



User Guide to the Con Edison Portal for NYC Benchmarking & EPA's Portfolio Manager

The NYC Benchmarking Law (Local Law 84) requires owners of large buildings to annually measure their energy and water consumption in a process called benchmarking. The law standardizes this process by requiring building owners to enter their annual energy and water use in the U.S. Environmental Protection Agency's (EPA) online tool, ENERGY STAR Portfolio Manager® and use the tool to submit data to the City. This data informs building owners about a building's energy and water consumption compared to similar buildings, and tracks progress year over year to help in energy efficiency planning.

The Con Edison Portal for NYC Benchmarking is Con Edison's state of the art solution which handles the request and approval of an owner's authorized agent, self-authorization of building owners and aggregated consumption data requests. And after creating a Portfolio Manager account, connecting with Con Edison and sharing your property, Con Edison will automatically upload the building's energy consumption to your account via Portfolio Manager Data Exchange which allows you to benchmark your building's energy performance.

The User Guide will step you through this request process by detailing the setup of accounts on the Con Edison Portal and Portfolio Manager as well as detailing the interdependency between these two online tools. Please follow the instructions carefully.

Additional assistance is available at:



Help Center for Con Edison Portal for NYC Benchmarking

Mon – Fri 7am – 3:30pm

Phone: 646-899-1923

Email: citybenchmarking@coned.com



Mon – Fri 9am – 5pm

Phone: 212-566-5584

Email: Help@NYCsustainability.org



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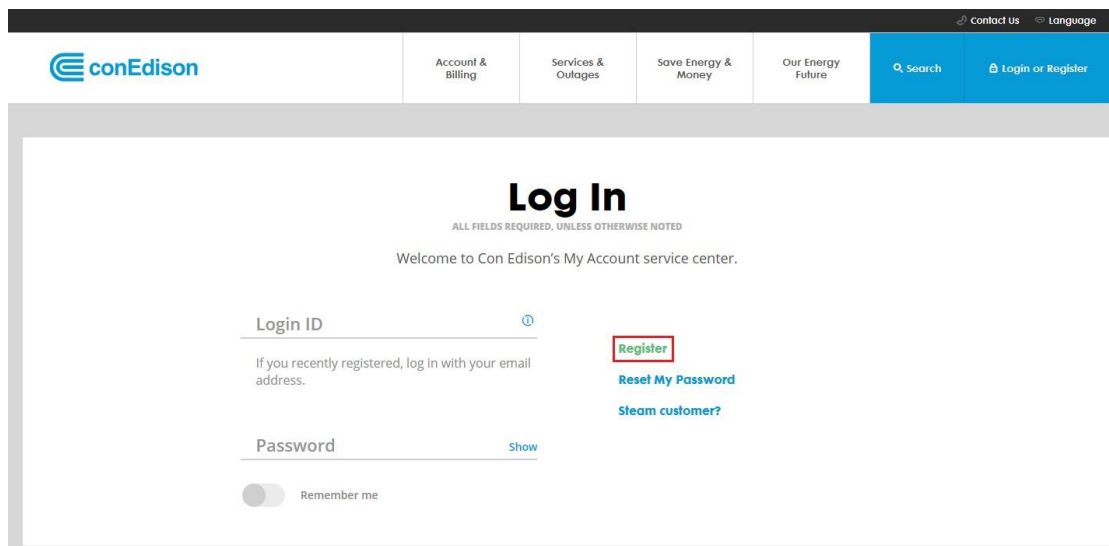
1. Con Edison Portal for NYC Benchmarking Setup

Welcome to the Con Edison Portal for NYC Benchmarking. You may access the Portal directly by visiting: <https://apps.coned.com/NYCBENCHMARK/>.

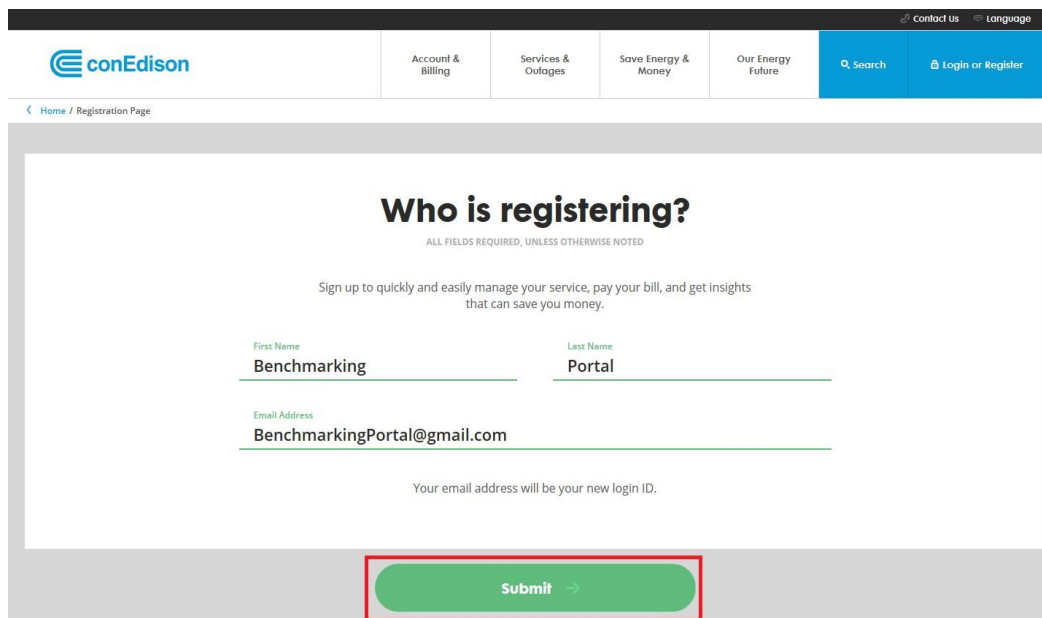
The Portal utilizes Multi-Factor Authentication to ensure the confidentiality of your login credentials and data requests. The authentication process consists of registration, verification of email address and device as well as profile creation and is outlined below.

1.1 Registration

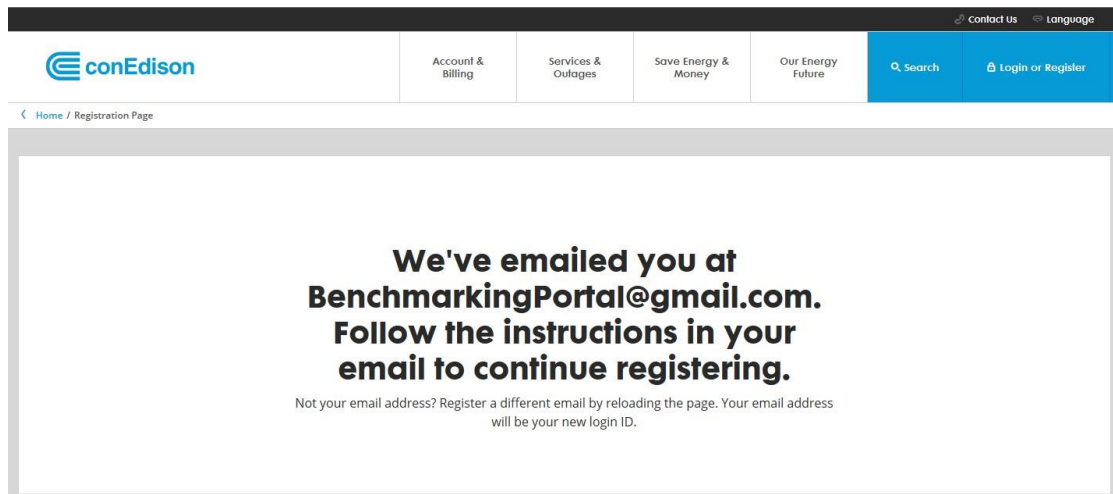
Use the link above and click on the **Register** link on the home page.



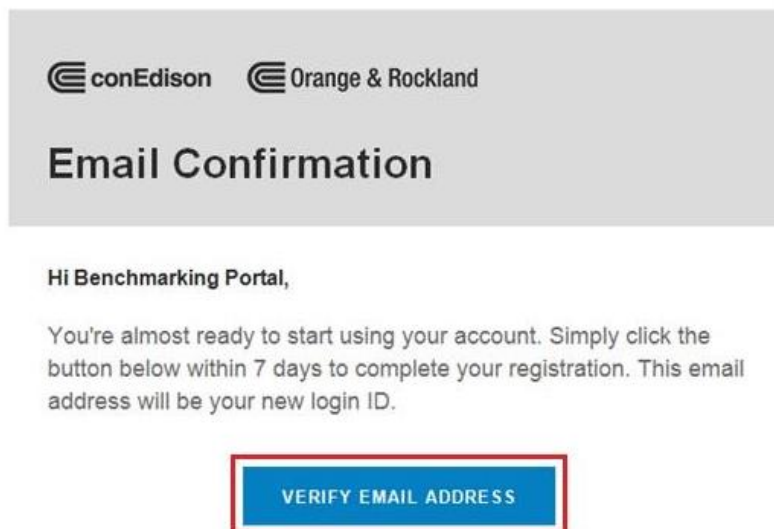
You will be asked for your name and email address. Click on **Submit**.



1.2 Verification of email address



Now check your email to verify your email address. Click on the **Verify Email Address** link. This verification link is active for 7 days only.



1.3 Create Your Profile

You will be requested to create and confirm a password. The password requirements are:

- 8 – 30 characters
- At least 1 uppercase letter
- Does not contain part of the username as the password
- At least 1 number (0-9)

conEdison Account & Billing Services & Outages Save Energy & Money Our Energy Future Search Login or Register

Home / Register

Create Your Profile

ALL FIELDS REQUIRED, UNLESS OTHERWISE NOTED

Set a Password

Password [Show](#)

- ✓ 8-30 characters
- ✓ At least 1 uppercase letter
- ✓ At least 1 number (0-9)
- ✓ Does not contain part of username

Confirm new password [Show](#)

You will be required to perform a second verification. There are multiple authentication options. The method you choose will be used indefinitely to provide a verification code. Note that this method cannot be changed. The **Text Verification** option was used in the example below, but the same process is used regardless of the authentication option.

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Home / Register

Create Your Profile

ALL FIELDS REQUIRED, UNLESS OTHERWISE NOTED

Choose a Second Verification

for your protection, add a second verification method to your account. This will help prevent your account from being accessed without your knowledge.

Mobile Phone Number I don't have a mobile number

Your mobile phone will be used to authenticate your account. Data charges may apply.

Authentication Method:

- Text Verification**
- Phone Call Verification
- Google Authenticator
- Okta Verify

GET CODE

Click **Get Code**. A verification code will be sent to your mobile device via text messaging.

Create Your Profile
ALL FIELDS REQUIRED, UNLESS OTHERWISE NOTED

Choose a Second Verification

For your protection, add a second verification method to your account. This will help prevent your account from being accessed without your knowledge.

Mobile Phone Number
999-999-9999 I don't have a mobile number

Your mobile phone will be used to authenticate your account. Data charges may apply.

Text Verification

Get Code

Enter the verification code and click **Submit**.

Create Your Profile
ALL FIELDS REQUIRED, UNLESS OTHERWISE NOTED

Choose a Second Verification

For your protection, add a second verification method to your account. This will help prevent your account from being accessed without your knowledge.

Mobile Phone Number
999-999-9999 I don't have a mobile number

Your mobile phone will be used to authenticate your account. Data charges may apply.

Text Verification

Verification Code
955878

We sent you a text message with your verification code. Didn't get it? [Try again](#)

SUCCESS! Your registration is complete, now login with your credentials to verify your device/computer and to setup your profile type.

You have successfully registered.

Log in with your email address to access your account

Log In

1.4 Verify Device/Computer

After logging into your account, you will be required to authorize your computer or device with the system. Enter the verification code sent to your mobile device via text messaging and click Submit.

conEdison Account & Billing Services & Outages Save Energy & Money Our Energy Future Search Login or Register

Extra Verification

AUTHORIZE THIS DEVICE TO ACCESS MY ACCOUNT.

To log in, please enter the code sent to your mobile device. If you've lost your device or can't access the code, call Customer Service at 1-800-75-CONED (1-800-752-6633) to reset your security verification.

Enter Code
750716

Submit

If the following screen appears, use this link to login:

<https://apps.coned.com/NYCBENCHMARK/>. Once logged in, you will now be able to choose a Profile Type.

conEdison Account & Billing Services & Outages Save Energy & Money Our Energy Future Search Hello Oksa Test9

Home / Dashboard / Add Account

Look Up Account Information

ALL FIELDS REQUIRED, UNLESS OTHERWISE NOTED

If you have an account number, please enter it below. If you recently started service, then we'll send an email when your new account number is ready.

Account Number
[Forgot account number?](#)

Look Up Number

Con Edison's account services and customer-specific information are solely intended for use by the customer who is the account holder or the customer's authorized agent. Any unauthorized entry or use of Con Edison's My Account system is prohibited. Violators will be prosecuted.

[Report trouble](#) with your electric service or check on the status of a previously reported electric service problem.

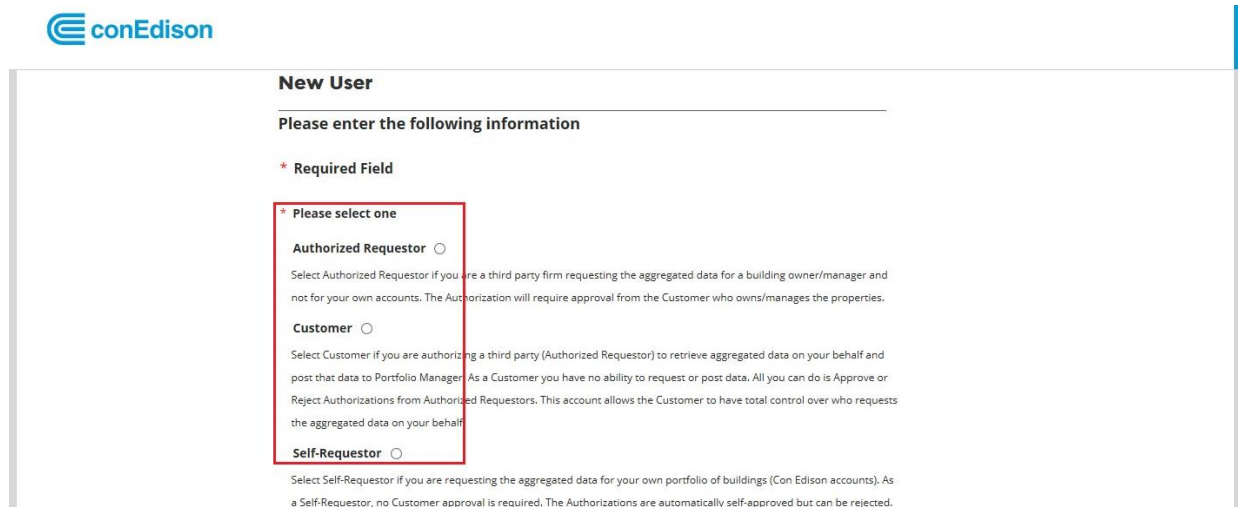
For gas emergencies, call 911 or 1-800-752-6633 immediately. DO NOT send an email.

1.5 Choose a Profile Type

The multi-factor security and validation process is complete. Now choose your user profile type. It is extremely important that you choose the correct profile type since it will determine the functionality available to you. So please review the following:

- **[Authorized Requestor](#)**: Select Authorized Requestor if you are a third party firm requesting the aggregated data for a building owner/manager and not for your own accounts. The Authorization will require approval from the Customer who owns/manages the properties.
- **[Customer](#)**: Select Customer if you are authorizing a third party (Authorized Requestor) to retrieve aggregated data on your behalf and post that data to Portfolio Manager. As a Customer you have no ability to request or post data. All you can do is Approve or Reject Authorizations from Authorized Requestors. This account allows the Customer to have total control over who requests the aggregated data on your behalf.
- **[Self Requestor](#)**: Select Self Requestor if you are requesting the aggregated data for your own portfolio of buildings (Con Edison accounts). As a Self-Requestor, no Customer approval is required. The Authorizations are automatically self-approved but can be rejected.

You will notice that the system has prepopulated the remaining fields on the screen for you. When your profile selection has been made and you have entered and/or verified all information, click **Save**.



New User

Please enter the following information

* Required Field

* Please select one

Authorized Requestor

Select Authorized Requestor if you are a third party firm requesting the aggregated data for a building owner/manager and not for your own accounts. The Authorization will require approval from the Customer who owns/manages the properties.

Customer

Select Customer if you are authorizing a third party (Authorized Requestor) to retrieve aggregated data on your behalf and post that data to Portfolio Manager. As a Customer you have no ability to request or post data. All you can do is Approve or Reject Authorizations from Authorized Requestors. This account allows the Customer to have total control over who requests the aggregated data on your behalf.

Self-Requestor

Select Self-Requestor if you are requesting the aggregated data for your own portfolio of buildings (Con Edison accounts). As a Self-Requestor, no Customer approval is required. The Authorizations are automatically self-approved but can be rejected.

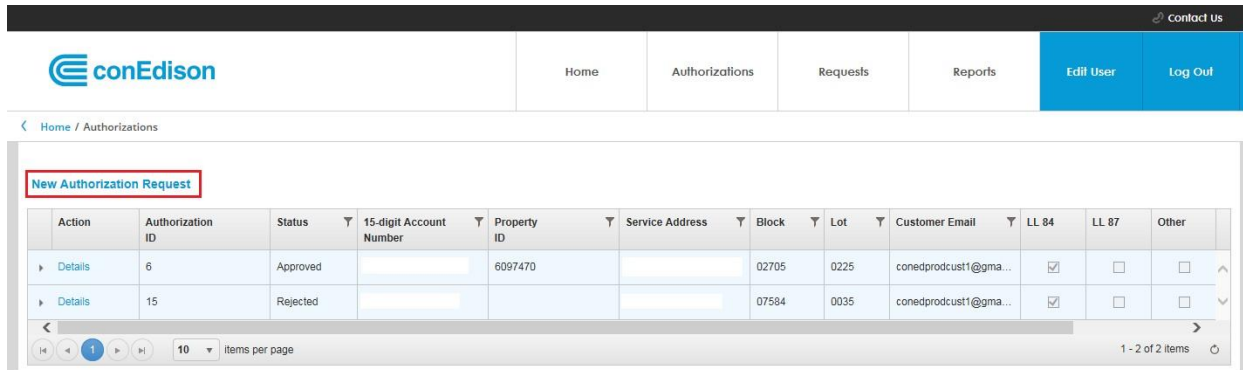
After registering as an Authorized Requestor or Self Requestor, you will be assigned a Requestor ID. This ID is required when connecting to the Con Edison Web Services Account in Portfolio Manager. The Requestor ID can be found by clicking on **Edit User** in the upper right-hand corner of the Navigation bar.

And it is this Requestor ID that will be used as identification when requesting a connection to the Con Edison Web Services Account in Portfolio Manager (this screenshot is for reference, please see [Connect with Con Ed in Portfolio Manager](#) for more details).

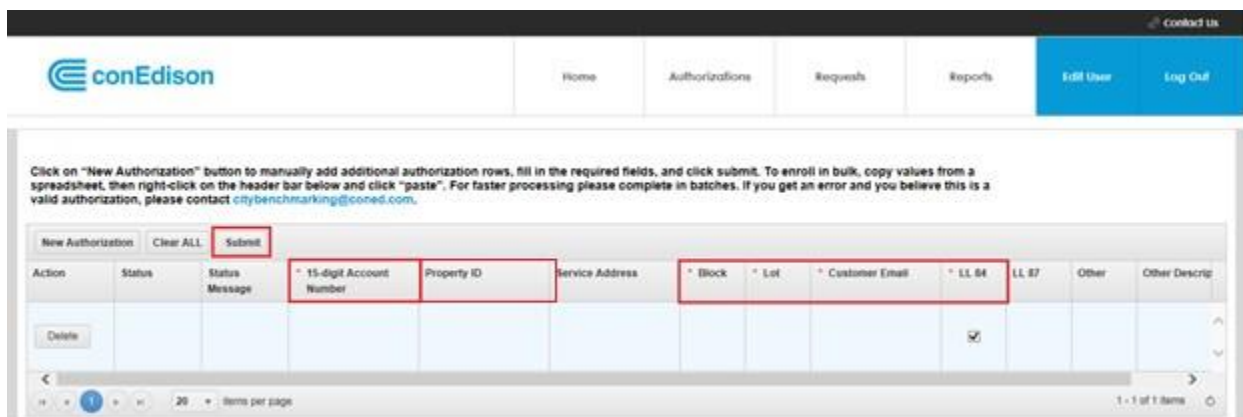
1.6 Authorized Requestor Accounts

1.6.1 How to Create a New Authorization

As an Authorized Requestor, it is your responsibility to submit authorizations for approval by the customer. Once approval has been received, you may continue with the request process. To begin, select the **New Authorization Request** link as demonstrated below.



You will need the 15 digit Account Number from your customer’s bill along with the block, lot and customer’s email address (this is the email that your customer is using to set up their Con Edison Portal account). All other data is optional. If you happen to know the Property ID that is related to this authorization, enter it now. However, you will be entering the Property ID of the primary service address only. If there are multiple service addresses associated with this account, they will be displayed after submission and you will be able to update all Property IDs at that time. Make sure you check the LL84 checkbox and then click **Submit**.



1.6.2 How to Update Property IDs

Upon submission of your authorization, the system will display all service addresses associated with the BBL (borough, block and lot) entered. Enter Property IDs for all addresses that are your responsibility. Remember, the Property IDs can be modified whether the authorization is Pending or Approved. This can be done by clicking on the **Details** link and within the Details popup window, enter the Property IDs into the appropriate service addresses and click **Submit**. The same Property ID can be added to multiple service addresses if appropriate.

The Property ID can be found in Portfolio Manager on the Property page (see below):

1.6.3 Special Considerations

There are a few rules to follow when entering authorizations. The system will fail duplicate authorizations (same BBL submitted by the same Authorized Requestor) when the system attempts to validate the information. If validation is successful, the authorization’s status will be updated to Pending waiting for the Customer’s approval. While the status is Pending, the Authorized Requestor can delete the authorization but once approved, deletion is no longer an option. If the Customer rejects the authorization, the status is updated to Rejected.

1.7 Customer Accounts

1.7.1 Approving and Rejecting Authorizations

As a Customer, it is your responsibility to control who posts data on your behalf to your properties in Portfolio Manager. At this time, you as a Customer, have no ability to post data for yourself. All you can do is Approve and/or Reject authorizations from Authorized Requestors. Your approval is required. Without it, authorizations will stay in a Pending state and the Authorized Requestors will not be able to request consumption data on your behalf. To begin, select the **Authorization** link on the navigation bar as demonstrated below.

Approve	Reject	Reject Reason	Submit Status	Status Message	Authorization ID	Status	Requestor Name	15-digit Account Number	Property ID	Block	Lot
<input type="checkbox"/>	<input type="checkbox"/>				2410	Approved	Rep4 Coned	*****00009		01068	0003
<input type="checkbox"/>	<input type="checkbox"/>				2925	Approved	Rep4 Coned	*****00068		01590	0042
<input type="checkbox"/>	<input type="checkbox"/>				58	Rejected	Requestor3 ConEd	*****00026		02111	7501

The Authorization page displays all the authorizations that have been assigned to the customer's email. You can review the Service Address and Requestor's Name for all authorizations awaiting approval or rejection. Make your selection and then click **Submit**. The status will be updated and the Authorized Requestor will be able to view the status change upon login.

Approve	Reject	Reject Reason	Submit Status	Status Message	Authorization ID	Status	Requestor Name	15-digit Account Number	Property ID	Service Address
<input type="checkbox"/>	<input type="checkbox"/>				6	Approved	Test This		6097470	
<input type="checkbox"/>	<input type="checkbox"/>				7	Approved	Production Requestor		6099257	
<input type="checkbox"/>	<input type="checkbox"/>				8	Rejected	Production Requestor		6173760	
<input type="checkbox"/>	<input type="checkbox"/>				11	Rejected	Production Requestor			
<input type="checkbox"/>	<input type="checkbox"/>				12	Rejected	Production Requestor			
<input type="checkbox"/>	<input type="checkbox"/>				13	Rejected	Production Requestor		6173760	
<input type="checkbox"/>	<input type="checkbox"/>				14	Rejected	Production Requestor			
<input type="checkbox"/>	<input type="checkbox"/>				15	Rejected	Test This			
<input type="checkbox"/>	<input type="checkbox"/>				16	Rejected	Production Requestor			

1.7.2 Special Considerations

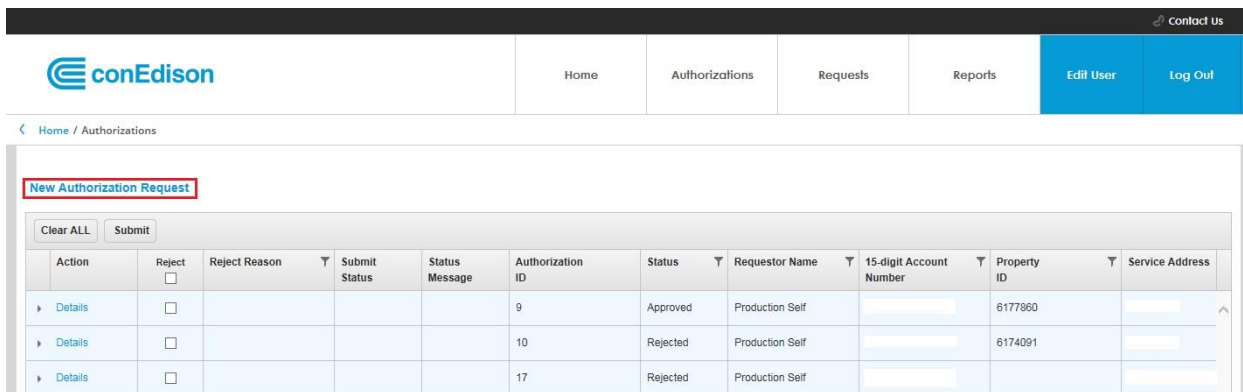
There are a few rules to follow when approving/rejecting authorizations. Usually a Customer should only approve one authorization for each Borough, Block and Lot (BBL). But there can be a scenario when multiple Authorized Requestors share reporting responsibilities for multiple

properties on the same BBL. In that case, a Customer can approve multiple Requestors for the same BBL dividing the reporting for the properties between the multiple Requestors. The responsibility for reporting aggregate consumption data to Portfolio Manager is yours and you should be careful about approving authorizations and controlling data reporting for your properties.

1.8 Self Requestor Accounts

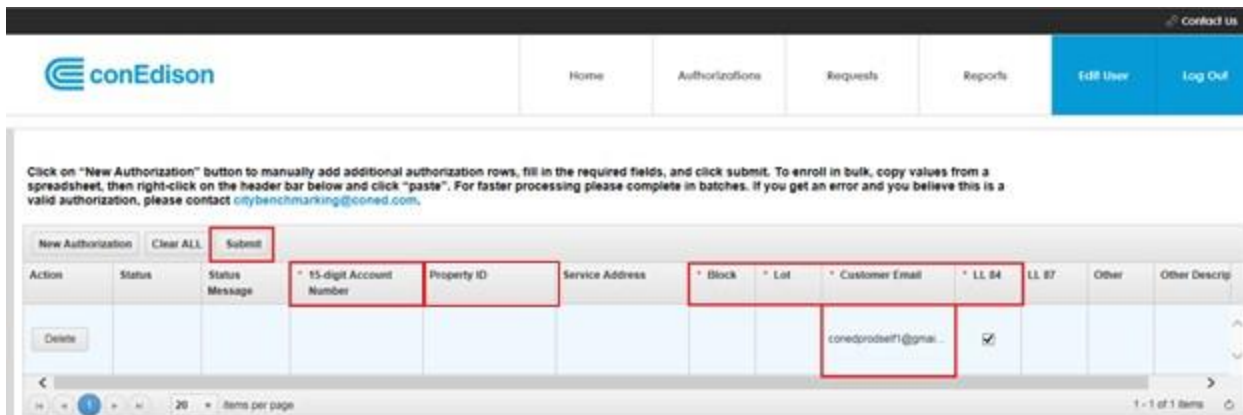
1.8.1 How to Create a New Authorization

As a Self Requestor, it is your responsibility to submit authorizations and request consumption data for your own accounts and properties. Your authorizations are automatically approved upon submission and only require that you update the authorizations with Property IDs before requesting aggregated consumption data. Select the **New Authorization Request** link as demonstrated below.



Action	Reject	Reject Reason	Submit Status	Status Message	Authorization ID	Status	Requestor Name	15-digit Account Number	Property ID	Service Address
Details	<input type="checkbox"/>				9	Approved	Production Self		6177860	
Details	<input type="checkbox"/>				10	Rejected	Production Self		6174091	
Details	<input type="checkbox"/>				17	Rejected	Production Self			

You will need your 15 digit Account Number from your bill along with the block and lot. Your email has been pre-populated. All other data is optional. If you happen to know the Property ID that is related to this authorization, enter it now. However, you will be entering the Property ID of the primary service address only. If there are multiple service addresses associated with this account, they will be displayed after submission and you will be able to update all Property IDs at that time. Make sure you check the LL84 checkbox and then click **Submit**.

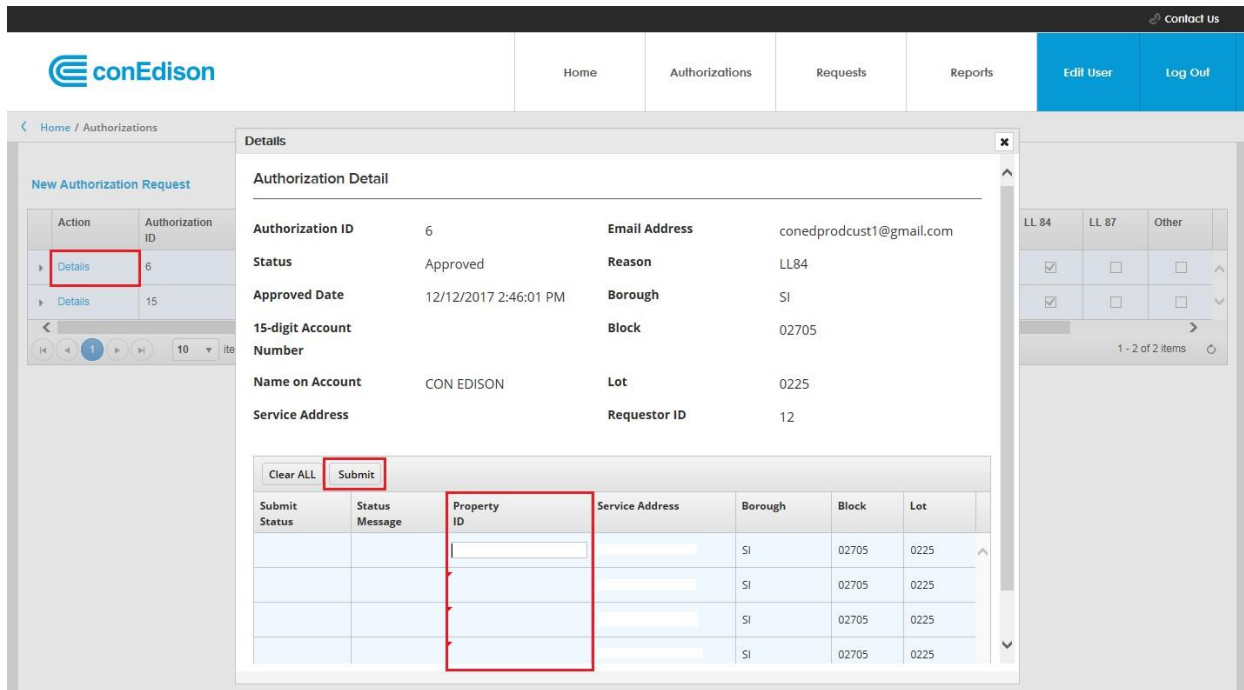


Click on "New Authorization" button to manually add additional authorization rows, fill in the required fields, and click submit. To enroll in bulk, copy values from a spreadsheet, then right-click on the header bar below and click "paste". For faster processing please complete in batches. If you get an error and you believe this is a valid authorization, please contact citybenchmarking@coned.com.

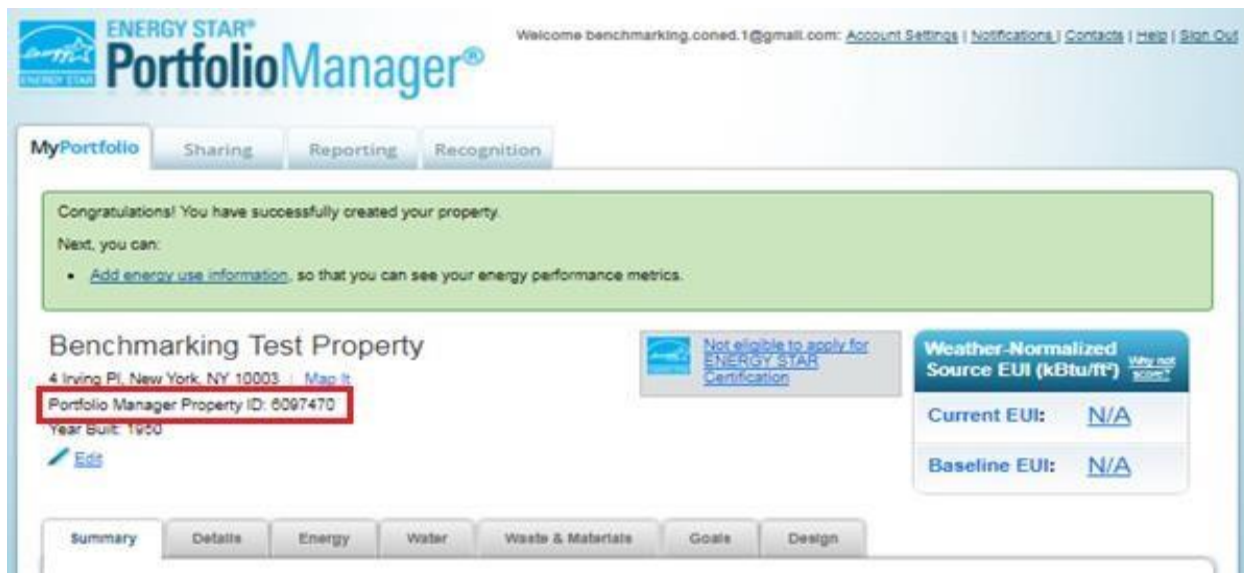
Action	Status	Status Message	15-digit Account Number	Property ID	Service Address	Block	Lot	Customer Email	LL 84	LL 87	Other	Other Descrip
Details								conedprodself@gmail...	<input checked="" type="checkbox"/>			

1.8.2 How to Update Property IDs

Upon submission of your authorization, the system will display all service addresses associated with the BBL entered. Enter Property IDs for all addresses. This can be done by clicking on the **Details** link and within the Details popup window, enter the Property IDs into the appropriate service addresses and click **Submit**. The same Property ID can be added to multiple service addresses if appropriate.



The Property ID can be found in Portfolio Manager on the Property page (see below):



1.8.3 How to Reject Authorizations

As a Self Requestor, you can reject your own authorizations. Once rejected, you can no longer request consumption data for those authorizations.

The screenshot shows the 'New Authorization Request' page in the conEdison portal. At the top, there is a navigation bar with 'Home', 'Authorizations', 'Requests', and 'Reports' tabs, along with 'Edil User' and 'Log Out' buttons. Below the navigation bar, the page title is 'New Authorization Request'. There are two buttons: 'Clear ALL' and 'Submit'. A table lists authorization requests with columns: Action, Reject, Reject Reason, Submit Status, Status Message, Authorization ID, Status, Requestor Name, 15-digit Account Number, Property ID, and Service Address. The 'Reject' column has a checkbox for each row, and the first checkbox is highlighted with a red box. The table contains 10 rows of data with various statuses (Approved, Rejected) and authorization IDs (9, 10, 17, 18, 26, 28, 29, 33, 34, 35). At the bottom, there is a pagination control showing '10' items per page and '1 - 10 of 20 items'.

TIP: The selection of the Reject checkbox requires a two-click process. The first click should be within the gray shaded area in order to activate the checkbox. The checkbox will display with rounded edges. Then click inside the check box and you should see the following:



1.8.4 Special Considerations

There are a few rules to follow when submitting your own authorizations. Primarily, the authorizations are self-approved, so there is no Pending status. Self Requestor can reject and re-create new authorizations as needed.

2. Connect with Con Ed in Portfolio Manager

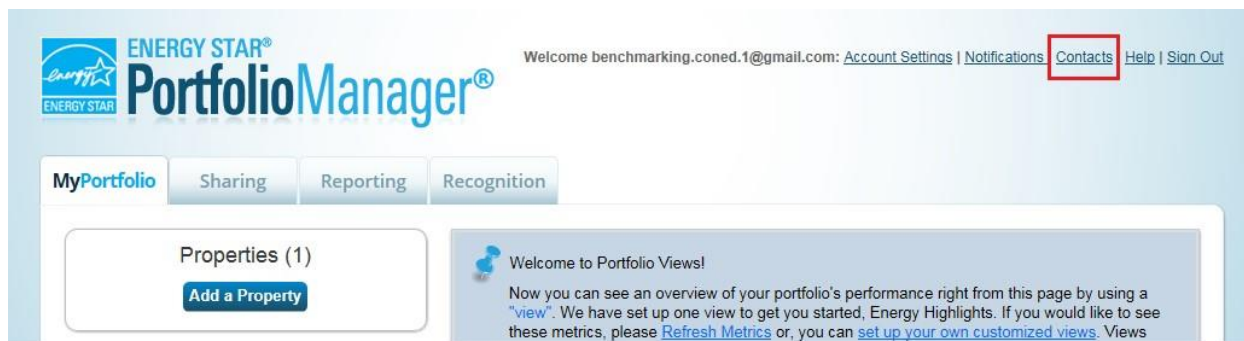
Link to ENERGY STAR Portfolio Manager website:

<https://www.energystar.gov/portfoliomanager>

Now you can connect your authorizations in the Con Edison Portal to your account and properties in Portfolio Manager. These connections must be made in order for Con Edison to send your aggregated consumption data to Portfolio Manager. You will need your Requestor ID from the Con Edison Portal and your Property IDs from Portfolio Manager.

2.1 Connecting Accounts

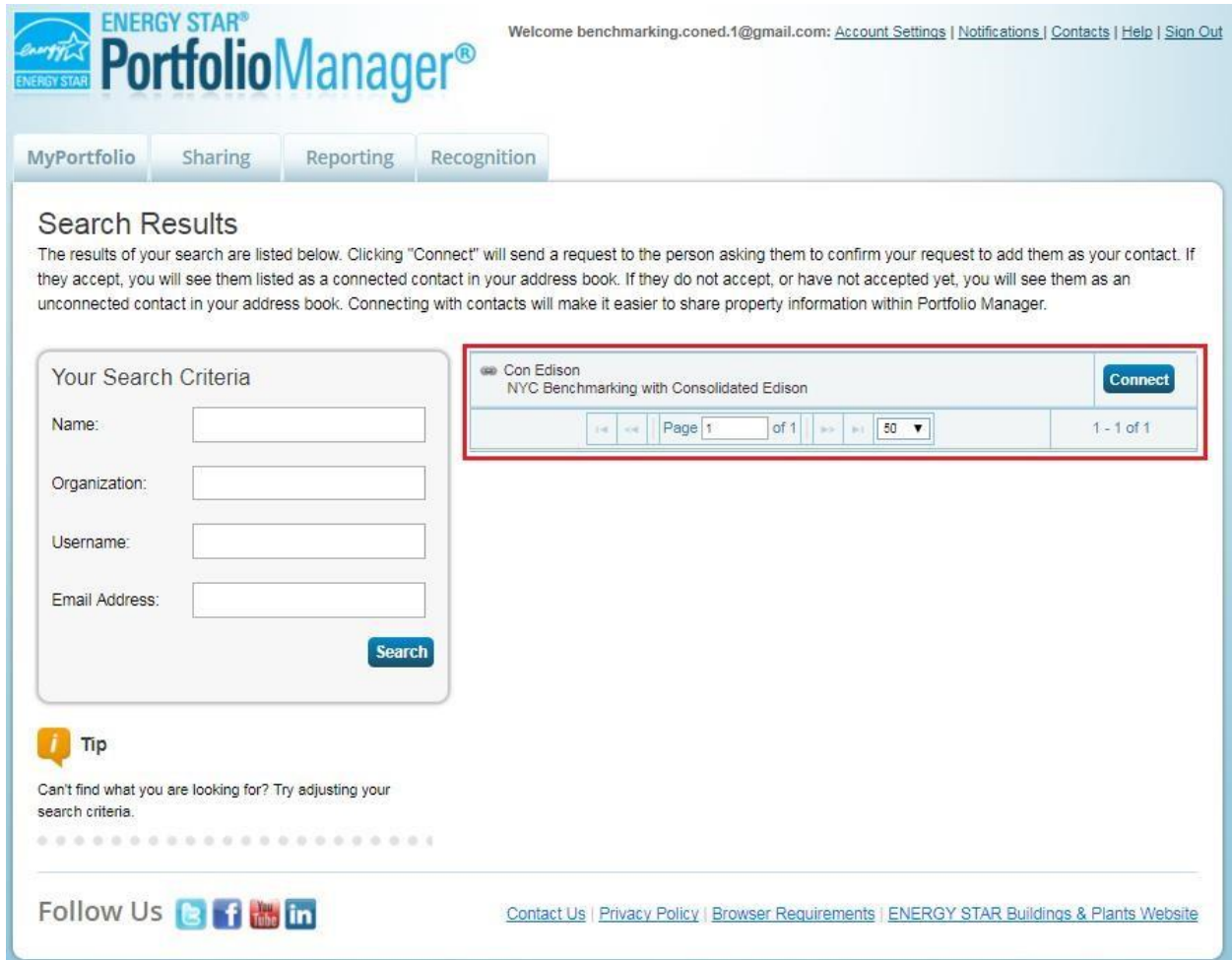
First, you must connect with the Con Edison Web Services Account by adding it as a contact in Portfolio Manager.



Search on “Consolidated Edison” and click on **Search for new contacts**.



You want to share your data with “Con Edison – NYC Benchmarking with Consolidated Edison” Web Services Account by clicking on **Connect**.



ENERGY STAR® PortfolioManager®

Welcome benchmarking.coned.1@gmail.com: [Account Settings](#) | [Notifications](#) | [Contacts](#) | [Help](#) | [Sign Out](#)

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:

Search

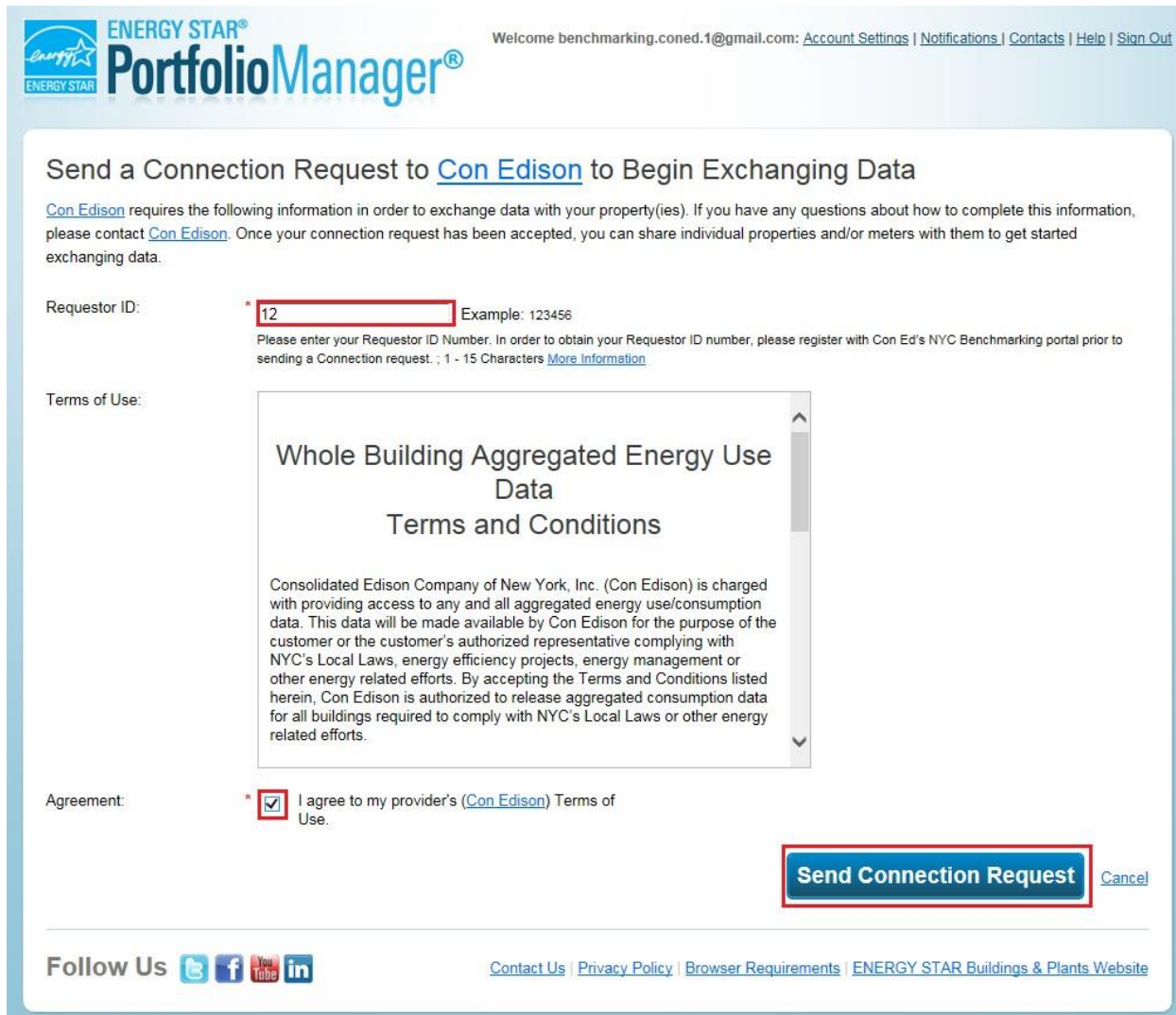
Con Edison NYC Benchmarking with Consolidated Edison	Connect	
Page 1 of 1	50	1 - 1 of 1

Tip
Can't find what you are looking for? Try adjusting your search criteria.

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Enter your Requestor ID from the Con Edison Portal and accept the Terms and Conditions with regard to sharing your data with Con Edison of New York by clicking **Send Connection Request**.



ENERGY STAR®
ENERGY STAR
PortfolioManager®

Welcome benchmarking.coned.1@gmail.com: [Account Settings](#) | [Notifications](#) | [Contacts](#) | [Help](#) | [Sign Out](#)

Send a Connection Request to [Con Edison](#) to Begin Exchanging Data

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

Requestor ID: * Example: 123456
Please enter your Requestor ID Number. In order to obtain your Requestor ID number, please register with Con Ed's NYC Benchmarking portal prior to sending a Connection request. ; 1 - 15 Characters [More Information](#)





Terms of Use:

**Whole Building Aggregated Energy Use
Data
Terms and Conditions**

Consolidated Edison Company of New York, Inc. (Con Edison) is charged with providing access to any and all aggregated energy use/consumption data. This data will be made available by Con Edison for the purpose of the customer or the customer's authorized representative complying with NYC's Local Laws, energy efficiency projects, energy management or other energy related efforts. By accepting the Terms and Conditions listed herein, Con Edison is authorized to release aggregated consumption data for all buildings required to comply with NYC's Local Laws or other energy related efforts.

Agreement: * I agree to my provider's ([Con Edison](#)) Terms of Use.

Send Connection Request [Cancel](#)

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You should receive notification that a connection request has been sent to Con Edison. You can check in the following places like here...

ENERGY STAR® **PortfolioManager**®

Welcome benchmarking.coned.1@gmail.com: [Account Settings](#) | [Notifications](#) | [Contacts](#) | [Help](#) | [Sign Out](#)

MyPortfolio | Sharing | Reporting | Recognition

You have successfully sent a connection request to Con Edison. When Con Edison 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

Name:

Organization:

Username:

Email Address:

[Search](#)

Tip

Can't find what you are looking for? Try adjusting your search criteria.

Or here...

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Welcome benchmarking.coned.1@gmail.com: [Account Settings](#) | [Notifications](#) | [Contacts](#) | [Help](#) | [Sign Out](#)

MyPortfolio | Sharing | Reporting | Recognition

My Contacts

[Search for new contacts](#)

This is where you keep track of your contacts and/or organizations (i.e. people or companies associated with your properties such as Professional Engineers, Registered Architects, or others with whom you share information). You can add anyone as a contact, regardless of whether they have a Portfolio Manager account and you can share your properties & reports with any of your **connected** contacts. You can "connect" to other Portfolio Manager users by searching for their accounts and sending a connection request.

[Share](#) [Edit](#) [Delete](#) [Add Contact](#) [Add Organization](#)

	Name	Organization
<input type="checkbox"/> E T	Con Edison (consolidatededison) ✉ <small>Connection Pending. Cancel Request</small> <small>NYC Benchmarking</small>	Consolidated Edison
<input type="checkbox"/>	Test Organization <small>Energy Efficiency Program</small>	Test Organization

[Share](#) [Edit](#) [Delete](#) [Add Contact](#) [Add Organization](#)

Or here...

ENERGY STAR PortfolioManager®

Welcome benchmarking.coned.1@gmail.com: [Account Settings](#) [Notifications](#) [Contacts](#) | [Help](#) | [Sign Out](#)

MyPortfolio | Sharing | Reporting | Recognition

View All Notifications (1)

Incoming Requests (0) | **Outgoing Requests (1)** | Notices (0)

Type	Notification	Date
	You have sent a connection request to Con Edison . Once they have accepted the request, you will be able to share properties with Con Edison .	1/9/2018

Page 1 of 1 | 100 | View 1 - 1 of 1

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Once Con Edison has accepted your request, as shown below, you can move on to connecting your properties between the Con Edison Portal and Portfolio Manager.

ENERGY STAR PortfolioManager®

Welcome benchmarking.coned.1@gmail.com: [Account Settings](#) [Notifications](#) [Contacts](#) | [Help](#) | [Sign Out](#)

MyPortfolio | Sharing | Reporting | Recognition

View All Notifications (1)

Incoming Requests (0) | Outgoing Requests (0) | **Notices (1)**

Type	Notification	Date
	Con Edison has accepted your request to connect because Your connection request has been verified and accepted.	1/9/2018

Page 1 of 1 | 100 | View 1 - 1 of 1

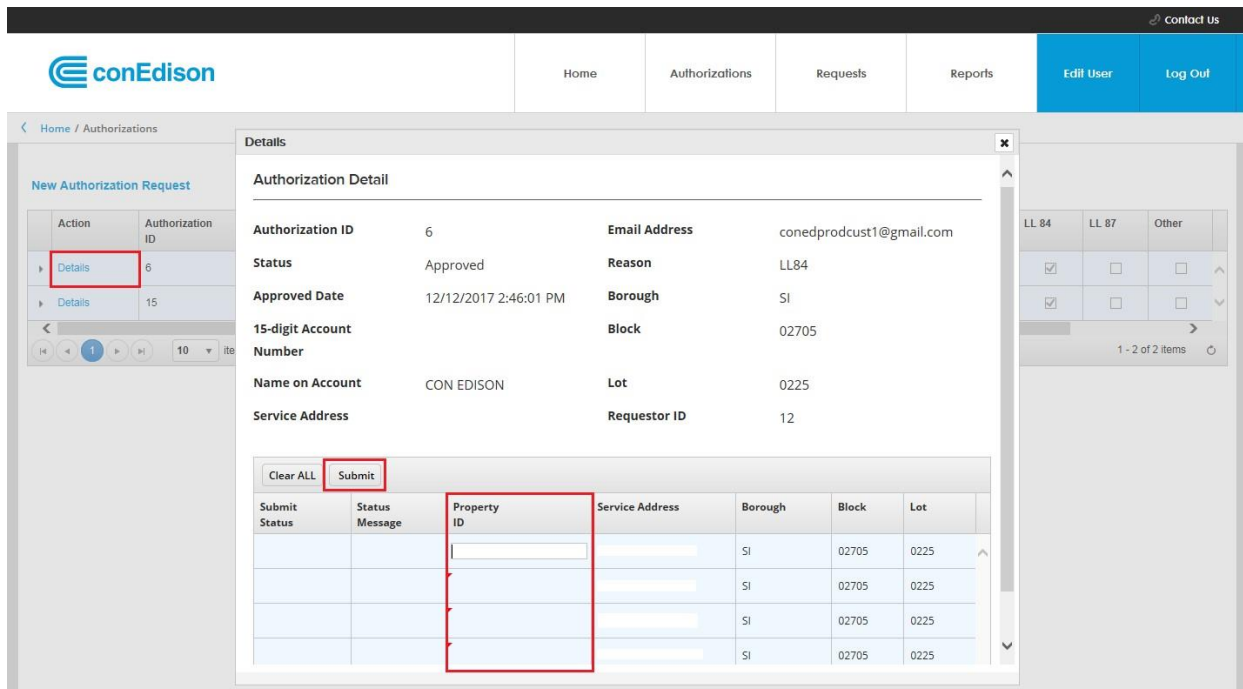
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2.2 Connecting Properties

Link to Con Edison’s Benchmarking Portal: <https://apps.coned.com/NYCBENCHMARK/>

Before you give permission to share your property with Con Edison, you **must** add your Property IDs into the Con Edison Portal to all appropriate authorizations/service addresses. This can be done by clicking on the **Details** link and within the Details popup window, enter the Property IDs into the appropriate service address(es) and click **Submit**. The same Property ID can be added to multiple service addresses within the same authorization if appropriate.

Your property share will fail within Portfolio Manager if you attempt to share your property without entering the Property IDs into the Con Edison Portal. If it fails, you will have to add the Property IDs as outlined above and attempt to re-share the property.



The screenshot shows the 'Details' popup window for an authorization. The 'Authorization Detail' section contains the following information:

- Authorization ID: 6
- Status: Approved
- Approved Date: 12/12/2017 2:46:01 PM
- 15-digit Account Number: CON EDISON
- Service Address: CON EDISON
- Email Address: conedprodcust1@gmail.com
- Reason: LL84
- Borough: SI
- Block: 02705
- Lot: 0225
- Requestor ID: 12

At the bottom of the popup, there is a table with columns: Submit Status, Status Message, Property ID, Service Address, Borough, Block, and Lot. The 'Submit' button is highlighted with a red box. The table contains four rows of data, with the 'Property ID' column highlighted by a red box.

Submit Status	Status Message	Property ID	Service Address	Borough	Block	Lot
				SI	02705	0225
				SI	02705	0225
				SI	02705	0225
				SI	02705	0225

Go to Portfolio Manager to share your property with Con Edison. You can use the Sharing Tab or you can access Sharing on the Property page of the building that you are sharing with Con Edison. So you can share from here...

ENERGY STAR Portfolio Manager
 Welcome benchmarking.coned.1@gmail.com: [Account Settings](#) | [Notifications](#) | [Contacts](#) | [Help](#) | [Sign Out](#)

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

Benchmarking Test Property
 4 Irving Pl, New York, NY 10003 | [Map It](#)
 Portfolio Manager Property ID: 6097470
 Year Built: 1950
[Edit](#)

Weather-Normalized Source EUI (kBtu/ft²)
 Current EUI: **N/A**
 Baseline EUI: **N/A**

Summary | [Details](#) | [Energy](#) | [Water](#) | [Waste & Materials](#) | [Goals](#) | [Design](#)

Property Profile (Future enhancements)
 This section will be deleted in 2018, 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)
 2006 2008 2010 2012 2014 2016

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/ft ²)	Not Available	Not Available	N/A
Site EUI (kBtu/ft ²)	Not Available	Not Available	N/A
Energy Cost (\$)	Not Available	Not Available	N/A
Total GHG Emissions Intensity (kgCO ₂ e/ft ²)	Not Available	Not Available	N/A
Water Use (All Water Sources) (kgs)	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](#)

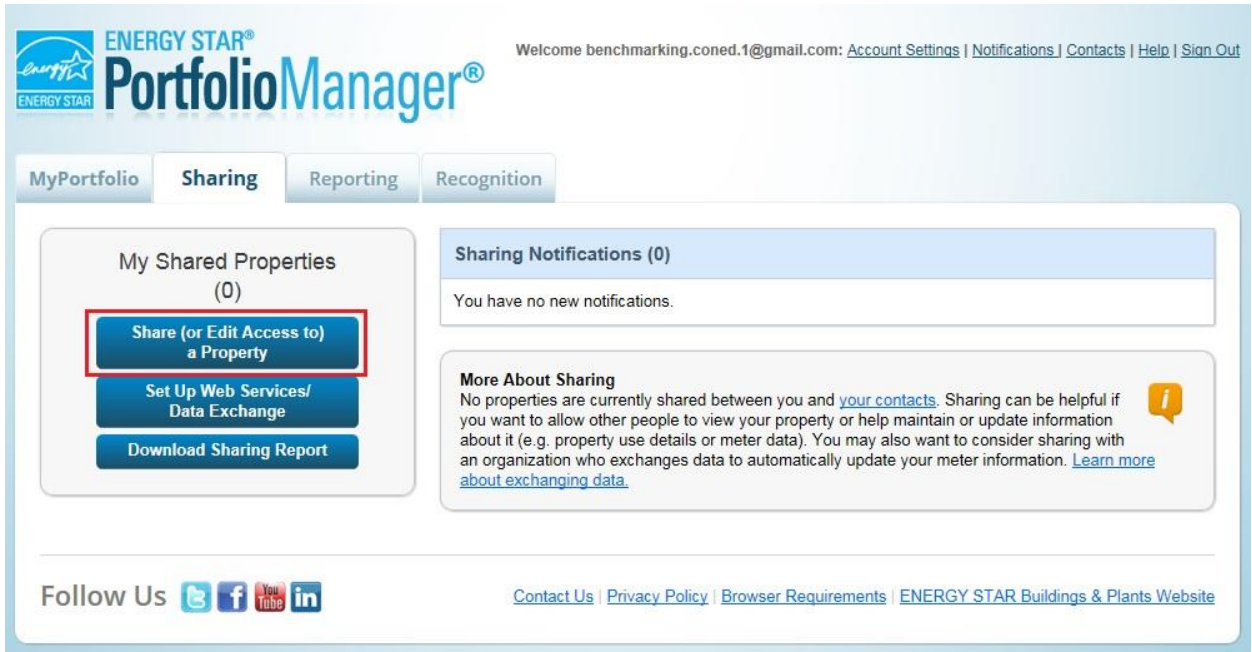
Sharing this Property
[Share](#)

More About Sharing
 You haven't [shared your property](#) yet. Sharing can be helpful if you want to allow other people to view your property or help maintain or update information about it (e.g. property use details or meter data). You may also want to consider sharing with an organization who exchanges data to automatically update your meter information. [Learn more about exchanging data.](#)

[Copy Property](#) | [Transfer Ownership](#) | [Download Property to Excel](#)

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Or here...



Be sure to grant full access to your property to Con Edison so that Con Edison can post its aggregated consumption data to your account. Be mindful that Con Edison requires full access to your Property Information only. You can grant access to other information as you see fit but it is optional for you and not required by Con Edison.

Select your property (the one who's ID was entered into the Con Edison Portal), select the Con Edison Web Services Account and grant permissions (Personalized Sharing & Exchange Data) to Con Edison and click **Continue**.



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MyPortfolio | **Sharing** | Reporting | Recognition

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.

- #### 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 | Benchmarking Test Property
- #### 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:

Con Edison (consolidatededison)

To select multiple contacts, hold down your Control (CTRL) key and click on each selection. Only your **connected contacts** appear in this list.
- #### 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 share requests).

 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](#)

Sharing with Accounts

In order to share properties with others (either individuals or organizations), you need to be "connected" with them. To make a connection, go to the "Add Contact" or "Add Organization" page and search for them within Portfolio Manager (they need to have a Portfolio Manager account). Once you find them, send a "Connection" request. After they accept your connection request, they will show up on the list to the left.

Exchanging Data

To get started, first [connect with an organization that exchanges data](#). Once you are connected, their name will appear on the selection list on the left. **Note: you can now share in bulk for exchanging data.**

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.

Select the **Exchange Data** radio button and click **Share Property(ies)**.

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:

Name (ID)	No Access	Read Only Access	Full Access	Custom Access	Exchange Data
<ul style="list-style-type: none"> Benchmarking Test Property (6097470) <ul style="list-style-type: none"> Con Edison 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Share Property(ies) [Cancel](#)

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The following popup appears and you **must** allow Full Access for the Property Information or the process will fail. The popup requires that all meters have an access method defined. “None” is acceptable for all meters EXCEPT Property Information. Again, you can grant access to other information as you see fit but it is optional for you and not required by Con Edison.

Item	None	Read Only Access	Full Access
Property Information	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<ul style="list-style-type: none"> All Meter Information <ul style="list-style-type: none"> Energy Meters Water Meters <ul style="list-style-type: none"> Potable Indoor Meter Goals, Improvements, & Checklists Recognition 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Share forwarding is not required either. Click **Apply Selections & Authorize Exchange**.

Additional Options:

Item	Yes	No
<p>* Share Forward Allow Con Edison TEST ONLY to share this property with others and give them any permissions that he/she has, including the right to share with more people.</p>	<input type="radio"/>	<input checked="" type="radio"/>

Apply Selections & Authorize Exchange [Cancel](#)

Click **Share Property(ies)** again. The Exchange Data radio button should have been activated by the popup menu.

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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:

NEW 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.

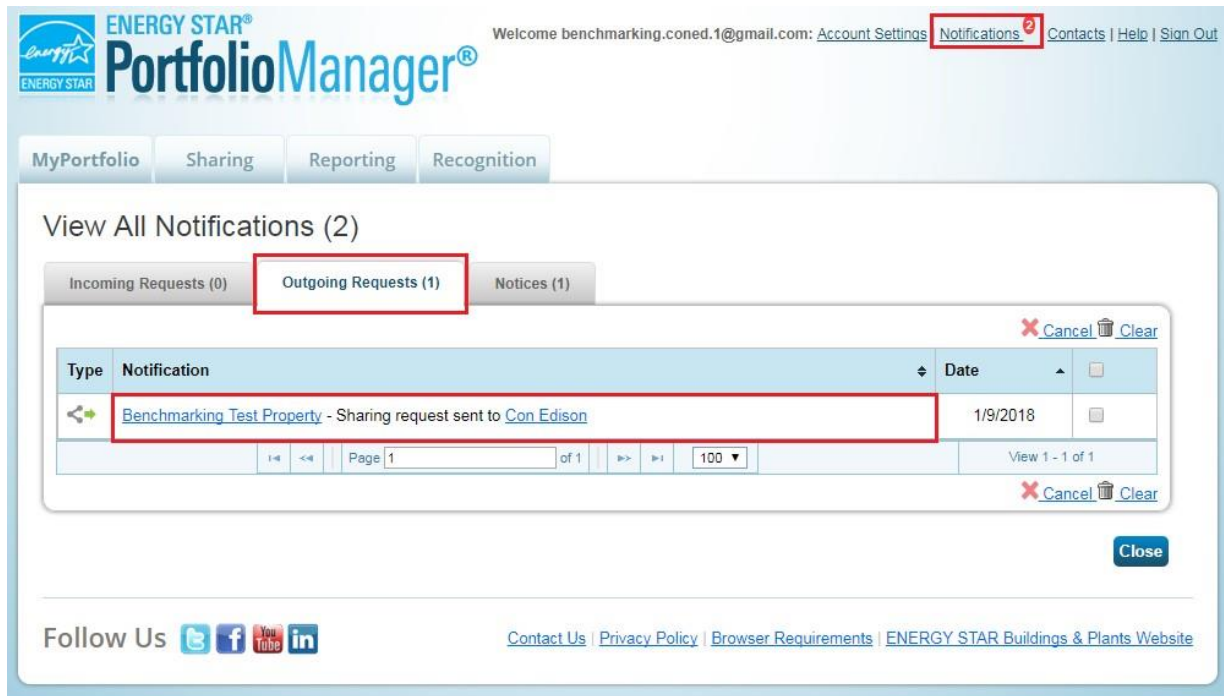
Name (ID)	No Access	Read Only Access	Full Access	Custom Access	Exchange Data
▼ Benchmarking Test Property (6097470) <ul style="list-style-type: none"> Con Edison <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> Edit 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> Edit

Share Property(ies) [Cancel](#)

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Upon completion, you will receive a notification of your share request.



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View All Notifications (2)

Incoming Requests (0) **Outgoing Requests (1)** Notices (1)

Type	Notification	Date
<➡	Benchmarking Test Property - Sharing request sent to Con Edison	1/9/2018

Page 1 of 1 | View 1 - 1 of 1

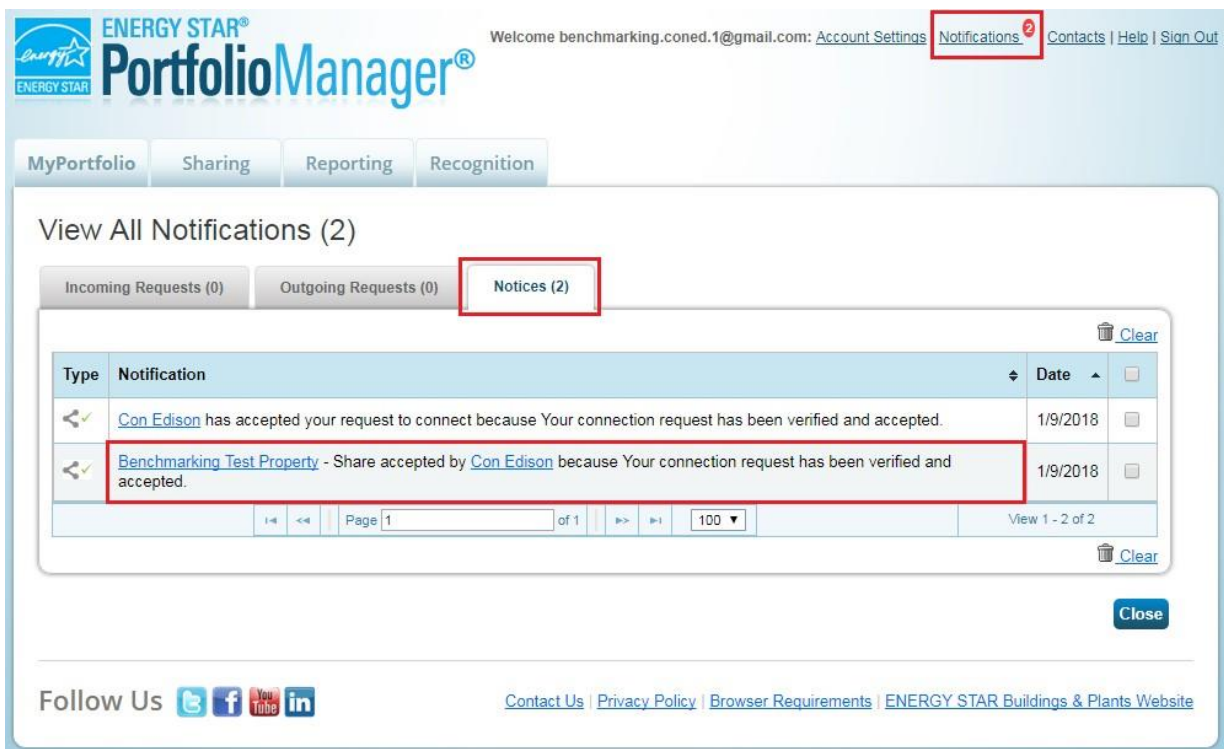
Cancel Clear

Close

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Once your Property Share Request has been accepted by the Con Edison Web Services Account, you can now send your aggregated consumption requests from the Con Edison Portal to Portfolio Manager.



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View All Notifications (2)

Incoming Requests (0) Outgoing Requests (0) **Notices (2)**

Type	Notification	Date
<✓	Con Edison has accepted your request to connect because Your connection request has been verified and accepted.	1/9/2018
<✓	Benchmarking Test Property - Share accepted by Con Edison because Your connection request has been verified and accepted.	1/9/2018

Page 1 of 1 | View 1 - 2 of 2

Clear

Close

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3. Request Aggregated Data

Link to Con Edison's Benchmarking Portal: <https://apps.coned.com/NYCBENCHMARK/>

Click the **Requests** link on the navigation bar. After a search, the authorization(s) will be displayed. You can click Search without any criteria to pull back all your properties. When loaded, select any or all Properties for aggregation. The two previous calendar years will be available. Data will be automatically posted to Portfolio Manager using the provided Property ID.

The screenshot shows the search interface for requests. Callouts provide the following information:

- 15-digit Account Number:** The account associated with the LOA
- From Date and To Date:** Opens Calendar selection tool, use these to pull multiple properties based on LOA creation date
- Status:** new, pending, completed, and rejected (requests)
- Search and Reset buttons:** Click Search after updating one or more criteria to bring up

Below the form is a table with columns: Request Data for Year 2023: No, From Month, To Month, Clear ALL, Submit, Send To Mail, 2021, 2022, Submit Status, Status Message, Authorization ID, Property ID, Service Address, Borough, Block, Lot, Customer Email, LL 84, LL 87.

The screenshot shows the results table with the following columns: 2016, 2017, Submit Status, Status Message, Authorization ID, Property ID, Service Address, Borough, Block, Lot, Customer Email, LL 84, LL 87. A 'Submit' button is highlighted in red.

2016	2017	Submit Status	Status Message	Authorization ID	Property ID	Service Address	Borough	Block	Lot	Customer Email	LL 84	LL 87
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Warning	View Status	9	6177860		BK	0063	0001	conedprodself1@gmail...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Warning	View Status	18	6175399		BK	00968	0001	conedprodself1@gmail...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Warning	View Status	26	6178632		BK	03968	0003	conedprodself1@gmail...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Warning	View Status	29	6181186		BK	01862	0001	conedprodself1@gmail...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Warning	View Status	35	6181713		SI	03005	7501	conedprodself1@gmail...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Warning	View Status	36	6181746		BK	03975	0001	conedprodself1@gmail...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Warning	View Status	39	6186823		BK	02111	7501	conedprodself1@gmail...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Warning	View Status	42			MN	01513	0038	conedprodself1@gmail...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Warning	View Status	47	6190715		BX	05514	0122	conedprodself1@gmail...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Warning	View Status	52			MN	02082	0028	conedprodself1@gmail...	<input checked="" type="checkbox"/>	<input type="checkbox"/>

TIP: The selection of the calendar year requires a two-click process. The first click should be within the gray shaded area to activate the checkbox. The checkbox will display with rounded edges. Now click inside the check box and you should see the following:



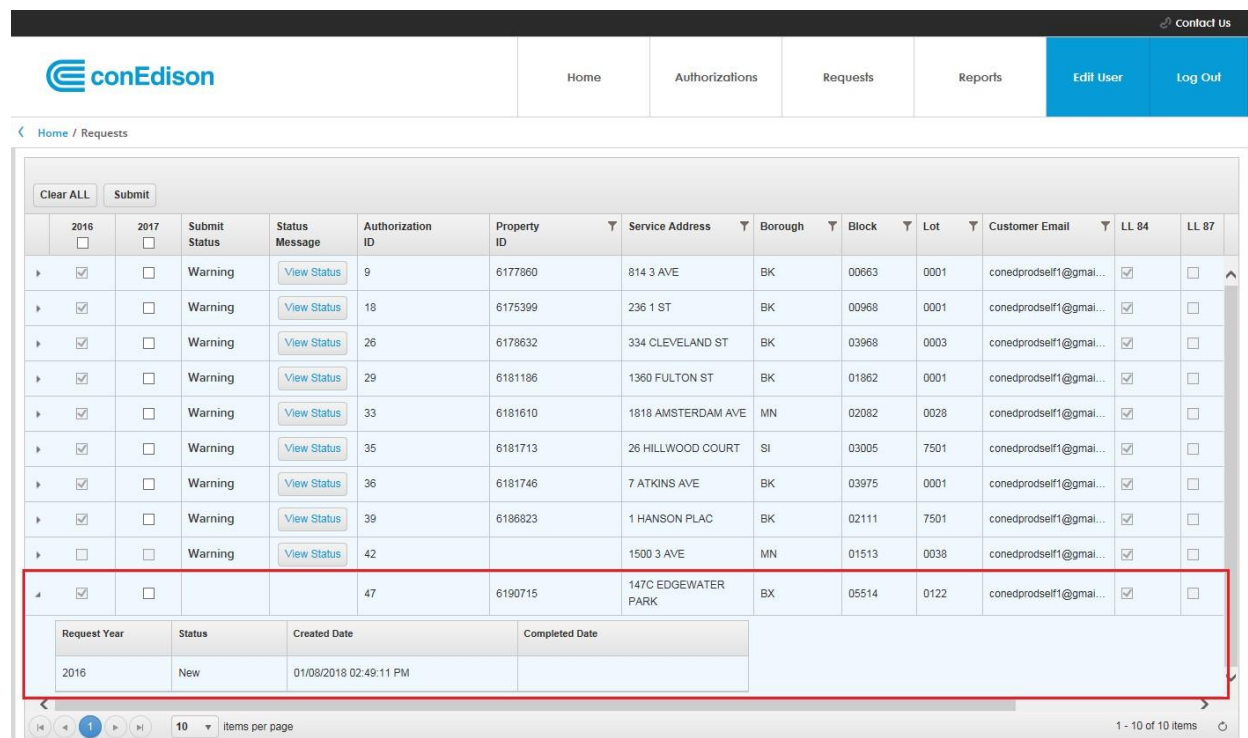
Click **Submit** to request consumption data for those selections that you have made.

Once submitted, you will be able to expand the authorization to see the status of your request. It will detail the year of data that you requested, the status, the creation and completion dates. The Status can be New, Pending or Completed.

NEW: A newly submitted request. It is awaiting aggregation.

PENDING: The system has started the aggregation process.

COMPLETED: The process has completed and your aggregated details are contained in the Aggregation Detail Report on this portal and in Portfolio Manager assigned to the property id specified in the authorization.



2016	2017	Submit Status	Status Message	Authorization ID	Property ID	Service Address	Borough	Block	Lot	Customer Email	LL 84	LL 87
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Warning	View Status	9	6177860	814 3 AVE	BK	00663	0001	conedprodself1@gmail...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Warning	View Status	18	6175399	236 1 ST	BK	00968	0001	conedprodself1@gmail...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Warning	View Status	26	6178632	334 CLEVELAND ST	BK	03968	0003	conedprodself1@gmail...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Warning	View Status	29	6181186	1360 FULTON ST	BK	01862	0001	conedprodself1@gmail...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Warning	View Status	33	6181610	1818 AMSTERDAM AVE	MN	02082	0028	conedprodself1@gmail...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Warning	View Status	35	6181713	26 HILLWOOD COURT	SI	03005	7501	conedprodself1@gmail...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Warning	View Status	36	6181746	7 ATKINS AVE	BK	03975	0001	conedprodself1@gmail...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Warning	View Status	39	6186823	1 HANSON PLAC	BK	02111	7501	conedprodself1@gmail...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Warning	View Status	42		1500 3 AVE	MN	01513	0038	conedprodself1@gmail...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>			47	6190715	147C EDGEWATER PARK	BX	05514	0122	conedprodself1@gmail...	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Request Year	Status	Created Date	Completed Date
2016	New	01/08/2018 02:49:11 PM	

4. Additional Guides and Resources

Con Edison, the New York City Sustainability Help Center and ENERGY STAR offer additional resources to assist you in the Benchmarking process.

Con Edison Portal Quick Start Guide: this one-page guide covers at a high level the entire benchmarking process from creating and setting up your accounts, to requesting and submitting your aggregated consumption data to Portfolio Manager.

[Con Edison Portal Returning User Guide](#): this guide helps users who have set up their properties and connected with Con Edison in previous years skip to the steps they need to request and submit their consumption data for the required year.

[Portfolio Manager Meter Maintenance Guide](#): this guide gives details on how to include the Con Edison aggregated meters in your performance metrics, how to connect these meters to your existing historical meters and considerations for rerunning your data request if necessary.

[NYC Sustainability Help Center Videos](#): this series of videos cover topics on benchmarking requirements and how to comply.

[ENERGY STAR Portfolio Manager How-to Guides](#): this series of gives cover in detail all the functionalities of Portfolio Manager. These include but are not limited to:

- [Portfolio Manager quick start guide](#)
- [How to Set up Your Property Guide](#)
- [How to get utility data into Portfolio Manager](#)
- [How to share properties with other users in Portfolio Manager](#)