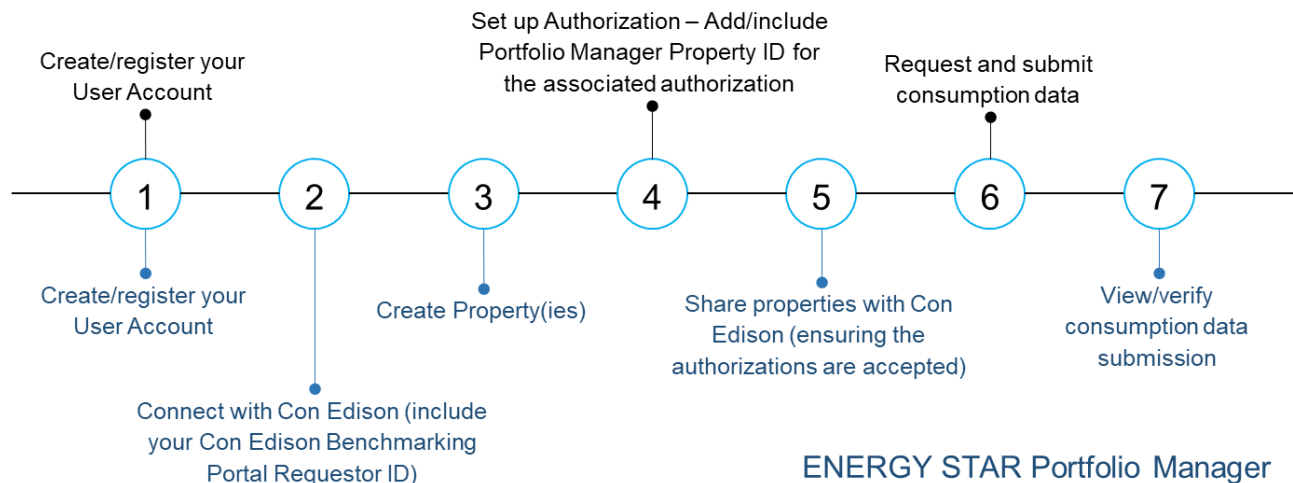


Energy Efficiency Benchmarking Portal – Quick Start and Returning User Guide

Con Edison's Energy Efficiency Benchmarking Portal enables users to request and automatically upload whole building aggregated consumption data to ENERGY STAR Portfolio Manager for compliance with New York City's Local Law 84. The **Getting Started** section covers at a high level the entire process, from creating and setting up your accounts, to requesting and submitting your aggregated consumption data. The **Returning Users** section focuses on the steps required if you have benchmarked before.

Getting Started:

Con Edison Benchmarking Portal

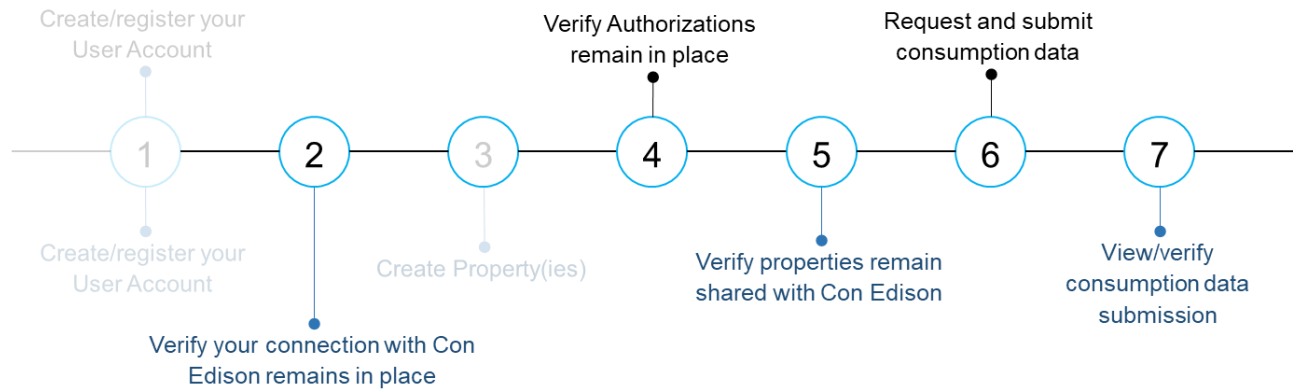


1. Create or register new accounts at both the [Con Edison Benchmarking Portal](#) and [ENERGY STAR Portfolio Manager](#) if this is your first time accessing either of these tools. Take note of your Con Edison Benchmarking Portal Requestor ID as you'll need it in the next step. If you already have user accounts, simply log in to both.
2. Connect your Portfolio Manager account with Con Edison Web Services as a contact (you can search by username for *consolidatededison*). You will need the Requestor ID associated with your Con Edison Benchmarking Portal account. If you previously connected your accounts, you don't have to do it again.
3. Set up your properties in ENERGY STAR Portfolio Manager. Consult the '[How to Set up Your Property Guide](#)' for details.
4. Set up Authorizations by Block and Lot. For each Service Address, enter the Property ID number from Portfolio Manager. Doing this when submitting the Authorization will include the ID on all additional service addresses on the Authorization. If you are a third-party requestor, submit these authorizations for customer approval. Self-requestors are automatically approved.
5. Share your properties in Portfolio Manager with Con Edison. Make sure to do this after the Authorizations are accepted.
6. Request consumption data for your properties and required year(s) in the Con Edison Benchmarking Portal. You may search for your whole portfolio by clicking the Search button without any search criteria entered. Once you submit your request, data will be automatically uploaded to Portfolio Manager.
7. View and verify that energy consumption data for your properties in Portfolio Manager is uploaded and accurate.

Returning Users:

The steps outlined below focus on the parts of the process necessary for users who have benchmarked in the past. These aim to confirm your setup remains in place before requesting and submitting your aggregated consumption data to ENERGY STAR Portfolio Manager.

Con Edison Benchmarking Portal



ENERGY STAR Portfolio Manager

2. Verify that your Portfolio Manager connection with Con Edison Web Services remains in place. To do this, in Portfolio Manager, go to **Contacts** on the top right corner. In the list of contacts, look for **Con Edison (consolidatededison)** and verify that it shows **Connected**.
4. Verify that your Authorizations remain in place in the Con Edison Portal. You may do this under the Authorizations tab.
5. Verify that your properties in Portfolio Manager remain shared. To do this, under the property's **Summary** tab, find the **Sharing this Property** section on the bottom right
6. Request consumption data as done in previous years by navigating to the **Requests** tab in the Con Edison Benchmarking Portal. You may search for your whole portfolio by clicking the Search button without any search criteria entered. Select the required years and click **Submit**. Remember the checkbox selection requires two clicks, one within the grey area, and one over the checkbox to select it. Once you submit your request, data will be automatically uploaded to Portfolio Manager.
7. View and verify that energy consumption data for your properties in Portfolio Manager is uploaded and accurate.

For additional details on the process and steps above consult our full User Guide.