EBEWE Benchmarking
Compliance Instructions
Add/Correct a Los Angeles Building ID to ESPM

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.

✔ 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.

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

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

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

5. 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**.

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