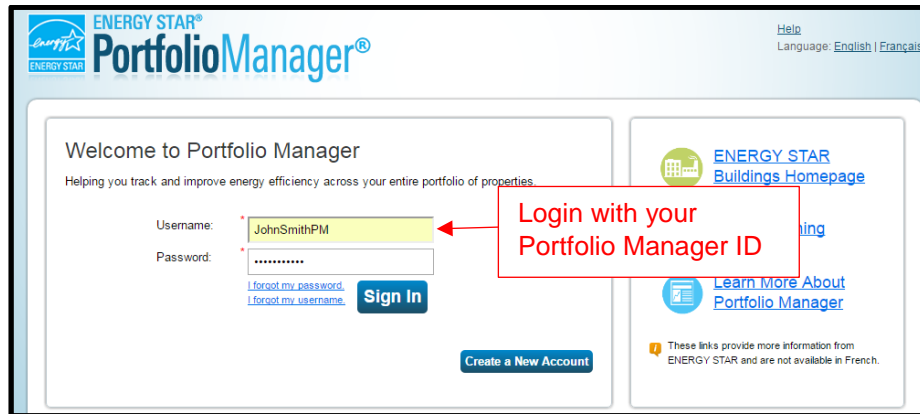


## Instruction Guide to Adding Building IDs & Sharing Benchmarking Data with the City of Los Angeles

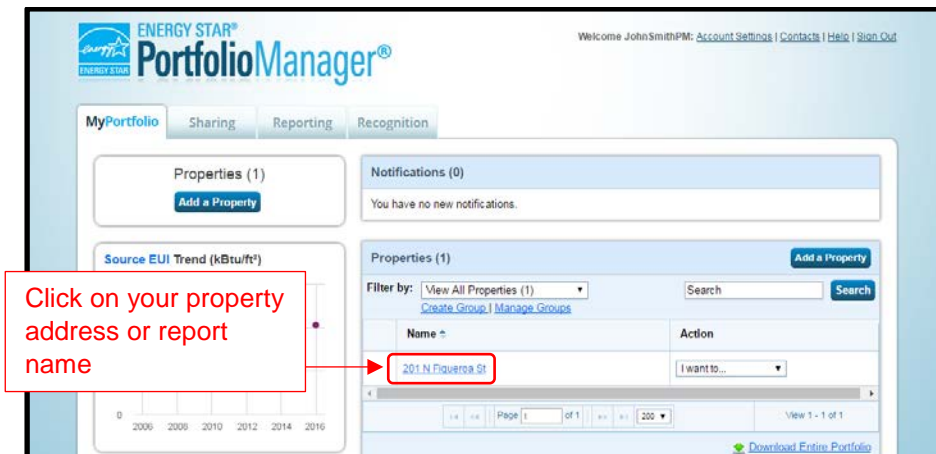
*\*To complete the benchmarking process with the City of Los Angeles, please follow the two-part process below.\**

### PART I: Add the City of LA Building ID to a Benchmark Report

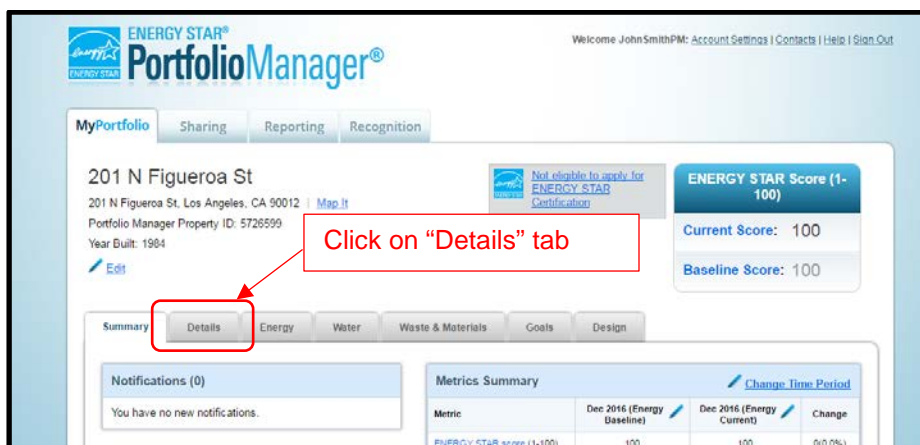
1. Go to <https://portfoliomanager.energystar.gov/pm/login> and login with your Portfolio Manager account.



2. Click the address or name of the benchmarking report you will be assigning the LA City Building ID to.



3. Click on the "Details" tab.



- Click the “Edit” button under the Unique Identifiers (IDs) section.

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201 N Figueroa St  
201 N Figueroa St, Los Angeles, CA 90012 | Map  
Portfolio Manager Property ID: 5726599  
Year Built: 1984

ENERGY STAR Score (1-100)  
Current Score: 100  
Baseline Score: 100

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

Basic Information  
Construction Status: Test property that is one single building  
Property GFA - Self-Reported: 250,000 Sq. Ft.  
Occupancy: 100%

Unique Identifiers (IDs)  
Portfolio Manager ID: 5726599  
Custom IDs: None  
Standard ID(s): None

Property Uses and Use Details  
View as Diagram  
Add Another Type of Use

Name	Property Use Type	Gross Floor Area	Action
Building Use	Office	250,000 ft²	I want to...
Property GFA (Buildings):		250,000	(used to calculate EUI)
Property GFA (Parking):		0	

Property Type  
Property Type - Self-Selected: Office  
Property Type - EPA Calculated: Office

Additional Information  
Federal Property: Not Set  
Service & Product Provider: None

Property Notes  
Use the following area to keep notes on your property.

- Select “Los Angeles Building ID” from the Standard ID(s) drop down menu. Type in your 12-character *LA City Building ID number*, which can be found in your Notification letter. Once entered, click the “Save” button.

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Edit 201 N Figueroa St's Property Identifiers (IDs)

There are several different types of IDs that you can assign to your property. These IDs to help you cross-reference your property in any other systems you may be using in addition to Portfolio Manager.

Portfolio Manager Property ID  
Your Portfolio Manager Property ID was assigned when your property was entered into Portfolio Manager and identifies your property to EPA.  
Portfolio Manager Property ID: 5726599

Custom IDs  
You can add up to three custom IDs as long as they have different names. Only people who have access to this property data will be able to see these custom IDs.

Standard IDs  
Standard IDs are those typically used as part of a data request by an organization (such as a State or local government, or LEED). If you know your property is going to be part of a data request, you may need to select and specify the relevant ID here.

Standard ID(s):  
District of Columbia Building Unique ID  
District of Columbia Real Property Unique ID  
Green Globes CIB Project ID  
Green Globes NC Project ID  
H2O Property ID  
Kansas City Building Reporting ID  
LEED US Project ID  
Los Angeles Building ID  
Minneapolis Building ID  
Minnesota Property ID  
Montgomery County Building ID  
NYC Borough, Block and Lot (BBL)  
NYC Building Identification Number (BIN)  
Philadelphia Building ID  
Portland Building ID  
REALPac Energy Benchmarking Program Building Name  
San Francisco Building ID  
Seattle Building Energy Benchmarking Reporting ID  
State of Washington Unique Facilities Identifier (UFI)

Your Portfolio Manager Property ID  
Your Portfolio Manager Property ID is set by EPA and unique to your property. Use this number when communicating with EPA about any questions you have about this property.

Custom IDs  
The Custom IDs are for you to use as you wish. In addition to your Portfolio Manager Property ID, you may have internal tracking numbers you use in your organization that you want to cross-reference to facilitate reporting. Only people who have access to this property data will be able to see these custom IDs.

Standard ID Types  
The list of standard ID types is maintained by EPA. Standard IDs are for national organizations and state and local governments with benchmarking programs.

1. Select “Los Angeles Building ID”

2. Type your LA City building ID

3. Click “Save”

After Clicking “Save”, your LA City Building ID will be linked with your benchmarking report in Portfolio Manager. You can now proceed to share your benchmark report to LADBS. (See Part II, next section)

## PART II: Share your Benchmarking Report with the City of Los Angeles Department of Building and Safety (LADBS)

1. Login with your Portfolio Manager Account by going to [www.ladbs.org/benchmarking2016](http://www.ladbs.org/benchmarking2016).

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Help  
Language: English | Français

Welcome to Portfolio Manager  
Helping you track and improve energy efficiency across your entire portfolio of properties.

Username: JohnSmithPM

Password: \*\*\*\*\*

[I forgot my password.](#)  
[I forgot my username.](#)

**Sign In**

**Create a New Account**

**ENERGY STAR Buildings Homepage**

**Learn more About Portfolio Manager**

These links provide more information from ENERGY STAR and are not available in French.

**Scenario 1:** If you have **one (1)** property you need to report, select “One Property” in the “Your Response” section. Then select the registered building or report name you are going to share and click “Generate Response Review”.

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Complete this form to respond to the "2016 City of Los Angeles Department of Building and Safety" 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.

**Respond to Data Request: 2016 City of Los Angeles Department of Building and Safety**  
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

For help, contact: Department Of Building And Safety City of Los Angeles at [ladbs.ebews@lacity.org](mailto:ladbs.ebews@lacity.org) or 213-482-0478

**About Your Response**

Who is this data being submitted on behalf of?

☒ myself  
☐ someone else

**Your Response**

Properties: One Property

Select Property: 201 N Figueroa St

**Generate Response Preview**

**1. Select "One Property"**

**2. Select the registered building**

**3. Click "Generate Response Preview"**

**Scenario 2:** If you have **multiple** registered properties need to report, select “Multiple Properties” in the drop down menu. Click “Select Properties”. Select the check box for all the properties you want to report. Click the “Apply Selection” button. Then click the “Generate Response Review” button.

The first screenshot shows the 'About Your Response' section. A red box labeled '1. Choose "Multiple Properties"' points to the 'Properties' dropdown menu, which is set to 'Multiple Properties'. Another red box labeled '2. Click "Select Properties"' points to the 'Select Properties' button. A third red box labeled '3. Select properties' points to the 'Select Properties' button in the second screenshot. A fourth red box labeled '4. Click "Apply Selection"' points to the 'Apply Selection' button in the second screenshot. The second screenshot shows the 'Select Properties' modal with a table of properties. The table has columns for 'Name', 'Property Type', and 'State/Province'. The first property is '201 N Figueroa St', 'Office', 'CA'. The 'Apply Selection' button is highlighted with a red box.

The screenshot shows the 'Respond to Data Request: 2016 City of Los Angeles Department of Building and Safety' page. The 'Your Response' section is highlighted. A red box labeled '5. Click "Generate Response Preview"' points to the 'Generate Response Preview' button. The 'Properties' dropdown is set to 'Multiple Properties'. The 'Timeframe' is set to 'Single Year' for 'Dec 31' of '2016'. The 'Selected Properties' count is 0.

- In the *Templates & Reports* section, select “2016 City of Los Angeles Department of Building and Safety (Request from Department of Building and Safety City of Los Angeles) template”. In “Actions” column, select “Preview Response” from the drop down menu.

The screenshot shows the ENERGY STAR PortfolioManager interface. The 'Reporting' tab is active. Under 'Charts & Graphs', there is a section for 'Weather Normalized Source EUI'. To the right, under 'ENERGY STAR Performance Documents', there are links for SEP, SED, Data Verification Checklist, Progress & Goals Report, and ENERGY STAR Score Card. The 'Templates & Reports (10)' section shows a table with columns: Name, Status, and Action. A red box highlights the 'Preview Response' option in the 'Action' column for the '2016 City of Los Angeles Department of Building and Safety' template.

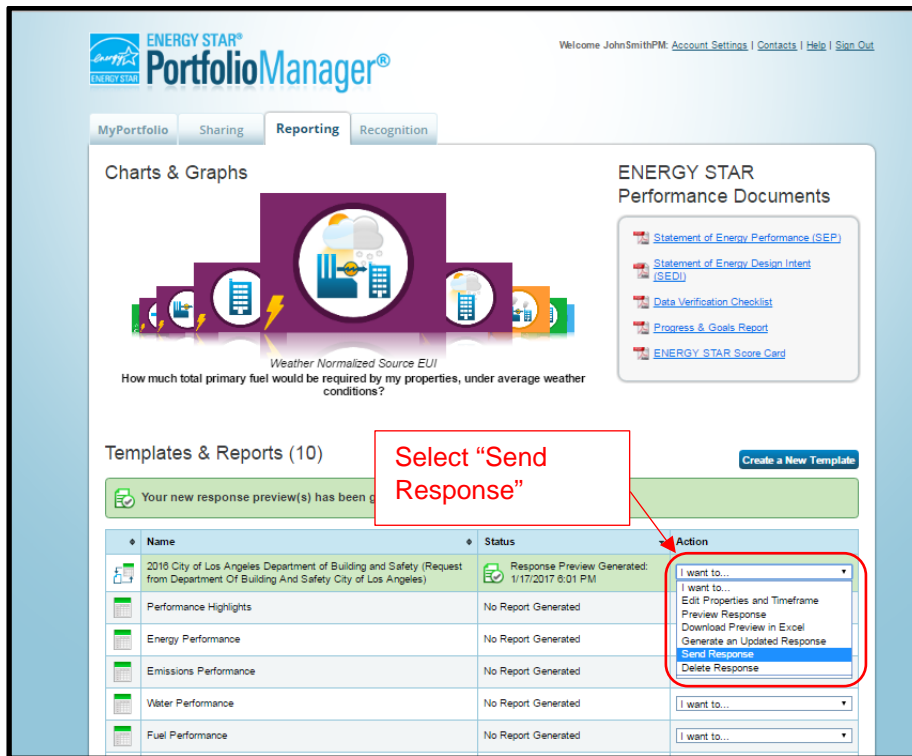
Name	Status	Action
2016 City of Los Angeles Department of Building and Safety (Request from Department Of Building And Safety City of Los Angeles)	Response Preview Generated: 1/17/2017 8:01 PM	I want to... I want to... Edit Properties and Timeframe <b>Preview Response</b> Download Preview in Excel Generate an Updated Response Send Response Delete Response
Performance Highlights	No Report Generated	
Energy Performance	No Report Generated	
Emissions Performance	No Report Generated	
Water Performance	No Report Generated	
Fuel Performance	No Report Generated	

- After reviewing your building information, click the “Close” button.

The screenshot shows the 'View Report' page for the '2016 City of Los Angeles Department of Building and Safety' template. The report was generated on 01/17/2017 06:01 PM EST. It displays a table with 1 record of building information. At the bottom right, there are buttons for 'Generate New Report', 'Download Report', 'Download XML', and 'Close'. A red box highlights the 'Close' button.

Property Id	Property Name	Year Ending	Address 1	Address 2	City	State/Province
5726599	201 N Figueroa St	12/31/2016	201 N Figueroa St	Not Available	Los Angeles	California

- In the *Templates & Reports* section, under Action, select “Send Response”.



- Confirm your response to Building and Safety's Data request by clicking the “I hereby certify...” check box. Complete the e-sign section by entering your username and password and clicking the “E-Sign Response” button. Lastly, click “Send Data” button to share your data with LADBS.

The screenshot shows the 'Confirm Response to Data Request from Department Of Building And Safety City of Los Angeles (Los Angeles Department of Building And Safety)' page. The page contains several sections: 'Who (besides you) should we send a confirmation email to?', 'About Releasing Your Data', 'About Signing Your Response', and a section for confirming the response. Red boxes and arrows highlight the 'I hereby certify...' checkbox, the 'E-Sign Response' button, and the 'Send Data' button. Red text boxes with numbers 1, 2, and 3 provide instructions for each step: '1. Click the Certify checkbox', '2. Complete the e-sign and click "E-Sign Response"', and '3. Click "Send Data"'. The 'Send Data' button is highlighted in blue.