



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	<i>Benchmarking Before You Begin Notes-111623</i>	Overview and general information
2	HOW TO REGISTER AND PAY	<i>How to Register and Pay-062824</i>	This guide is for both first and ongoing compliance
3	HOW TO CREATE A PORTFOLIO MANAGER ACCOUNT	<i>How to Create a Portfolio Manager Account-111623</i>	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	<i>How to Create a Property Profile-012424</i>	
5	HOW TO MANUALLY BENCHMARK	<i>How to Manually Benchmark-111623</i>	
6	HOW TO ENROLL IN LADWP WEB SERVICES	<i>How to Enroll in LADWP Web Services-062824</i>	
7	HOW TO ENROLL IN SOCALGAS WEB SERVICES	<i>How to Enroll in SoCalGas Web Services-111623</i>	
8	HOW TO BENCHMARK - ONGOING	<i>How to Benchmark-Ongoing-111623</i>	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	<i>How to Submit a Benchmark Report-021424</i>	This guide is for submitting a Benchmark Report to LADBS
10	ADD/CORRECT A LOS ANGELES BUILDING ID TO ESPM	<i>Add or Correct a Los Angeles Building ID to ESPM-012424</i>	Supplemental Guides and Troubleshooting