

# BENCHMARKING GUIDE

HOW TO COMPLY WITH THE CITY OF  
LOS ANGELES EXISTING BUILDINGS ENERGY & WATER  
EFFICIENCY ORDINANCE



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## HOW TO USE THE GUIDE

# HOW TO USE THE BENCHMARKING GUIDE

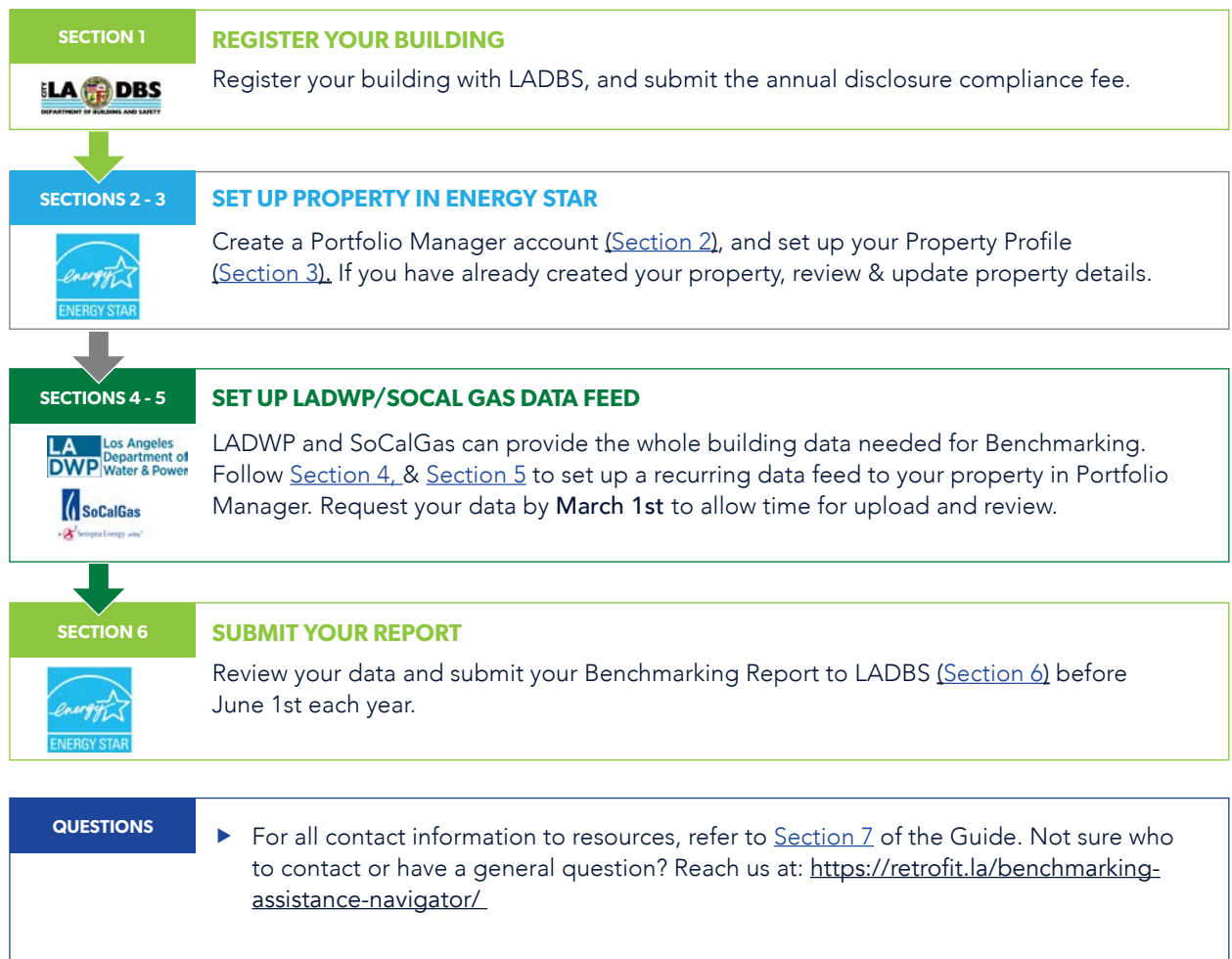
The Guide will walk you through the entire process of benchmarking and reporting your building, with screenshots and guidance for each step. The Guide is hyperlinked, so use the online version for easy navigation between sections. As you navigate through the Guide, you can return to the table of contents from each page by clicking on gray "Back to Contents" box in the bottom left corner. → [Back to Contents](#)

Benchmarking is a multi-step process so print and complete the Benchmarking IDs and Logins page (see page 3) to keep track of information you will need throughout the process. If you'd like to hire a vendor to complete the benchmarking process on your behalf, refer to our directory of vetted local providers here: <https://retrofit.la/benchmarking-service-providers/>

**FIRST YEAR BENCHMARKING?** If you are preparing your first benchmarking report, refer to this Benchmarking Guide for compliance steps.

**SECOND OR THIRD YEAR BENCHMARKING?** If you complied in a prior year, please refer to the [Ongoing Reporting Guide](#) for compliance steps.

**GET STARTED** - Review the process below, and determine which steps apply to your building:



**NOTE:** This guide will be updated continually as policies evolve on the State and local level so please be sure to check [www.retrofit.la](http://www.retrofit.la) for the latest version.



## HOW TO USE THE GUIDE BENCHMARKING IDS AND LOGINS

We recommend completing the fields below and saving/printing this page for future reference.

---

Property Address(es)

---

LADBS Building ID<sup>1</sup>

---

Building AIN<sup>2</sup>

---

### ENERGY STAR PORTFOLIO MANAGER LOGIN

Username

---

Password

---

### LA DEPARTMENT OF BUILDING AND SAFETY LOGIN

Username

---

Password

---

Portfolio Manager Property ID<sup>3</sup>

---

LADWP Property Admin ID<sup>4</sup>

---

- 1 The LADBS Building ID is listed on your Notification Letter.  
You may also look up here: <https://data.lacity.org/City-Infrastructure-Service-Requests/Existing-Buildings-Energy-Water-Efficiency-EBEWE-P/9yda-i4ya/data>
- 2 The Building AIN may be obtained from Open Data: <https://data.lacity.org/City-Infrastructure-Service-Requests/Existing-Buildings-Energy-Water-Efficiency-EBEWE-P/9yda-i4ya/data>
- 3 The Portfolio Manager Property ID is listed under your property's name and address in the top navigation bar in ENERGY STAR Portfolio Manager.
- 4 The LADWP Property Admin ID is assigned by email to during the LADWP data request process.



## CONTENTS TABLE OF CONTENTS

**INTRO** Overview

**SECTION 1** Register with LADBS

**SECTION 2** How to Create Your Portfolio Manager Account

**SECTION 3** How to Create a Property Profile

**SECTION 4** How to Enroll in LADWP Web Services

- A.** How to Add Virtual Meters for Aggregated Data
- B.** The Online Benchmarking Application
- C.** Connecting with LADWP & Receiving Data

**SECTION 5** How to Enroll in SoCalGas Web Services

- A.** Connecting with SoCalGas
- B.** The Online Data Request Form

**SECTION 6** How to Submit a Benchmarking Report to LADBS

- A.** Adding your Building ID to your Property
- B.** Verifying Meters & Running the Data Quality Checker
- C.** Submitting your Benchmarking Report to LADBS

**SECTION 7** Questions? Contact Us!



## OVERVIEW

The Existing Buildings Energy and Water Efficiency (EBEWE) Ordinance is designed to encourage building owners to reduce energy and water consumption through benchmarking and performance requirements. These efforts will help building owners recognize opportunities for cost-effective improvements, while cutting energy and water waste and reducing greenhouse gas emissions.

The EBEWE Ordinance was established by Los Angeles Municipal Code (LAMC) Division 97, Article 1, Chapter IX, Ordinance No. 184674 and was amended by Ordinance Nos. 185198 and 185586. The EBEWE Program is commonly referred as the EBEWE Ordinance. Additional information and updates can found at [www.retrofit.la](http://www.retrofit.la).



# SECTION 1

REGISTER WITH LADBS





## SECTION 1 REGISTER WITH LADBS

- 1.1. Sign onto your LADBS EBEWE Registration account. If you don't have an account, you will need to create one: <https://www.ladbsservices2.lacity.org/ebewe>.

**NOTE:** You must register your building and remit the Annual Disclosure Compliance Fee no later than **June 1<sup>st</sup>** every year.

- ! Login if you have an **existing account**, otherwise click **"Create an Account"**:

The screenshot shows the 'Existing Buildings Energy & Water Efficiency (EBEWE) Program' page. It includes introductory text about the program, followed by two main options: 'Login for Existing Users' and 'Create an Account for Benchmark and/or A/R/Cx'. The 'Login' option is highlighted with a red box and contains fields for 'Username' and 'Password', a 'Login' button, and a 'Forgot Password?' link. The 'Create an Account' option is also highlighted with a red box and contains a 'Create an Account' link. Below these options, there is contact information for assistance, including email addresses for benchmarking and audits/retro-commissioning, and a note to include the Building ID in the subject line.

- ! If creating a **new account**, complete the page below:

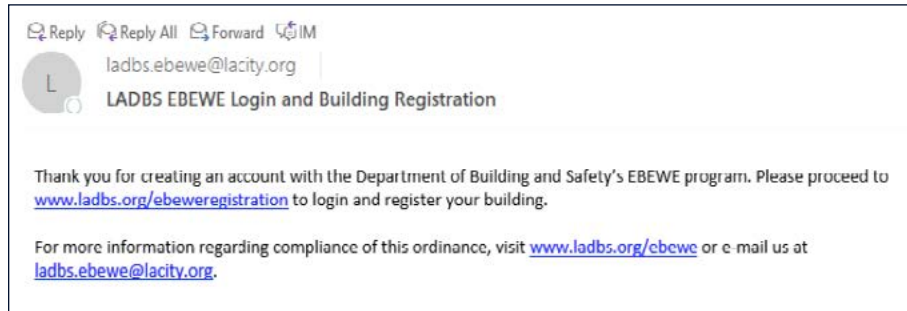
The screenshot shows the 'Existing Buildings Energy & Water Efficiency Program' account creation form. It starts with the title 'Existing Buildings Energy & Water Efficiency Program' and a sub-header 'Create an account to start the process'. The form contains several input fields: 'Organization / Company (optional)', 'First Name', 'Last Name', 'Owner Architect or Engineer' (with a dropdown menu), 'Professional License Number', 'Address' (two lines), 'City', 'State' (with a dropdown menu), 'Zip Code', 'Phone Number', 'Email / Username', 'Password', and 'Confirm Password'. A 'Submit' button is at the bottom right. At the very bottom, there is a note: 'For assistance, please email us at [ladbs.ebewe@lacity.org](mailto:ladbs.ebewe@lacity.org)'.



## SECTION 1

### REGISTER WITH LADBS

Once completed and submitted, you will receive a confirmation email from LADBS regarding your login (see below).



Then, proceed to <https://www.ladbsservices2.lacity.org/ebewe> to login and continue registering your building.

- 1.2. Select **“Register for Benchmarking”** and register each building assigned to you with LADBS (EBEWE Program) – this includes paying the annual disclosure compliance fee.

Please select from one of the following actions:

[Register for Benchmarking](#)

[Register for Audits & Retro-Commissioning](#)

**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.ladbbs.org/ebewe/ebewe-benchmarking-process-and-information](http://www.ladbbs.org/ebewe/ebewe-benchmarking-process-and-information).

LA City Building ID

id: 478000794837

Building Zip Code

id: 90012

Year

Select...

Submit

NOTE: To fully comply with the Annual Benchmark requirements you will need to: register the building ID, verify that the



## SECTION 1 REGISTER WITH LADBS

- 1.3. On the next page, verify, complete, or edit the owner information.
- ▶ Then click "Save and Pay".

### 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	Year	Building Address		
<div><div>Account Information</div><div>Account ID</div><div>Name</div></div>			<div><div>Owner Information</div><div>Owner Name</div><div>Mailing Address</div><div>City</div><div>State</div><div>Zip Code</div><div>Primary Phone Number</div><div>Email</div></div>	

☒ 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

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

For assistance, please email us at [ladbs.ebewe@lacity.org](mailto:ladbs.ebewe@lacity.org).



## SECTION 1

### REGISTER WITH LADBS

- 1.4. You will then proceed with paying the annual disclosure compliance fee, in the amount of \$64.66 (\$61.00 compliance fee + \$3.66 surcharge).
- ▶ To pay online, click **"Check Out"**.
  - ▶ If making a payment by check or cash, click **"Print and Pay In Person"** and proceed to **Step 1.6**.

**NOTE:** You must pay the disclosure compliance fee each year.

Address	Price
Application: Energy Efficiency Program (Document ID: 11130) Address: [REDACTED]	\$ 64.66

Sub-Total : \$64.66

Total : \$64.66

[Add Another Building Energy](#)

[Check Out](#)

[Print and Pay In Person](#)

- 1.5A Review your order to verify that all information is correct. If correct, click **"Next"**.

Service	Price
Application: Energy Efficiency Program Address: [REDACTED]	\$61.66

Sales Total : \$ 64.66

A service fee will be charged by a third party for this transaction and is non-refundable. You will have the ability to confirm your payment or opt out before you submit your payment.

[Cancel](#)

[Next](#)

2. Customer Billing Information

3. Customer Billing Address

4. Payment Method



## SECTION 1 REGISTER WITH LADBS

### 1.5B Enter your billing contact information.

The screenshot shows the LADBS (Los Angeles Department of Building and Safety) website. The header includes the LADBS logo and a "Back to LADBS" link. The main content area is titled "Billing Information" and contains a progress bar with four steps: 1. Review Order, 2. Customer Billing Information (current step), 3. Customer Billing Address, and 4. Payment Method. Under step 2, there are input fields for Company Name, First Name, Middle Name, Last Name, Email, and Phone Number. To the right of these fields is a CAPTCHA image showing the word "GWIZG" in a stylized font. Below the CAPTCHA is a "Reload Image" link and a text box for entering the CAPTCHA text. A "Next" button is located at the bottom right of the form.

### 1.5C Enter your billing address.

The screenshot shows the LADBS website, continuing from the previous step. The "Billing Information" section now highlights step 3: Customer Billing Address. The input fields for Address, City, State, Zipcode, and Country are visible. The Country field is pre-filled with "United States". A "Next" button is located at the bottom right of the form.



## SECTION 1 REGISTER WITH LADBS


### 1.5D Select appropriate payment method:

- 1) For Credit Card, enter your credit card number and click **"Calculate Service Fee"** to proceed.
- 2) For e-check, select **"Checking Account"** and enter the banking information into the spaces provided. Be sure to retain your email receipt/confirmation. This step completes your LADBS registration.

4. Payment Method

☐ Checking Account ☒ Credit Card (An Additional 2.7% Service Fee will be added - Learn More)

Credit Card Number



**Calculate Service Fee**

Sales Total : \$ 64.66

---

4. Payment Method

☒ Checking Account ☐ Credit Card (An Additional 2.7% Service Fee will be added - Learn More)

Sales Total : \$ 64.66

Routing Number  [What's this?](#)

Routing Number Confirm


Account Number

Account Number Confirm

Account Type

- 1.6 After clicking **"Print and Pay in Person"**, you will see a PDF receipt of your purchase. Print this page, and bring it with you to a Department of Building and Safety cashier located at any of the Development Service Centers. For cashier locations and hours of operation, go to [www.ladbs.org/locations/all-locations](http://www.ladbs.org/locations/all-locations).


FDRS ID: 55677 1 / 1

 **Online Application Payment Due**

DEPARTMENT OF BUILDING AND SAFETY

FDRS ID: 55677

Application: Energy Efficiency Program (Document ID: 11138)	\$ 64.66
Address: <a href="#">See location details</a>	
<b>Total :</b>	<b>\$ 64.66</b>



To make the payment using a check or cash, print this document and present it to the Department of Building and Safety cashier located at any of the Development Services Centers, for locations and hours of operation, please go <http://www.ladbs.org/locations/all-locations>

Thank You



# SECTION 2

## HOW TO CREATE YOUR PORTFOLIO MANAGER ACCOUNT



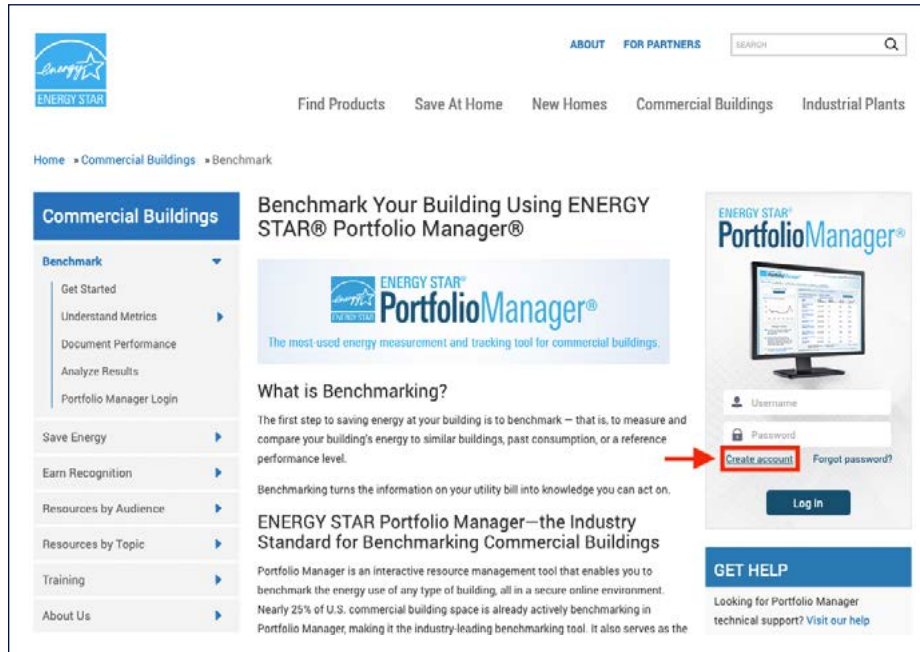


## SECTION 2

# HOW TO CREATE YOUR PORTFOLIO MANAGER ACCOUNT

**NOTE:** If you already have a Portfolio Manager Account, you can proceed to **Section 3**.

- 2.1** Go to the ENERGY STAR® Portfolio Manager Login page [www.energystar.gov/portfoliomanager](http://www.energystar.gov/portfoliomanager) and click **“Register now”**. Be sure to note your user name and password for reference, (See the Benchmarking IDs and Logins tracker on page 5).





## SECTION 2

### HOW TO CREATE YOUR PORTFOLIO MANAGER ACCOUNT

**2.2** Fill out the required information (fields marked with red asterisk) and be sure to select **“Yes”** under **Searchability** in ENERGY STAR Portfolio Manager

- ▶ Then click **“Create My Account”**.

**TIP:** Make sure to note your Username, Password and Security Questions for future reference (see the Benchmarking IDs and Logins tracker on [page 3](#))

**ENERGY STAR® PortfolioManager®**

**Create an Account**

**Accessing Your Account**

Username: \*

Password: \*

Create a password that is at least 8 characters long and includes at least three of the following: lowercase letters, uppercase letters, numbers and/or special characters (such as \*, @, %, etc.).

Confirm Password: \*

**About Yourself**

First Name: \*

Last Name: \*

Job Title: \*

Email: \*

Confirm Email: \*

Note: We never share your email address with third parties.

Phone: \*

Country: \* Select Country

Language: English

Reporting Units: ☒ Conventional EPA Units (e.g., kBtu/ft²) ☐ Metric Units (e.g., GJ/m²)

Street Address: \*

City/Municipality: \*

State/Province: \* --- Select ---

Postal Code: \*

**About Your Organization**

Organization Name: \*

Primary Business or Service of Your Organization: \* Select Primary Business or Service

Is your organization an ENERGY STAR Partner? ☐ Yes ☒ No

Do you want your Account Name (and username) to be searchable by other Portfolio Manager users?

Do you want your username to be searchable by other Portfolio Manager users? You must select "Yes" if you want to connect with other users to allow automatic upload of utility data or to share properties.

☒ Yes ☐ No

**Confirm Your Identity**

Please confirm that you are a human

☐ I'm not a robot

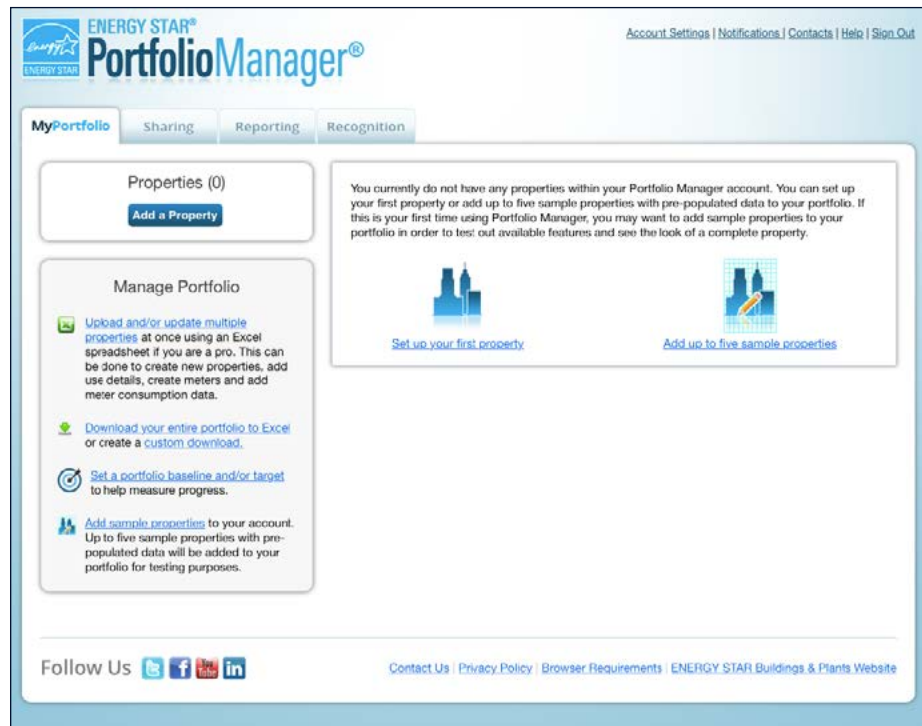
**Create My Account** Cancel



## SECTION 2

### HOW TO CREATE YOUR PORTFOLIO MANAGER ACCOUNT

- 2.3** You will receive an email from Portfolio Manager. Remember to activate your account within 24 hours. When you click the link, you will be asked to log in. Once you log in, your account will be created and you will be brought to the My Portfolio tab. Proceed to Section 3 for guidance on how to add a property.





# SECTION 3

## HOW TO CREATE A PROPERTY PROFILE





## SECTION 3

# HOW TO CREATE A PROPERTY PROFILE

In order to benchmark your property, you will need to create a profile with basic information about the property itself, how it is used, and the energy and water meters serving it. **Before you get started**, refer to the **Data Collection Worksheet** at [portfoliomanager.energystar.gov/pm/dataCollectionWorksheet](http://portfoliomanager.energystar.gov/pm/dataCollectionWorksheet), and select your property type from the **drop-down list** to see what information you will need in order to create your Property Profile. If you are not sure how to classify your property, refer to list of property types at [www.energystar.gov/buildings/tools-and-resources/list-portfolio-manager-property-types-definitions-and-use-details](http://www.energystar.gov/buildings/tools-and-resources/list-portfolio-manager-property-types-definitions-and-use-details).

**NOTE:** If you already created a profile for your property, you do not need to create a new one for benchmarking. However, if any information has changed, please update property information as needed. Once you have reviewed and updated your property, proceed to **Section 4** and then **Section 5** to request data and complete your benchmarking report.

- 3.1** After completing the data collection worksheet, log into Portfolio Manager and add a property by clicking **“Add a Property”** on the **My Portfolio** tab. You can also upload multiple properties by clicking the hyperlink at the bottom of the screen.



## SECTION 3 HOW TO CREATE A PROPERTY PROFILE

- 3.2 From within the **Your Property Type** section, select your property's primary function from the **dropdown menu**.
- ▶ Within the Your Property's Buildings section, select **"One: My property is a single building"**.
  - ▶ Within the Your Property's Construction Status section, select **"Existing"** for construction status.
  - ▶ Then click **"Get Started!"**.

**ENERGY STAR Portfolio Manager**

Account Settings | Contacts | Help | Sign Out

### Set up a Property: Let's Get Started!

Properties come in all shapes and sizes, from a leased space in a large office building, to a K-12 school with a pool, to a large medical complex with lots of buildings. Since there are so many choices, Portfolio Manager can walk you through getting your property up and running. When you're done, you'll be ready to start monitoring your energy usage and pursue recognition!

**ACME BANK** **Your Property Type**

We'll get into the details later. For now, overall, what main purpose does your property serve?

→ [Dropdown menu]

[Learn more about property types.](#)

**Your Property's Buildings**

How many physical buildings do you consider part of your property?

→ ☒ **One: My property is a single building**

☐ **More than One: My property includes multiple buildings** ([Campus Guidance](#))

How many? [Input field]

**Your Property's Construction Status**

Is your property already built or are you entering this property as a construction project that has not yet been completed?

→ ☒ **Existing:** My property is built, occupied and/or being used. I will be using Portfolio Manager to track energy/water consumption and, perhaps, pursue recognition.

☐ **Design Project:** My property is in the conceptual design phase (pre-construction); I will be using Portfolio Manager to evaluate the energy efficiency of the design project.

☐ **Test Property:** This is not a real property. I am entering it to test features, or for other purposes such as training.

**Get Started!** [Cancel](#)

**Tip**

To set up a property, you'll need information such as **gross floor area** and **operating hours**.

**Tip**

Not sure what kind of property you are? Because we focus on whole building benchmarking, you want to select the property type that best reflects the activity in the majority of your building. Don't worry if you have other tenants with different business types, just select the main activity.

**Test Properties**

You may want to enter a property into Portfolio Manager that isn't actually a "real" property, either to familiarize yourself with features or maybe to train other people. By telling us this is a "Test" property, we can give the option of including this property in your portfolio-level metrics, charts and table or not, depending what your needs are. This can be configured on your [Account Settings](#).



## SECTION 3

### HOW TO CREATE A PROPERTY PROFILE

- 3.3 Enter the property's name, address, LA City Building ID and other general information and click "Continue".

### Set Up a Property: Basic Property Information

Tell us a little bit more about your property, including a name that you will use to look up your property and its address.

About Your Property

Name: \*

Country: \*

Street Address: \*

City/Municipality: \*

County:

State/Province: \*

Postal Code: \*

Year Built: \*

Gross Floor Area: \*

Irrigated Area:

Occupancy: \*

Property Photo (optional):

Tip

The name you choose for your property does not have to be unique. But, it may make it easier for you to work with properties in your portfolio if you do not use the same (or similar) names.

Tip

The property photo that you upload here can be used on the [Registry of ENERGY STAR Qualified Buildings](#) if you submit the photo with your application for ENERGY STAR certification. Once a photo has been approved with an application, it cannot be changed until the next time that the property receives ENERGY STAR certification.

Standard IDs

Standard IDs are typically used in data collection, including by most state and local governments with benchmarking laws. If your property is covered by a benchmarking law, you probably need to fill this in. See [this FAQ](#) if you need help finding your Standard ID.

Standard ID(s):

Los Angeles Building ID ID:

Add Another

Do any of these apply?

☐ My property's energy consumption includes [parking areas](#)

☐ My property has a [heated swimming pool](#)

☐ My property has one or more retail stores ([that are eligible for a Retail score](#))

☐ My property has one or more restaurants/cafeterias

☐ My property has nursing/assisted care units

Back

Continue

Cancel



## SECTION 3

### HOW TO CREATE A PROPERTY PROFILE

**NOTE:** Re: Parking: The City requires that the square footage and utility data for subterranean and/or structured above ground parking that is physically attached to a building be included with that building's data.

If your property includes subterranean and/or structured above ground parking that is physically attached to the building, click **"My property's energy consumption includes parking area"**. You will then be prompted to enter the square footage of the parking area as a separate property use type.

- ▶ When you request data (**Section 4**), LADWP will upload the parking area data along with the rest.
- ▶ If a parking structure is *not physically connected* to a building *and* it is *above the minimum size*, it should be benchmarked and submitted separately, as a stand-alone building with its own Building ID, following the process outlined here. Contact LADBS at [ladbs.ebewe@lacity.org](mailto:ladbs.ebewe@lacity.org), if you need them to provide a Building ID for your stand-alone parking structure.

Click the appropriate boxes if your property contains a **data center** (>75kW constant power), **retail store**, or **restaurant**, and be sure to **add those Use Types** (**Section 3.5** below).



## SECTION 3

### HOW TO CREATE A PROPERTY PROFILE

**3.4** Enter the specific information on how your building is used. The fields required will depend on the selections made in **Sections 3.2** and **3.3** for your **Property Type** and characteristics. Complete these fields to ensure your property metrics and score calculate accurately.

For example, if you indicated your building's property type is **Office**, you would be asked to supply the Gross Floor Area, Weekly Operating Hours, Number of Computers, Number of Workers on Main Shift, Percent that can be Heated, and Percent that can be Cooled.

If you indicated that your building had a Data Center or Parking, additional fields pertaining to these uses would also be required. Some space attributes, like "Gross Floor Area," are always required. You can also rename the primary function by clicking "**Edit**" next to **Property Type**, on the **Details** tab.

To view detailed descriptions of each space and its space attributes, refer to the list of Portfolio Manager property types, definitions and use details: [www.energystar.gov/buildings/tools-and-resources/list-portfolio-manager-property-types-definitions-and-use-details](http://www.energystar.gov/buildings/tools-and-resources/list-portfolio-manager-property-types-definitions-and-use-details)

Office Use

Edit Name

Delete

Office refers to buildings used for the conduct of commercial or governmental business activities. This includes administrative and professional offices.

Gross Floor Area (GFA) should include all space within the building(s) including offices, conference rooms and auditoriums, break rooms, kitchens, lobbies, fitness areas, basements, storage areas, stairways, and elevator shafts.

If you have restaurants, retail, or services (dry cleaners) within the Office, you should most likely include this square footage and energy in the Office Property Use. There are 4 exceptions to this rule when you should create a separate Property Use:

- If it is a [Property Use Type that can get an ENERGY STAR Score](#) (note: Retail can only get a score if it is greater than 5,000 square feet)
- If it accounts for more than 25% of the property's GFA
- If it is a vacant/unoccupied Office
- If the Hours of Operation differ by more than 10 hours from the main Property Use

[More on this rule.](#)

Property Use Detail	Value	Current As Of	Temporary Value
★ Gross Floor Area	<input type="text"/> Sq. Ft. <input type="button" value="↓"/>	MM/DD/YYYY <input type="button" value="📅"/>	<input type="checkbox"/>
★ Weekly Operating Hours	<input type="text"/> <input type="checkbox"/> Use a default	MM/DD/YYYY <input type="button" value="📅"/>	<input type="checkbox"/>
★ Number of Workers on Main Shift	<input type="text"/> <input type="checkbox"/> Use a default	MM/DD/YYYY <input type="button" value="📅"/>	<input type="checkbox"/>
★ Number of Computers	<input type="text"/> <input type="checkbox"/> Use a default	MM/DD/YYYY <input type="button" value="📅"/>	<input type="checkbox"/>
★ Percent That Can Be Heated	<input type="text"/> <input type="checkbox"/> Use a default	MM/DD/YYYY <input type="button" value="📅"/>	<input type="checkbox"/>
★ Percent That Can Be Cooled	<input type="text"/> <input type="checkbox"/> Use a default	MM/DD/YYYY <input type="button" value="📅"/>	<input type="checkbox"/>

★ This Use Detail is used to calculate the 1-100 ENERGY STAR Score.

### ADDING ANOTHER TYPE OF USE

Portfolio Manager uses the term "Type of Use" to characterize the various spaces within a building. Your building may have one or more space types. For example, an office building might have occupied office space, a data center, and parking. Each of these should be entered as a separate "Type of Use" and will require different information.

**NOTE:** If more than 10% of a building's gross floor area is vacant, the **vacant square footage** should be described as a distinct space type.

To view detailed descriptions of each space and its space attributes, refer to the list of Portfolio Manager property types, definitions and use details: [www.energystar.gov/buildings/tools-and-resources/list-portfolio-manager-property-types-definitions-and-use-details](http://www.energystar.gov/buildings/tools-and-resources/list-portfolio-manager-property-types-definitions-and-use-details)



## SECTION 3

### HOW TO CREATE A PROPERTY PROFILE

- 3.5 To add another space to your facility, click **"Add Another Type of Use"** and select the type of space you would like to add. Complete the required fields as you did in **Section 3.4**.

Property Use Detail	Value	Current As Of	Temporary Value
Gross Floor Area	<input type="text"/> Sq. Ft.	MM/DD/YYYY	<input type="checkbox"/>
Weekly Operating Hours	<input type="text"/> <input type="checkbox"/> Use a default	MM/DD/YYYY	<input type="checkbox"/>
Number of Computers	<input type="text"/> <input type="checkbox"/> Use a default	MM/DD/YYYY	<input type="checkbox"/>

**NOTE:** Re: Parking: The City requires that the square footage and utility data for subterranean and/or structured above ground parking that is physically attached to a building be included with that building's data.

- ▶ If your property includes subterranean and/or structured above ground parking that is physically attached to the building, click **"My property's energy consumption includes parking area"**. You will then be prompted to enter the square footage of the parking area as a separate property use type.
- ▶ When you request data (**Section 4**), LADWP will upload the parking area data along with the rest.
- ▶ If you need to make any adjustments, simply click the **Back** button at the bottom of the screen.
- ▶ If a parking structure is *not physically connected* to a building and it is **above the minimum size**, it should be benchmarked and submitted separately, as a stand-alone building with its own Building ID, following the process outlined here. Contact LADBS at [ladbs.ebewe@lacity.org](mailto:ladbs.ebewe@lacity.org), if you need them to provide a Building ID for your stand-alone parking structure:

- 3.6 Continue with the procedure described in **Section 3.5** until your building's total gross floor area is completely accounted for. Make sure the sum of all spaces is equal to the total gross floor area of the facility. To finalize your entries, click **"Add Property"**.

Property Use Detail	Value	Current As Of	Temporary Value
Open Parking Lot Size	<input type="text"/> Sq. Ft.	MM/DD/YYYY	<input type="checkbox"/>
Partially Enclosed Parking Garage Size	<input type="text"/> Sq. Ft.	MM/DD/YYYY	<input type="checkbox"/>
Completely Enclosed Parking Garage Size	<input type="text"/> Sq. Ft.	MM/DD/YYYY	<input type="checkbox"/>
Supplemental Heating	<input type="checkbox"/> <input type="checkbox"/> Use a default	MM/DD/YYYY	<input type="checkbox"/>

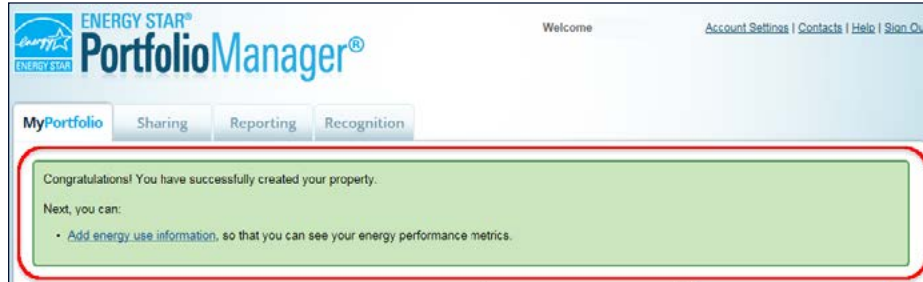
Back **Add Property** Cancel



## SECTION 3

### HOW TO CREATE A PROPERTY PROFILE

- 3.7 After saving your entries, you will see a green bar at the top of the Summary tab, confirming you have successfully created your property. The next sections (**Sections 4** and **5**) will cover how to request data and complete your benchmarking report.





# SECTION 4

## HOW TO ENROLL IN LADWP WEB SERVICES





## SECTION 4

### HOW TO ENROLL IN LADWP WEB SERVICES

## HOW TO ENROLL IN LADWP WEB SERVICES

### 4.A. How to Add Virtual Meters for Aggregated Data

LADWP can provide you with the data needed to benchmark your building, including data for any tenant controlled areas. Follow the instructions in this section to set up a recurring data feed from LADWP to your property in Portfolio Manager.

- ▶ You will need to create what's called a **"Virtual Meter"** in order to receive the monthly usage data from a single or multiple (aggregate) meters for each service type.
- ▶ Data can **only** be uploaded to a Virtual Meter, so if a Virtual Meter is not added for a particular service type (electricity or water), consumption data cannot be uploaded to your property.
- ▶ **Create only ONE virtual meter for each service type** you are requesting (i.e. one virtual meter for electricity, one virtual meter for water), regardless of the number of meters serving the property.

LADWP will provide data for the past five calendar years and ongoing recurring data uploads, so you will not need to repeat the data request process for future reporting.

**NOTE:** If you created a Virtual Meter to receive 2016 or 2017 data, LADWP will provide recurring updates to your existing virtual meter. Refer to the [Ongoing Reporting Guide](#) for instructions on viewing your data.

- ! 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.



## SECTION 4

### HOW TO ENROLL IN LADWP WEB SERVICES

# CREATE A VIRTUAL METER: ENERGY

Follow these steps to create a virtual meter to receive aggregated electricity data.

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

The screenshot shows the LADWP web interface with the 'Energy' tab selected. A red box highlights the 'Energy' tab, and another red box highlights the 'Add A Meter' button. The interface includes a 'Meter Summary' section, a line graph titled 'Energy Use by Calendar Month' showing 'Natural Gas' and 'Electric - Grid' usage, and a 'Four Ways to Enter Bill Data' section.

**4.2** Select **"Electric"** and **"purchased from the grid"** and enter **"1"** for the number of meters. Enter 1 regardless of the number of actual meters serving the property.

► Click **"Get Started!"** to continue.

The screenshot shows the 'Get Started Setting Up Meters' form. The 'Electric' checkbox is checked, and the 'purchased from the grid' sub-option is selected. The 'How Many Meters?' field is set to 1. The 'Get Started!' button is highlighted with a red box and an arrow.



## SECTION 4

### HOW TO ENROLL IN LADWP WEB SERVICES

#### 4.3 Rename your meter under **Meter Name** to **“Electric Aggregate – Whole Building”**.

- ▶ Select **“kWh”** for the Units.
- ▶ Enter **“January 1, 2018”** for the **Date Meter Became Active**.  
(LADWP will provide data for the past 5 calendar years).

**NOTE:** The date the meter became active should reflect the earliest date for which you have data.

- ▶ Make sure that the **“In Use”** box is checked.
- ▶ Select **“Create Meters”**.

ENERGY STAR® PortfolioManager®

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

### About Your Meters

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**

Meter Name	Type	Other Type	Units	Date Meter became Active	In Use?	Date Meter became Inactive	Enter as Delivery?
Electric Aggregate Whole Building	Electric - Grid		kWh (thousand Watt-hours)	MM/DD/YYYY	<input checked="" type="checkbox"/>		<input type="checkbox"/>

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

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

#### 4.4 Click **“Continue”** – **do not manually enter any data.**

LADWP will upload aggregated data directly to your Property Profile once you have completed the set-up and requested the data (**Section 4B** below).

**1 Energy Meter(s)**

▼ Electric Aggregate- Whole Building

Start Date	End Date	Usage kWh (thousand Watt hours)	Total Cost (\$)	Estimation	Green Power	Demand (kW)	Demand Cost (\$)
------------	----------	---------------------------------	-----------------	------------	-------------	-------------	------------------

[Click to add an entry](#)

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

Upload data in bulk for this meter:

You can copy/paste into the table above ([instructions in this FAQ](#)) or upload an Excel spreadsheet using our simple [spreadsheet template](#).

[Choose File](#) No file chosen [Upload](#)

[Continue](#) [Cancel](#)



## SECTION 4

### HOW TO ENROLL IN LADWP WEB SERVICES

- 4.5 On the **Select Meters to Include in Metrics** page, make sure the Aggregate meter is selected, **click the option with the red asterisk (\*)** stating that the meter(s) account for the total energy consumption and then click **"Apply Selections"**.

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 Aggregate - Whole Building</a> 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).

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



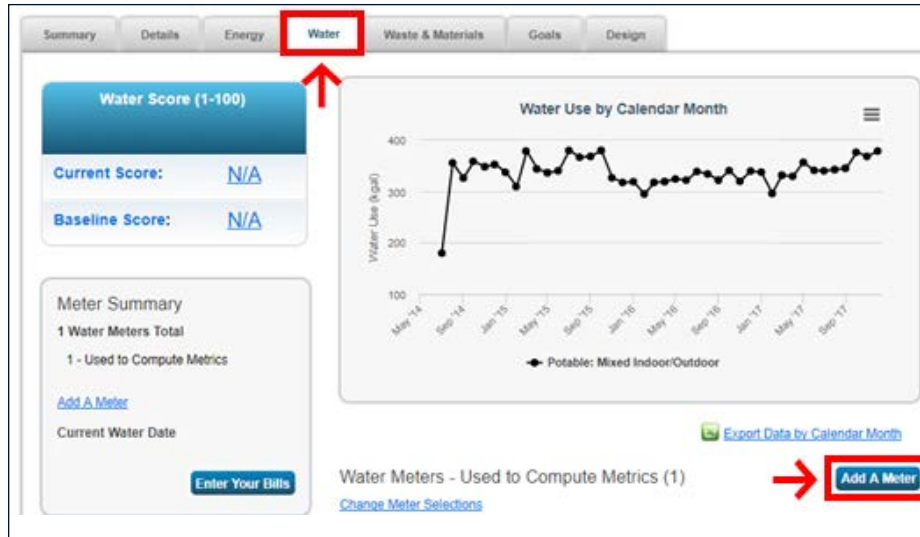
## SECTION 4

### HOW TO ENROLL IN LADWP WEB SERVICES

## CREATE A VIRTUAL METER: WATER

Follow these steps to create a virtual meter to receive aggregated water data.

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





## SECTION 4

### HOW TO ENROLL IN LADWP WEB SERVICES

**4.7** Select **“Municipally Supplied Potable Water”** and **“Mixed Indoor/Outdoor”** for your property’s water usage, enter **“1”** for the number of meters. Enter 1 regardless of the number of actual meters serving the property.

- Click **“Get Started!”** to continue.

LADWP will upload aggregated mixed indoor/outdoor water data directly to your Property Profile

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

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Welcome | [My Profile](#) | [Account Settings](#) | [Notifications](#) | [Contact Us](#) | [Help](#) | [Sign Out](#)

### Get Started Setting Up Meters for WEISS - 238 S. Manhattan Pl. 238 S. Manhattan Pl.

There are four 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. And finally, you can hire an organization that exchanges data 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 Recycled 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](#)

**4.8** Rename your meter under **Meter Name** to **“Water Aggregate – Whole Building”**.

- Select **“ccf”** for the units.
- Enter **“January 1, 2018”** for the Date Meter Became Active. (LADWP will provide data for the past 5 calendar years).
- Make sure that the **“In Use”** box is checked.
- Select **“Create Meters”**.

### About Your Meters

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**

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

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

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



## SECTION 4

### HOW TO ENROLL IN LADWP WEB SERVICES

**4.9** You will see a green bar at the top, confirming you have successfully created your meter.

- ▶ Click **“Continue”** – **do not manually enter any data.**

LADWP will upload aggregated data directly to your Property Profile once you have completed the set-up and your request has been processed ([Section 4.B.](#) below).

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

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

1 Water Meter(s)

#### Water Aggregate – Whole Building

Start Date	End Date	Usage ccf (hundred cubic feet)	Total Cost (\$)	Estimation
<a href="#">Click to add an entry</a>				

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

Upload data in bulk for this meter:

You can copy/paste into the table above ([instructions in this FAQ](#)), or upload an Excel spreadsheet using our simple [spreadsheet template](#).

[Choose File](#) No file chosen [Upload](#)

[Continue](#) [Cancel](#)

**4.10** On the **Select Meters to Include in Metrics** page, make sure the Aggregate meter is selected, **click the option with the red asterisk (\*)** stating that the meter(s) account for the total water consumption and then click **“Apply Selections”**.

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](#).)

Name Meter ID	Type
<input 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](#)



## SECTION 4

### HOW TO ENROLL IN LADWP WEB SERVICES

#### 4.B. Online Benchmarking Application, Requestor Authentication & Meter Verification

Next, you will need to complete the LADWP Building Benchmarking data request form. Before completing the form, 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

##### 1 Gather Documents

###### ► Self-Certification Letter:

Letter indicating the requestor is authorized to request data on behalf of the owner:  
<https://retrofit.la/bca-third-party-benchmark-self/>

###### ► Proof of Ownership:

An electronic copy of the current deed, title report, or property tax statement.

###### ► Letter of Authorization

Letter of Authorization to indicate that ownership authorizes the Requestor to act on behalf of owner to obtain aggregated building usage data from LADWP for benchmarking. The same letter can be used for multiple buildings as long as it lists each building address; however, an online benchmarking form must be submitted for each property. Download the Letter of Authorization template at:  
<https://retrofit.la/template-letter-of-authorization/>

###### ► Tenant Consent(s):

If required, please complete and submit a Tenant Consent for each tenant: [https://www.ladwp.com/cs/idcplg?IdcService=GET\\_FILE&dDocName=OPLADWPCCB568807&RevisionSelectionMethod=LatestReleased](https://www.ladwp.com/cs/idcplg?IdcService=GET_FILE&dDocName=OPLADWPCCB568807&RevisionSelectionMethod=LatestReleased)

**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 should include any meter(s) serving subterranean and/or attached parking areas.



## SECTION 4

### HOW TO ENROLL IN LADWP WEB SERVICES

#### 2 Complete Application

Once you have gathered the required documents, complete the LADWP Benchmarking Application at: [www.ladwp.com/ladwp/faces/ladwp/commercial/c-gogreen/c-gg-bewb/commercial\\_buildingbenchmarking](http://www.ladwp.com/ladwp/faces/ladwp/commercial/c-gogreen/c-gg-bewb/commercial_buildingbenchmarking)

#### 3 Post-Application

After submitting a complete LADWP online Benchmarking Application:

- ▶ You will receive a confirmation email from LADWP. LADWP will work with you to authenticate the ownership and building information submitted with the Benchmarking Application.
- ▶ Next, LADWP will send a follow-up email to you with the service address(es) and an attachment with the list of meters associated with the building (**see example of email below**).
- ▶ The list should include any meter(s) serving subterranean and/or attached parking areas.
- ▶ You are 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.

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 this email with, "Yes, the list is correct." We will continue processing your request once your response is received.

Thank you,  
LADWP Benchmarking Team

**NOTE:** If you do not already have a list of electricity and water meter numbers and locations, it is recommended to create one as soon as possible to avoid delays.

- ▶ Once the Requestor has validated the meters, LADWP will notify the Requestor of the Property Admin ID number via email from [usagedata@ladwp.com](mailto:usagedata@ladwp.com) (**see example of notification email below**).

**NOTE:** *This is different than the Building ID issued by LADBS.* Please make note for future reference.

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



## SECTION 4

### HOW TO ENROLL IN LADWP WEB SERVICES

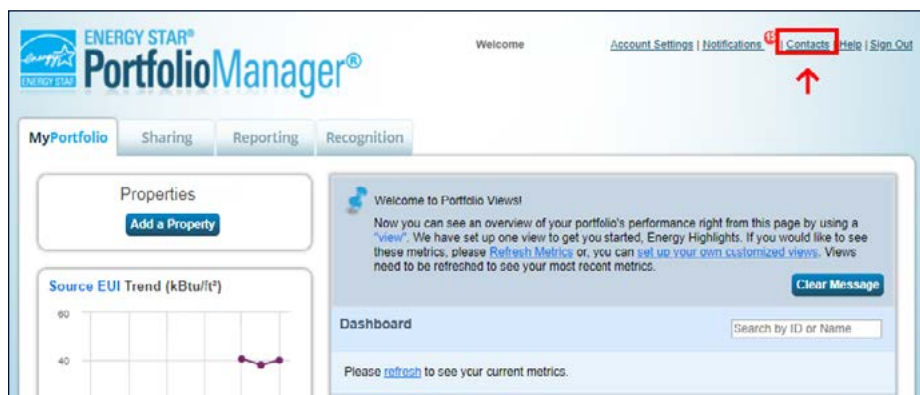
- Once you have received your Property Admin ID, proceed to [Section 4.C](#).

**TIP:** 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.C. Connect with LADWP

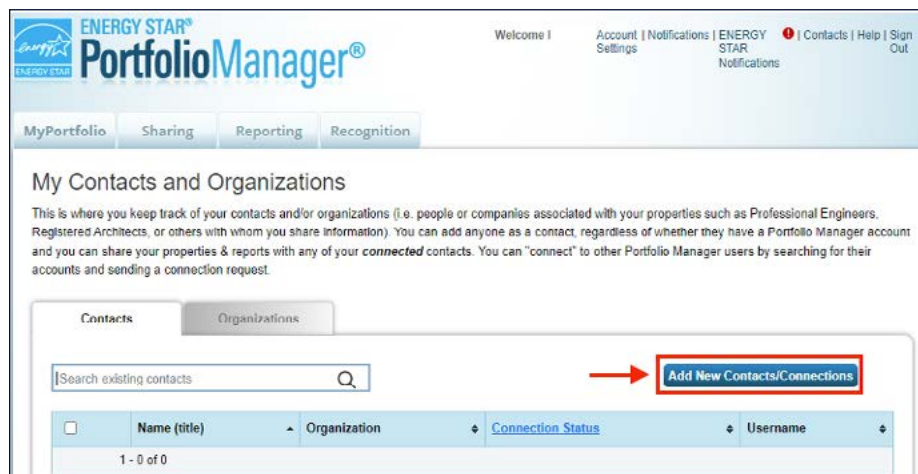
Please note that before connecting with LADWP, you must first complete the online Benchmarking Application and receive an email stating that your application has been approved (See [Section 4.B.](#)). Be sure to check your email and respond as needed to avoid delays.

- 4.11** 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.



- 4.12** This takes you to your **My Contacts and Organizations** screen.

- Click **"Add New Contacts/Connections"**.





## SECTION 4

### HOW TO ENROLL IN LADWP WEB SERVICES

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

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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.

- 4.13** A list of available contacts will be returned. Click on the **“Connect”** button for the **Los Angeles Department of Water and Power LADWP Portfolio Manager Web services Account with Los Angeles Department of Water and Power.**

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MyPortfolio Sharing Reporting Recognition

### 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:

**Los Angeles Department of Water and Power LADWP (LADWP)**  
Portfolio Manager Webservices Account with Los Angeles Dept of Water and P

Page 1 of 1



## SECTION 4

**4.14** 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 meters.

- ▶ Next, read and agree to LADWP's **Terms of Use**.
- ▶ Click **"Send Connection Request"**.

**TIP:** You will need to enter the Property Admin ID received from [usagedata@ladwp.com](mailto:usagedata@ladwp.com) in order to connect with LADWP.

**NOTE:** The LADBS Building ID can be found on your Notification Letter.  
If you have questions about your Building ID you may email LADBS at [ladbs.ebewe@lacity.org](mailto:ladbs.ebewe@lacity.org).

ENERGY STAR PortfolioManager®

Welcome, [User Name] | Account Settings | 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. #0000-1234567890). 1 - 24 Characters

Contact Email:  Example: brian.folke@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.

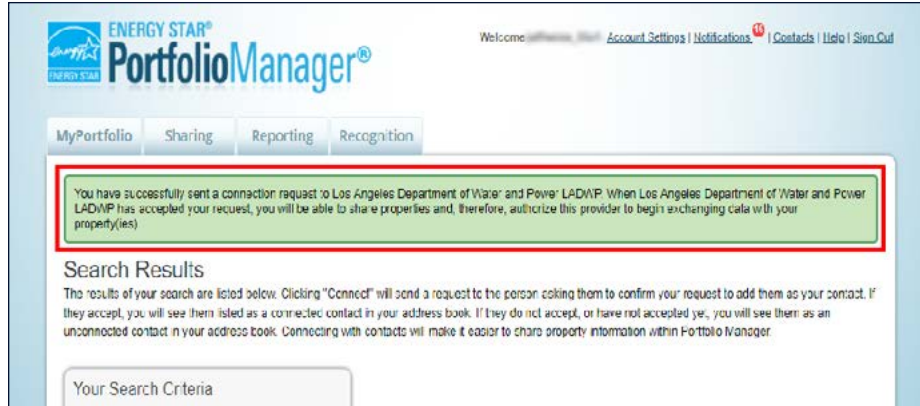


## SECTION 4

### HOW TO ENROLL IN LADWP WEB SERVICES

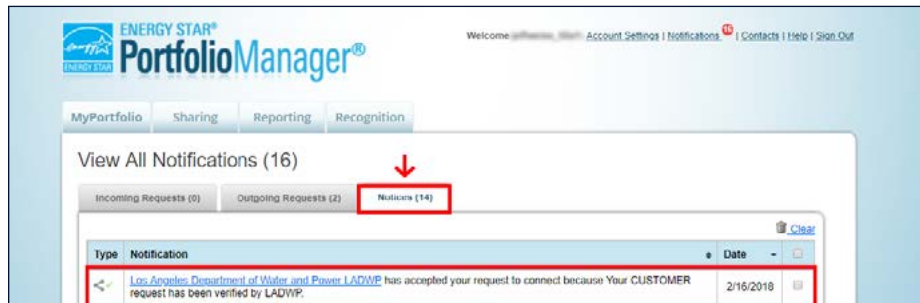
**4.15** The top of the next page will show a green bar, confirming your connection request was sent to LADWP.

**NOTE:** You are not yet connected to LADWP. LADWP must first accept your request.



**NOTE:** 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**.

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





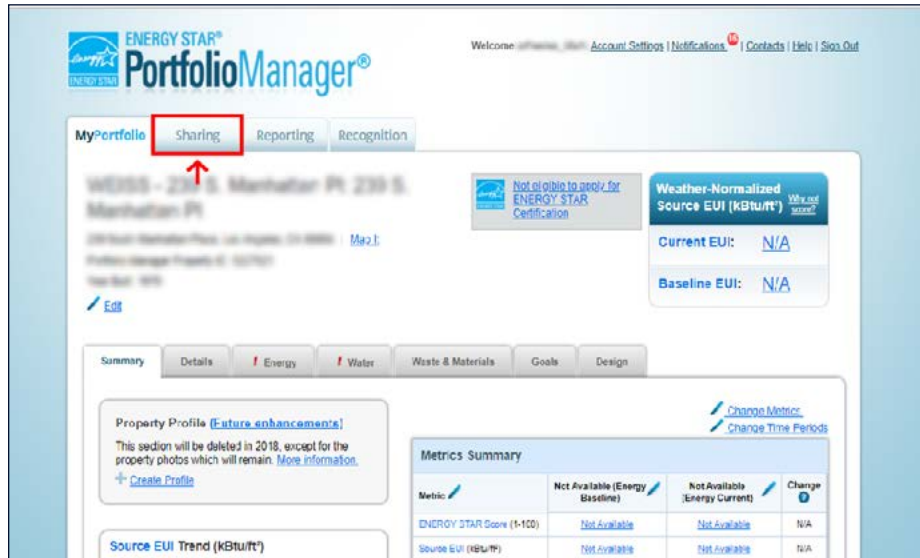
## SECTION 4

### HOW TO ENROLL IN LADWP WEB SERVICES

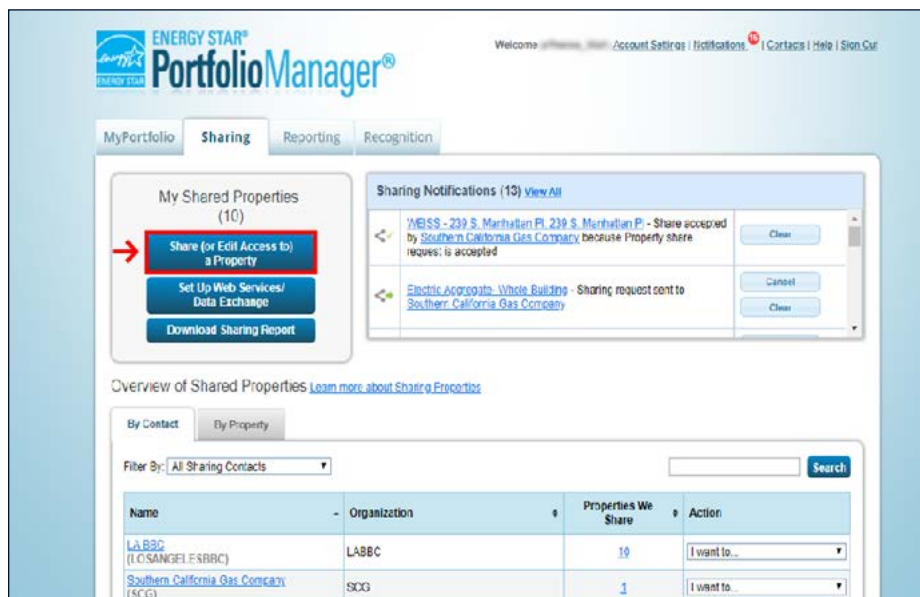
**4.17** After you have received notification that LADWP has accepted your connection request, the next step is to share your property (ies) with LADWP Portfolio Manager account.

- Click the **“Sharing”** tab.

**TIP:** Check your ESPM Account home page for Notifications regularly.



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





## SECTION 4

### HOW TO ENROLL IN LADWP WEB SERVICES

**4.19** First, **Select Properties** to share. Depending on your selection, a drop-down window or button will appear to choose the specific buildings you would like to share with LADWP.

- ▶ 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”**.

**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?

One Property

**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 (LADWP)

**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 or share with Data Exchange providers, 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 shares).

☒ 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

**4.20** Select the **“Exchange Data”** radio button as the permission level to grant LADWP.

**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.

**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: Property Name

Name (ID)	No Access	Read Only Access	Full Access	Custom Access	Exchange Data
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



## SECTION 4

### HOW TO ENROLL IN LADWP WEB SERVICES

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

- ▶ Enter **“Y”** for Building Data Aggregation, regardless of the number of meters serving your property.
- ▶ Enter the **LADWP Property Admin ID** and the **LADBS Building ID** (See TIP in 4.12 above).
- ▶ Leave the **Meter Number** (single meter data only) field blank.
- ▶ Click the **“Full Access”** radio button(s).  
You will **not** receive data from LADWP unless **“Full Access”** has been selected.

**NOTE:** Scroll down, as this section is longer than it appears.

ENERGY STAR® PortfolioManager®

Welcome | My Account | Settings | Notifications | Contacts | Help | Sign Out

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

LADWP Property Admin ID:  Example: 1234567890

LADBS Building ID:  Example: 1234567890

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)†
Property Information	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
All Meter Information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Share Property(ies) Cancel

**4.22** Scroll down and click **“Apply Selections & Authorize Connection”**.

**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.

Water Meters

Water #

The provider with whom you are sharing does not support this meter type.

† Meter Number (single meter data only): Example: F0009-123456789. Enter the meter number for which you wish to receive consumption. Not needed for whole building data aggregation. Between 1 and 24 Characters

Additional Options:

Item	Yes	No
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.	<input type="radio"/>	<input type="radio"/>

Apply Selections & Authorize Exchange Cancel

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## SECTION 4

### HOW TO ENROLL IN LADWP WEB SERVICES

4.23 Click “Share Property(ies)” to complete the data exchange request.

ENERGY STAR PortfolioManager®

Welcome [Name] | Account Settings | 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. This 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: Property Name ▼

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

**Share Property(ies)** Cancel

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

ENERGY STAR PortfolioManager®

Welcome [Name] | Account Settings | Notifications | **Sharing** | Help | Sign Out

MyPortfolio | **Sharing** | Reporting | Recognition

You have successfully shared/edited access to your property(ies). If you shared properties, you will receive a notification when your contact has accepted the share. If you edited access to current permissions, the edits have been made, no acceptance is required.

If you edited web services Custom ID fields, [read this](#).

### My Shared Properties (10)

[Share \(or Edit Access to\) a Property](#)  
[Set Up Web Services/ Data Exchange](#)  
[Download Sharing Report](#)

### Sharing Notifications (18) View All

sent to Los Angeles Department of Water and Power LADWP	Cancel
Electric Aggregate- Whole Building - Sharing request sent to Los Angeles Department of Water and Power LADWP	Cancel

Overview of Shared Properties [Learn more about Sharing Properties](#)

By Contact | By Property

Filter By: All Sharing Contacts

Search

**NOTE:** 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**.

After LADWP accepts your share request, LADWP will upload the aggregated electricity and/or water data to your Property Profile.

**NOTE:** Once all whole-building energy and water data for the prior calendar year has been uploaded to your account, you must proceed to **Section 6** to review and submit your report to LADBS.



# SECTION 5

HOW TO ENROLL IN  
SOCALGAS WEB SERVICES





## SECTION 5

# HOW TO ENROLL IN SOCALGAS WEB SERVICES

### 5.A. Connect with SoCalGas

Follow the instructions below to request SoCalGas to upload the prior calendar year's aggregated data to your Property Profile. Prior to requesting gas data, be sure to register for an Account and set up your Property Profile in ENERGY STAR Portfolio manager. Please see **Section 3** for guidance. If you requested aggregated data in 2016 or 2017, SoCalGas will provide automated, recurring updates to your data in Portfolio Manager and you do not need to repeat the data request process for ongoing reporting. See the [Ongoing Reporting Guide](#) for instructions on how to view your data.

Once you have set up your property, follow the steps below to request aggregated whole-building gas data.

**NOTE:** You *do not* need to create a Virtual Meter for your aggregated gas data – SoCalGas will create one for you after you have completed **Steps 5.1 – 5.17** below.

- ❗ 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.

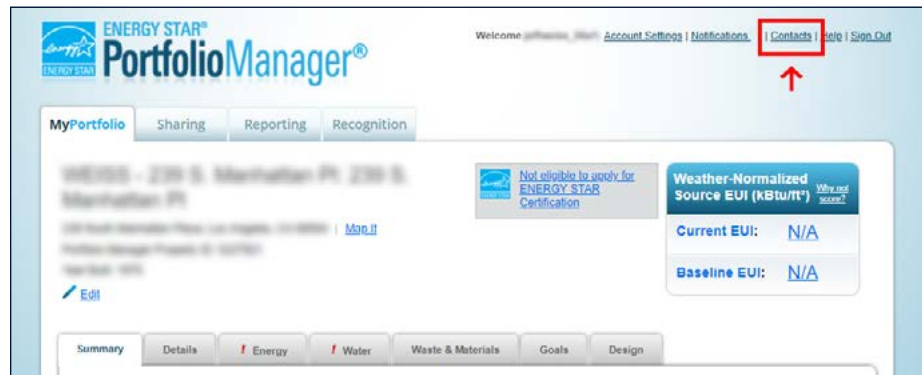


## SECTION 5

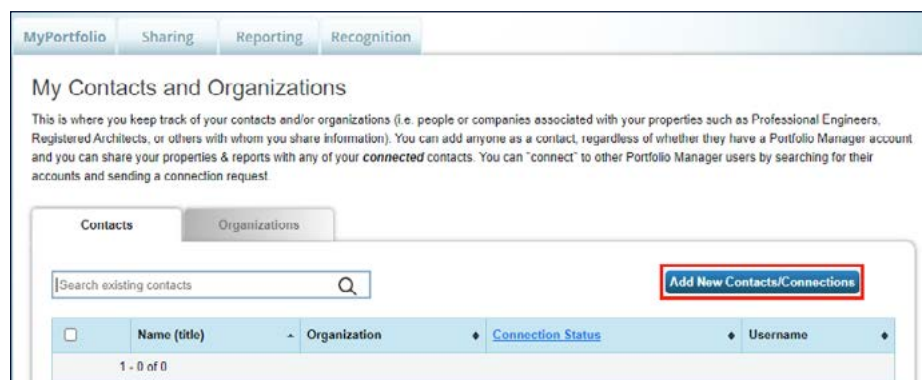
### HOW TO ENROLL IN SOCALGAS WEB SERVICES

## CONNECT AND SHARE WITH SOCALGAS

- 5.1** To set up Web Services, the first step is to connect with SoCalGas as a contact. Log into **ENERGY STAR Portfolio Manager** and click on the **“Contacts”** link at the top right hand corner of the page.



- 5.2** This takes you to **My Contacts and Organizations** screen. Click **“Add New Contacts/Connections”**.





## SECTION 5

### HOW TO ENROLL IN SOCALGAS WEB SERVICES

**5.3** Search for SoCalGas by entering **“Southern California Gas”** as the **Name** and click **“Search”**.

ENERGY STAR® Portfolio Manager®

Welcome | Account Settings | 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.

**Organizing Personal Contacts by Organization**

**5.4** After the page refreshes, **“Southern California Gas Company, Program Advisor with SCG”** will appear on the right-hand side of the page. Click **“Connect”**.

**NOTE:** If you are already connected with SoCalGas, this search will not yield a result. Click on **“Contacts”** to view your current connections.

MyPortfolio | Sharing | Reporting | Recognition

### 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:

Username:

Email Address:

Southern California Gas Company  
Program Advisor with SCG

Page 1 of 1 | 50 | 1 - 1 of 1



## SECTION 5

### HOW TO ENROLL IN SOCALGAS WEB SERVICES

**5.5** Next, read all of SoCalGas' Terms of Use. Scroll down, read everything carefully.

- ▶ Click on **"I agree to my provider's Terms of Use"**.
- ▶ Then click **"Send Connection Request"**.

Send a Connection Request to [Southern California Gas Company](#) to Begin Exchanging Data

Southern California Gas Company 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 [Southern California Gas Company](#). Once your connection request has been accepted, you can share individual properties and/or meters with them to get started exchanging data.

Terms of Use:

**AUTHORIZATION FOR UTILITY TO RELEASE CUSTOMER USAGE DATA TO ENERGY STAR® PORTFOLIO MANAGER INTERNET APPLICATION AND NON-DISCLOSURE AGREEMENT**

This AUTHORIZATION FOR UTILITY TO RELEASE CUSTOMER USAGE DATA TO ENERGY STAR® PORTFOLIO MANAGER INTERNET APPLICATION AND NON-DISCLOSURE AGREEMENT ("Agreement") is an agreement between the owner or operator ("Owner/Operator") of the building(s) identified by Owner/Operator (each a "Building") in the Environmental Protection Agency's ("EPA") Energy Star® Portfolio Manager application ("Portfolio Manager") and Southern California Gas Company ("Utility"), and governs the release of Utility data to the EPA and to Owner/Operator As used herein, Utility and

Agreement: ☒ I agree to my provider's (Southern California Gas Company) Terms of Use.

**Send Connection Request** Cancel

**5.6** The top of the page will show a green bar confirming your connection request was sent to SoCalGas.

**NOTE:** You are not yet connected to SoCalGas until they accept your request. You will receive a notification in Portfolio Manager when your request is accepted. This process takes 24 to 48 hours.

MyPortfolio | Sharing | Planning | Reporting | Recognition

You have successfully sent a connection request to Southern California Gas Company. When Southern California Gas Company has accepted your request, you will be able to share properties and, therefore, authorize this provider to begin exchanging data with your property(ies).

**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.

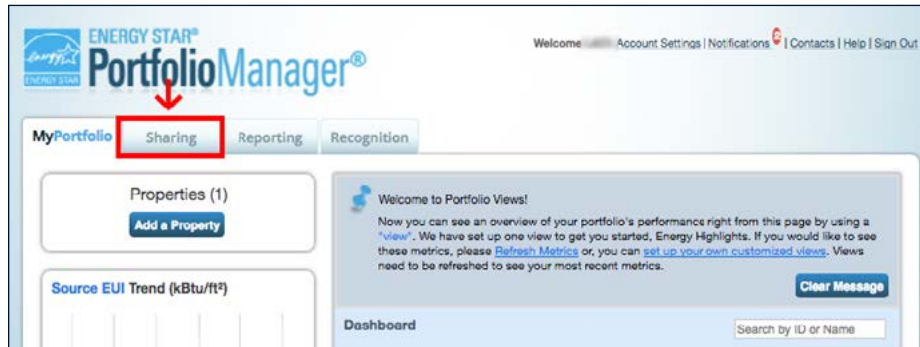
Your Search Criteria



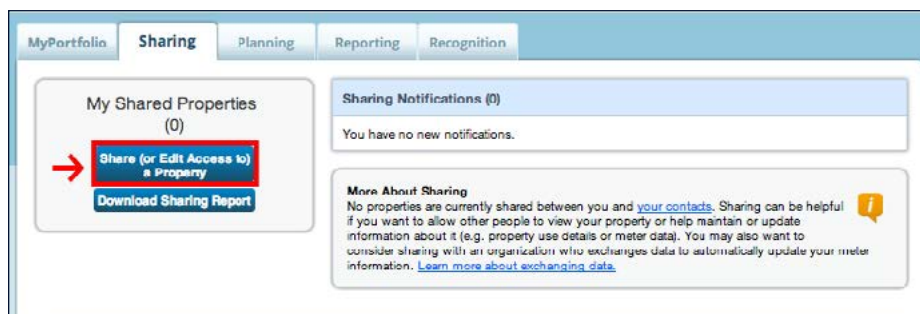
## SECTION 5

### HOW TO ENROLL IN SOCALGAS WEB SERVICES

- 5.7 After you have received notification that SoCalGas has accepted your connection request, the next step is to share your property(ies) through your Portfolio Manger account. Go to the **Sharing** tab.



- 5.8 Click “**Share (or Edit Access to) a Property**” as shown on this screen.





## SECTION 5

### HOW TO ENROLL IN SOCALGAS WEB SERVICES

- 5.9 Next, make your choices under **Select Properties** to share. Use the **drop-down windows** to choose the number of building(s) you would like to share with SoCalGas, and then indicate which specific buildings.
- ▶ Next, under **Select People (Accounts)**, highlight **"Southern California Gas Company (SCG)"** as the Account with which you would like to share.
  - ▶ Lastly, under **Choose Permissions**, select the setting for **"Personalized Sharing & Exchange Data"**.
  - ▶ Click **"Continue"**.

The screenshot shows the 'Share (or Edit Access to) Properties' page in the ENERGY STAR PortfolioManager. The page has a header with the ENERGY STAR logo and 'PortfolioManager' text. Below the header are tabs for 'MyPortfolio', 'Sharing', 'Reporting', and 'Recognition'. The 'Sharing' tab is active. The main content area is titled 'Share (or Edit Access to) Properties' and contains three numbered steps: 1. Select Properties, 2. Select People (Accounts), and 3. Choose Permissions. Red arrows and boxes highlight specific elements: an arrow points to the 'Select Properties' section; a box highlights the 'One Property' dropdown and the 'Add/Remove' button; an arrow points to the 'Select People (Accounts)' section; a box highlights the 'Southern California Gas Company (SCG)' in the contact list; an arrow points to the 'Choose Permissions' section; a box highlights the 'Personalized Sharing & Exchange Data' radio button; and an arrow points to the 'Continue' button. On the right side, there are informational sections: 'Sharing with Accounts', 'Exchanging Data', and 'Who gets to Share Forward?'. The 'Continue' button is at the bottom right, next to a 'Cancel' button.



## SECTION 5

### HOW TO ENROLL IN SOCALGAS WEB SERVICES

- 5.10** On the next screen, select the **“Exchange Data”** radio button as the permission level to grant SoCalGas. When you do, a pop up box opens, as seen in the next screen shot.

The screenshot shows the 'Share Your Property(ies)' interface in the ENERGY STAR Portfolio Manager. It includes a 'Select Permissions for Each Contact' section with a table for 'Southern California Gas Company'. The 'Exchange Data' column has a radio button selected, highlighted by a red box and an arrow. A 'Share Property(ies)' button is at the bottom right.

Name (ID)	No Access	Read Only Access	Full Access	Custom Access	Exchange Data
Southern California Gas Company	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

- 5.11** Enter **“Y”** for the reason for requesting the data exchange, and to receive monthly updates. For Property Information select **“Full Access”**. All other options can be **“Read Only Access”**.

**NOTE:** This window is longer than it appears here. To see all fields you must scroll down.

The first screenshot shows the 'Select Access Permissions' screen with fields for 'Is this property being benchmarked because of AB802?' and 'Do you require monthly meter updates?'. The 'Full Access' radio button is highlighted with a red box and an arrow. The second screenshot shows the 'Additional Options' screen with the 'No' option for 'Share Forward' highlighted with a red box and an arrow.

Item	None	Read Only Access	Full Access	Bill Account Number <sup>1</sup>	Last Bill Amount <sup>2</sup>
Property Information	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		
All Meter Information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		

Item	Yes	No
Share Forward Allow Southern California Gas Company to share this property with others and give them any permissions that he/she has, including the right to share with more people.	<input type="radio"/>	<input checked="" type="radio"/>



## SECTION 5

### HOW TO ENROLL IN SOCALGAS WEB SERVICES

One the next page, click **"Share Property(ies)"** to share your property with SoCalGas.

**ENERGY STAR PortfolioManager®**

Welcome | [Account Settings](#) | [Notifications](#) (10) | [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: [Property Name](#) ▼

Name (ID)	No Access	Read Only Access	Full Access	Custom Access	Exchange Data
LABBC web site (5717913)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<a href="#">Southern California Gas Company</a>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> <a href="#">Edit</a>

**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.

**Share Property(ies)** [Cancel](#)

You should see a message in the green banner noting you have successfully shared your property and your newly shared property in the **Sharing Notifications** box.

**ENERGY STAR PortfolioManager®**

Welcome | [Account Settings](#) | [Notifications](#) (10) | [Contacts](#) | [Help](#) | [Sign Out](#)

MyPortfolio | **Sharing** | Reporting | Recognition

You have successfully shared/edited access to your property(ies). If you shared properties, you will receive a notification when your contact has accepted the share. If you edited access to current permissions, the edits have been made, no acceptance is required.

If you edited web services Custom ID fields, [read this](#).

**My Shared Properties (12)**

- [Share \(or Edit Access to\) a Property](#)
- [Set Up Web Services/ Data Exchange](#)
- [Download Sharing Report](#)

**Sharing Notifications (98) [View All](#)**

<a href="#">LABBC web site (5717913)</a> - Sharing request sent to <a href="#">Southern California Gas Company</a>	<a href="#">Cancel</a>	<a href="#">Clear</a>
<a href="#">LABBC web site (5717913)</a> - Sharing request sent to <a href="#">Southern California Gas Company</a>	<a href="#">Cancel</a>	<a href="#">Clear</a>



## SECTION 5 HOW TO ENROLL IN SOCALGAS WEB SERVICES

### 5.B. Online Data Request Form

Prior to completing the online data request form, follow the steps in [Section 5.A.](#) to connect with SoCalGas and share your property in Portfolio Manager.

**NOTE:** The requirements below are subject to change based on updated regulations at the State level.

**5.12** Gather the information you will need in order to complete the online usage data request from SoCalGas:

- ▶ ENERGY STAR Portfolio Manager Property ID – This can be located under your property's name and address in the top navigation bar in ENERGY STAR Portfolio Manager.



- ▶ All addresses associated with the building(s) – you will receive incomplete data if you do not provide all addresses associated with the building
- ▶ Number of utility accounts serving the buildings address, and how many of the accounts are in the building owners name.
- ▶ **Tenant Consent**  
If there are less than five active gas accounts not in the owner's name (e.g. in tenants name), then you must provide SoCalGas with signed authorization in order to receive customer information or act on a customer's behalf. The account holder(s) must sign the Customer Information Standardized Request (CISR) Form: [www.socalgas.com/1443740417415/CISR\\_Form\\_8206.pdf](http://www.socalgas.com/1443740417415/CISR_Form_8206.pdf)
- ▶ Through the online form, you will attest that you are authorized to request data on behalf of the owner - Proof of Ownership and a Letter of Authorization **are no longer required.**

Once you have gathered this information, follow the steps below to request data from SoCalGas.



## SECTION 5

### HOW TO ENROLL IN SOCIALGAS WEB SERVICES

#### 5.13 STEP 1

- ▶ Navigate to the Benchmarking Usage Request form: [eebenchmarking.socalgas.com/ab802/](https://eebenchmarking.socalgas.com/ab802/)
- ▶ Enter ENERGY STAR PM username, Property ID, and requestor information, select **"Aggregated"** under report, enter number of accounts.
- ▶ If you indicated that there are less than five active gas accounts not in the owner's name (e.g. in tenants name), you will be prompted to download and complete the Customer Information Standardized Request (CISR) Form before moving to the next step.
- ▶ If you are not prompted to complete the CISR form, click **"Next"**.

**Submit a Request**

**Step 1 of 3. Requestor information**

Please provide the following information about the requestor and/or the ENERGY STAR® Portfolio Manager (PM) account in order to request benchmarking usage data

\* Required

**ENERGY STAR Portfolio Manager Information**

\*Is this request for your ENERGY STAR PM? ☒ Yes ☐ No

\* ENERGY STAR PM Username  Don't have an ENERGY STAR PM account? Visit [ENERGY STAR®](#) to create an account.

\*Property ID

**Requestor**

\*First Name:

\*Last Name:

\*Email Address:

\*Confirm Email Address:

\*Phone Number:

Business Name:

\*Requestor Type:

**Request Information**

\*Report Type:

\*Number of gas utility accounts at the given address(es)?

\*How many gas utility accounts are in building owner's name?

**Next**



## SECTION 5 HOW TO ENROLL IN SOCALGAS WEB SERVICES

### 5.14 STEP 2

- ▶ Enter **Building Type** from the drop down list.
- ▶ Add any additional **addresses associated with the building**. A list of addresses will be suggested if the address entered cannot be found in the database, as shown in the example below. You must have a match to move to Step 3. Note that meter number is not required to complete the request.
- ▶ Click "Next".

**SoCalGas**  
Sempia Energy smy

[socialgas.com Home](#) | [Energy Efficiency Benchmarking](#) | [Instructions](#)

### Benchmarking Usage Request

Step 1 > **Step 2** > Step 3

## Submit a Request

**Step 2 of 3. Add Building Address(es)**

Please enter the building type and address(es) associated with a single building.  
**\* Required**

**Building Type**

Buildings can have different types and they should reflect the use for a majority of the building. They include Commercial, Industrial, Mixed Use and Multi-family. Please note: Mixed Use is both Commercial and Residential types.

\* Building Type: Multi Family/Mixed Use ▼

**Building Address 1** X

Matching address: Please select the correct address  
1998 N Tustin St, Orange  
**2000 N Tustin St, Orange**  
2018 N Tustin St, Orange  
2020 N Tustin St, Orange  
Or Re-enter address below

\* Street Address : 2000 N Tustin St

Apartment or Unit Number:

\* City: Orange

Meter Number:   
Add Meter

Add Another Address

[«Back](#) [Next »](#)



## SECTION 5 HOW TO ENROLL IN SOCALGAS WEB SERVICES

### 5.15 STEP 3

- ▶ Be sure to have your required document(s) ready for uploading.
- ▶ Review the **Terms and Conditions**.
- ▶ Click on the Terms acknowledgment **checkbox**.
- ▶ Click on the **“Submit”** button.

**NOTE:** If you have indicated there are less than five active gas accounts not in the owner's name (e.g. in tenants name), this step will provide an option to upload the Customer Information Standardized Request (CISR) Form: [www.socalgas.com/1443740417415/CISR\\_Form\\_8206.pdf](http://www.socalgas.com/1443740417415/CISR_Form_8206.pdf)

Step 1 > Step 2 > **Step 3**

### Submit a Request

**Step 3 of 3. Provide Authorizations**

Have your required document(s) ready for upload.  
\* Required

**Terms and Conditions**

**AUTHORIZATION FOR UTILITY TO RELEASE CUSTOMER USAGE DATA TO  
ENERGY STAR® PORTFOLIO MANAGER INTERNET APPLICATION  
AND  
NON-DISCLOSURE AGREEMENT**

This AUTHORIZATION FOR UTILITY TO RELEASE CUSTOMER USAGE DATA TO ENERGY STAR® PORTFOLIO MANAGER INTERNET APPLICATION AND NON-DISCLOSURE AGREEMENT ("Agreement") is an agreement between the owner or operator ("Owner/Operator") of the building(s) identified by Owner/Operator (each, a

\* By clicking the checkbox, you acknowledge that you have fully reviewed and agree to [Terms of Service](#) and [Privacy Policy](#).

< Back Submit



## SECTION 5

### HOW TO ENROLL IN SOCALGAS WEB SERVICES

**5.16** After clicking **“Submit”**, you will receive an email from [SCGBenchmarking@semprautilities.com](mailto:SCGBenchmarking@semprautilities.com).

! Click on the link within 7 days to verify your email to complete the submission of your request.

**NOTE:** Your request will be fulfilled within 28 days of a complete request submittal. A complete request submission constitutes building ownership verification/attestation and 3rd party & party & customer authorization, when applicable.

**NOTE:** 3rd party is a requestor who is not a building owner (i.e. building manager/operator, facilities personnel, benchmarking service provider, owner's agent, etc.). Customer is account holder or tenant within the requested building.

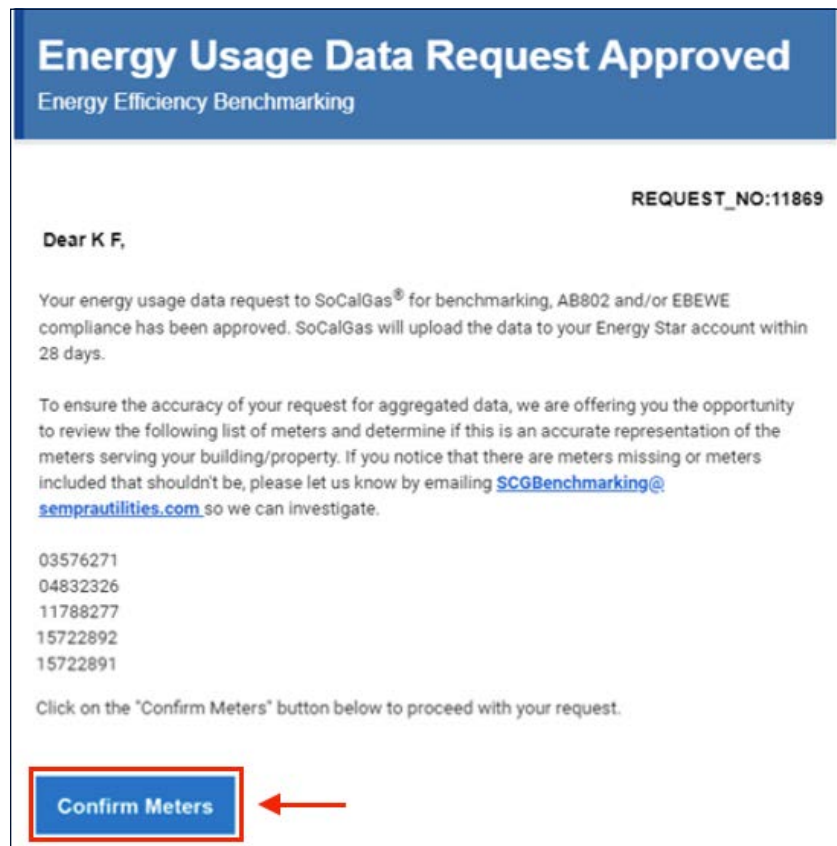




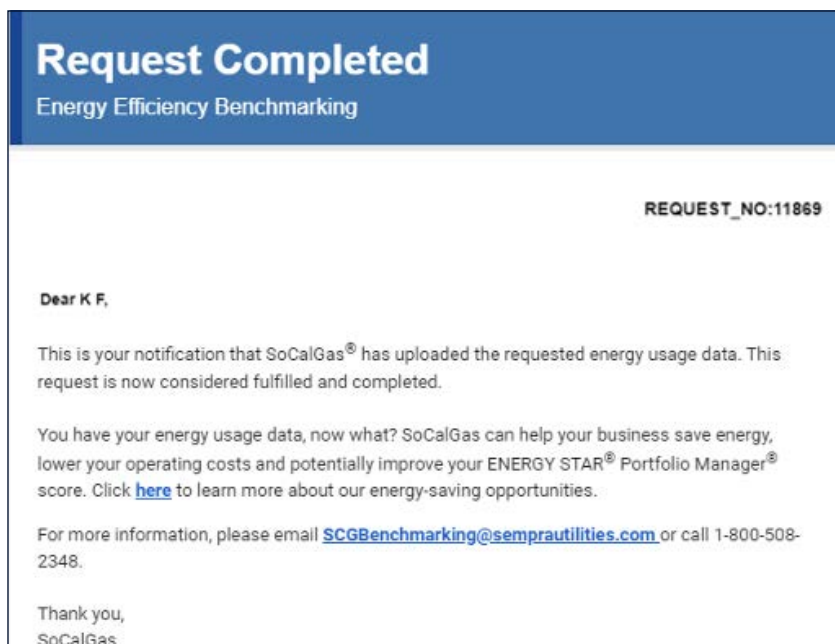
## SECTION 5

### HOW TO ENROLL IN SOCALGAS WEB SERVICES

- 5.17** SoCalGas will follow up via email to clarify any issues with the request. You will receive an email from [SCGBenchmarking@semprautilities.com](mailto:SCGBenchmarking@semprautilities.com) with a list of meters for your review.



- 5.18** Once any issues with your request are resolved, SoCalGas will create a virtual meter and upload data directly to your account.



**NOTE:** Once all whole-building energy and water data for the prior calendar year has been uploaded to your account, you must proceed to **Section 6** to review and submit your report to LADBS.



## SECTION 5

### HOW TO ENROLL IN SOCALGAS WEB SERVICES

**5.19** Next, log into Portfolio Manager and go to the **Energy tab** of your Property, you should find a **Natural Gas Meter**, with a name that starts with VM followed by 10-digit number. If this meter is under “Additional Meters – Not Used in Metrics”, move it to “**Meters – Used to Compute Metrics**” by:

- ▶ Clicking “**Change Meter Selections**”.

The screenshot shows the 'Energy' tab in the Portfolio Manager interface. On the left, the 'Meter Summary' indicates 2 Energy Meters Total: 1 - Used to Compute Metrics and 1 - Not Used in Metrics. Below this is a 'Change Meter Selections' link. On the right, the 'Meters - Used to Compute Metrics (1)' table lists one meter: 'Electric Aggregate - Whole Building' (Electric - Grid). Below this, the 'Additional Meters - Not Used in Metrics (1)' table lists one meter: 'VM 74178754' (Natural Gas). A red box highlights the 'Additional Meters' section, and a red arrow points to the 'Change Meter Selections' link.

Name	Meter ID	Energy Type	Most Recent Bill Date	In Use? (Inactive Date)
Electric Aggregate - Whole Building	70022808	Electric - Grid		Yes

Name	Meter ID	Energy Type	Most Recent Bill Date	In Use? (Inactive Date)
VM 74178754		Natural Gas	12/31/2019	Yes

- ▶ On the **Select Meters to Include in Metrics** page, tick the checkbox next to the **Natural Gas Meter** and make sure the first radio button option is selected.
- ▶ Click **Apply Selection**

The screenshot shows the 'Select Meters to Include in Metrics' page. It has a 'Summary' section on the left showing '2' meters representing total energy consumption for 364 S. Cloverdale Ave. The main section is 'Energy Meters', which lists two meters: 'Electric Aggregate - Whole Building' (Electric - Grid) and 'VM 74178754' (Natural Gas). The 'VM 74178754' meter is highlighted with a red box. Below the list, there is a section 'Total of 2 meter(s). Tell us what this represents:' with two radio button options. The first option, 'These meter(s) account for the total energy consumption for building', is selected and highlighted with a red box. The second option is 'These meter(s) do not account for the total energy consumption for building'. At the bottom right, there is an 'Apply Selections' button highlighted with a red box and a red arrow pointing to it.

Name	Meter ID	Type
Electric Aggregate - Whole Building	70022808	Electric - Grid
VM 74178754		Natural Gas

Total of 2 meter(s). Tell us what this represents:

☒ These meter(s) account for the total energy consumption for building. single

☐ These meter(s) do not account for the total energy consumption for building. single

**Apply Selections** Cancel



# SECTION 6

## HOW TO SUBMIT A BENCHMARKING REPORT TO LADBS





## SECTION 6

# HOW TO SUBMIT A BENCHMARKING REPORT TO LADBS

### 6.A. Add Your Building ID to Your Property

This section will guide you through the steps to review and submit your report to LADBS. Please be sure to complete all steps in this section.

**NOTE:** If you benchmarked your building for past reporting, you do not need to enter your Building ID again, so please proceed to **Section 6.B.**

**6.1.** Go to [portfoliomanager.energystar.gov/pm/login](https://portfoliomanager.energystar.gov/pm/login) and login with your Portfolio Manager account.

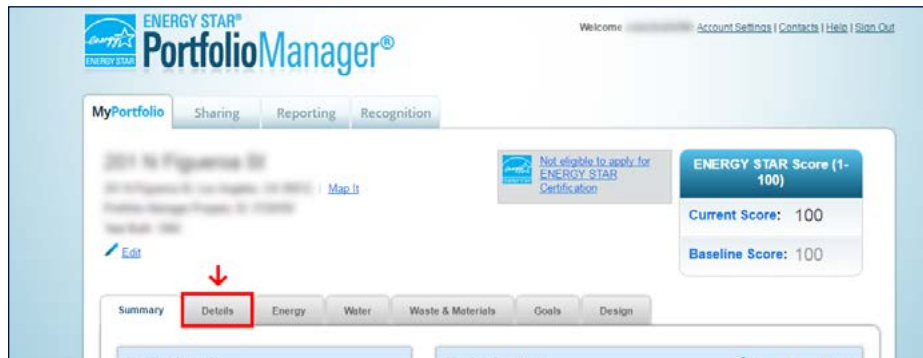
**6.2.** Click the **address or name of the benchmarking report** you will be assigning the LA City Building ID to.



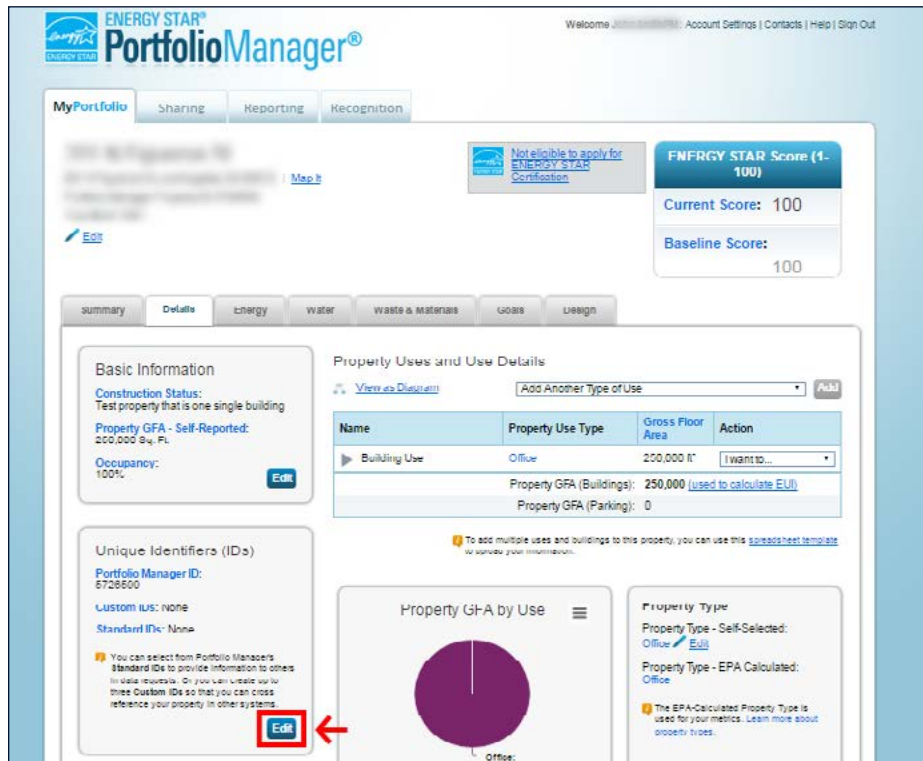
## SECTION 6

### HOW TO SUBMIT A BENCHMARKING REPORT TO LADBS

6.3. Click on the **“Details”** tab.



6.4. Click the **“Edit”** button under the Unique Identifier (IDs) section.





## SECTION 6

### HOW TO SUBMIT A BENCHMARKING REPORT TO LADBS

- 6.5. Select **“Los Angeles Building ID”** from the **Standard IDs** drop down menu.
- ▶ Type in your LA City Building ID Number found at the top of the Official Notification letter from LADBS.
  - ▶ Once entered, click **“Save”**.

**NOTE:** The LADBS Building ID can be found on your Notification Letter. If you have questions about your Building ID you may email LADBS at [ladbs.ebewe@lacity.org](mailto:ladbs.ebewe@lacity.org).

After Clicking **“Save”**, your LA City Building ID will be linked with your Energy and Water Benchmarking Report in Portfolio Manager.

The screenshot shows a web form for submitting benchmarking reports to LADBS. It is divided into two main sections: 'Custom IDs' and 'Standard IDs'.

**Custom IDs Section:** It contains three rows for adding custom IDs. Each row has a 'Name' field and an 'ID' field. A note states: '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 Section:** It features a dropdown menu for selecting a standard ID type. The dropdown is open, showing a list of options including 'Los Angeles Building ID', which is highlighted with a red box and a red arrow. Other options include 'District of Columbia Building Unique ID', 'Green Globes CIBB Project ID', 'HUD Property REMS ID', 'LEED Canada Project ID', etc. To the right of the dropdown is an empty 'ID' field, also highlighted with a red box and a red arrow. Below these fields is a 'Save' button, also highlighted with a red box and a red arrow. A 'Cancel' button is located next to it.

**Informational Text:** On the right side of the form, there are two informational boxes. The first, titled 'Custom IDs', explains that custom IDs are for use in addition to Portfolio Manager Property ID and internal tracking numbers. The second, titled 'Standard ID Types', states that the list is maintained by ENR and is for national, state, and local government benchmarking programs.

**Navigation Links:** At the bottom of the form, there are several links: 'CONTROLLOG', 'PROPERTY HISTORY', 'PROPERTY MEASUREMENTS', 'BENCHMARKING & REPORTS', and 'ABOUT US'.



## SECTION 6

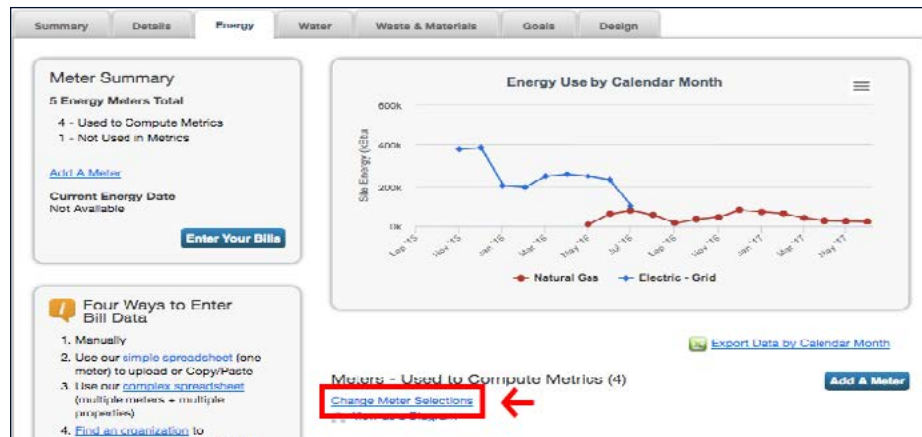
### HOW TO SUBMIT A BENCHMARKING REPORT TO LADBS

#### 6.B. Confirm Meters & Run the Data Quality Checker

Once you've added the aggregated electricity, water, and gas data for the prior calendar year into ESPM, and added your LA City Building ID to your Property Profile ([Section 6.A.](#)), the next step is to run the Data Quality Checker.

The Data Quality Checker will help you identify possible typos, incorrect meter readings, missing information, incorrect units of measure, and other common data entry problems, and will also look at metrics like Source EUI, Number of Workers (compared to your Gross Floor Area), and Weekly Operating Hours to see if anything appears out of the normal range relative to your property type.

**NOTE:** Before you run the Data Quality Checker, be sure to select the meters that reflect your actual whole building consumption data by clicking **"Change Meter Selections"** under Energy tab.





## SECTION 6

### HOW TO SUBMIT A BENCHMARKING REPORT TO LADBS

The Test Building below has two electricity meters, one for the common area and one for the aggregated data. Since the consumption of the common area meter is included in the aggregated data in this example, you must deselect the common area electricity meter to avoid double counting and hurting your EUI.

- ▶ Ensure that the **common area electricity meter radio button** has been **deselected**.
- ▶ Then click **"Apply Selections"**.

**NOTE:** Though not shown in this example, aggregated water consumption data must also be included, and the aggregated water data meter should be included in the metrics. This example will be updated in a future version of this Guide.

**Summary**

2

Meters representing the total energy consumption for [Test Building](#) (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 Energy metrics. (Hint: All meters should be included unless they are sub-meters.)

Name	Meter ID	Type
<input checked="" type="checkbox"/>	<a href="#">Electric Aggregate - Whole Building</a>	Electric - Grid
<input type="checkbox"/>	<a href="#">Electric Submeter - Common Areas</a>	Electric - Grid
<input checked="" type="checkbox"/>	<a href="#">Natural Gas Aggregate - Whole Building</a>	Natural Gas

Total of 2 meter(s). Tell us what this represents:

☒ These meter(s) account for the total energy consumption for [Test Building](#) (a single building).

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

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



## SECTION 6

### HOW TO SUBMIT A BENCHMARKING REPORT TO LADBS

- 6.6. Run the **“Data Quality Checker”** after selecting the meters that reflect the whole-building data.
- ▶ Click the **“Summary”** tab for your property.
  - ▶ Then click **“Check for Possible Data Errors”** at the bottom right.

MyPortfolio | Sharing | Reporting | Recognition

La Brea Innovation Campus  
1200 N. La Brea Ave., Los Angeles, CA 90048 | [Map It](#)  
Portfolio Manager Property ID: 1000000  
Report Date: 2017

[Edit](#)

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

**Property Profile** [\(Changes coming Fall 2017\)](#)  
This section will be deleted in the Fall of 2017, except for the property photos which will remain. [More information.](#)  
[Create Profile](#)

**Source EUI Trend (kBtu/ft²)**

2006 2008 2010 2012 2014 2016

**Total GHG Emissions Trend (Metric Tons CO2e)**

**Metrics Summary**

Metric	Not Available (Energy Baseline)	Not Available (Energy Current)	Change
ENERGY STAR score (1-100)	Not Available	Not Available	N/A
Source EUI (kBtu/ft²)	Not Available	Not Available	N/A
Site EUI (kBtu/ft²)	Not Available	Not Available	N/A
Energy Cost (\$)	Not Available	Not Available	N/A
Total GHG Emissions (Metric Tons CO2e)	Not Available	Not Available	N/A
Water Use (All Water Sources) (kga)	Not Available	Not Available	N/A
Total Waste (Disposed and Diverted) (Tons)	Not Available	Not Available	N/A

**Check for Possible Data Errors**

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](#)

- 6.7. Enter **Year Ending December 31 of the prior calendar year as the Timeframe**, 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 Details.

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**Data Quality Checker**

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:   [Run Checker](#)

**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.



## SECTION 6

### HOW TO SUBMIT A BENCHMARKING REPORT TO LADBS

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

If you need help troubleshooting, or if you would like to have your data reviewed confidentially, submit an inquiry to <https://retrofit.la/benchmarking-assistance-navigator/>



## SECTION 6 HOW TO SUBMIT A BENCHMARKING REPORT TO LADBS

### 6.C. Submit Your Benchmarking Report to LADBS

**6.9.** To report data for calendar year 2022, go to [www.ladbs.org/benchmarking2022](http://www.ladbs.org/benchmarking2022) and login to your **Portfolio Manager** account.

If you are submitting a late report for a past reporting year, select the correct link below:

- ▶ To report data for calendar year 2021, go to [www.ladbs.org/benchmarking2021](http://www.ladbs.org/benchmarking2021)
- ▶ To report data for calendar year 2020, go to [www.ladbs.org/benchmarking2020](http://www.ladbs.org/benchmarking2020)
- ▶ To report data for calendar year 2019, go to [www.ladbs.org/benchmarking2019](http://www.ladbs.org/benchmarking2019)
- ▶ To report data for calendar year 2018, go to [www.ladbs.org/benchmarking2018](http://www.ladbs.org/benchmarking2018)
- ▶ To report data for calendar year 2017, go to [www.ladbs.org/benchmarking2017](http://www.ladbs.org/benchmarking2017)
- ▶ To report data for calendar year 2016, go to [www.ladbs.org/benchmarking2016](http://www.ladbs.org/benchmarking2016)

**NOTE:** Please note that you must login from the correct, specific link to submit your report



## SECTION 6

### HOW TO SUBMIT A BENCHMARKING REPORT TO LADBS

#### 6.10. Generate a Response Preview.

Applies when one (1) or more properties is being reported.

- Click “Select Properties” in the Your Response section.

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

MyPortfolio | Sharing | Reporting | Recognition

### Respond to Data Request: Data Request:2021 City of Los Angeles Department of Building and Safety AB 802

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 [lads.ebawe@lacity.org](mailto:lads.ebawe@lacity.org) or 213-452-0476

#### About Your Response

**Who is this data being submitted on behalf of?**

☒ myself  
☐ someone else

#### Your Response

**Select Information to Include:**

**Timeframe:** \* Single Year | Dec 31 | 2021

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

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.

#### 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 Block 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.

**Generate Response Preview** Cancel



## SECTION 6

### HOW TO SUBMIT A BENCHMARKING REPORT TO LADBS

- ▶ Next, select the check box for all the properties you want to report.
- ▶ Then click the “Apply Selection” button.

The screenshot shows the 'Select Properties' dialog in the ENERGY STAR PortfolioManager interface. The dialog includes a search bar, a table of properties, and filter options on the right. The table has columns for Name, Property Type, and State/Province. Two properties are listed, both with checkboxes in the first column. The 'Apply Selection' button is highlighted with a red box and an arrow pointing to it from the right. The 'Selected Properties: 0 (View Selection)' text is visible below the table.

<input type="checkbox"/>	Name	Property Type	State/Province
<input type="checkbox"/>	101 N. Townsend St	Office	CA
<input type="checkbox"/>	101 N. Townsend	Office	CA

Selected Properties: 0 (View Selection)

Filter Properties (2)

Filter by Property Type

☐ Office (2)

Filter by Construction Status

☐ Test (2)

Filter by State/Province

☐ California (2)

Filter by Shared from

☐ None - My Properties (PDA) (2)



## SECTION 6

### HOW TO SUBMIT A BENCHMARKING REPORT TO LADBS

- Click the **“Generate Response Review”** button.

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

MyPortfolio | Sharing | Reporting | Recognition

### Respond to Data Request: Data Request:2021 City of Los Angeles Department of Building and Safety AB 802

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.eweb@lacity.org](mailto:ladbs.eweb@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 | Dec 31 | 2021

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

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.

#### 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.

**Generate Response Preview** Cancel



## SECTION 6

### HOW TO SUBMIT A BENCHMARKING REPORT TO LADBS

**6.11.** In the **Reporting** tab, under **Data Requests from Others**, in the Action column on the right, select **"Send Response"** from the drop down list.

**NOTE:** If you wish to preview your Benchmarking report before sending response, then select **"Preview Response"**.

ENERGY STAR Portfolio Manager®

Welcome LADBS: Account | Notifications | ENERGY STAR Notifications | Settings | Contacts

MyPortfolio | Sharing | **Reporting** | Recognition

A preview for your response to the data request "Data Request:2022 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) being generated.

You may view your response preview by selecting "Preview Response" or "Download Preview in Excel" from the action menu below. Large responses are 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 calculate. When this happens, "N/A" will be displayed in your response.

Charts & Graphs

ENERGY STAR Performance Documents

- Statement of Energy Performance
- Statement of Energy Design Intent (SEDI)
- Data Verification Checklist
- Progress & Goals Report
- ENERGY STAR Scorecard
- Water Scorecard

Weather Normalized Source EUI

How much total primary fuel would be required by my properties, under average weather conditions?

**Data Requests from Others** | My Reports and Templates | ENERGY STAR Reports | Create a New Term

Your new response preview(s) has been generated.

Name	Status	Action
Data Request 2022 City of Los Angeles Department of Building and Safety AB 802 (Request from Department Of Building And Safety City of Los Angeles)	Response Preview Generated: 3/01/2023 2:27 PM No errors found	<div>I want to... Edit Properties and Timeframe Preview Response Download Preview in Excel Generate an Updated Response <b>Send Response</b> Cancel Response I want to...</div>



## SECTION 6

### HOW TO SUBMIT A BENCHMARKING REPORT TO LADBS

**6.12.** Confirm your response to LADBS'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.

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

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

### Finalize and Send Data Request from Department Of Building And Safety City of Los Angeles (Los Angeles Department of Building And Safety)

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

Select contacts from your contacts book:

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

**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:

[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.

[Send Data](#) [Cancel](#)

**About Releasing Your Data**

Once you have chosen to release your data, there is no way to retract it. Please [review](#) your report to identify any data issues before sending to avoid incomplete or incorrect data being released.

**About Signing Your Response**

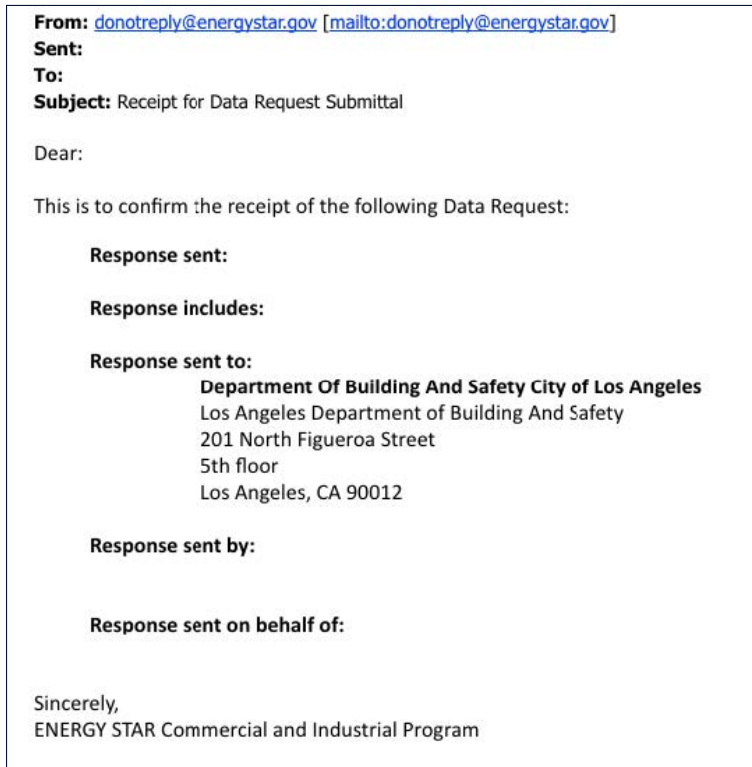
Please provide login credentials (username and password) to electronically sign your response.



## SECTION 6

### HOW TO SUBMIT A BENCHMARKING REPORT TO LADBS

- ! Once completed and submitted, you will receive a confirmation email from ENERGY STAR (see below):



- ! LADBS downloads benchmarking report data nightly.
- ! To verify that your benchmarking report was received by LADBS:
  - ▶ Sign on to your LADBS Account at [www.ladbsservices2.lacity.org/OnlineServices/Login/Login](http://www.ladbsservices2.lacity.org/OnlineServices/Login/Login) to check the status of your report. If LADBS received the report, it will show "Benchmarked" and the date received.

OR

- ▶ Visit LADBS's EBEWE site at [www.ladbs.org/ebewe/ebewe-benchmarking-process-and-information](http://www.ladbs.org/ebewe/ebewe-benchmarking-process-and-information) and click on "Building Compliance Status (Check Your Building)". On the next page, set Compliance Year as ALL and click Submit. Once the page reloads, use the find function (CTRL+F) on your keyboard to search for your building's Building ID. Compliance status will be listed in the right most column.
- ▶ If your building status is "Not Complied", verify that you have registered your building and paid the annual compliance disclosure fee ([Section 1](#)) and navigated the correct steps in this guide to complete and submit your Benchmarking Report.

- ! Report submission questions:

Please contact LADBS at [ladbs.ebewe@lacity.org](mailto:ladbs.ebewe@lacity.org) if you have questions about your report submission, and make sure to include the building address and ID in your email.



# SECTION 7

QUESTIONS? CONTACT US!





## SECTION 7

# QUESTIONS? CONTACT US!

Please review the information below to determine the best contact for your inquiry. Please be sure to include the address of the building and the Building ID associated with your inquiry in your correspondence.



Contact the LA Department of Building and Safety with questions related to your Building ID, notification letters, deadlines, registration, payment of fees/fines, and non-compliance notices.

Email: [ladbs.ebewe@lacity.org](mailto:ladbs.ebewe@lacity.org)



Contact Retrofit.LA (formerly the Resource Center) for questions on benchmarking.

<https://retrofit.la/questions/>



Contact LADWP with questions regarding status of electricity and water data requests, or issues with electricity or water data provided by emailing [usagedata@ladwp.com](mailto:usagedata@ladwp.com) and entering 'Building Benchmarking' in the subject line.



Contact SoCalGas with questions regarding status of gas data requests, or issues with gas data provided.

[www.socalgas.com/for-your-business/energy-savings/benchmarking](http://www.socalgas.com/for-your-business/energy-savings/benchmarking)

E-mail: [SCGBenchmarking@semprautilities.com](mailto:SCGBenchmarking@semprautilities.com)

Phone: 800-508-2348