

GUIDE TO ADDING BUILDING ID(s) AND SENDING REPORTS IN PORTFOLIO MANAGER

EXISTING BUILDINGS ENERGY AND WATER EFFICIENCY (EBEWE) PROGRAM

The LA City Building ID must be included in the benchmarking report being sent to the Los Angeles Department of Building and Safety (LADBS) in compliance with the EBEWE program.

Attachment 1 below describes how to enter the LA City Building ID in Portfolio Manager. Attachment 2 below describes how to send the energy and water benchmarking report to LADBS.

ATTACHMENT 1

How to Add LA City Building ID(s) to Your Property(ies) in Portfolio Manager

Once the building has been benchmarked in Portfolio Manager, the LA City Building ID must be entered using the steps below. The LA City Building ID is provided in the official notification letter sent to the building owner.

Step 1: Go to https://portfoliomanager.energystar.gov/pm/login and login with your Portfolio Manager account.

ENERGY STAR® PortfolioManager®		<u>Help</u> Language: <u>English</u> <u>Français</u>
Welcome to Portfolio Manager Helping you track and improve energy efficiency across you Username: Password: Iforoot my username.	ur entire portfolio of pro <u>perties</u> Login wi Portfolio	th your Manager ID
	Create a New Account	These links provide more information from ENERGY STAR and are not available in French.

Step 2: Click the address or name of the benchmarking report you will be assigning the LA City Building ID to.

	ENERGY STAR	rgy star [®]	Manag	Jer®	Welcome JohnSmithPM:	Account Settings Contacts Help Sign Out
	MyPortfolio	Sharing	Reporting	Recognition		
		Properties (* Add a Property	1)	Notifications (0) You have no new notifications.		
	Source EU	Trend (kBtu/ft	2)	Properties (1) Filter by: View All Properties (1) 🔹 S	Add a Property
CI pro	Click on your property address or		Create Group Mana Name ≑ 201 N Figueroa St	Ac	tion	
re	port na	me	2014 2010	I I I I I I I I I I I I I I I I I I I	1 of 1 ⊨> ⊨1 200 ▼	View 1 - 1 of 1

Step 3: Click on the "Details" tab.

201 N Figueroa St, Los	oa St Angeles, CA 90012 <u>Mar</u>	o lt	Antical Contractor	ole to apply for <u>' STAR</u> ion	ENERGY STAR Score (1- 100)
Portfolio Manager Prope Year Built: 1984	ab	Current Score: 100			
/ Edit				[Baseline Score: 100

Step 4: Click the "Edit" button under the Unique Identifiers (IDs) section.

201 N Figueros Portfolio Mana Year Built 198	İGUƏTOƏ a St, Los Angele ger Property ID: 4	St s, CA 90012 5726599	Map It		Not elig ENERC Certifica	ible to apply for <u>3Y STAR</u> ation	Current	SY STAR Score (1- 100) Score: 100
Edit							Baselin	e Score: 100
Summary	Detalls	Energy	Water	Waste & Materiais	Goals	Design		
Basic Constru Test prop	Information Stion Status: Senty that is one	single building	Pr	operty Uses and U <u>View as Diagram</u>	Ise Details	Another Type of Us	ie	• Add
Property 250,000	GFA - Self-Re Sq. Ft.	ported:	Na	ame	Propert	y Use Type	Gross Floor Area	Action
Occupa 100%	Occupancy: 100%			Building Use	Office		250,000 ft*	I want to •
				Property GFA (Buildings): 250,000 (Used to calculate EUI) Property GFA (Parking): 0				
Unique Identifiers (IDs)				😜 Ti to	add multiple use upload your infom	s and buildings to this nation.	s property, you can	use this <u>spreadsheet template</u>
5728599 Custom Standar	IDs: None d IDs: None			Property G	FA by Use	=	Property Ty Property Type Office Z Edit	pe - Self-Selected:
on "Edi	n select from Port rd IDs to provide I ryou o that erty in	folio Manager's information to others can create up to you can cross other systems.					Property Type Office	- EPA Calculated:
n		Edit	וו		Office: 100 %		used for your r property types	netrics. Learn more about
Additio	onal Inform	ation						
Additio								

Step 5: Select "Los Angeles Building ID" from the **Standard IDs** drop down menu. Type in your 12-digit LA City Building ID number found at the top of your Official Notification letter. Once entered, click the "Save" button.



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

ATTACHMENT 2

How to Send Energy and Water Benchmarking Report to City of Los Angeles Department of Building and Safety (LADBS)

Step 1: Go to http://www.ladbs.org/benchmarking2018 and login with your Portfolio Manager account.

ENERGYSTA	ENERGY STAR® Portfolio	Vanager®		<u>Helo</u> Language: <u>English Français</u>
Ч	Velcome to Port elping you track and improve Username: Password:	folio Manager energy efficiency across your entire portfolio o JohnSmithPM	f properties Login v Portfol	ENERGY STAR Buildings Homepage with your io Manager ID
		C	reate a New Account	These links provide more information from ENERGY STAR and are not available in French.

NOTE: For late filing of reports for 2016 or 2017, select the appropriate link and login with your Portfolio Manager account: 1) **For 2016**, go to <u>http://www.ladbs.org/benchmarking2016</u> or 2) **For 2017**, go to <u>http://www.ladbs.org/benchmarking2017</u>.

Step 2: Generate a Response Preview. There are 2 options to follow depending on the number of properties you have:

Option 1: Applies when one (1) 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, and click "Generate Response Preview".

	Portfolio Manager®	Welcome John Smithf	M: Account Settinas Contacts Help Sian Out
	MyPortfolio Sharing Reporting Recognition	on	
	Complete this form to respond to the "2016 City of Los Angeles D Angeles. This response has also been added to your "Templates	Department of Building and Safety" for Department O & Reports" list on the Reporting tab.	f Building And Safety City of Los
	Respond to Data Request: 2016 City from Department Of Building And Safety City of Los A	of Los Angeles Department of ngeles (Los Angeles Department of Building	of Building and Safety ^{And Safety)}
	About this Data Request		Responding to Data Requests
	Data Requested By: Department Of Building And Safety City For help, contact: Department Of Building And Safety City 213-482-0476	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 think properties you wish to include (some decisions may have been made by the data requestor.)	
		Also see the <u>How to Respond to Data</u> Recuests guide.	
	About Your Response Who is this data being submitted on behalf of?		Sometome EISe 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 Contracts Book so that they will be attributed to the response.
	Your Response Select Information to Include:	2. Select the registered building	Previewing Reports Making selections here will include specific properties and timeframes in your
1. Select "Or	e Property"	Dec 31 Z016 for the request, you will not be able to change it.	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
	Properties One Property Sector May May 2 March 1 Construction March 2	elect Property - • • • • • • • • • • • • • • • • • •	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	3. Click "Generate Response Preview"

<u>Option 2</u>: Applies when *multiple* properties are being reported Select "Multiple Properties" in the drop down menu, then click "Select Properties".

About Your Response			Usubmitting Data for Someone Else
Who is this data being submitt myself someone els	ed on behalf of? e		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.
Your Response			Previewing Reports
1. Choose "Multiple Properties" Properties:	estor has specified a timetram es • Sele uestor may have asked for one of dake sure you have entered the response.	2. Click "Select Properties" te for the request you will not be able to change it. Selected Properties: 0 or more standard IDs to be included with the property requested standard IDs for each property before	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.
	G	enerate Response Preview 😋	ncel

Next, select the check box for all the properties you want to report. Then click the "Apply Selection" button.

IERGY	STAR	Portf	olioManager®		W	elcome JohnSmithPM: <u>Account Settings Contacts Help Sign</u>
N	Seleo Search	ct Proper	ties]		0
		Name	3. Select properties	▲ Property Type \$	State/Province¢	Filter Properties (2) Filter by Property Type
		201 N Fig	ueroa St	Office	CA	Office (2)
		221 N Fig	ueroa	Office	CA	Filter by Construction Status
	Select	ed Properties	First Previous Page 1 of 1 N s:0 (View Selection)	ext Last 100 V	4. Click Selectio	Test (2) Filter by State/Province California (2) Filter by Shared from None - My Properties (PDA) (2) "Apply Selection Cancel

Click the "Generate Response Review" button.

Fortfolio Manager®	
Portfolio Sharing Reporting Recognition	
Complete this form to respond to the "2018 City of Los Angeles Department of Building and Safety" for Department Of E This response has also been added to your "Templates & Reports" list on the Reporting tab.	Building And Safety City of Los Angeles.
Respond to Data Request: 2016 City of Los Angeles Departmen om Department Of Building And Safety City of Los Angeles (Los Angeles Department of Build	t of Building and Safety ing And Safety)
About this Data Request	Responding to Data Requests
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 lastics.ebewe@lastity.org or 213- 452-0476	You are viewing this soreen 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 <u>How to Respond to Data</u> <u>Requests</u> guide.
About Your Response	Someone Else
Who is this data being submitted on behalf of?	responsibilities for responding to data
myself	responding on behalf of someone else,
 someone eise 	Contacts Book so that they will be attributed to the response.
Your Response	Previewing Reports
Select Information to Include:	Making selections here will include specific properties and timeframes in
Timeframe: *	your response. You may preview your
Single Year * Dec 31 * 2016 *	Portfolio Manager will need to prepare
If the data requestor has specified a timeframe for the request, you will not be able to change it.	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 &
 Investige Properties Anticide Property Information Make sure you have entered the requested standard Us for each property setting 	Reports" section on the Reporting tab when it is ready.
	E Click "Con

Step 3: In the "Reporting" tab, under Templates & Reports, in the Action column, select "Send Response".

Portfolio Manager®	С	lick on "Repo	rting" tab
MyPortfolio Sharing Reporting Recognition	on		
Charts & Graphs	EUI poperties, un	der average weather	SINERGY STAR Performance Documents Statement of Energy Performance (SEP) SEDI Date Verification Checklist Progress & Goals Report ENERGY STAR Score Card
Templates & Reports (10)	Sel	ect "Send	Create a New Template
Your new response preview(s) has been generate	Res	sponse"**	
Name	٠	Status	✓ Action
2016 City of Los Angeles Department of Building and Safety from Department Of Building And Safety City of Los Angeles	r (Request s)	Response Preview Gener 1/17/2017 6:01 PM	ated
Performance Highlights		No Report Generated	Edit Properties and Timeframe Preview Response
Energy Performance		No Report Generated	Download Preview in Excel Generate an Updated Response
Emissions Performance		No Report Generated	Delete Response
Water Performance		No Report Generated	I want to

** <u>Note</u>: If you wish to preview your Benchmarking report <u>before</u> sending response, then select "Preview Response".

Step 4: Confirm your response to Building and Safety'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.

AyPortfolio Sharing Reporting Recognition	
Confirm Response to Data Request from Angeles (Los Angeles Department of Buil By clicking Send Data, you will release data to Department Of Building And Si	Department Of Building And Safety City of Los ding And Safety) afety 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.	
Who (besides you) should we send a confirmatio	n email to? Que the teleasing Your Data
John Smith (JohnSmithPM)	Once you have chosen to release you data, there is no way to retract it. Please <u>preview</u> your report to identify any data issues before sending to avoid incomplete or incorrect data bein released.
~	About Signing Your Response
To select multiple contacts, hold down your Control (CTRL) key and click on ea Optional- Additional Email Addresses:	ch selection. Please provide login credentials (username and password) to electronically sign your response.
Separate multiple emails by a comma or semicolon.	
What format would you like your data in for the e	mail attachment?
• XML 1. Click the Certify	
3 E-Sign your checkbox hereby cetify that I am releasing data about my properties, or or bepartment Of Building And Safety City of Los Angeles with Los Ang	2. Complete e-signature then click "E-Sign Response"
Safety. Your username: Your password:	-Sign Response
3. Click "Send Data"	