



## How to Manually Benchmark

Last Updated 11/16/2023

### INTRODUCTION

Follow the instructions below to complete **manual benchmarking for the first time**. You can manually benchmark if your building is master-metered (including any tenant-controlled areas), or your building is not able to take advantage of the utility companies' Web Services. **This guide has three sections** that cover how to manually add and upload usage data for (A) an Electric Meter, (B) a Gas Meter, and (C) a Water Meter.

### **BEFORE YOU BEGIN NOTES**

- ✓ **Do not create a new meter for each benchmark year.** If your meters did not change from the previous year, refer to Guide 8: HOW TO BENCHMARK – ONGOING.
- ✓ If **tenants are billed directly** for energy, water or natural gas, you may request aggregated data from the utilities – instead. Refer to Guide 6: HOW TO ENROLL IN LADWP WEB SERVICES to request aggregated electric or water usage data from LADWP and Guide 7: HOW TO ENROLL IN SOCALGAS WEB SERVICES to request aggregated gas usage data from SoCalGas.
- ✓ 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 will need to have the **Electric, Water and Gas bills**, for the whole building, for the prior calendar year on hand to complete the steps below. You will need to enter the bill's start date, end date and the usage data.
- ✓ To **create or update multiple meters**, consider uploading the data using the spreadsheet feature. For more guidance, see **Option 3** of the ESPM document, "How to Get Utility Data into Portfolio Manager" posted at [energystar.gov/buildings/tools-and-resources/how-get-data-portfolio-manager](https://energystar.gov/buildings/tools-and-resources/how-get-data-portfolio-manager).
- ✓ Once you have entered the **whole building** usage data for **Energy 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.



# EBEWE Benchmarking Compliance Instructions



## How to Manually Benchmark

### INSTRUCTIONS

#### SECTION A. ADDING AND MANUALLY UPLOADING USAGE DATA TO AN ELECTRIC METER

1. On the main page of your property, click the **Energy** tab.

The screenshot shows the Energy Star Portfolio Manager interface for a property named "TEST OFFICE". The address is 201 N FIG ST, LA, CA 90012. The Portfolio Manager Property ID is 19356679, and the year built is 2000. A red box highlights the "Energy" tab in the bottom navigation bar. Other tabs include Summary, Details, Water, Waste & Materials, Goals, and Design. A "Change Metric" link is visible in the top right. A "Weather Normalized Source EUI (kBtu/ft²)" widget shows "Current: N/A" and "Baseline: N/A". A notification states "Not currently eligible for ENERGY STAR Certification".

2. On the next screen, click **Add A Meter**.

This screenshot shows the "Energy" tab selected in the Portfolio Manager interface. The "Energy" tab is highlighted in the bottom navigation bar. Below the navigation bar, there is a "Meter Summary" section showing "0 Energy Meters Total" and "Meters - Used to Compute Metrics (0)". A red box highlights the "Add A Meter" button in the bottom right corner. The rest of the interface, including the property details and weather-normalized EUI widget, remains the same as in the previous screenshot.



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## How to Manually Benchmark

- Select the Electric source that apply to your property and indicate how many meters you want to add for each resource type, and then click **Get Started!**.

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### 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:

**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.](#)

Get Started!

Cancel



# EBEWE Benchmarking Compliance Instructions



## How to Manually Benchmark

- Name the meter as **Electric – AREA SERVED**, e.g. “Electric – Common Area” or “Electric – Parking Garage 1” to easily discern between meters.

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### 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 Energy 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	Enter as Delivery?	C
<input type="checkbox"/>	Electric Grid Met	Electric - Grid				<input checked="" type="checkbox"/>		<input type="checkbox"/>	1

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

Back
Create Meters
Cancel



# EBEWE Benchmarking Compliance Instructions



## How to Manually Benchmark

- Indicate the **Units** by clicking the **drop-down menu** and selecting **kWh**, then for **Date Meter became Active** enter the **first available bill date** associated with the meter. Leave the **Date Meter became Inactive** field empty and the **In Use** box is ticked, if that meter is in use. To finalize your meter setup, click **Create Meters**.

The screenshot shows the 'About Your Meters for TEST OFFICE' page. It features a table with one meter entry: 'Electric Grid Met' of type 'Electric - Grid'. The 'Units' column is set to 'kWh (thousand)'. The 'Date Meter became Active' field is empty, and the 'In Use?' checkbox is checked. A red box highlights the 'Units', 'Date Meter became Active', and 'In Use?' columns. Below the table are links for 'Delete Selected Entries' and 'Add Another Entry'. At the bottom, there are 'Back' and 'Create Meters' buttons, with the latter highlighted by a red box.

<input type="checkbox"/>	Meter Name	Type	Other Type	Units	Date Meter became Active	In Use?	Date Meter became Inactive	Enter as Delivery?
<input type="checkbox"/>	Electric Grid Met	Electric - Grid		kWh (thousand)		<input checked="" type="checkbox"/>		<input type="checkbox"/>

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

[Cancel](#)

**NOTE:** For **Date Meter became Active**, it is best to enter the earliest date from which you have data, or you will get an error message.




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## How to Manually Benchmark

- 6. You will see a green bar at the top, confirming you have successfully created your meter. On the **Your Meter Entries** page, click **Add Another Entry** to enter monthly bill information for each meter. Manually enter the **Start Date**, **End Date** and **Usage** for each month individually. Once you finish adding entries, click **Continue**.



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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.

### Your Meter Entries for TEST OFFICE

Now we need actual energy consumption information in order to start providing you with your metrics and, possibly, your score!

**1 Energy Meter(s) for TEST OFFICE**

▼ Electric Grid Meter

	Start Date	End Date	Usage kWh (thousand Watt-hours)	Total Cost (\$)	Estimation	Green Power	Demand (kW)	Demand Cost (\$)
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

[✖ Delete Selected Entries](#)

[+ Add Another Entry](#)

[📄 Learn how to copy/paste](#)

Upload data in bulk for this meter:

**i** Use this [single-meter spreadsheet](#) to:

- Upload the completed file below
- Copy and Paste the data into the table above

Choose File No file chosen
Upload

Continue
[Cancel](#)

### NOTES:

- Match the first **Start Date** to the **Date Meter became Active** from Step A.5 to avoid an error message.
- **Total Cost (\$)** will not be reported to LADBS if you include it. It is optional.
- It is best to avoid making Estimations unless absolutely necessary. Please see our Benchmarking FAQ # 16, 19 and 28, posted at [ladbs.org/ebewe/ebewe-benchmarking-process-and-information](http://ladbs.org/ebewe/ebewe-benchmarking-process-and-information).



## How to Manually Benchmark

- After you click **Continue**, you will see the **Select Meters to Include in Metrics** page, where you can indicate which meters Portfolio Manager must use when calculating metrics for your property.

Once you have entered all active meters, those must reflect the prior year’s actual whole-building electric consumption. Do not select any unused meters, or duplicates.

Select the active meters that reflect the prior year’s actual whole-building electric consumption, click the option with the red asterisk (\*) and then click **Apply Selections**.

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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).

**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.](#)

#### 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"/>	<a href="#">Electric Grid Meter</a> 123660787	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).

**Apply Selections** [Cancel](#)

**NOTE: Be sure to include all active meters, to reflect the total electric use.** If you have more than one (1) electric meter, repeat Steps A.1-A.7 to create additional meters, add data, and include in metrics.



# EBEWE Benchmarking Compliance Instructions



## How to Manually Benchmark

### SECTION B. ADDING AND MANUALLY UPLOADING USAGE DATA TO A GAS METER

1. On the main page of your property, click the **Energy** tab.

The screenshot shows the Energy Star Portfolio Manager interface for a property named 'TEST OFFICE'. The address is 201 N FIG ST, LA, CA 90012. The Portfolio Manager Property ID is 19356679, and the year built is 2000. A red box highlights the 'Energy' tab in the bottom navigation bar. Other tabs include Summary, Details, Water, Waste & Materials, Goals, and Design. A 'Weather Normalized Source EUI (kBtu/ft²)' widget shows 'Current: N/A' and 'Baseline: N/A'. A 'Change Metric' link is visible. A notification states 'Not currently eligible for ENERGY STAR Certification'.

2. On the next screen, click **Add A Meter**.

This screenshot shows the 'Energy' tab selected in the Portfolio Manager interface. The 'Meters - Used to Compute Metrics (0)' section is visible, showing '0 Energy Meters Total'. A red box highlights the 'Add A Meter' button in the bottom right corner. The 'Weather Normalized Source EUI (kBtu/ft²)' widget remains at 'N/A'. The 'Not currently eligible for ENERGY STAR Certification' notification is still present.






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## How to Manually Benchmark

3. Select the **Natural Gas** source and indicate how many meters you want to add for the resource type, and then click **Get Started!**.


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### 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
- Natural Gas**  
How Many Meters?
- 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:



#### 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.


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#### 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](#).

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#### 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](#)



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## How to Manually Benchmark

4. The meter name can be change by clicking on any empty cell in the table on the **About Your Meters** page.

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### 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 Energy 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	Enter as Delivery?	C
<input type="checkbox"/>	Natural Gas	Natural Gas				<input checked="" type="checkbox"/>		<input type="checkbox"/>	1

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

[Back](#) [Create Meters](#) [Cancel](#)



# EBEWE Benchmarking Compliance Instructions



## How to Manually Benchmark

- Indicate the **Units** by clicking the **drop-down menu** and selecting **therms**, then for **Date Meter became Active** enter the first available bill date associated with the meter. Leave the **Date Meter became Inactive** field empty and the **In Use** box ticked, if that meter is in use. To finalize your meter setup, click **Create Meters**.

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### 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 Energy 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	Enter as Delivery?	C
<input type="checkbox"/>	<input type="text" value="Natural Gas"/>	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="Natural Gas"/> Natural Gas ▾		<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="therms"/> ▾	<input style="border: none; border-bottom: 1px solid #ccc;" type="text"/>	<input checked="" type="checkbox"/>	<input style="border: none; border-bottom: 1px solid #ccc;" type="text"/>	<input type="checkbox"/>	1

✖ [Delete Selected Entries](#)

+ [Add Another Entry](#)

Back

Create Meters

Cancel




# EBEWE Benchmarking Compliance Instructions



## How to Manually Benchmark

- 6. You will see a green bar at the top, confirming you have successfully created your meter. On the **Your Meter Entries** page, click **Add Another Entry** to enter monthly bill information for each meter. Manually enter the **Start Date**, **End Date** and **Usage** for each month individually. Once you finish adding entries, click **Continue**.



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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.

### Your Meter Entries for TEST OFFICE

Now we need actual energy consumption information in order to start providing you with your metrics and, possibly, your score!

**1 Energy Meter(s) for TEST OFFICE**

▼ Natural Gas

	Start Date	End Date	Usage therms	Total Cost (\$)	Estimation
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

[Delete Selected Entries](#)

[Add Another Entry](#)

[Learn how to copy/paste](#)

Upload data in bulk for this meter:

Use this [single-meter spreadsheet](#) to:

- Upload the completed file below
- Copy and Paste the data into the table above

Choose File No file chosen
Upload

Continue
[Cancel](#)

### NOTES:

- Match the first **Start Date** to the **Date Meter became Active** from Step B.5 to avoid an error message.
- **Total Cost (\$)** will not be reported to LADBS if you include it. It is optional.
- It is best to avoid making Estimations unless absolutely necessary. please see our Benchmarking FAQ # 16, 19 and 28, posted at [ladbs.org/ebewe/ebewe-benchmarking-process-and-information](http://ladbs.org/ebewe/ebewe-benchmarking-process-and-information).



# EBEWE Benchmarking Compliance Instructions



## How to Manually Benchmark

- After you click **Continue**, you will see the **Select Meters to Include in Metrics** page, where you can indicate which meters Portfolio Manager must use when calculating metrics for your property.

Once you have entered all active meters, those must reflect the prior year’s actual whole-building gas consumption. Do not select any unused meters, or duplicates.

Select the active meters that reflect the prior year’s actual whole-building gas consumption, click the option with the red asterisk (\*) and then click **Apply Selections**.

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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**

2

Meters representing the total energy 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.](#)

**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"/>	<a href="#">Natural Gas</a> 123663472	Natural Gas
<input checked="" type="checkbox"/>	<a href="#">Electric Grid Meter</a> 123660787	Electric - Grid

Total of 2 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).

**Apply Selections** [Cancel](#)

**NOTE: Be sure to include all active meters, to reflect the total gas consumption.** If you have more than one (1) gas meter, repeat Steps B.1-B.7 to create additional meters, add data, and include in metrics.



# EBEWE Benchmarking Compliance Instructions



## How to Manually Benchmark

### SECTION C. ADDING AND MANUALLY UPLOADING USAGE DATA TO AN WATER METER

1. On the main page of your property, click the **Water** tab.

The screenshot shows the Energy Star Portfolio Manager interface for a property named 'TEST OFFICE'. The 'Water' tab in the bottom navigation bar is highlighted with a red box. The main content area shows property details: 201 N FIG ST, LA, CA 90012, Portfolio Manager Property ID: 19356679, and Year Built: 2000. A 'Change Metric' button is visible in the top right. A 'Weather Normalized Source EUI (kBtu/ft²)' widget shows 'Current: N/A' and 'Baseline: N/A'. A 'Not currently eligible for ENERGY STAR Certification' message is displayed in a grey box.

2. Then click on the **Add A Meter** button:

The screenshot shows the Energy Star Portfolio Manager interface for the 'TEST OFFICE' property, with the 'Water' tab selected. The 'Add A Meter' button in the bottom right corner is highlighted with a red box. The main content area shows the 'Water Use Intensity (All Water Sources) (gal/ft²)' widget and the 'Water Meters - Used to Compute Metrics (0)' section with a 'View as a Diagram' link. The 'Change Metric' button is still visible in the top right.



# EBEWE Benchmarking Compliance Instructions



## How to Manually Benchmark

- Complete the Your Property's Water Usage section; indicate the type of water and number of meters. Then click the **Get Started!** button.

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### 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**

How Many Meters?

Outdoor

Mixed Indoor/Outdoor

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.](#)

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**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](#)



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4. The meter name can be change by clicking on any empty cell in the table on the **About Your Meters** page

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### 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
<input type="checkbox"/>	Potable Indoor M	Potable Indoor ▾		▾	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>

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

[Cancel](#)





# EBEWE Benchmarking Compliance Instructions



## How to Manually Benchmark

- Indicate the **Units** by clicking the **drop-down menu** and selecting **ccf (hundred cubic feet)**, then for **Date Meter became Active** enter the first available bill date associated with the meter. Leave the **Date Meter became Inactive** field empty and the **In Use** box ticked, if a meter is in use. To finalize your meter setup, click **Create Meters**.

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### 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
<input type="checkbox"/>	Potable Indoor M	Potable Indoor ▾		ccf (hundred c ▾)	<input type="text" value=""/>	<input checked="" type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>

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

[Cancel](#)

**NOTE:** For **Date Meter became Active**, it is best to enter the earliest date from which you have data, or you will get an error message.



# EBEWE Benchmarking Compliance Instructions



## How to Manually Benchmark

- 6. You will see a green bar at the top, confirming you have successfully created your meter. On the **Your Meter Entries** page, click **Add Another Entry** to enter monthly bill information for each meter. Manually enter the **Start Date**, **End Date** and **Usage** for each month individually. Once you finish adding entries, click **Continue**.

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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.

### Your Meter Entries for TEST OFFICE

Now we need actual energy consumption information in order to start providing you with your metrics and, possibly, your score!

1 Water Meter(s) for TEST OFFICE

▼ Potable Indoor Meter

	Start Date	End Date	Usage ccf (hundred cubic feet)	Total Cost (\$)	Estimation
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

[Delete Selected Entries](#)  
[Add Another Entry](#)  
[Learn how to copy/paste](#)

Upload data in bulk for this meter:

Use this [single-meter spreadsheet](#) to:

- Upload the completed file below
- Copy and Paste the data into the table above

No file chosen

[Cancel](#)

### NOTE:

- Match the first **Start Date** to the **Date Meter became Active** from Step C.5 to avoid an error message.
- **Total Cost (\$)** will not be reported to LADBS if you include it. It is optional.
- It is best to avoid making Estimations unless absolutely necessary. please see our Benchmarking FAQ # 16, 19 and 28, posted at [ladbs.org/ebewe/ebewe-benchmarking-process-and-information](http://ladbs.org/ebewe/ebewe-benchmarking-process-and-information).



# EBEWE Benchmarking Compliance Instructions



## How to Manually Benchmark

- 7. After you click **Continue**, you will see the **Select Meters to Include in Metrics** page, where you will indicate which meters Portfolio Manager must use when calculating metrics for your property.

Once you have entered all active meters, those must reflect the prior year’s actual whole-building water consumption. Do not select any unused meters, or duplicates.

Select the active meters that reflect the prior year’s actual whole-building water consumption, click the option with the red asterisk (\*) and then click **Apply Selections**.

**ENERGY STAR® PortfolioManager®**

Welcome LADBS: Account | Notifications | ENERGY STAR Notifications | 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

**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"/>	<a href="#">Potable Indoor Meter</a> 123663775	Potable Indoor

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](#)

**NOTE: Be sure to include all active meters, to reflect the total water use.** If you have more than one (1) water meter, repeat Steps C.1-C.7 to create additional meters, add data, and include in metrics.

### WAIT! THERE IS MORE TO THE PROCESS!



Creating meters and uploading usage data is **not the final step** in the benchmarking process. You will still need to submit the data to LADBS.

Once you have entered the **whole building** usage data for **Energy 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.