and highlighted with a red box and an upward-pointing red arrow. Below the navigation tabs, there is a 'Charts & Graphs' section with a red arrow pointing to it. To the right, there is a section for 'ENERGY STAR Performance Documents' with links to various reports. Below that, the 'Templates & Reports (10)' section is visible, featuring a green notification bar that says 'Your new response preview(s) has been generated.' Below the notification is a table with the following data:

Name	Status	Action
2018 City of Los Angeles Department of Building and Safety (Request from Department Of Building And Safety City of Los Angeles)	Response Preview Generated: 1/17/2017 8:01 PM	<ul style="list-style-type: none"> I want to... I want to... Edit Properties and Timeframe Preview Response Download Preview in Excel Generate a Modified Response Send Response Cancel Response I want to...
Performance Highlights	No Report Generated	
Energy Performance	No Report Generated	
Emissions Performance	No Report Generated	
Water Performance	No Report Generated	

How to Submit a Benchmarking Report to LADBS

6.12. Confirm your response to LADBS's data request by clicking the **"I hereby certify..."** checkbox.

- ▶ Complete the e-sign section by entering your **username** and **password**.
- ▶ Then click the **"E-Sign Response"** button.
- ▶ Lastly, click **"Send Data"** button to send your Benchmarking Report data to LADBS.

ENERGY STAR® PortfolioManager®

Welcome [User] | Account Settings | Contacts | Help | Sign Out

MyPortfolio | Sharing | Reporting | Recognition

Confirm Response to Data Request from Department Of Building And Safety City of Los Angeles (Los Angeles Department of Building And Safety)

By clicking Send Data, you will release data to Department Of Building And Safety City of Los Angeles (Los Angeles Department of Building And Safety). You will receive a confirmation email with a receipt and a copy of the data attached.

- 1** Who (besides you) should we send a confirmation email to?

Select contacts from your contacts book:

To select multiple contacts, hold down your Control (CTRL) key and click on each selection.

Optional- Additional Email Addresses:

Separate multiple emails by a comma or semicolon.
- 2** What format would you like your data in for the email attachment?

Excel

XML
- 3** E-Sign your Data Response

I hereby certify that I am releasing data about my properties, or on behalf of someone else, to Department Of Building And Safety City of Los Angeles with Los Angeles Department of Building And Safety.

Your username:

Your password:

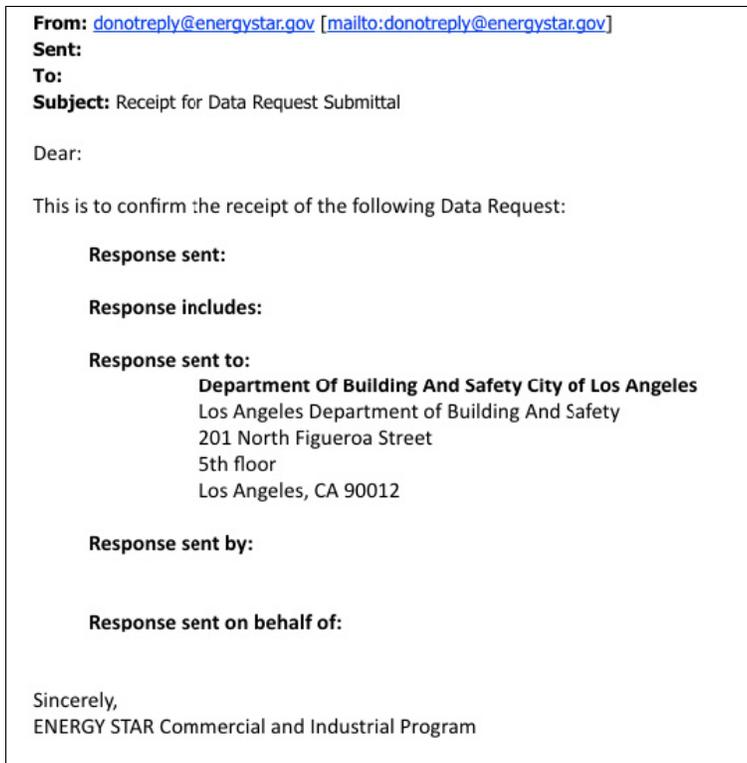
E-Sign Response

Send Data [Cancel](#)

Information: About Releasing Your Data
Once you have chosen to release your data, there is no way to retract it. Please [preview](#) your report to identify any data issues before sending to avoid incomplete or incorrect data being released.

Information: About Signing Your Response
Please provide login credentials (username and password) to electronically sign your response.

- ! Once completed and submitted, you will receive a confirmation email from ENERGY STAR (see below):



- ! LADBS downloads benchmarking report data nightly.

- ! To verify that your benchmarking report was received by LADBS:

- ▶ Sign on to your LADBS Account at www.ladbservices2.lacity.org/OnlineServices/Login/Login to check the status of your report. If LADBS received the report, it will show “Benchmarked” and the date received.

OR

- ▶ Visit LADBS’s EBEWE site at www.ladbs.org/services/green-building-sustainability/existing-buildings-energy-water-efficiency-program and click on “Building Compliance Status (Check Your Building)”. On the next page click “Benchmark All Years” and on the next page use the CTRL+F function on your keyboard to search for your building’s Building ID. Compliance status will be listed in the right most column.
- ▶ If your building status is “Not Complied”, verify that you have registered your building and paid the annual compliance disclosure fee (**Section 1**) and navigated the correct steps in this guide to complete and submit your Benchmarking Report.

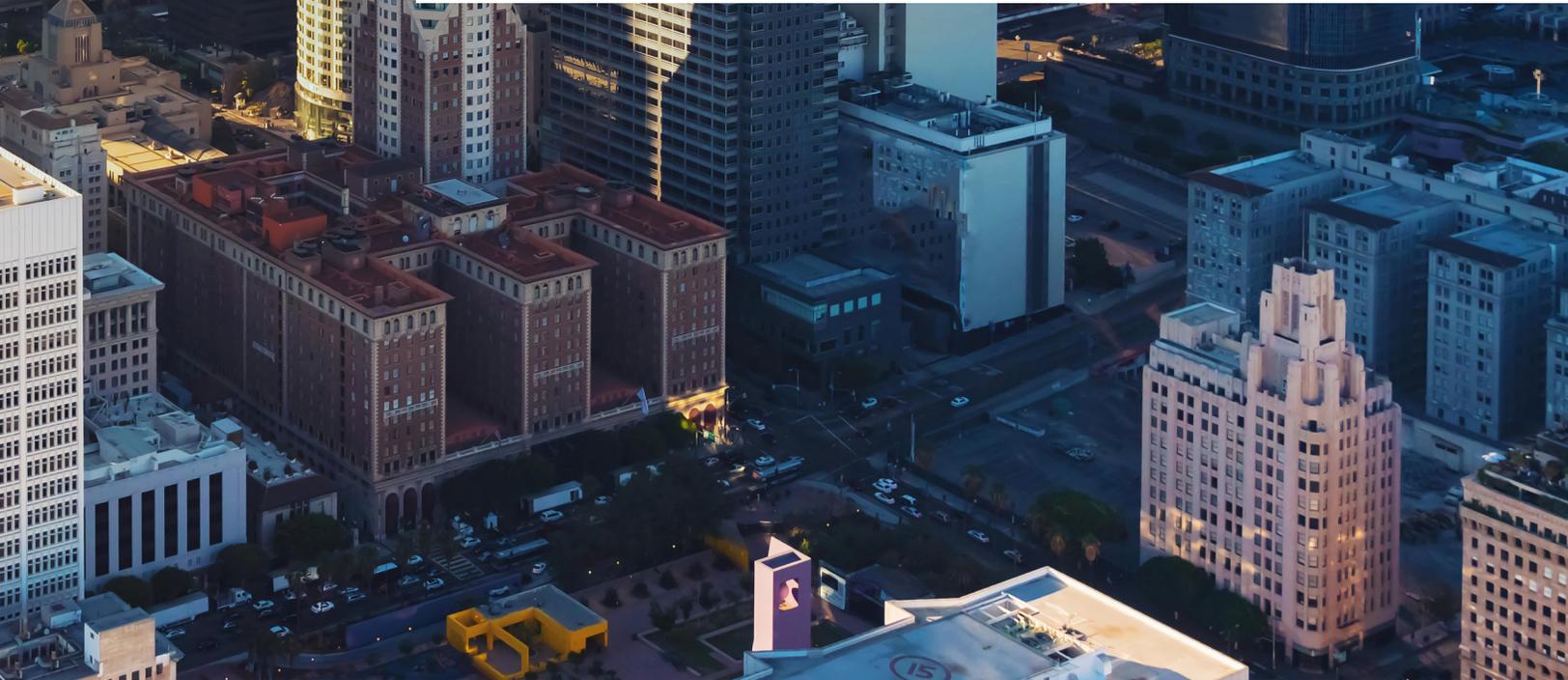
- ! Report submission questions:

Please contact LADBS at ladbs.ebewe@lacity.org if you have questions about your report submission, and make sure to include the building address and ID in your email.



SECTION 7

Questions? Contact Us!



QUESTIONS? CONTACT US!

Please review the information below to determine the best contact for your inquiry. Please be sure to include the address of the building and the Building ID associated with your inquiry in your correspondence.



Contact the LA Department of Building and Safety with questions related to your Building ID, notification letters, deadlines, registration (including changing contact information), payment of fees/fines, and non-compliance notices.

Email: ladbs.ebewe@lacity.org



Contact the LA Energy and Water Efficiency Resource Center for questions on benchmarking.

www.betterbuildingsla.com/contact



Contact LADWP with questions regarding status of electricity and water data requests, or issues with electricity or water data provided by selecting the form for "Building Benchmarking" from the drop down menu.

www.ladwp.com/ladwp/faces/footer/globalcontactus



Contact SoCalGas with questions regarding status of gas data requests, or issues with gas data provided.

www.socalgas.com/for-your-business/energy-savings/benchmarking

E-mail: SCGBenchmarking@semprautilities.com

Phone: 800-508-2348
