



## 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 [ladbs.org/ebewe/ebewe-benchmarking-process-and-information](https://ladbs.org/ebewe/ebewe-benchmarking-process-and-information).
- ✓ 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](https://portfoliomanager.energystar.gov/pm/login) and **login** with your Portfolio Manager account.



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## Add/Correct a Los Angeles Building ID to ESPM

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

ENERGY STAR PortfolioManager®

Welcome LADBS: Account Settings | Notifications | ENERGY STAR Notifications | Contacts | Help | Sign Out

MyPortfolio | Sharing | Reporting | Recognition

Properties (449) [Add a Property](#)

Refresh to see Source EUI Trend [Change Metric](#)

Dashboard (Metrics current as of 08/25/2021 10:32 AM EDT) [Search by ID or Name](#)

View All Properties (449) | Energy Highlights | [Refresh Metrics](#)

[Add/Edit/Delete Groups](#) | [Add/Edit/Delete Views](#)

Name	Energy Current Date	ENERGY STAR Score	Site EUI (kBtu/ft²)	Source EUI (kBtu/ft²)
<a href="#">1 Test Property</a> 6784618	NA	NA	NA	NA

- Click on the **Details** tab.

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1 Test Property

201 N Figueroa St, Los Angeles, CA 90012 | [Map It](#)

Portfolio Manager Property ID: 6784618

Year Built: 2002

[Edit](#)

[Change Metric](#)

Not currently eligible for ENERGY STAR Certification

Weather Normalized Source EUI (kBtu/ft²) Why not score?

Current: [N/A](#)

Baseline: [N/A](#)

Summary | **Details** | Energy | Water | Waste & Materials | Goals | Design



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## Add/Correct a Los Angeles Building ID to ESPM

4. Click the **Edit** button under the **Unique Identifiers (IDs)** section.

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1 Test Property [Change Metric](#)

201 N Figueroa St, Los Angeles, CA 90012 | [Map It](#)

Portfolio Manager Property ID: 6784618

Year Built: 2002

[Edit](#)

Not currently eligible for ENERGY STAR Certification

**ENERGY STAR Score (1-100)**

Current Score: 100

Baseline Score: 100

Summary | Details | Energy | Water | Waste & Materials | Goals | Design

**Basic Information**

**Construction Status:**  
Existing property that is part of a building

**Property GFA - Self-Reported:**  
36,800 Sq. Ft.

**Occupancy:**  
95%

[Edit](#)

**Property Uses and Use Details**

[View as Diagram](#) | Add Another Type of Use | [Add](#)

Name	Property Use Type	Gross Floor Area	Action
▶ <a href="#">Office Use</a>	Office	36,800 ft²	I want to... ▼
▶ <a href="#">Custom Use Details</a> ( <a href="#">Learn More</a> )			I want to... ▼

Property GFA (Buildings): 36,800 (used to calculate EUI)

Property GFA (Parking): 0

**Property Type**

Property Type - Self-Selected:  
[Office](#) [Edit](#)

Property Type -Portfolio Manager- Calculated:  
[Office](#)

**Unique Identifiers (IDs)**

**Portfolio Manager ID:**  
6784618

**Standard IDs:**  
Standard ID - City/Town  
Los Angeles Building ID: 1234567890

**Custom IDs:**  
None

[Edit](#)



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## Add/Correct a Los Angeles Building ID to ESPM

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

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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-reference your property in any other systems you may be using in addition to Portfolio Manager.

**Portfolio Manager Property ID**

Your Portfolio Manager Property ID was assigned when your property was entered into Portfolio Manager and identifies your property to EPA.

**Portfolio Manager Property ID: 6784618**

**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**

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. See [this FAQ](#) if you need help finding your Standard ID.

**Standard ID - City/Town:**  
 ID:

**Standard ID - County/District:**  
 ID:

**Standard ID - State/Province:**  
 ID:

**Standard ID - Other:**  
 ID:

[+ Add Another](#)

**Standard IDs**

The list of standard ID is primarily maintained by EPA. Standard IDs are primarily for state and local governments with benchmarking programs. [This FAQ](#) provides details for each Standard ID.

**Custom IDs**

You can add up to three custom IDs as long as they have different names. Only people who have access to this 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:

**Custom IDs**

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.

**Save** [Cancel](#)

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