



How to Submit a Benchmark Report

Last Updated 02/14/2024

INTRODUCTION

Follow the instructions below to submit a benchmark report to LADBS. This guide is intended for both **first time** and **ongoing** compliance. This document has two sections: **Run Data Quality Checker** and **Submit Benchmark Report to LADBS**.

BEFORE YOU BEGIN NOTES

- ✓ 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.
- ✓ The **Portfolio Manager Energy and Water meters** must have the usage data for the year you want to submit a benchmark report for. Refer to Guide 5: HOW TO MANUALLY BENCHMARK or Guides 6-7: HOW TO ENROLL IN LADWP WEB SERVICE and HOW TO ENROLL IN SCG WEB SERVICE or Guide 8: HOW TO BENCHMARK - ONGOING
- ✓ Make sure the correct **Los Angeles building ID** has been added to the Portfolio Manager Property (see note on the next page) before submitting the benchmark report. Refer to Guide 10: HOW TO ADD OR CORRECT A BUILDING ID.



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NOTE: To check if the LA City Building ID has been added to a Portfolio Manager property, go to the property’s **Details** tab and look in the Unique Identifiers section. Standard ID – City/Town must show “**Los Angeles Building ID**” and the correct LA City Building ID.

See Guide 10: ADD/CORRECT A LOS ANGELES BUILDING ID TO ESPM for further guidance.

The screenshot shows the Energy Star Portfolio Manager interface. At the top, there is a navigation bar with 'MyPortfolio', 'Sharing', 'Reporting', and 'Recognition' tabs. A green notification bar states: 'You have successfully updated the unique identifiers for 1 Test Property.' Below this, the main content area is titled '1 Test Property' and includes a building icon, address '201 N Figueroa St, Los Angeles, CA 90012', Portfolio Manager Property ID '6784618', and Year Built '2002'. An 'Edit' button is present. To the right, a box indicates 'Not currently eligible for ENERGY STAR Certification'. Further right, an 'ENERGY STAR Score (1-100)' box shows 'Current Score: 100' and 'Baseline Score: 100'. Below the main content, there are tabs for 'Summary', 'Details' (highlighted with a red box), 'Energy', 'Water', 'Waste & Materials', 'Goals', and 'Design'. The 'Details' tab is active, showing 'Basic Information' (Construction Status: Existing property that is part of a building; Property GFA - Self-Reported: 36,800 Sq. Ft.; Occupancy: 95%) and 'Property Uses and Use Details'. The 'Property Uses and Use Details' section includes a table with columns 'Name', 'Property Use Type', 'Gross Floor Area', and 'Action'. The table lists 'Office Use' with a Gross Floor Area of 36,800 ft². Below the table, it shows 'Property GFA (Buildings): 36,800 (used to calculate EUI)' and 'Property GFA (Parking): 0'. A note at the bottom of the table area says: 'To add multiple uses and buildings to this property, you can use this spreadsheet template to upload your information.' At the bottom left, the 'Unique Identifiers (IDs)' section shows 'Portfolio Manager ID: 6784618' and 'Standard IDs: Standard ID - City/Town Los Angeles Building ID: 123456789012' (highlighted with a red box).



How to Submit a Benchmark Report

INSTRUCTIONS

SECTION A. Run Data Quality Checker

This section aims to assist customers with running their Data Quality checker before they submit their benchmark report to LADBS to identify any missing or incorrect data.

1. On your **My Portfolio** Dashboard click on the **name of the property** you would like to check.

The screenshot shows the Energy Star Portfolio Manager dashboard. At the top, there is a navigation bar with 'MyPortfolio', 'Sharing', 'Reporting', and 'Recognition' tabs. Below this, there are sections for 'Properties (449)' with an 'Add a Property' button, and a 'Refresh to see Source EUI Trend' section with a 'Change Metric' link. The main dashboard area displays a table of properties. The table has columns for 'Name', 'Energy Current Date', 'ENERGY STAR Score', 'Site EUI (kBtu/ft²)', and 'Source EUI (kBtu/ft²)'. A single row is visible, with the name '1 Test Property 6784618' highlighted in a red box. The other columns for this row contain 'NA'. Above the table, there are filters for 'View All Properties (449)', 'Energy Highlights', and a 'Refresh Metrics' button. A search bar is also present at the top right of the dashboard area.

Name	Energy Current Date	ENERGY STAR Score	Site EUI (kBtu/ft ²)	Source EUI (kBtu/ft ²)
1 Test Property 6784618	NA	NA	NA	NA



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- On the **Summary** tab, click **Check for Possible Errors**.

Welcome LADBS: [Account](#) | [Notifications](#) | [ENERGY STAR Notifications](#) | [Contacts](#) | [Help](#) | [Sign Out](#)

ENERGY STAR® PortfolioManager®

MyPortfolio | [Sharing](#) | [Reporting](#) | [Recognition](#)

1 Test Property

201 N Figueroa St, Los Angeles, CA 90012 | [Map it](#)
 Portfolio Manager Property ID: 6784618
 Year Built: 2002
[Edit](#)

[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](#)

[Refresh](#) to see **Source EUI Trend**
[Change Metric](#)

Metric	Dec 2018 (Water Baseline)	Dec 2018 (Water Current)	Change
ENERGY STAR Score (1-100)	Not Available	Not Available	N/A
Source EUI (kBtu/ft ²)	Not Available	Not Available	N/A
Site EUI (kBtu/ft ²)	Not Available	Not Available	N/A
Energy Cost (\$)	Not Available	Not Available	N/A
Total GHG Emissions Intensity (kgCO ₂ e/ft ²)	Not Available	Not Available	N/A
Total Waste (Disposed and Diverted) (Tons)	Not Available	Not Available	N/A
Water Use (All Water Sources) (kgal)	44.9	44.9	0.00 (0.00%)

[Change Metrics](#)
[Change Time Periods](#)

Data Quality Checker

Run a check for any 12-month time period to see if there are any possible errors found with your data.

[Check for Possible Errors](#)



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How to Submit a Benchmark Report

3. Enter Year Ending **December 31** and the **Benchmark Year**, and click **Run Checker** to see possible data issues. Portfolio Manager will check data for a full year (12 months) of meter consumption and Property Use Detail

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, there are links for "Welcome LADBS: Account | Notifications | ENERGY STAR | Settings", "ENERGY STAR Notifications", "Contacts | Help | Sign Out". Below the navigation bar are four tabs: "MyPortfolio", "Sharing", "Reporting", and "Recognition". The main content area is titled "Data Quality Checker for 1 Test Property". Below the title, there is a paragraph: "The Data Quality Checker will help you find potential errors and unusual data within a given year. Select your year of interest, review your alerts, and follow the links to view or correct your data as needed." Below this paragraph is a form titled "Select Timeframe & Run Checker". The form contains the text: "We check data for a full year (12 months) of meter consumption and Property Use Details (called a Metric Year). Select a Year Ending Date and click 'run checker' to see possible data issues." Below this text is a "Year Ending:" label followed by a dropdown menu showing "Dec 31" and a "Run Checker" button. A red box highlights the "Dec 31" dropdown and the "Run Checker" button. Below the dropdown menu, there is a list of years: "2025", "2024", and "2023". To the right of the form is an information icon and the text "About Timeframes". Below this text is a paragraph: "The Data Quality Checker needs one full calendar year of Property Use Details and meter information for most checks. Otherwise, we will show you basic alerts to let you know what's missing." Below the paragraph is a series of dots. At the bottom right of the form, there is a "Cancel" link.



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How to Submit a Benchmark Report

- Review your alerts and follow the links to view or correct your data as needed. If you receive the error message stating that **Property has no waste or material meters**, please disregard as waste and materials meters are not required for your benchmark report.

ENERGY STAR® PortfolioManager®

Welcome LADBS: [Account Settings](#) | [Notifications](#) | [ENERGY STAR Notifications](#) | [Contacts](#) | [Help](#) | [Sign Out](#)

[MyPortfolio](#) | [Sharing](#) | [Reporting](#) | [Recognition](#)

Data Quality Checker for [1 Test Property](#)

The Data Quality Checker will help you find potential errors and unusual data within a given year. Select your year of interest, review your alerts, and follow the links to view or correct your data as needed.

Select Timeframe & Run Checker

We check data for a full year (12 months) of meter consumption and Property Use Details (called a [Metric Year](#)). Select a [Year Ending Date](#) and click "run checker" to see possible data issues.

Year Ending: * [Re-Run Checker](#)

Property has no waste or material meters.

There are no waste meters entered for this property. In order to track waste and/or materials and receive metrics, you must create a waste or material meter.

What to do:

- [Create a meter](#) and follow the steps to enter your waste and material meter entries. Make sure you select the meter(s) that should be included in your performance metrics.

[Source EUI appears low.](#) [Cancel](#)

About Timeframes

The Data Quality Checker needs one full calendar year of [Property Use Details](#) and [meter](#) information for most checks. Otherwise, we will show you basic alerts to let you know what's missing.

About Alerts

! Indicates data is incomplete or missing. Most likely at least some metrics are not able to be calculated as a result. Issue should be resolved as soon as possible.

! Indicates data is atypical for the type of property and its associated use. Data should be checked for errors to ensure metrics are correct for the property.

NOTES: Possible solutions can be found at:

- Benchmarking FAQs: ladbs.org/ebewe/ebewe-benchmarking-process-and-information.
- Portfolio Manager Help: portfoliomanager.energystar.gov/pm/help?theme=default.




How to Submit a Benchmark Report

5. Your Benchmark report is ready to submit once all the **red alerts has been resolved***.

***NOTE:** Providing accurate data is of utmost importance. However, if you encounter any errors that you are unable to resolve, you may proceed with the submission process.

For example, when manually benchmarking, you will get the following error if one of your bills covers a period of more than 65 days. For this scenario, you can disregard the error message and proceed with the next steps.

 **One or more bills cover more than 65 days.**

Problem: Weather-normalized metrics cannot be computed when bills span more than two months (65 days) because weather normalization requires matching energy use with monthly weather data. The following meter(s) contains bills that span more than 65 days in the year selected (01/01/2021 - 12/31/2021):

- [Electric Grid Meter](#) (entry for 10/22/2021 - 12/28/2021)

What to do:

- Click on the meter name(s) above to view the meter entries and make corrections if necessary.
- If this is not an error, then unfortunately weather-normalized metrics are not available for this property.



How to Submit a Benchmark Report

SECTION B. Submit Benchmark Report to LADBS

This section aims to assist customers in submitting their Benchmark Report to LADBS.

1. Go to ladbs.org/benchmarking2023 and **login** with your Portfolio Manager account if prompted.

ENERGY STAR®
ENERGY STAR

Welcome LADBS: A S

Welcome to Portfolio Manager

Helping you track and improve energy efficiency across your entire portfolio of properties.

Username: *

Password: *

[I forgot my password.](#) [I forgot my username.](#) **Sign In**

Create a New Account

NOTES:

- If submitting for previous benchmark years, use the appropriate link below:
ladbs.org/benchmarking2022 for 2022
ladbs.org/benchmarking2021 for 2021
ladbs.org/benchmarking2020 for 2020
ladbs.org/benchmarking2019 for 2019
ladbs.org/benchmarking2018 for 2018
ladbs.org/benchmarking2017 for 2017
ladbs.org/benchmarking2016 for 2016



How to Submit a Benchmark Report

- Confirm that you are on the correct submission page by looking at the **Report Title** and **Timeframe** (in the Your Response section). These must have the Year you want to submit a benchmark report for. Additionally, the Data Request must be made by the Department of Building and Safety City of Los Angeles.

The screenshot shows the Energy Star Portfolio Manager interface. At the top, there are navigation links: Welcome, Account Settings, Notifications, ENERGY STAR Notifications, Contacts, Help, and Sign Out. Below the navigation is a menu with 'MyPortfolio', 'Sharing', 'Reporting', and 'Recognition'. A green banner at the top of the main content area reads: "Complete this form to respond to the 'Data Request:2021 City of Los Angeles Department of Building and Safety AB 802' for Department Of Building And Safety City of Los Angeles. This response has also been added to your 'Templates & Reports' list on the Reporting tab." The main heading is "Respond to Data Request: Data Request 2021 City of Los Angeles Department of Building and Safety AB 802" with "2021" highlighted in a red box. Below the heading is the text "from Department Of Building And Safety City of Los Angeles (Los Angeles Department of Building And Safety)".

About this Data Request

Data Requested By: Department Of Building And Safety City of Los Angeles (highlighted in a red box)

For help, contact: Department Of Building And Safety City of Los Angeles at ladbs.ebewe@lacity.org or 213-482-0476

About Your Response

Who is this data being submitted on behalf of?

myself
 someone else

Your Response

Select Information to Include:

Timeframe: * Single Year [v] Dec 31 [v] 2021 [v] (highlighted in a red box)

Properties: * [Select Properties](#) Selected Properties: 0

Generate Response Preview [Cancel](#)

Responding to Data Requests
You are viewing this screen because someone has asked you to provide data to them in the form of a data request. To respond, simply fill out the information on this screen and select what properties you wish to include (some decisions may have been made by the data requestor.)
Also see the [How to Respond to Data Requests](#) guide.

Submitting Data for Someone Else
Sometimes people delegate their responsibilities for responding to data requests to other people. If you are responding on behalf of someone else, please select their name from your Contacts Book so that they will be attributed to the response.

Previewing Reports
Making selections here will include specific properties and timeframes in your response. You may preview your response before you send it. However, Portfolio Manager will need to prepare the preview in order for you to view it. Large responses may take more time to prepare. Your response preview will be available from the "Templates & Reports" section on the Reporting tab when it is ready.



How to Submit a Benchmark Report

3. Generate a Response Preview.

3.1. Click **Select Properties**.

Your Response

Select Information to Include:

Timeframe: Dec 31 2021

1. Click **Select Properties**

has specified a timeframe for the request, you will not be able to change it.

Properties: * **Select Properties** Selected Properties: 0

2. Select properties you want to submit

The data requestor may have asked for one or more standard IDs to be included with the property information. Make sure you have entered the requested standard IDs for each property before sending your response.

3. Click **Apply Selection**

Generate Response Preview [Cancel](#)

3.2. A dialog box will appear where you can **select the check boxes** of all the properties you want to report.

3.3. 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.

Select Properties

Search:

<input type="checkbox"/>	Name	Property Type	State/Province
<input type="checkbox"/>	TEST	Office	CA
<input type="checkbox"/>	TEST OFFICE	Office	CA

2. Select properties you want to submit

Filter Properties (2)

Filter by Property Type

Office (2)

Filter by Construction Status

Existing (2)

Filter by State/Province

California (2)

Filter by Shared from

None - My Properties (PDA) (2)

Selected Properties: 0 ([View Selection](#))

3. Click **Apply Selection**

Apply Selection [Cancel](#)




How to Submit a Benchmark Report

3.4. Make sure the number of Selected Properties is correct and not 0. Click **Generate Response Preview**


Your Response

Select Information to Include:

Timeframe: *

 If the data requestor has specified a timeframe for the request, you will not be able to change it.

Properties: * [Selected Properties: 1](#)

 The data requestor may have asked for one or more [standard IDs](#) to be included with the property information. Make sure you have entered the requested standard IDs for each property before sending your response.

4. Click [Generate Response Preview](#)

[Cancel](#)



How to Submit a Benchmark Report

- You will be redirected to the **Reporting** tab. Go to the **Data Request from Others** tab, and If the response has been generated with no errors (indicated by the green message box), select **Send Response** from the drop-down list under the **Action** column to continue to step B.5.

The screenshot shows the Energy Star Portfolio Manager interface. The 'Reporting' tab is selected. A green message box states: 'A preview for your response to the data request "Data Request:2020 City of Los Angeles Department of Building and Safety AB 802" on behalf of Department Of Building And Safety City of Los Angeles (Los Angeles Department of Building And Safety) is being generated. You may view your response preview by selecting "Preview Response" or "Download Preview in Excel" from the action menu below. Large responses may take a long time to prepare. After you have viewed your response, you must select "Send Response" in order for your data to be released. Please note that each property you included should have a full 12 months of information for each timeframe. Otherwise, the metrics may not be able to be calculated. When this happens, "N/A" will be displayed in your response.'

Below the message box is a 'Charts & Graphs' section with a bar chart titled 'Weather Normalized Source EUI' and the question 'How much total primary fuel would be required by my properties, under average weather conditions?'. To the right is a 'ENERGY STAR Performance Documents' section with links to SEP, SEDI, Data Verification Checklist, Progress & Goals Report, ENERGY STAR Scorecard, and Water Scorecard.

At the bottom, the 'Data Requests from Others' tab is selected. A green message box says 'Your new response preview(s) has been generated. No errors found'. Below this is a table with columns 'Name', 'Status', and 'Action'. The first row shows a data request from 2020 with a status of 'Response Preview Generated: 8/25/2021 3:45 PM' and 'No errors found'. The second row shows a data request from 2018 with a status of 'Response Preview Generated: 8/04/2021 2:11 PM' and a warning icon. The third row shows a data request from 2019 with a status of '6/16/2021 12:25 PM' and a warning icon. A dropdown menu is open for the second row, showing options: 'I want to...', 'I want to...', 'Edit Properties and Timeframe', 'Preview Response', 'Download Preview in Excel', 'Generate an Updated Response', 'Send Response', and 'Delete Response'. A red box highlights 'Send Response'.

NOTES:

- If you wish to preview your Benchmarking report before sending response, then select Preview Response.
- Refresh the page if the response is taking too long to be generated.




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How to Submit a Benchmark Report

NOTES REGARDING ERRORS:

If there are any errors, the following will be displayed instead of a green message box.

 Your new response preview(s) has been generated, however basic metrics could not be calculated for one or more properties in the request. [Read more](#)

Clicking **Send Response** will provide more details regarding the error/s (see image below).

Please resolve the errors and regenerate the Response by starting over from step B.1.

The screenshot shows the Energy Star Portfolio Manager interface. At the top, there is a navigation bar with 'MyPortfolio', 'Sharing', 'Reporting', and 'Recognition' tabs. The 'Reporting' tab is active. Below the tabs, a message states: 'Data Request Response Has Missing Metrics (N/A's)'. A yellow warning box contains the text: 'Your data response contains 1 properties where the Site EUI and/or Total Water Use could not be calculated. When Site EUI and/or Total Water Use cannot be calculated, typically it means there is not 12 full months of complete meter data or there is a problem with your property's Gross Floor Area. These metrics are the basis for other more complicated metrics (such as the ENERGY STAR Score), so other metrics may also be unavailable as a result.'

Below the warning box, there is a section titled 'Properties With Missing Metrics (N/A's) (1) (response preview generated 08/25/2021 03:44 PM EDT)'. This section contains a table with the following data:


Property ID	Property Name	Year Ending Date	Site EUI	Total Water Use
7534196	Test Office K	12/31/2020	<p>1) There is not 12 full months of meter data.</p> <p>Problem: The following meters do not have 12 full calendar months of meter entries for the year selected (01/01/2020 - 12/31/2020).</p> <ul style="list-style-type: none"> Electric Aggregate - Whole Building (missing bills for 01/01/2020 - 01/01/2021) Natural Gas (missing bills for 01/01/2020 - 01/01/2021) <p>What to do:</p> <ul style="list-style-type: none"> If you think this is a mistake, click the links above to review the entries for each meter and make corrections if necessary. 	<p>1) There is not 12 full months of meter data.</p> <p>Problem: The following meters do not have 12 full calendar months of meter entries for the year selected (01/01/2020 - 12/31/2020).</p> <ul style="list-style-type: none"> Water Aggregate - Whole Building (missing bills for 01/01/2020 - 01/01/2021) <p>What to do:</p> <ul style="list-style-type: none"> If you think this is a mistake, click the links above to review the entries for each meter and make corrections if necessary.





How to Submit a Benchmark Report

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**What Would You Like To Do?**

 **I Want to Review/Edit these Properties**  
You can review individual properties/meters by using the links in the table above or [download it to Excel](#) in order to begin troubleshooting these issues.

 **I Thought I Fixed These Problems- I Want to [Generate an Updated Response](#)**  
If you have made changes to your data since your response was generated (09/22/2023 12:50 PM EDT), you will need to re-generate the report in order for these changes to be reflected.

 **I Want to Submit Anyway**  
If you have verified that any issues listed in the table above are not the result of a mistake, you can continue submitting your response. Note that an incomplete request could be considered invalid or non-compliant by the requestor so it is strongly encouraged that you fix any issue before proceeding.

[Generate Updated Response](#)

[Send Response](#)  
(You will confirm your response on the next screen)

Providing accurate data is of utmost importance. However, if you encounter any errors that you are unable to resolve, you can proceed with the submission process by clicking **Send Response** and then follow-up with ESPM customer support as needed.



## How to Submit a Benchmark Report

- Confirm your response to Building and Safety’s Data request by clicking the “I hereby certify...” **checkbox**. Complete the e-sign section by entering your **username** and **password**, then click the **E-Sign Response** button. Lastly, click **Send Data** button to send your Benchmarking Report data to LADBS.

**1** Who (besides you) should we send a confirmation email to?

Select contacts from your contacts book:

- 5840 Investment LLC c/o 5840 Ce
- Abraham Joshua Heschel Day Sch
- Adam Simon (asimon)
- Adriana Herrera (aherr45)
- Alba Castillo (AMERICANREALTY)
- Alice Gewargis (Alice\_Wargis)
- ALICIA BARRAZA (alicia@williams)
- Allison Marty (Watermark947)
- Alta Vista Sunset LLC (AltaSunset)

To select multiple contacts, hold down your Control (CTRL) key and click on each selection.

Optional- Additional Email Addresses:

Separate multiple emails by a comma or semicolon.

**2** What format would you like your data in for the email attachment?

Excel  
 XML

**1. Click the Certify checkbox**

**3** E-Sign your Data Response, then "Send Data"

I hereby certify that I am releasing data about my properties, or on behalf of someone else, to Department Of Building And Safety City of Los Angeles with Los Angeles Department of Building And Safety

Your username: \*

Your password: \*

**2. Enter your Username and Password and click E-Sign Response**

**E-Sign Response**

**4** Send Data

By clicking Send Data, you will release data to Department Of Building And Safety City of Los Angeles (Los Angeles Department of Building And Safety). You will receive a confirmation email with a receipt and a copy of the data attached.

**3. Click Send Data**

**Send Data** Cancel

**NOTE:** To send a copy of the benchmark report to another person add their email address in the box provided in #1. Keep the format as Excel in #2.





## EBEWE Benchmarking Compliance Instructions



# How to Submit a Benchmark Report

- You will receive a "Receipt for Data Request Submittal" email from [donotreply@energystar.gov](mailto:donotreply@energystar.gov) with the submitted Response attached.

### Receipt for Data Request Submittal

donotreply@energystar.gov <donotreply@energystar.gov>  
To: ladbs.ebawe@lacity.org

Dear Department Of Building And Safety City of Los Angeles:

This is to confirm the receipt of the following Data Request (see attached file for what was submitted):

**Response sent:** 08/06/2021 4:10 PM

**Response includes:** 1 properties

**Response sent to:**

Department Of Building And Safety City of Los Angeles  
Los Angeles Department of Building And Safety  
201 North Figueroa Street  
5th floor  
Los Angeles, CA 90012


**Response sent by:**

Michael  
201 North Figueroa Street  
5th floor  
Los Angeles, CA 90012

**Response sent on behalf of:**

Michael  
201 North Figueroa Street  
5th floor  
Los Angeles, CA 90012

Sincerely,  
ENERGY STAR Commercial and Industrial Program

 **responseData.xlsx**  
10K





# EBEWE Benchmarking Compliance Instructions



## How to Submit a Benchmark Report

- 7. After five to ten business days, sign on to your EBEWE Registration website account at [ladbsservices2.lacity.org/ebewe](http://ladbsservices2.lacity.org/ebewe) select **Register for Benchmarking** and use your browser’s find function (CTRL+F) to locate the Building ID/Address. If LADBS received the report, the date will be displayed under the **Benchmarked** column.

### 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](http://www.ladbs.org/ebewe/ebewe-benchmarking-process-and-information).

ie: 478000794837
  ie: 90012
  Select...

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](http://www.ladbs.org/ebewe/ebewe-benchmarking-process-and-information) for more details.

| Address                        | Building ID  | Year | Verified ? | Paid ?       | Benchmarked ? | Complied ?   |
|--------------------------------|--------------|------|------------|--------------|---------------|--------------|
| 55555 S MAIN ST<br>LOS ANGELES | 499945848470 | 2017 | 02/08/2022 | Not Complete | 02/08/2022    | Not Complete |

You can also check your building’s overall compliance status at [ladbsservices2.lacity.org/EBEWECompliance/](http://ladbsservices2.lacity.org/EBEWECompliance/). On the next page, select the desired **Compliance Year** and click **Submit**. Once the page reloads, use your browser’s find function (CTRL+F) to locate the Building ID/Address. Compliance status will be listed in the right most column.

## EBEWE COMPLIANCE STATUS

EXISTING BUILDINGS ENERGY & WATER EFFICIENCY PROGRAM

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### Generate the Compliance Status Report

Select Compliance Year(s) 

As of 11/08/2023 06:11 PM

| Building Number | Year | Building Address  | Building City | Building Zip | Complied   | EBEWE Compliance Status |
|-----------------|------|-------------------|---------------|--------------|------------|-------------------------|
| 485430843925    | 2016 | 201 N FIGUEROA ST | LOS ANGELES   | 90012        | 12/01/2017 | COMPLIED                |

If your building status still shows “NOT COMPLIED” even after submitting the Benchmark Report, verify that you have registered your building and paid the annual compliance disclosure fee. Refer to Guide 2: HOW TO REGISTER AND PAY.