

EBEWE Benchmarking Compliance Instructions



Add/Correct a Los Angeles Building ID to ESPM

Last Updated 01/24/2024

INTRODUCTION

Follow the instructions below to **add or correct the Los Angeles Building ID** (referred to as LA City Building ID in the official Notice to Comply) to your Portfolio Manager Property before submitting their benchmark report to the Los Angeles Department of Building and Safety (LADBS).

BEFORE YOU BEGIN NOTES

- ✓ If you do not have your LA City building ID, please check the guide posted under the "Find your Building ID" tile at <u>ladbs.org/ebewe/ebewe-benchmarking-process-and-information</u>.
- A Portfolio Manager account is required to complete the steps below. Refer to Guide 3: HOW TO CREATE A PORTFOLIO MANAGER ACCOUNT if you don't have one yet.
- A Portfolio Manager property is required to complete the steps below. Refer to Guide 4: HOW TO CREATE A PROPERTY PROFILE if you don't have one yet.
- ✓ You only need to add your building ID once.
- The system will not pick up your benchmark report submission if you do not have the correct building ID and zip code associated to your Portfolio Manager property.
- Once you added/edited your Building ID, proceed to Guide 9: HOW TO SUBMIT YOUR BENCHMARK REPORT to submit/resubmit the benchmark report to LADBS.

INSTRUCTIONS

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

ENERGY STAR® PortfolioManager®	Help Language: <u>English Français</u>
Welcome to Portfolio Manager Helping you track and improve energy efficiency across your entire portfolio of properties. Username: * Password: * Lforgot my password. Lforgot my username.	 ENERGY STAR Buildings Homepage Take a Training Learn More About Portfolio Manager
Create a New Account	These links provide more information from ENERGY STAR and are not available in French.



2. On your **My Portfolio** Dashboard click on the **name of the property** you are correcting or assigning the Building ID to.

ENERGY STAR® PortfolioManager®				w	elcome LADBS:	Account Notificatio Settings	ns ENERGY C STAR Notifications	Contacts Help Sign Out
MyPortfolio	Sharing	Reporting	Recognition					
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Refresh to	see Source EU	l Trend	Name	• <u>••••</u> ••	Energy Current ≑ Date	ENERGY STAR Score	Site EUI (kBtu/ft²) ◆	Source EUI (kBtu/ft²) ◆
			<u>1 Test Pro</u> 6784618	<u>pperty</u>	NA	NA	NA	NA

3. Click on the **Details** tab.

ENERGY STAR® PortfolioManager®					Welcome L	ADBS: Account N Settings	Notifications ENERGY STAR Notifications	ENERGY Contacts Help Sign STAR Out Notifications	
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4. Click the Edit button under the Unique Identifiers (IDs) section.

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Add/Correct a Los Angeles Building ID to ESPM

5. Go to the Standard IDs section and select **Los Angeles Building ID** from the Standard ID – City/Town dropdown list, type in/edit your **Building ID** and then click **Save**.

ENERGY STAR® Welcome LADBS: Acco Setti NERGY STAR®	ount Notifications 🛛 ENERGY Contacts Help Sign ngs STAR Out Notifications
MyPortfolio Sharing Reporting Recognition	
Edit 1 Test Property's Property Identifiers (IDs) There are several different types of IDs that you can assign to your property. These IDs to help you cross-refe using in addition to Portfolio Manager.	erence your property in any other systems you may be
Portfolio Manager Property ID Your Portfolio Manager Property ID was assigned when your property was entered into Portfolio Manager identifies your property to EPA. Portfolio Manager Property ID: 6784618	and Your Portfolio Manager Property ID Your Portfolio Manager Property ID is set by EPA and unique to your property. Use this number when communicating with EPA about any questions you have about this property.
Standard IDs	i Standard IDs
Standard IDS Standard IDs are typically used in data collection, including by most state and local governments with benchmarking laws. If your property is covered by a benchmarking law, you probably need to fill this in. Se FAQ if you need help finding your Standard ID.	The list of standard ID is maintained by EPA. Standard IDs are primarily for state and local governments with
Standard ID - City/Town:	benchmarking programs. <u>This FAQ</u> provides details for each Standard ID.
Standard ID - County/District:	
Standard ID - Other:	
Custom IDs	Custom IDs
You can add up to three custom IDs as long as they have different names. Only people who have access to property data will be able to see these custom IDs. Custom ID 1: Name: ID: Custom ID 2: Name: ID: Custom ID 3: Name: ID:	The Custom IDs are for you to use as you wish. In addition to your Portfolio Manager Property ID, you may have internal tracking numbers you use in your organization that you want to cross- reference to facilitate reporting. Only people who have access to this property data will be able to see these custom IDs.
Sav	e Cancel

NOTE: Make sure there are no spaces/extra character before or after the Building ID.