



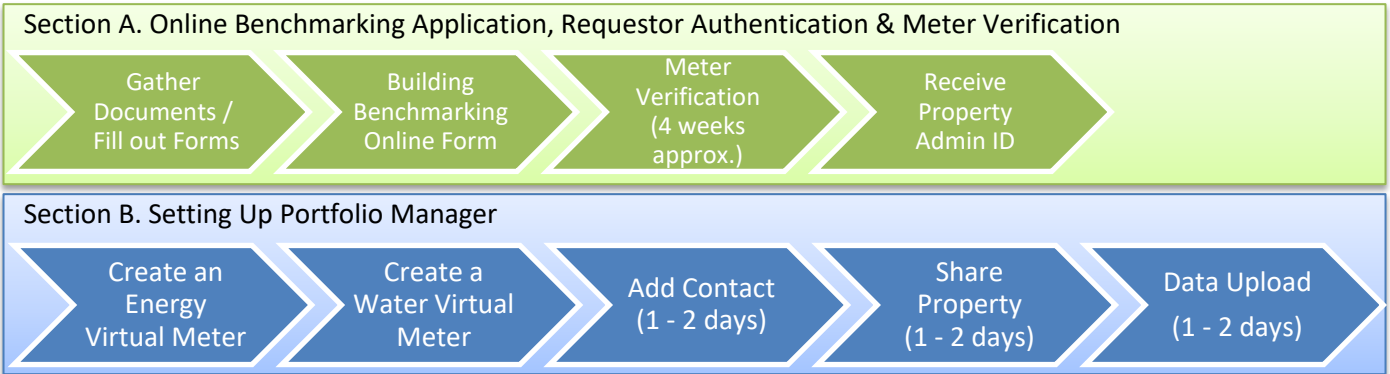
How to Enroll in LADWP Web Services

Last Updated 06/28/2024

INTRODUCTION

LADWP Web Services is a program by which LADWP can automatically provide the data needed to benchmark your building, including data for any tenant-controlled areas.

Follow the instructions below to request LADWP to upload your building’s aggregated electric and water usage data for the past five years to your Portfolio Manager Property and establish an automated, recurring update. Please note that you will not receive the usage data if you do not complete **all** the steps described in this guide. This guide is intended for **first time** compliance and divided into two sections, outlined below:



BEFORE YOU BEGIN NOTES

- ✓ If you are **already enrolled** in LADWP’s Web Services, refer to Guide 8: HOW TO BENCHMARK – ONGOING.
- ✓ 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.
- ✓ **It is strongly recommended that you submit your data request(s) no later than March 1st to allow sufficient time for data upload and review.**
- ✓ Create only **ONE virtual meter for each service type** you are requesting (i.e. one virtual meter for electricity, one virtual meter for water).
- ✓ LADWP will provide data for the **past five calendar years and ongoing recurring data uploads**. You do not need to repeat the data request process for future reporting. However, you will need to monitor the virtual meter and report any upload interruption to usagedata@ladwp.com.
- ✓ Questions regarding status of electric and water usage data requests, or issues with the electric and/or water usage data provided by LADWP should be sent to usagedata@ladwp.com.
- ✓ Once you have received the **whole building** usage data for **Energy (electric and gas) and Water** meters for the **prior** calendar year, proceed to Guide 9: HOW TO SUBMIT YOUR BENCHMARK REPORT to submit the benchmark report to LADBS.



How to Enroll in LADWP Web Services

INSTRUCTIONS

SECTION A. Online Benchmarking Application, Requestor Authentication & Meter Verification

1. **GATHER DOCUMENTS.** Before initiating the LADWP Benchmarking Application process, review the table below to determine the documents you will need to gather based on the number and type of utility accounts at your property.

Number/Type of Tenant Accounts	Required Authentication Documents	Tenant Consent Required?
Building has 5 or more active utility accounts at least one of which is residential	Self-Certification Letter	No
Building has 3 or more commercial active utility accounts	Self-Certification Letter	No
Building has fewer than 3 commercial active utility accounts	Letter of Authorization, Proof of Ownership	Yes
Building has fewer than 5 active utility accounts and at least one of which is residential	Letter of Authorization, Proof of Ownership	Yes

- **Proof of Ownership:** An electronic copy of the current deed, title report, or property tax statement.
- **Third-Party Benchmark Request Self-Certification** (ladwp.com/sites/default/files/documents/BCA_Third_Party_Benchmark_Self.pdf) or **Letter of Authorization:** if the request is made by an agent acting on behalf of the owner. The letter must clearly indicate that the building owner authorizes the requestor to act on their behalf to attain aggregated building data from LADWP for benchmarking purposes as it pertains to AB 802 and/or the EBEWE Program.
- **Tenant Consent(s):** If required, please complete and submit a Tenant Consent for each tenant. Download the Tenant Consent form at: ladwp.com/sites/default/files/2024-02/LADWP%20Tenant%20Consent%20Form.pdf

NOTE: In lieu of the Tenant Consent, the requestor may provide a copy of the building owner’s lease with the tenant that includes a term granting the owner permission to access the tenant’s utility usage information.

In addition, prepare:

- **Building information:** Address, square footage, and Assessor’s Parcel Number.
- **List of Meters serving the property:** You will need to verify this against the list of meters provided by LADWP. The list must include any meter(s) serving subterranean and/or attached parking areas.



EBEWE Benchmarking Compliance Instructions



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2. Complete the **BUILDING BENCHMARKING ONLINE FORM**. Once you have gathered the required documents, complete the LADWP Building Benchmarking Online Form at: ladwp.com/ladwp/faces/ladwp/commercial/c-gogreen/c-gg-bewb/commercial_buildingbenchmarking

The screenshot shows the LADWP website interface. At the top, there is a navigation bar with the LADWP logo on the left and buttons for 'COVID-19 Response' and 'Contact Us' on the right. Below this is a secondary navigation bar with buttons for 'My Account', 'Customer Service', 'Save Money', 'Go Green', and 'Forms'. The breadcrumb trail reads: 'LADWP > Commercial > Go Green > Building Benchmarking > Building Benchmarking Online Form'. The main content area has a blue header 'Go Green' and a sidebar on the left with various program categories. The 'Building Benchmarking' category is highlighted. The main content area is titled 'Building Benchmarking Online Form' and features a progress bar at the top with 'Start' on the left and 'Complete' on the right. Below the progress bar, there is a red asterisk indicating a required field. The text explains that effective January 1, 2017, all buildings are required to conduct annual benchmarking. It lists the items needed to complete the application: Proof of ownership, Letter of authorization, Building information, List of meter numbers, and Tenant Consent(s). There is a checkbox for having an electronic copy of the documentation ready. A note states that application processing takes approximately 4 weeks. A 'Cancel' button is located at the bottom left of the form area.

NOTE: The requestor will receive a **confirmation email** (an example is provided on the next page) from LADWP (LADWP.Web.noreply@ladwp.com). LADWP will work with the Requestor to authenticate the ownership and building information submitted with the Benchmarking Application.



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Los Angeles
Department of
Water & Power

BCA Confirmation Email

Dear [REDACTED]

Thank you for submitting your online Building Benchmarking Request Form. Your request has been submitted for processing. Your confirmation number is **1-18226004718**. Please see the details below related to your application.

Requestor Information
Name: [REDACTED]
Title: Property Manager
Email: [REDACTED]
Phone: [REDACTED]
Address: [REDACTED]

Building Information
Building Owner: [REDACTED]
LADBS Building ID: [REDACTED]
Building Address: Building Address: [REDACTED]
APN: [REDACTED]
Requesting compliance for: Existing Buildings Energy Water Efficiency Program

All requests are processed in the order received. Processing time can take up to 4 weeks after you have submitted your request. We appreciate your patience.

Thank you,
LADWP BCA Team

- METER VERIFICATION.** LADWP (usagedata@ladwp.com) will send a **follow-up email** (an example is provided on the next page) to the Requestor with the **service address(es)** and an **attachment with the list of meters** associated with the building. The list must include any meter(s) serving subterranean and/or attached parking areas.

The **Requestor is required to verify** the building profile, list of service addresses, and meters for the building **by replying back to this email**. LADWP will not begin processing your request until they have received your reply.



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From: usagedata@ladwp.com <usagedata@ladwp.com>

To: Customer Email

Subject: Meter Validation Request, Building

[Customer Name]

[Building Address]

Dear Valued Customer,

We have received your request for aggregated usage data for the building referenced above. In order to complete the application the building profile and meters associated with the building must be validated.

Please review the attached building profile and verify service address and/or meters associated with the building. If any meter associated to the building was omitted or if any updates to the building profile are needed, please update the attachment and return the list. If the meter list is correct, please respond to his email with, "Yes, the list is correct." We will continue processing your request once your response is received.

Thank you,

LADWP Benchmarking Team

NOTES:

- If you do not already have a list of electric and water meter numbers and locations, it is recommended to create one as soon as possible to avoid delays.
- Be sure to check your email regularly, and reply promptly to avoid delays. It's also a good idea to check your SPAM folder, to make sure you don't miss an email.

4. **RECEIVE PROPERTY ADMIN ID.** Once the Requestor has validated the meters, LADWP will notify the Requestor of the **Property Admin ID** number via email from usagedata@ladwp.com (an example is provided below). **This is different than the Building ID issued by LADBS.** Please make note for future reference. Once you have received your **Property Admin ID**, proceed to Section B.

Customer Name

Property Address

Property Admin ID: #####

From: usagedata@ladwp.com <usagedata@ladwp.com>

To: Customer Email

Subject: Building Benchmark Request Accepted- Building ID

Dear Valued Customer,

In order for LADWP to upload total energy and water usage data for your building you will need to initiate Web Services. The Building ID and Property Admin ID provided above will allow you to Connect with LADWP and request Web Services in ENERGY STAR® Portfolio Manager®.

For step-by-step instructions on how to create your Portfolio Manager account and initiate Web Services go to <https://www.betterbuildingsla.com/how-to-comply>.

Thank you,

LADWP Benchmarking Team



How to Enroll in LADWP Web Services

SECTION B. Setting Up Portfolio Manager

Please complete the online Benchmarking Application process and receive an email stating that your application has been approved (See Section A) before proceeding with the steps below.

1. **CREATE AN ENERGY VIRTUAL METER.**

1.1 Click **Add a Meter** under the **Energy** tab as shown below.

The screenshot shows the ENERGY STAR Portfolio Manager interface. At the top, there is a navigation bar with links for Welcome, Account Settings, Notifications, ENERGY STAR Notifications, Contacts, Help, and Sign Out. Below this is a secondary navigation bar with 'MyPortfolio' and tabs for 'Sharing', 'Reporting', and 'Recognition'. The main content area displays information for a property named 'TEST OFFICE', including its address (201 N FIG ST, LA, CA 90012), Portfolio Manager Property ID (19356679), and year built (2000). A 'Change Metric' link is visible. A notification box states 'Not currently eligible for ENERGY STAR Certification'. A 'Weather Normalized Source EUI (kBtu/ft²)' widget shows 'Current: N/A' and 'Baseline: N/A'. Below the main content, there are tabs for 'Summary', 'Details', 'Energy', 'Water', 'Waste & Materials', 'Goals', and 'Design'. The 'Energy' tab is highlighted with a red box. Under the 'Energy' tab, there is a 'Meter Summary' section showing '0 Energy Meters Total' and a 'Meters - Used to Compute Metrics (0)' section with a 'View as a Diagram' link. An 'Add A Meter' button is highlighted with a red box in the bottom right corner of the Energy section.



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1.2 Select **Electric** and **purchased from the grid** and enter **1** for the number of meters.

Click **Get Started!** to continue.

ENERGY STAR® PortfolioManager®

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

Get Started Setting Up Meters for TEST OFFICE

There are five ways to enter meter data. First, you can enter manually, starting below. Second, you can set up your meters below, then upload a specially formatted spreadsheet with just your bill data. Third, for advanced users, you can use our upload tool that allows you to set up all of your meters and enter bill data. Fourth, you can [hire a company to update your data electronically](#). And finally, you can see if your [utility offers the service to update your energy data automatically](#).

Sources of Your Property's Energy

What kind of **energy** do you want to track? Please select all that apply.

- Electric**
 - purchased from the grid

How Many Meters?
 - generated from onsite solar panels
 - generated from onsite wind turbines
- Natural Gas
- Propane
- Fuel Oil (No. 2)
- Diesel
- District Steam
- District Hot Water
- District Chilled Water
- Fuel Oil (No. 4)
- Fuel Oil (No. 5 and No. 6)
- Coal (anthracite)
- Coal (bituminous)
- Coke
- Wood
- Kerosene
- Fuel Oil (No. 1)
- Other:

Get Started! [Cancel](#)

Tracking Energy

To track your energy, create an energy meter for each source of energy from a utility, a neighboring building, or an onsite solar or wind panel. If you purchase a raw fuel (e.g. gas) and produce your own fuel (e.g., electricity or chilled water), you only need a meter for the fuel you purchased (e.g. gas), and not for the fuel you produce.

Two Meters Needed for Onsite Solar/Wind

If you've got onsite Solar (or Wind), you still need to enter an Electric Grid Meter. [Learn More.](#)

Automate Your Meter Entries

There are many organizations that will electronically enter your utility data into Portfolio Manager. Many utilities provide this service for free. Service providers integrate this service into their own software and value-added offerings. [Learn more.](#)



EBEWE Benchmarking Compliance Instructions



How to Enroll in LADWP Web Services

1.3 Rename your meter under **Meter Name** to **Electric Aggregate – Whole Building**

Select **kWh** for the **Units**.

Enter **January 1 five years prior the current year** for **Date Meter Became Active**.

Make sure that the **In Use** box is checked.

Select **Create Meters**.

The screenshot shows the Energy Star Portfolio Manager interface. At the top, there is a navigation bar with the Energy Star logo and the text "PortfolioManager®". To the right of the logo, there is a "Welcome" message and a list of links: "Account Settings", "Notifications", "ENERGY STAR Notifications", "Contacts", "Help", and "Sign Out".

The main content area is titled "About Your Meters for TEST OFFICE". Below the title, there is a paragraph of text: "Enter the information below about your new meters. The meter's *Units* and *Date Meter became Active* are required. You can also change the meter's name."

Below the text, there is a section titled "1 Energy Meter for TEST OFFICE (click table to edit)". This section contains a table with the following columns: "Meter Name", "Type", "Other Type", "Units", "Date Meter became Active", "In Use?", "Date Meter became Inactive", "Enter as Delivery?", and "Custom Met ID 1 Name".

<input type="checkbox"/>	Meter Name	Type	Other Type	Units	Date Meter became Active	In Use?	Date Meter became Inactive	Enter as Delivery?	Custom Met ID 1 Name
<input type="checkbox"/>	Electric Aggregate – Whole Building	Electric - Grid		kWh (thousand Watt-hours)	01/01/2017	<input checked="" type="checkbox"/>		<input type="checkbox"/>	

Below the table, there are two links: "Delete Selected Entries" (with a red 'X' icon) and "Add Another Entry" (with a blue '+' icon).

At the bottom of the form, there are three buttons: "Back", "Create Meters" (highlighted with a red border), and "Cancel".

NOTE: In the example above, because the LADWP request will be made in 2022, 5 years prior is 2017.



EBEWE Benchmarking Compliance Instructions



How to Enroll in LADWP Web Services

1.4 You will see a green bar at the top, confirming you have successfully created your meter. Click **Continue** – do not manually enter any data.

The screenshot shows the Energy Star Portfolio Manager interface. At the top, there is a navigation bar with the Energy Star logo and the text "PortfolioManager®". To the right of the logo, there are links for "Welcome", "Account Settings", "Notifications", "ENERGY STAR Notifications", "Contacts", "Help", and "Sign Out".

A green message box at the top of the main content area states: "Your meters have been created! If you have your energy consumption information for these meters, you can enter it below. Or, you can [continue with setting up your meters](#) and enter your energy bills later."

Below the message box, the heading "Your Meter Entries for TEST OFFICE" is displayed. Underneath, it says "Now we need actual energy consumption information in order to start providing you with your metrics and, possibly, your score!".

The section "1 Energy Meter(s) for TEST OFFICE" is expanded to show "Electric Aggregate – Whole Building". Below this, there is a table with the following columns: "Start Date", "End Date", "Usage kWh (thousand Watt-hours)", "Total Cost (\$)", "Estimation", "Green Power", "Demand (kW)", and "Demand Cost (\$)".

Below the table, there is a link "Click to add an entry".

There are also three links: "Delete Selected Entries" (with a red X icon), "Add Another Entry" (with a plus icon), and "Learn how to copy/paste" (with a document icon).

Underneath, it says "Upload data in bulk for this meter:". Below this, there is a tip icon and the text "Use this [single-meter spreadsheet](#) to:" followed by two bullet points: "Upload the completed file below" and "Copy and Paste the data into the table above".

At the bottom of the upload section, there is a "Choose File" button, the text "No file chosen", and an "Upload" button.

At the bottom right of the interface, there is a blue "Continue" button with a red border and a "Cancel" link.

NOTE: LADWP will upload aggregated data directly to your Property Profile once your request has been approved (see Section A) and you have completed the set-up of your virtual meters (see steps 3-4 below).



How to Enroll in LADWP Web Services

1.5 On the **Select Meters to Include in Metrics** page, make sure the Aggregate meter is selected, **click the option with the red asterisk (*)** and then click **Apply Selections**.

ENERGY STAR® PortfolioManager®

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

MyPortfolio | Sharing | Reporting | Recognition

Your meter entries have been added to your meters!

Select Meters to Include in Metrics

Tell us which meters to include when calculating the metrics for [TEST OFFICE](#) so that we can provide you with the most accurate metrics possible.

Summary

1

Meters representing the **total** energy consumption for [TEST OFFICE](#) (a single building).

Energy Meters

Select all meters to be included in your metrics. (Hint: Most meters should be included unless they are [sub-meters](#).)

<input type="checkbox"/>	Name Meter ID	Type
<input checked="" type="checkbox"/>	Electric Aggregate – Whole Building 123734103	Electric - Grid

Total of 1 meter(s). Tell us what this represents:

* These meter(s) account for the total energy consumption for [TEST OFFICE](#) (a single building).

These meter(s) do not account for the total energy consumption for [TEST OFFICE](#) (a single building).

i About Sub-meters

If you have sub-meters to measure energy or water consumption for a specific purpose, and you also have a master meter (which measures total consumption), counting both of those meters would double count your consumption and skew your metrics (e.g., artificially increase your Site Energy Use Intensity). [Learn More about configuring meters for performance metrics.](#)

.....

Apply Selections [Cancel](#)



EBEWE Benchmarking Compliance Instructions



How to Enroll in LADWP Web Services

2. CREATE A WATER VIRTUAL METER.

2.1 Click **Add a Meter** under the **Water** tab as shown below.

ENERGY STAR®
PortfolioManager®

Welcome Account | Notifications | ENERGY STAR Notifications | Contacts | Help | Sign Out

MyPortfolio | Sharing | Reporting | Recognition

TEST OFFICE

201 N FIG ST, LA, CA 90012 | [Map It](#)
Portfolio Manager Property ID: 19356679
Year Built: 2000
[Edit](#)

Not currently eligible for ENERGY STAR Certification

Change Metric

Weather Normalized Source EUI (kBtu/ft²)
Why not score?
Current: N/A
Baseline: N/A

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

Water Use Intensity (All Water Sources) (gal/ft²)

Water Meters - Used to Compute Metrics (0)
[View as a Diagram](#)

Add A Meter



How to Enroll in LADWP Web Services

2.2 Select **Municipally Supplied Potable Water** and **Mixed Indoor/Outdoor** for your property's water usage, enter **1** for the number of meters.

Click **Get Started!** to continue.

ENERGY STAR® PortfolioManager®

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

Get Started Setting Up Meters for TEST OFFICE

There are five ways to enter meter data. First, you can enter manually, starting below. Second, you can set up your meters below, then upload a specially formatted spreadsheet with just your bill data. Third, for advanced users, you can use our upload tool that allows you to set up all of your meters and enter bill data. Fourth, you can [hire a company to update your data electronically](#). And finally, you can see if your [utility offers the service to update your energy data automatically](#).

Your Property's Water Usage

What kind of **water** do you want to track? Please select all that apply.

- Municipally Supplied Potable Water**
 - Indoor
 - Outdoor
 - Mixed Indoor/Outdoor**
- How Many Meters?
- Municipally Supplied Reclaimed Water
- Well Water
- Other:

Two Meters Needed for Onsite Solar/Wind

If you've got onsite Solar (or Wind), you still need to enter an Electric Grid Meter. [Learn More.](#)

Automate Your Meter Entries

There are many organizations that will electronically enter your utility data into Portfolio Manager. Many utilities provide this service for free. Service providers integrate this service into their own software and value-added offerings. [Learn more.](#)

Get Started! [Cancel](#)

NOTE: If your property does not have any outdoor water use, you must still select **Mixed Indoor/Outdoor** for type of water.



EBEWE Benchmarking Compliance Instructions



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2.3 Rename your meter under **Meter Name** to **Water Aggregate – Whole Building**

Select **ccf** for the **Units**.

Enter **January 1 five year prior the current year** for **Date Meter Became Active**.

Make sure that the **In Use** box is checked.

Select **Create Meters**.

ENERGY STAR® **PortfolioManager**®

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

About Your Meters for TEST OFFICE

Enter the information below about your new meters. The meter's *Units* and *Date Meter became Active* are required. You can also change the meter's name.

1 Water Meter for TEST OFFICE (click table to edit)

<input type="checkbox"/>	Meter Name	Type	Other Type	Units	Date Meter became Active	In Use?	Date Meter became Inactive	Custom Meter ID 1 Name	Custom Meter ID 1 Value
<input type="checkbox"/>	Water Aggregate – Whole Building	Potable: Mixed Indoor/Outdoor		ccf (hundred cubic feet)	01/01/2017	<input checked="" type="checkbox"/>			

[Delete Selected Entries](#)
[Add Another Entry](#)

NOTE: In the example above, because the LADWP request will be made in 2022, 5 years prior is 2017.



EBEWE Benchmarking Compliance Instructions



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2.4 You will see a green bar at the top, confirming you have successfully created your meter. Click **Continue** – do not manually enter any data.

The screenshot shows the Energy Star Portfolio Manager interface. At the top, there is a navigation bar with links for Welcome, Account Settings, Notifications, ENERGY STAR Notifications, Contacts, Help, and Sign Out. A green notification bar states: "Your meters have been created! If you have your energy consumption information for these meters, you can enter it below. Or, you can [continue with setting up your meters](#) and enter your energy bills later." Below this, the heading "Your Meter Entries for TEST OFFICE" is followed by the text: "Now we need actual energy consumption information in order to start providing you with your metrics and, possibly, your score!". Underneath, it says "1 Water Meter(s) for TEST OFFICE". A section titled "Water Aggregate – Whole Building" contains a table with the following columns: Start Date, End Date, Usage ccf (hundred cubic feet), Total Cost (\$), and Estimation. Below the table is a link "Click to add an entry". Further down, there are links for "Delete Selected Entries", "Add Another Entry", and "Learn how to copy/paste". An "Upload data in bulk for this meter:" section includes a tip to use a "single-meter spreadsheet" and instructions to either upload a file or copy and paste data. At the bottom of this section, there is a "Choose File" button (showing "No file chosen") and an "Upload" button. At the very bottom right of the interface, there are "Continue" and "Cancel" buttons.

NOTE: LADWP will upload aggregated data directly to your Property Profile once your request has been approved (see Section A) and you have completed the set-up of your virtual meters (see steps 3-4 below).



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2.5 On the **Select Meters to Include in Metrics** page, make sure the Aggregate meter is selected, **click the option with the red asterisk (*)** and then click **Apply Selections**.

ENERGY STAR®
PortfolioManager®

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

MyPortfolio | Sharing | Reporting | Recognition

Your meter entries have been added to your meters!

Select Meters to Include in Metrics

Tell us which meters to include when calculating the metrics for [TEST OFFICE](#) so that we can provide you with the most accurate metrics possible.

Summary

1

Meters representing the **total** water consumption for [TEST OFFICE](#) (a single building).

About Sub-meters

If you have sub-meters to measure energy or water consumption for a specific purpose, and you also have a master meter (which measures total consumption), counting both of those meters would double count your consumption and skew your metrics (e.g., artificially increase your Site Energy Use Intensity). [Learn More about configuring meters for performance metrics.](#)

.....

Water Meters

Select all meters to be included in your metrics. (Hint: Most meters should be included unless they are [sub-meters](#).)

<input type="checkbox"/>	Name Meter ID	Type
<input checked="" type="checkbox"/>	Water Aggregate – Whole Building 123734154	Potable: Mixed Indoor/Outdoor

Total of 1 water meter(s). Tell us what these meter(s) measure:

* These meter(s) account for the total water consumption for [TEST OFFICE](#) (a single building).

These meter(s) do not account for the total water consumption for [TEST OFFICE](#) (a single building).

Apply Selections [Cancel](#)



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3. ADD LADWP AS A CONTACT.

3.1 To set up Web Services, the first step is to connect with LADWP as a contact.

Click on the **Contacts** link in the top right corner of the page.

On the **My Contacts and Organizations** screen, click **Add New Contacts/Connections**.

ENERGY STAR PortfolioManager®

Welcome | Account Settings | Notifications | ENERGY STAR Notifications | **Contacts** | Help | Sign Out

MyPortfolio | Sharing | Reporting | Recognition

My Contacts and Organizations

This is where you keep track of your contacts and/or organizations (i.e. people or companies associated with your properties such as Professional Engineers, Registered Architects, or others with whom you share information). You can add anyone as a contact, regardless of whether they have a Portfolio Manager account and you can share your properties & reports with any of your **connected** contacts. You can "connect" to other Portfolio Manager users by searching for their accounts and sending a connection request.

Contacts | Organizations

Search existing contacts

<input type="checkbox"/>	Name (title)	Organization	Connection Status	Username
1 - 0 of 0				



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3.2 On the Name field of the **Find Contact in Portfolio Manager** box type in **Los Angeles Department of Water and Power** and click **Search**.

ENERGY STAR® PortfolioManager®

Welcome Account | Notifications | ENERGY STAR Notifications | Contacts | Help | Sign Out

MyPortfolio Sharing Reporting Recognition

Add Contact

There are two ways to add a contact. First, search below to see if the contact you would like to add has a Portfolio Manager account. If you find the person, send a Connection Request, and when they accept the request, they will be added to your Contacts. Second, if the contact you would like to add does not have a Portfolio Manager account, then you can create an entry within your personal contacts.

Find Contact in Portfolio Manager

Search using any of the criteria below.

Name:

Organization:

Username:

Email:

Connecting with Other Users

If you think your contact already has an account in Portfolio Manager, search for them. If you find the person, send a Connection Request, and if they accept they will be added to your Contacts. You can easily [share your property](#) information with your contacts.

Keeping Personal Contacts

If the contact you want to add does not have a Portfolio Manager account, you can still add them as your personal contact.

NOTE: Do not use any abbreviations; type out the full name, exactly as shown.



EBEWE Benchmarking Compliance Instructions



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3.3 A list of available contacts will be returned.

Click on the **Connect** button for the **Los Angeles Department of Water and Power LADWP (LADWP) Portfolio Manager Webservices Account with Los Angeles Dept of Water and Power.**

The screenshot shows the Energy Star Portfolio Manager interface. At the top, there is a navigation bar with the Energy Star logo and the text "Portfolio Manager". To the right of the logo, there are links for "Welcome", "Account Settings", "Notifications", "ENERGY STAR Notifications", "Contacts", "Help", and "Sign Out". Below the navigation bar, there are four tabs: "MyPortfolio", "Sharing", "Reporting", and "Recognition". The main content area is titled "Search Results" and contains a paragraph explaining the search process. Below this, there is a search criteria section with a "Name" field containing "Los Angeles Department of Water and Power" and an "Organization" field. To the right of the search criteria, there is a table with one row containing the search results. The table has a "Connect" button next to the search results. Below the table, there is a pagination control showing "Page 1 of 1" and a dropdown menu for "50".

Search Results

The results of your search are listed below. Clicking "Connect" will send a request to the person asking them to confirm your request to add them as your contact. If they accept, you will see them listed as a connected contact in your address book. If they do not accept, or have not accepted yet, you will see them as an unconnected contact in your address book. Connecting with contacts will make it easier to share property information within Portfolio Manager.

Your Search Criteria

Name:

Organization:

Los Angeles Department of Water and Power LADWP (LADWP) Portfolio Manager Webservices Account with Los Angeles Dept of Water and Power	Connect
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Page 1 of 1

NOTE: If you are already connected with LADWP, the Connect button will show “ ✓ Connected” instead.



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How to Enroll in LADWP Web Services

3.4 Enter all required information and a valid email address for the individual authorizing the connection with LADWP.

In **Building Data Aggregator**, enter **Y** whether you are requesting data for single or multiple meter

Next, read and agree to LADWP's **Terms of Use**.

Click **Send Connection Request**.

ENERGY STAR® PortfolioManager®

Welcome Account | Notifications | ENERGY STAR Notifications | Contacts | Help | Sign Out

Send a Connection Request to [Los Angeles Department of Water and Power LADWP](#) to Begin Exchanging Data

[Los Angeles Department of Water and Power LADWP](#) requires the following information in order to exchange data with your property(ies). If you have any questions about how to complete this information, please contact [Los Angeles Department of Water and Power LADWP](#). Once your connection request has been accepted, you can share individual properties and/or meters with them to get started exchanging data.

Building Data Aggregation: * Example: Y
Indicate 'Y' if request is for whole building data aggregation, indicate 'N' if requesting for single meter data; 1 - 1 Characters

LADWP Property Admin ID / Account ID: * Example: 1234567890
For whole building data aggregation, enter your LADWP Property Admin ID. For single meter data requests, enter your LADWP Account ID; 1 - 20 Characters

LADBS Building ID: * Example: 1234567890
For whole building data aggregation, enter any one of your LADBS Building ID. For single meter data requests, enter any meter number from any of the properties associated with this account (e.g. F0009-123456789); 1 - 24 Characters

Contact Email: Example: brian.folks@yahoo.com
Email address; 1 - 150 Characters [More Information](#)

Terms of Use: None Provided

Agreement: * I agree to my provider's ([Los Angeles Department of Water and Power LADWP](#)) Terms of Use.

Send Connection Request [Cancel](#)

NOTES:

- You received the Property Admin ID from usagedata@ladwp.com after your Benchmarking Application has been approved (See Section A).
- The LADBS Building ID can be found on your Notice to Comply. Refer to the document posted under "Find your building ID" tile at ladbs.org/ebewe/ebewe-benchmarking-process-and-information.



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3.5 The top of the next page will show a green bar, confirming your connection request was sent to LADWP.

The screenshot shows the Energy Star Portfolio Manager interface. At the top right, there are navigation links: Welcome, Account Settings, Notifications (with a red indicator), ENERGY STAR Notifications, Contacts, Help, and Sign Out. Below the navigation is a menu with 'MyPortfolio', 'Sharing', 'Reporting', and 'Recognition'. A green message box is highlighted with a red border, containing the text: "You have successfully sent a connection request to Los Angeles Department of Water and Power LADWP. When Los Angeles Department of Water and Power LADWP has accepted your request, you will be able to share properties and, therefore, authorize this provider to begin exchanging data with your property(ies)."

NOTES:

- **You are not yet connected to LADWP.** LADWP must first accept your connection request.
- If a Connection Request is created between 8 AM and 12:59 PM, LADWP will process and accept the connection **by 1:30 PM.**
- If Connection Request is created between 1 PM and 7:59 AM, LADWP will process and accept the connection **by 8:30 AM.**

3.6 Once LADWP has accepted your connection request you will receive a connection accepted notification.

Go to **Notifications** on the top right corner of the page, click the **Notices** tab and find the message that says **LADWP has accepted your request to connect.**

The screenshot shows the Energy Star Portfolio Manager interface with the 'Notifications' tab selected. The 'Notices (9)' sub-tab is also selected. Below the tabs, there is a table of notifications. The first notification is highlighted with a red border and contains the text: "Los Angeles Department of Water and Power LADWP has accepted your request to connect because Your CUSTOMER request has been verified by LADWP." The date of the notification is 3/18/2021.

Type	Notification	Date
	Los Angeles Department of Water and Power LADWP has accepted your request to connect because Your CUSTOMER request has been verified by LADWP.	3/18/2021

NOTE: Check your ESPM Account home page for Notifications regularly.



How to Enroll in LADWP Web Services

4. **SHARE PROPERTY WITH LADWP.**

NOTE: You must first create your virtual meters (see steps B.1 and B.2 above) before sharing your property.

4.1 After you have received notification that LADWP has accepted your connection request, the next step is to share your property (ies) with LADWP Portfolio Manager account.

Click the **Sharing** tab.

Click **Share (or Edit Access to) a Property** on this screen.

The screenshot displays the Energy Star Portfolio Manager interface. At the top, there is a navigation bar with 'MyPortfolio', 'Sharing' (highlighted with a red box), 'Reporting', and 'Recognition' tabs. Below the tabs, there are three main sections: 'My Shared Properties (0)' with a 'Share (or Edit Access to) a Property' button (highlighted with a red box), 'Share with your Utility or Service Provider for exchanging data', and 'Download Sharing Report'. To the right, there is a 'Sharing Notifications (0)' section stating 'You have no new notifications.' Below that is a 'More About Sharing' section with an information icon and text explaining sharing options and a link to 'Learn more about exchanging data.'

4.2 The screen shown in the next page will appear.

Under Select Properties, click **Select Properties**. A pop-up window will appear where you can select the check boxes of all the properties you want to share. Click the **Apply Selection** button to return to the previous screen. You may need to use the scroll bars to find the Apply Selection button

Next, go to **Select People (Accounts)** and choose **Los Angeles Department of Water and Power LADWP** as the Account with which you would like to share.

Then, go to **Choose Permissions** and click on **Personalized Sharing & Exchange Data** radio button.

Click **Continue**.



How to Enroll in LADWP Web Services

ENERGY STAR®
PortfolioManager®

Welcome | Account | Notifications ● | ENERGY STAR | Contacts | Help | Sign Out

KassandraF: Settings | Notifications

MyPortfolio

Sharing

Reporting

Recognition

Share (or Edit Access to) Properties

Sometimes it's really important to be able to share your property with someone else. Maybe they need to help monitor your property, enter energy information (perhaps automatically) or process applications for recognition. If this sounds like what you need, start out by selecting the property(ies) that you'd like to share and who you'd like to share with them. If you have already shared properties, you can also use this form to edit people's access to your properties.

1 **Select Properties**

We'll get into the details of the level of access later. For now, which properties do you want to share and/or edit access to?

Select Properties

[Selected Properties: 0](#)

2 **Select People (Accounts)**

Which people (accounts) do you want to share these properties with (or modify their current access to)? The access for each can be different and you'll be able to specify that on the next page.

Select contacts from my contacts book:

Los Angeles Department of Water and Power LADWP

To select multiple contacts, hold down your Control (CTRL) key and click on each selection. Only your connected contacts appear in this list.

3 **Choose Permissions**

If you only need to choose one permission (because you are doing a single share or you want to give the same permissions for all of your shares), select "Bulk Sharing." If you need to assign different permissions, select the 2nd option.

* Bulk Sharing ("One-Size-Fits-All") - I only need to choose one permission (either because I am doing a single share OR I want to choose the same permission for all of my share requests).

Personalized Sharing & Exchange Data ("Custom Orders") - I need to give different permissions for different share requests, and/or I need to give Exchange Data permission.

Continue

[Cancel](#)

i **Sharing with Accounts**

In order to share properties with others (either individuals or organizations), you need to be "connected" with them. To make a connection, go to the "Contacts" page and search for them under "Add Contact" or "Add Organization" (they need to have a Portfolio Manager account). Once you find them, send a "Connection" request. When they accept your connection request, they will show up on the list to the left.

i **Exchanging Data with Web Service Providers?**

If you need to share your property(ies) with a Web Service Provider or Utility, use the "[Set Up Web Services/Data Exchange](#)" page.

NEW **Who gets to Share Forward?**

Full Access - Automatically includes "Share Forward" rights

Read Only - Automatically does NOT include "Share Forward" rights

Custom - You decide, along with the individual permissions for property, meter, goals and recognition permissions.

Exchange Data - You decide, along with the individual permissions for property, meter, goals and recognition permissions.



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4.3 Select the **Exchange Data** radio button as the permission level to grant LADWP.

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Welcome Account | Notifications | ENERGY STAR Notifications | Contacts | Help | Sign Out

MyPortfolio **Sharing** Reporting Recognition

Share Your Property(ies)

To finish up, tell us what type of access the people you have selected should have for each of the properties that you have selected. The option to exchange data is only available for authorized accounts.

4 Select Permissions for Each Contact

The access levels you select do not have to be the same for each property or each person.

Sort by:

NEW Who gets to **Share Forward**?

Full Access - Automatically includes "Share Forward" rights

Read Only - Automatically does NOT include "Share Forward" rights

Custom - You decide, along with the individual permissions for property, meter, goals and recognition permissions.

Exchange Data - You decide, along with the individual permissions for property, meter, goals and recognition permissions.

Name (ID)	No Access	Read Only Access	Full Access	Custom Access	Exchange Data
▼ TEST OFFICE					
Los Angeles Department of Water and Power LADWP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Share Property(ies) [Cancel](#)



How to Enroll in LADWP Web Services

4.4 When the **Exchange Data** radio button is clicked, a pop-up window will appear.

Enter **Y** for Building Data Aggregation,

Enter the **LADWP Property Admin ID** and the **LADBS Building ID**.

Leave the **Meter Number (single meter data only)** field blank.

Click the **Full Access** radio button(s) for **Property Information** and your **virtual meters** (i.e. Electric Aggregate – Whole Building and Water Aggregate – Whole Building). You can select any option for the other Items: **Goals, Improvement & Checklists** and **Recognition**.

Select Access Permissions to _____ for [Los Angeles Department of Water and Power LADWP](#).
The following information is required by [Los Angeles Department of Water and Power LADWP](#) in order to provide service to your property(ies). If you have any questions about how to complete this information, please contact them directly.

Building Data Aggregation : * Example: Y
Indicate 'Y' if request is for whole building data aggregation, indicate 'N' if requesting for single meter data; 1 - 1 Characters

LADWP Property Admin ID / Account ID : * Example: 1234567890
For whole building data aggregation, enter your LADWP Property Admin ID. For single meter data requests, enter your LADWP Account ID 1 - 20 Characters

LADBS Building ID : * Example: 1234567890
For whole building data aggregation, enter your LADBS Building ID. For single meter data requests, enter any meter number from the property being shared (e.g. F0009-123456789); 1 - 24 Characters

Select the permission level below that you would like to grant [Los Angeles Department of Water and Power LADWP](#) for each category.

Item	None	Read Only Access	Full Access	Meter Number (single meter data only) ¹
Property Information	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
▼ All Meter Information				
▼ Energy Meters				
10795732	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Electric Aggregate - Whole Building	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
▼ Water Meters				
Water Aggregate - Whole Building	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>
Goals, Improvements, & Checklists	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Recognition	<input type="radio"/>		<input checked="" type="radio"/>	

NOTES:

- You will **not** receive data from LADWP unless **Full Access** has been selected.
- This window is longer than it appears here. To see all fields, you must scroll down.



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How to Enroll in LADWP Web Services

4.5 Scroll down the pop-up window and click **Apply Selections & Authorize Connection**.

Additional Options:

Item	Yes	No
<p>* Share Forward Allow Los Angeles Department of Water and Power LADWP to share this property with others and give them any permissions that he/she has, including the right to share with more people.</p>	<input type="radio"/>	<input checked="" type="radio"/>

NOTE: **Share Forward** option is not required and is at the discretion of the customer and will not impact the upload of aggregated data to the virtual meter.

4.6 Click **Share Property(ies)** to complete the data exchange request.

ENERGY STAR PortfolioManager®

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

MyPortfolio **Sharing** Reporting Recognition

Share Your Property(ies)

To finish up, tell us what type of access the people you have selected should have for each of the properties that you have selected. The option to exchange data is only available for authorized accounts.

4 Select Permissions for Each Contact
 The access levels you select do not have to be the same for each property or each person.

NEW Who gets to Share Forward?
Full Access - Automatically includes "Share Forward" rights
Read Only - Automatically does NOT include "Share Forward" rights
Custom - You decide, along with the individual permissions for property, meter, goals and recognition permissions.
Exchange Data - You decide, along with the individual permissions for property, meter, goals and recognition permissions.

Sort by:

Name (ID)	No Access	Read Only Access	Full Access	Custom Access	Exchange Data
TEST OFFICE Los Angeles Department of Water and Power LADWP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> Edit

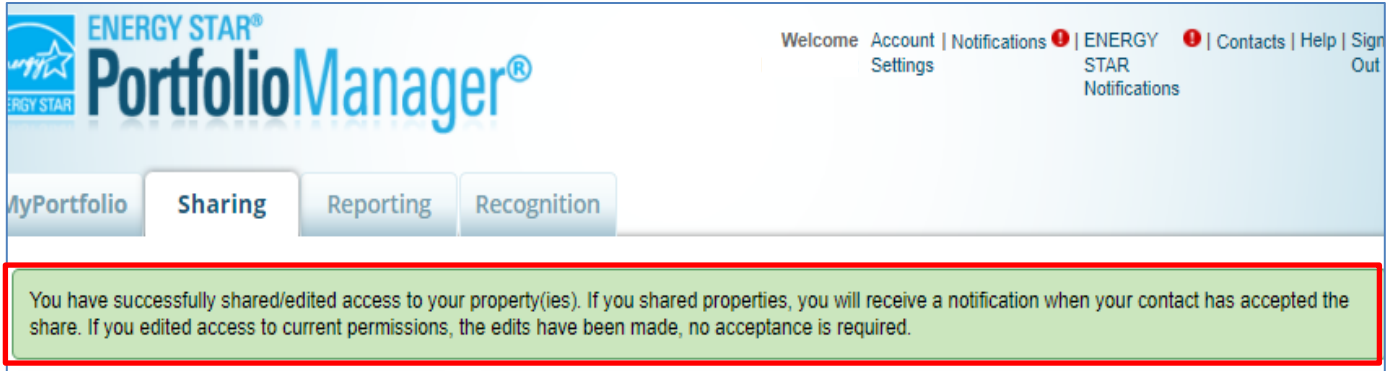


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How to Enroll in LADWP Web Services

4.7 A green bar will appear at the top of the Sharing tab confirming the request was submitted.



NOTES:

- **Your property is not yet shared with LADWP.** LADWP must first accept your sharing request.
- If a Sharing Request is created between 8 AM and 12:59 PM, LADWP will process and accept the connection **by 1:30 PM.**
- If Sharing Request is created between 1 PM and 7:59 AM, LADWP will process and accept the connection **by 8:30 AM.**

5. **DATA UPLOAD.** After LADWP accepts your share request, LADWP will upload the aggregated electric and/or water data to your Property Profile and send a **confirmation email** (an example is provided below).



WAIT! THERE IS MORE TO THE PROCESS!



Enrolling in the Web Services is **not the final step** in the benchmarking process. You will still need to submit the data to LADBS.

Once you have received the **whole building** usage data for **Energy and Water** for the **prior** calendar year, proceed to Guide 9: HOW TO SUBMIT YOUR BENCHMARK REPORT to submit the benchmark report to LADBS.