

ONGOING REPORTING GUIDE

The Existing Buildings Energy & Water Efficiency Ordinance compliance process is an **annual requirement, and you must repeat the steps to submit your benchmarking report each year.**

First Year Benchmarking?

If *your first* benchmarking deadline is June 1, 2018, this primer is **not applicable** - please refer to the [Benchmarking Guide](#) for compliance steps.

If June 1, 2018 is *not your first* benchmarking deadline and you have compiled in past year(s), follow the steps below, referring to the [Benchmarking Guide](#) as noted, to update your data and submit your annual report.

LADBS Online Services- Compliance Fee ([Section 1](#))

The **annual disclosure compliance fee must be remitted for each year of reporting.** To pay the compliance fee, log into your [LADBS account](#), and refer to [Section 1](#). Please contact LADBS at ladbs.ebewe@lacity.org with questions about registration/payment.

Setting up Portfolio Manager and Adding Your Property ([Section 2](#) and [Section 3](#))

You do not need to create a new Portfolio Manager account or Property Profile to report your 2017 data. However, if any property information or use details (e.g. operating hours, changes in vacancy rate) have changed since you last reported, update your property information by following instructions in [Sections 3.4-3.7](#).

Once your property information is updated, proceed with updating your data:

- If **you are directly billed for utilities** proceed to [Section 3B](#), to manually upload your data, then proceed to [Section 6](#) to review and submit your benchmarking report.
- If your **tenants are billed directly for utilities**, see the instructions below to update your aggregate energy and water data.

Requesting Data from LADWP ([Section 4](#))

If you requested 2016 aggregate electricity and/or water data from LADWP, **you will need to submit a new request to receive complete monthly data for 2017**. Follow the instructions below to navigate the applicable steps in [Section 4](#).

Setting Up Virtual Meters ([Section 4A](#))

You will need to create a new virtual meter(s) to receive 2017 aggregate electricity and/or water data. Create one new virtual meter for each utility type. Follow the steps in [Section 4A](#) to set up new virtual meters, and name your meters according to the data year and utility type (e.g. 2017 Aggregate Electricity – Whole Building).

Online Benchmarking Application ([Section 4B](#))

Next, **repeat the steps outlined in [Section 4B](#) to submit a new online benchmarking application**.

If you using a property tax statement for **proof of ownership**, then you must submit the most current version. If you are using the deed or title report, these documents can be reused for multiple years.

The **Letter of Authorization** must be updated (signed/dated) for each compliance year.

Connect with LADWP ([Section 4C](#))

If you already connected with LADWP, **you do not need to re-connect**. Verify your connection by clicking on “Contacts” on the upper right hand of the screen in Portfolio Manager and viewing “My Contacts”. If you do not see LADWP in the list as indicated below, follow the steps in [Section 4. -9-4.15](#) to connect.

Click on "Contacts" to verify you are connected with LADWP

Account Settings | Notifications | **Contacts** | Help | Sign Out

MyPortfolio | Sharing | Reporting | Recognition

My Contacts

Search for new contacts

This is where you keep track of your contacts and/or organizations (i.e. people or companies associated with your properties such as Professional Engineers, Registered Architects, or others with whom you share information). You can add anyone as a contact, regardless of whether they have a Portfolio Manager account and you can share your properties & reports with any of your **connected** contacts. You can "connect" to other Portfolio Manager users by searching for their accounts and sending a connection request.

Share Edit Delete Add Contact Add Organization

All	Name	Organization
B	Los Angeles Department of Water and Power LADWP (LADWP)	Los Angeles Dept of Water and Power
G	Portfolio Manager Webservices Account	

Share Edit Delete Add Contact Add Organization

Share your Virtual Meter ([Section 4C](#))

Next, **re-share your property with LADWP** to ensure full access to your virtual electricity and/or water meters. Follow the steps outlined in [Section 4.15 - 4.22](#).

Please note that the LADWP Property Admin ID may have changed from your 2016 data request ([Section 4.19](#)). Compare the Property Admin ID received from usagedata@ladwp.com (See [Section 4B](#)) to the Property Admin ID currently listed under Access Permissions and update, if necessary.

Select Access Permissions for [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 '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 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.

When reviewing your access permissions for LADWP, be sure to click the **“Full Access”** radio buttons for any new virtual meters created for 2017 data and click **“No Access”** for virtual meters from 2016.

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

Property Information	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
▼ All Meter Information				
▼ Energy Meters				
2017 Electric Aggregate- Whole Building	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
Electric #3623674007	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Gas #05880233365	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
▼ Water Meters				
2017 Water Aggregate - Whole Building	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>

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

Once you have obtained energy and water data for calendar year 2017, proceed to [Section 6](#).

Requesting Data from SoCalGas ([Section 5](#))

If you received 2016 aggregate data from SoCalGas, automatic recurring updates will be provided and **you do not need to submit a new data request for 2017**. Verify that your natural gas data has been updated to include 2017 by clicking on the “Energy” tab in Portfolio Manager, clicking on the natural gas meter, and selecting “2017” from the “Display Year (s)” dropdown. You should see monthly entries for all of 2017.

The screenshot shows the 'Manage Bills (Meter Entries)' interface. At the top, there is a 'Meter Selection:' dropdown menu. Below it, there are two tabs: 'Basic Meter Information' and 'Monthly Entries'. The 'Monthly Entries' tab is active, displaying a table with the following data:

	Start Date	End Date	Usage therms	Total Cost
<input type="checkbox"/>	12/21/2015	1/25/2016	2,099	
<input type="checkbox"/>	1/25/2016	2/24/2016	1,103	
<input type="checkbox"/>	2/24/2016	3/24/2016	1,070	

To the right of the table, there is a 'Display Year(s):' dropdown menu. The current selection is '2016'. A list of years from 2009 to 2018 is visible, with '2017' highlighted in blue and outlined in orange.

Once you have obtained energy and water data for calendar year 2017, proceed to [Section 6](#).

Submitting Your Benchmarking Report ([Section 6](#))

You do not need to reenter your Building ID, so skip [Section 6.A](#) and proceed to [Section 6.B](#).

Confirm Meters and Run Data Quality Checker ([Section 6.B](#))

When selecting your meters, **unselect virtual meters from past reporting years** (e.g. 2016) or you may receive an error message, "There is not 12 full months of meter data".

Meters - Used to Compute Metrics (2)

[Add A Meter](#)

[Change Meter Selections](#)

[View as a Diagram](#)

Name Meter ID	Energy Type	Most Recent Bill Date	In Use? (Inactive Date)
2017 Aggregate Electric Meter 40896922	Electric - Grid	03/01/2018	Yes
Natural Gas 39405422	Natural Gas	02/01/2018	Yes

[Download Annual Totals by Meter](#)

Additional Meters - Not Used in Metrics (4)

[Change Meter Selections](#)

Name Meter ID	Energy Type	Most Recent Bill Date	In Use? (Inactive Date)
2016 Aggregate Electric Meter 39774230	Electric - Grid	04/01/2017	Yes

Follow the steps outlined in [Section 6](#) to submit your benchmarking report to LADBS and **be sure to use the correct reporting link.**

Questions? Please refer to: <https://www.betterbuildingsla.com/contact>