



EBEWE Benchmarking Table of Contents User Instruction Guides



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To ensure you are using the current version of this document and those linked below, please check the “How to Comply with Benchmarking” tile on our website:
ladbs.org/ebewe/ebewe-benchmarking-process-and-information.

This Table of Contents (TOC) provides a list of all the User Instruction Guides that are available to complete the Benchmark compliance. To access the desired guide, click on the corresponding Instruction Filename link (the revision date is included as part of the filename).

Instruction Guide Title		Instruction Filename	Notes
1	BEFORE YOU BEGIN NOTES	Benchmarking Before You Begin Notes-111623	Overview and general information
2	HOW TO REGISTER AND PAY	How to Register and Pay-111623	This guide is for both first and ongoing compliance
3	HOW TO CREATE A PORTFOLIO MANAGER ACCOUNT	How to Create a Portfolio Manager Account-111623	These guides are designed to assist customers with their first compliance and help them create and set up their Portfolio Manager account, properties, and meters, or enroll in Web Services.
4	HOW TO CREATE A PROPERTY PROFILE	How to Create a Property Profile-012424	
5	HOW TO MANUALLY BENCHMARK	How to Manually Benchmark-111623	
6	HOW TO ENROLL IN LADWP WEB SERVICES	How to Enroll in LADWP Web Services-022924	
7	HOW TO ENROLL IN SOCALGAS WEB SERVICES	How to Enroll in SoCalGas Web Services-111623	
8	HOW TO BENCHMARK - ONGOING	How to Benchmark-Ongoing-111623	This guide is for ongoing compliance . In this guide, the Portfolio Manager Account, Property, and Meters have already been created and set up .
9	HOW TO SUBMIT A BENCHMARK REPORT	How to Submit a Benchmark Report-021424	This guide is for submitting a Benchmark Report to LADBS
10	ADD/CORRECT A LOS ANGELES BUILDING ID TO ESPM	Add or Correct a Los Angeles Building ID to ESPM-012424	Supplemental Guides and Troubleshooting