

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.

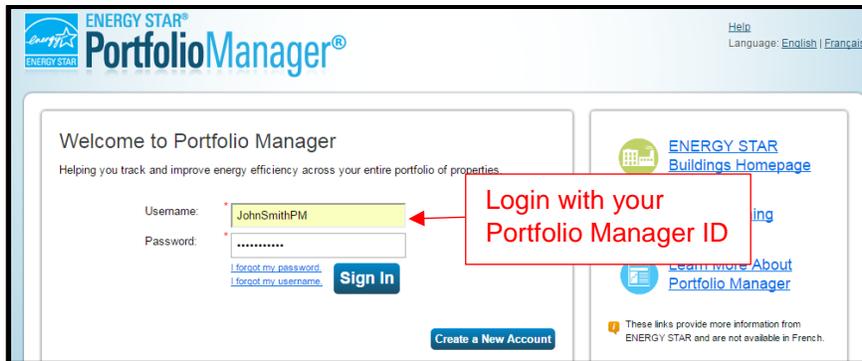
Attachment 1 below describes how to enter the LA City Building ID in Portfolio Manager.
Attachment 2 below describes how to send the energy and water benchmarking report to LADBS.

ATTACHMENT 1

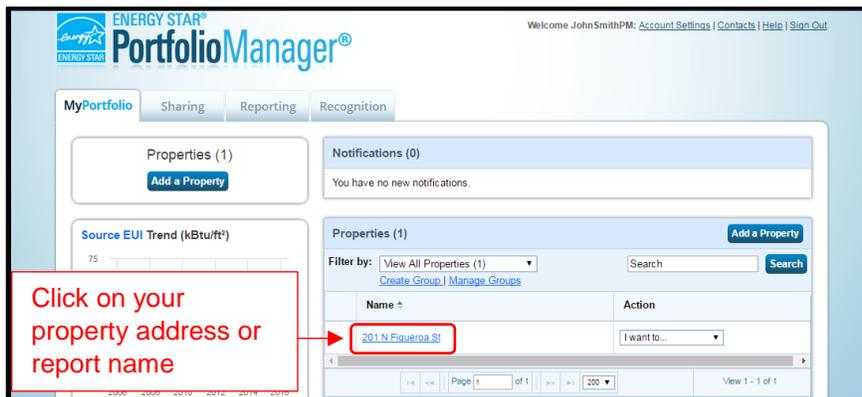
How to Add LA City Building ID(s) to Your Property(ies) in Portfolio Manager

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.

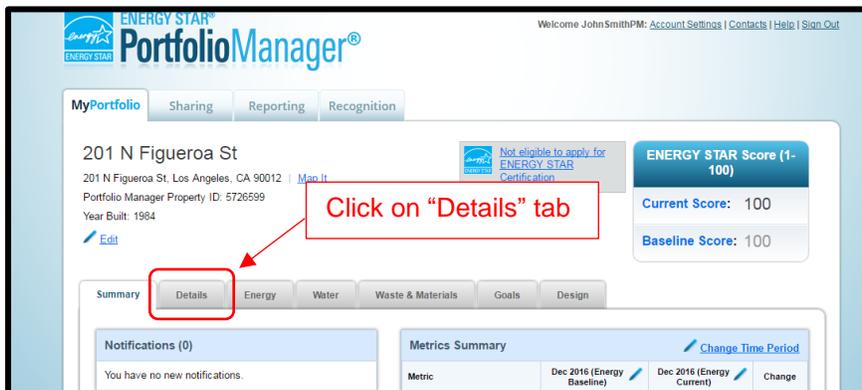
Step 1: Go to <https://portfoliomanager.energystar.gov/pm/login> and login with your Portfolio Manager account.



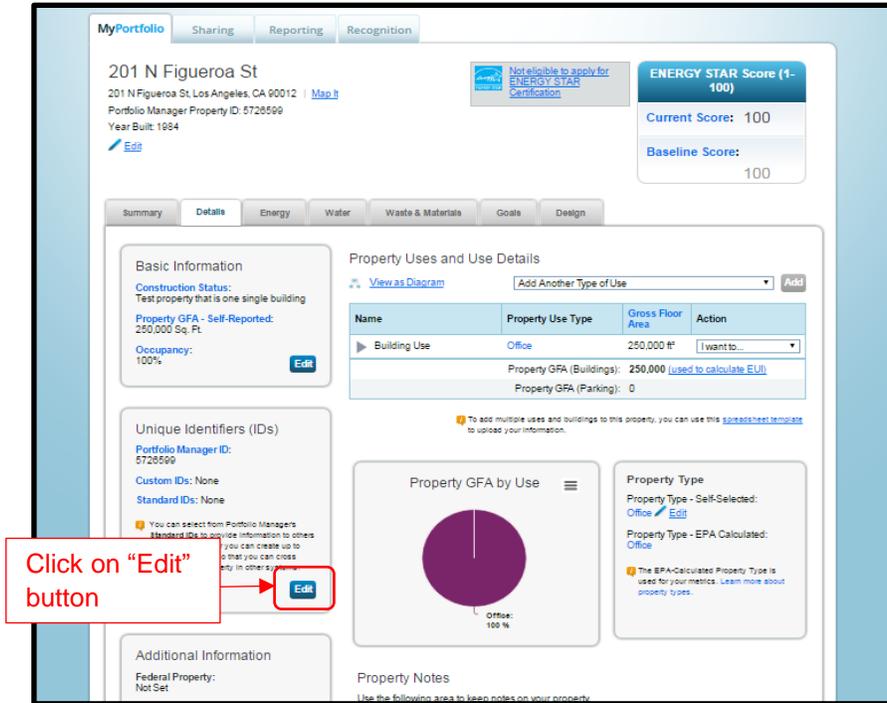
Step 2: Click the address or name of the benchmarking report you will be assigning the LA City Building ID to.



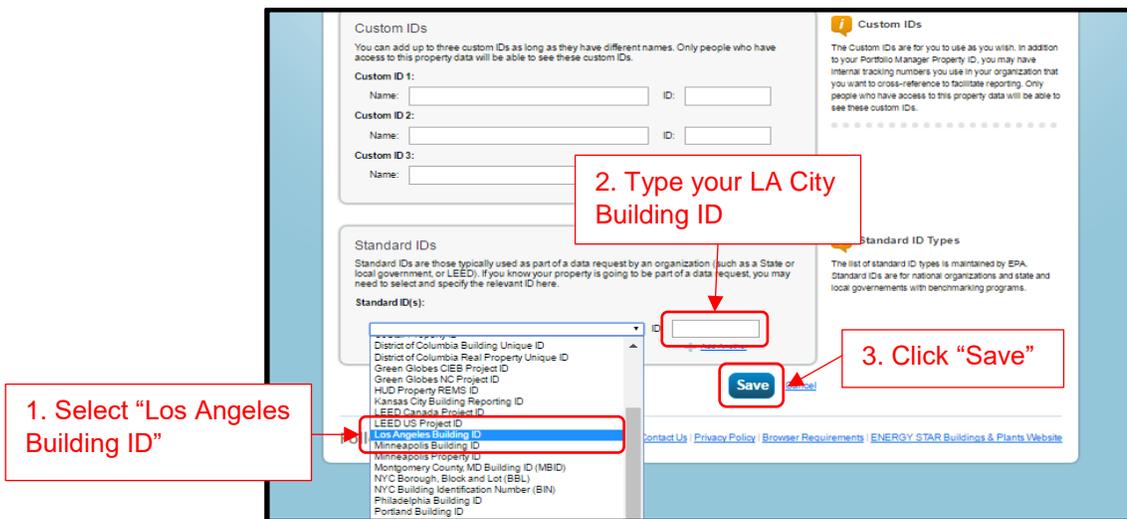
Step 3: Click on the "Details" tab.



Step 4: Click the “Edit” button under the **Unique Identifiers (IDs)** section.



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.

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 <http://www.ladbs.org/benchmarking2016> or 2) **For 2017**, go to <http://www.ladbs.org/benchmarking2017>.

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".

Option 2: Applies when *multiple* properties are being reported

Select "Multiple Properties" in the drop down menu, then click "Select Properties".

The screenshot shows a form with two main sections: "About Your Response" and "Your Response".

About Your Response: "Who is this data being submitted on behalf of?" with radio buttons for "myself" (selected) and "someone else".

Your Response: A dropdown menu is set to "Multiple Properties". A red callout box labeled "1. Choose 'Multiple Properties'" points to this dropdown. To its right is a blue button labeled "Select Properties", with a red callout box labeled "2. Click 'Select Properties'" pointing to it. Below the dropdown is a small text box: "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."

At the bottom of the form are two buttons: "Generate Response Preview" and "Cancel".

On the right side, there are two informational boxes: "Submitting Data for Someone Else" and "Previewing Reports".

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

The screenshot shows the "Select Properties" dialog box in the Energy Star Portfolio Manager interface. It features a search bar, a table of properties, and a filter panel on the right.

Table: A table with columns "Name", "Property Type", and "State/Province". Two rows are visible:

| Name | Property Type | State/Province |
|--|---------------|----------------|
| <input type="checkbox"/> 201 N Figueroa St | Office | CA |
| <input type="checkbox"/> 221 N Figueroa | Office | CA |

Red callouts point to the checkboxes in the first column, with the text "3. Select properties".

Filter Properties (2): A panel on the right with filter sections:

- 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)

At the bottom of the dialog, there are navigation buttons: "First", "Previous", "Page 1 of 1", "Next", "Last", and a dropdown for "100". Below these is the text "Selected Properties: 0 (View Selection)".

A red callout box labeled "4. Click 'Apply Selection'" points to a blue button labeled "Apply Selection" and a "Cancel" link.

Click the “Generate Response Review” button.

ENERGY STAR PortfolioManager®

Welcome JohnSmithPM: 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.ebewe@lacity.org or 213-452-0476

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

Generate Response Preview [Cancel]

5. Click “Generate Response Preview”

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

ENERGY STAR PortfolioManager®

MyPortfolio | Sharing | Reporting | Recognition

Charts & Graphs

Weather Normalized Source EUI
 How much total primary fuel would be required by my properties, under average weather conditions?

ENERGY STAR Performance Documents

- Statement of Energy Performance (SEP)
- Statement of Energy Design Intent (SEDI)
- Data Verification Checklist
- Progress & Goals Report
- ENERGY STAR Score Card

Templates & Reports (10)

Your new response preview(s) has been generated

| Name | Status | Action |
|---|---|---|
| 2016 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 | I want to... I want to... Edit Properties and Timeframe Preview Response Download Preview in Excel Generate an Updated Response Send Response Delete Response |
| Performance Highlights | No Report Generated | |
| Energy Performance | No Report Generated | |
| Emissions Performance | No Report Generated | |
| Water Performance | No Report Generated | |

Click on “Reporting” tab

Select “Send Response”***

****Note:** If you wish to preview your Benchmarking report before 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.

The screenshot shows the 'Confirm Response to Data Request from Department Of Building And Safety City of Los Angeles (Los Angeles Department of Building And Safety)' page in the ENERGY STAR Portfolio Manager. The page is divided into three main sections:

- Section 1:** 'Who (besides you) should we send a confirmation email to?'. It includes a dropdown menu for selecting contacts (currently showing 'John Smith (JohnSmithPM)'), an 'Optional- Additional Email Addresses' text box, and instructions to hold down the Control (CTRL) key for multiple selections.
- Section 2:** 'What format would you like your data in for the email attachment?'. It has radio buttons for 'Excel' (selected) and 'XML'.
- Section 3:** 'E-Sign your response'. It features a checkbox for 'I hereby certify that I am releasing data about my properties, or on behalf of someone else, to the Department Of Building And Safety City of Los Angeles with Los Angeles Department of Building And Safety'. Below this are input fields for 'Your username:' and 'Your password:', followed by an 'E-Sign Response' button.

Three red callout boxes with arrows point to specific elements:

- Box 1: '1. Click the Certify checkbox' points to the certification checkbox.
- Box 2: '2. Complete e-signature then click "E-Sign Response"' points to the 'E-Sign Response' button.
- Box 3: '3. Click "Send Data"' points to the 'Send Data' button at the bottom of the form.

Additional page elements include the ENERGY STAR Portfolio Manager logo, navigation tabs (MyPortfolio, Sharing, Reporting, Recognition), a welcome message for 'JohnSmithPM', and footer links for social media and site policies.