



EBEWE Benchmarking Compliance Instructions



How to Register and Pay

Last Revised: 06/28/2024

INTRODUCTION

Follow the instructions below to complete registration and payment for Benchmarking. This guide is intended for both **first time** and **ongoing** compliance.

BEFORE YOU BEGIN NOTES

- ✓ You must register your building and pay the Annual Compliance Fee **no later than June 1st every year**.
- ✓ Once you create an EBEWE Registration website account, **you will not be able to change the username/associated email address**. Consider using a corporate or generic email address that can be appropriately shared with others in your company or organization.
- ✓ You do not have to create an account for each building you will be benchmarking. **A single account can be used to register multiple building IDs annually**.
- ✓ Credit Card payments are subject to an additional Non-Refundable Service Fee (NRSF). The NRSF is 2.7% when paying in person and 2.49% when paying online.
- ✓ There is no service fee associated with E-checks, however, if the e-check cannot be processed (e.g., no funds available, the wrong banking information was entered, etc.), a \$35 Return Check Fee will be issued.



EBEWE Benchmarking Compliance Instructions



How to Register and Pay

INSTRUCTIONS

- Go to the EBEWE Registration website: ladbsservices2.lacity.org/ebewe and either:
 - Create an Account, by following see **Steps 2-3** or
 - Login using an existing account and proceeding to **Step 4**.

The screenshot shows the website header with the Los Angeles logo and the text "Existing Buildings Energy & Water Efficiency (EBEWE) Program" and "Logout". The main heading is "Existing Buildings Energy & Water Efficiency (EBEWE) Program". Below this, a paragraph explains the program's establishment through City of Los Angeles Ordinance No. 184674. Two main sections are listed: 1) Benchmarking and 2) Audits & Retro-Commissioning (A/RCx). Below the text, there are two boxes. The left box, titled "Login for Existing Users", contains a form with a "Username" field (containing "example@gmail.com" and marked with a circled 'a'), a "Password" field, a green "Login" button, and a "Forgot Password?" link (marked with a circled 'b'). The right box, titled "Create an Account for Benchmark and/or A/RCx", contains a red-bordered button labeled "Create an Account". Below these boxes, contact information is provided: "For assistance, email us regarding" followed by two bullet points: "Benchmarking at ladbs.ebewe@lacity.org" and "Audits & Retro-Commissioning at ladbs.arcx@lacity.org". A note at the bottom of the right box says "Please include the Building ID on the subject line."

NOTES:

- Username must be an email address.
- If you have an account, but had forgotten your password, click the **Forgot Password** button. Please note that you will not receive a password recovery email if you do not have an account with us.



EBEWE Benchmarking Compliance Instructions



How to Register and Pay

2. Complete the required fields and click **Submit**.

Existing Buildings Energy & Water Efficiency Program

Create an account to start the process

Organization / Company (optional)

First Name

Last Name

Owner, Architect or Engineer

Professional License Number **a**

Address

City

State

Zip Code

Phone Number

Email / Username **b**

Password

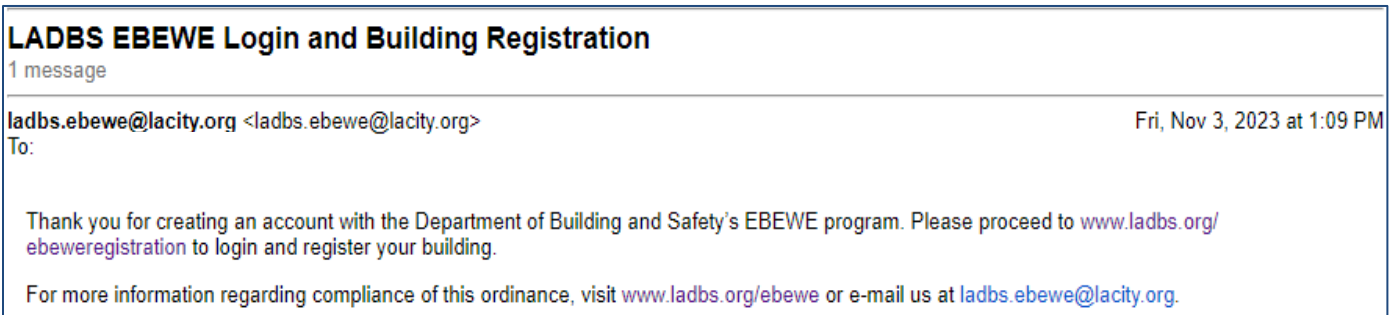
Confirm Password

Submit

For assistance, please email us at ladbs.ebewe@lacity.org.

NOTES:

- a. The Professional License Number field is only required if you identify as an Architect or Engineer.
 - b. We recommend using a corporate or generic email address that can be appropriately shared with others in your company or organization
3. The email address associated to your EBEWE Registration website account will receive an “account creation” confirmation email from EBEWE (ladbs.ebewe@lacity.org) (see example below).





EBEWE Benchmarking Compliance Instructions



How to Register and Pay

- 4. Once logged in, select **Register for Benchmarking**.

Please select from one of the following actions:

Register for Benchmarking

Register for Audits & Retro-Commissioning

- 5. The following screen is called the Customer Status Screen. It is used to add buildings to an account, access the payment options, and track the status of registered buildings throughout the compliance process.

Enter the **Building ID, Zip Code and Calendar Year** as they appear in the official Notice to Comply, click **Submit** and proceed to **Step 7**.

EBEWE: Register for Benchmarking

Please enter the LA City Building ID number assigned by LADBS to your property and communicated to you via an EBEWE Notification letter. You can also locate the Building ID by following the instructions titled "Find your Building ID in BIO (Building Information Online)" at www.ladbs.org/ebewe/ebewe-benchmarking-process-and-information.

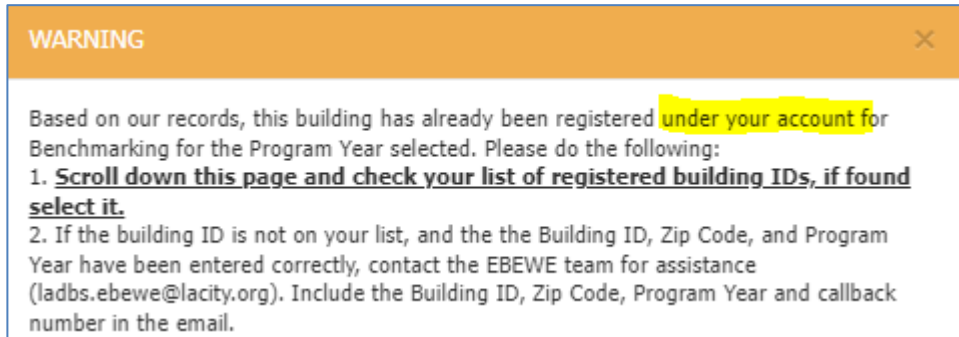
BOX 2 IN NOTICE BOX 1 BOX 3

 Building Zip Code Year

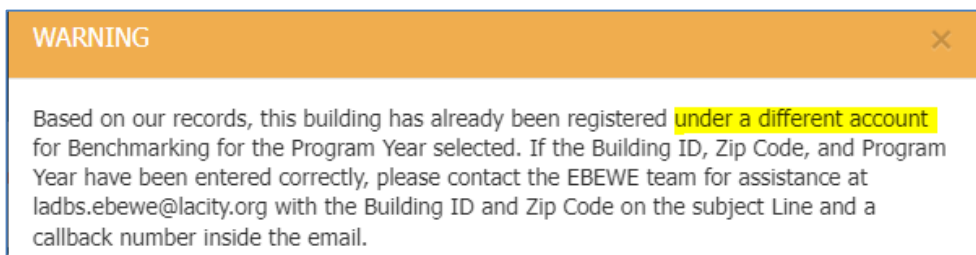
Submit

NOTES:

- If you encounter the error message below, proceed to **Step 6** instead.



- If you encounter the error message below, **do not proceed with this guide** and email the EBEWE Team at ladbs.ebewe@lacity.org, as instructed in the image below.





EBEWE Benchmarking Compliance Instructions



How to Register and Pay

- 6. Building IDs registered to your account will be listed on the Customer Status screen. Find and click the **Building ID** or the **Not Complete** link under the Paid column of the building you want to complete payment for, then proceed to **Step 7**.

EBEWE: Register for Benchmarking

Please enter the LA City Building ID number assigned by LADBS to your property and communicated to you via an EBEWE Notification letter. You can also locate the Building ID by following the instructions titled "Find you Building ID in BIO (Building Information Online)" at www.ladbs.org/ebewe/ebewe-benchmarking-process-and-information.

Building Zip Code
 Year

NOTE: To fully comply with the Annual Benchmark requirements you will need to: register the building ID, verify that the ownership information is correct, pay fees, and submit a benchmark report via ENERGY STAR Portfolio Manager (ESPM) for the applicable Program Year. Please refer to the appropriate Compliance Instructions posted under the "How to Comply with Benchmarking" tile at www.ladbs.org/ebewe/ebewe-benchmarking-process-and-information for more details.

Address	Building ID	Year	Verified ?	Paid ?	Benchmarked ?	Complied ?
5555 S MAIN ST LOS ANGELES	499945848470	2017	02/08/2022	Not Complete	Not Complete	Not Complete
77777 S MAIN ST LOS ANGELES	564883197080	2017	02/14/2022	Not Complete	Not Complete	Not Complete



EBEWE Benchmarking Compliance Instructions



How to Register and Pay

7. The following screen is called the Building Owner Contact Information screen. Do the following to proceed:
 - a. Verify that the Owner Information is correct and complete the owner's **Primary Phone Number** and **Email** field.
 - b. Select the appropriate contact description (**I am the Owner** or **I am a representative of the Owner** and select the appropriate relationship to the owner) The contact will receive the various automated receipts and emails generated by the benchmarking system for the building.
 - c. Click **Save & Exit** to register the building and return to the Customer Status Screen or **Save & Pay** to register the building and proceed to the Shopping Cart screen.

EBEWE: Building Owner Contact Information

Below is the information we've associated with the LA City Building ID you provided. Please verify, and edit as needed.

LADBS Building ID 123456789098 **Year** 2017 **Building Address** 1234 SOMEWHERE

Account Information

Account ID johndoe@email.com

Name John Doe

Owner Information

Owner Name
OWNERNAME, TEST5

Mailing Address
201 N FIGUEROA

City
LOS ANGELES

State
CA

Zip Code
90012

Primary Phone Number
213-456-7890

Email
ladbs.ebewe@lacity.org

I am the Owner and

- a. Have verified that the owner information is correct.
- b. Will pay the registration fee for each building that I am registering.

Note: You will pay the registration fees from LADBS' payment site once you have clicked on the "Save and Pay" button.

c. Understand that registration is complete only after the appropriate fees have been paid.

I am a representative of the Owner, and my relationship is AGENT

- a. I have certified that the owner information is correct.
- b. I will provide the Owner's Representative Contact Information.
- c. I will pay the registration fee for each building I am registering.

Note: You will pay the registration fees from LADBS' payment site once you have clicked on the "Save and Pay" button.

d. Understand that registration is complete only after the appropriate fees have been paid.

Save & Exit

Save & Pay

Do not modify the Owner Information fields. EBEWE notices are mailed to the owner's mailing address as recorded in the County Assessor's database. Changes to the Owner Name and Mailing Address must be requested through the County Assessor (assessor.lacounty.gov/homeowners/change-mailing-address). If the Owner Information on this screen doesn't match the County Assessor's record, email the EBEWE Team at ladbs.ebewe@lacity.org. Include your Building ID and Zip Code on the subject line.



EBEWE Benchmarking Compliance Instructions



How to Register and Pay

- 8. On the Shopping Cart screen, a message box will appear with some reminders, click **Proceed to Payment** to continue. Clicking Cancel will take you back to the Customer Status Screen.

Note:

- Before proceeding with payment, confirm that the Building Address and Benchmark Year displayed above are correct.
- Click Print and Pay in Person to generate an invoice.
- Click Check Out to pay online. If you complete the online payment screens but do not receive a receipt (on screen or via email) do not attempt to pay again before confirming with your bank/credit card issuer that the transaction went through. If the transaction went through but the payment status was not updated, email us at ladbs.eweb@lacity.org and include the Building ID, Benchmark Year and proof of the transaction.

Once you confirm the contents of the shopping cart, select a payment method.

✓	Address	Price	
✓	Application: Energy Efficiency Program (Document ID: 14381) Address: 77777 N MAIN ST Benchmark Year: 2017	\$ 64.66	
Sub-Total :		\$64.66	
Total :		\$64.66	
<input type="button" value="Click here to add another building"/>			
		<input type="button" value="Check Out"/>	
		<input type="button" value="Print and Pay in Person"/>	

- a. Select **Check Out** for online payment options. On the next screen, complete the billing information and select one of the following:
 - 1) For Credit Card, select **Credit Card** and provide the required information. There is a **non-refundable service fee** associated to using this payment option.
 - 2) For e-check, select **Checking Account** and enter the banking information into the spaces provided. **If the e-check cannot be processed** (e.g., no funds available, the wrong banking information was entered, etc.), a **\$35 Return Check Fee** will be issued and the **building payment status will be returned to "Not Complete"** in the Customer Status screen.
- b. Select **Print and Pay in Person** to generate an invoice for record keeping and/or do one of the following:
 - 1) Bring the invoice and pay cash/check in person at a LADBS cashier (ladbs.org/locations/all-locations).
 - 2) Mail the invoice with a paper check made out to CITY OF LOS ANGELES to the following address:

LA Dept of Building & Safety
 Financial Services Div
 201 N. Figueroa St, 7th Floor
 Los Angeles, CA 90012

- Click the **Trash Can** Icon to delete an item from your cart.
- + Click **Add Another Building** to go back to the Customer Status screen.



EBEWE Benchmarking Compliance Instructions



How to Register and Pay

- The email address associated to your EBEWE Registration website account will receive a “Registration Receipt” from EBEWE (ladbs.ebewe@lacity.org) (see example below).

LADBS EBEWE Benchmark Registration receipt and next steps

ladbs.ebewe@lacity.org Fri, Jun 21, 11:22 AM (6 days ago)

to

Thank you for registering with the Department of Building and Safety's EBEWE program to benchmark your building. Keep the registration receipt below for your records.

To complete the benchmark compliance process, submit the Benchmarking Report for your building using PortfolioManager® to LADBS. For additional instructions please refer to the documents posted under the “How to Comply with Benchmarking” tile at ladbs.org/ebewe/ebewe-benchmarking-process-and-information.

For questions regarding the EBEWE Program, please visit www.ladbs.org/ebewe, or email us at ladbs.ebewe@lacity.org

***** REGISTRATION RECEIPT *****

Building ID :	123456789012
Program year:	2021
Payment Date :	6/21/2024 11:22:37 AM
Payment Amount :	\$64.66
Receipt No. :	1234567

*Payment Amount does not include the non-refundable service fee when paid by credit card. Non-Refundable Service fee is 2.7% when paying in person and 2.49% when paying online.