

BEUP: Building Energy Usage Portal

User Guide

NYC Benchmarking Law (Local Laws 84 and 97) 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[®] (ESPM) 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.

Con Edison's **Building Energy Usage Portal** (BEUP) is a state-of-the-art benchmarking solution that handles the request and approval of an owner's authorized agent, and self-authorization of building owners. After creating a Portfolio Manager account, connecting with Con Edison, and properly sharing your property/properties, Con Edison's BEUP system will automatically upload the property's aggregated consumption data to your ESPM account via Portfolio Manager Data Exchange on a monthly basis, which allows you to benchmark your building's energy performance with ease.

This User Guide will step you through the process of setting up accounts on the Building Energy Usage Portal and Energy Star Portfolio Manager. This User Guide will also detail the interdependency between BEUP and ESPM. Please follow the below instructions carefully. If you are familiar with the process, you can reference the <u>Quick Start User Guide</u>.

Note: In this guide some screenshots are from external sites; all screenshots are subject to change.

Additional assistance is available at:



Help Center for Con Edison Building Energy Usage Portal Mon – Fri 7am – 3:30pm Phone: 646-899-1923 Email: <u>citybenchmarking@coned.com</u> NYC Sustainability Help Center

NYC Sustainability Help Center Mon – Fri 9am – 5pm Phone: 212-566-5584 Email: <u>Help@NYCsustainability.org</u>

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1. Building Energy Usage Portal Setup

You may access the Portal directly by visiting: <u>https://BuildingEnergyUsage.conEd.com</u>.

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

For New Users to Con Edison, you will be required to Register. From the BEUP Log In page click on the Register link.

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	ConEdison			Account & Billing	Services & Outages	Save Energy & Money	Clean Energy	Q. Search	
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7		Email Address			REGISTER DESET MY PASSW	OPD			
eedback		Password	<u>SH</u>	IOW	STEAM CUSTOME	<u>R?</u>			
		Remember me							
				Log In					

Enter your name, email address and then click on Submit.

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	ConEdison	Account & Billing	Services & Outages	Save Energy & Money	Clean Energy	Q, Search	옮 Log In or Register
	< Home / Registration Page				1		
		Who	is registe	ring?			
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Feed	Sigr	up to quickly and easily r th	manage your service, at can save you mon	pay your bill, and ge ey.	et insights		
back	First Name		Last	Name			
	Benchmark	king	Poi	rtal			
	Email Address						
	Benchmark	kingPortal@gmail.o	com				
		Your email a	address will be your r	iew login ID.			
			Submit ->				
	2		Jobhill ->				
Privacy	Terrs						

The system will respond with this message:



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.

ConEdison	Crange & Rockland
Email Co	nfirmation
Hi Benchmarking F	Portal,
You're almost rea button below withi address will be yo	dy to start using your account. Simply click the in 7 days to complete your registration. This email ur new login ID.
	VEDIEV EMAIL ADDRESS

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)

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ConEdison	Account & Billing	Services & Outages	Save Energy & Money	Our Energy Future	Q Search	ඩ් Login or Register
K Home / Register						
	Create All Fields Re Set (Your P quired, UNLESS OTHERW a Passwo	Profile ISE NOTED			
Account & alling Services & outges Save Energy & Our Energy &						
✓ 8-30 characters ✓ / ✓ Does not contain part o	At least 1 uppercase lette of username	r 🗸 At least 1 numbe	er (0-9)			
Confirm new pa	issword			Sh	low	

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.

					_	the second s	
	Account & Billing	tervices & Outopee	tave inergy 8. Minwy	Our Energy Falses	9. See th	O Login or Register	
с	reate	Your	Profile				
Cho	ose a S	econd V	erification				
For your protection, add a se	cond verification from being acc	n method to your a cessed without you	ccount. This will help y r knowledge.	revert your accou	nt		
999-999-9999			i don't have a mobil	rnumber			
Hour mobile phone will be used account. Data charges may any	t to authenticate My	nur.					
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	C Cho for your protection, add a se Media Theor Norder 999-999-9999 Theor model phone will be use ecount. Data charges may ap Theor model phone will be use ecount. Data charges may ap Text Verification Phone Call Verification Phone Call Verification Course to the	Account & Billing Create Not The Control of the State State Theory Protection, and a second workford on for your protection, and a second workford on from being acc Market Theory Fundame 999-999-9999 Theor protection and a second workford on from being acc Market Theory Fundame 999-999-9999 Theorie Call Verification Phone Call Verification Congole Authenticator Congole Authenticator Congole Authenticator Congole Authenticator	Account & Barriers & Ordgose Barriers & Ordgose Create Your I Marrier Reported on the December Choose a Second VV For your protection, add a second verification method to your a form being accessed without you Marrier Revolution 999-999-9999 Page mobile phone will be used to addeemtocate your second. Dece affectation ("notificates" Text Verification Phone Call Verification Phone Call Verification Open Revolution Construction	Account & Billing Survives & Changes Survives & Money & Creacte Your Profile Not Report of the Survive Account o	Accessit & Bring Barriers & Brings, Brin	Accound & Bing Service & Ubegins Dave Beingry & Monry Our Energiny Buttown Queuriny Character Counce Proofile Counce & Counce & Counce & Counce Account on the Research of the Service Account Network Prove Research Provide Provide Pro	Atomit & Window & Wadde & Wadde & Wadde & Gunder & Burger & Gunder & Burger & Gunder & Burger

Click Get Code. In this example, a verification code will be sent to the mobile device via text messaging.

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ConEdison	Account & Billing	Services & Outages	Save Energy & Money	Our Energy Future	Q, Search	🗄 Login or Register
< Home / Register						
	Create All fields re	Your F	Profile			
	Choose a S	econd V	erification			
For your protection	, add a second verificatio from being ace	n method to your ac cessed without your	count. This will help knowledge.	prevent your accou	nt	
Mobile Phone Number						
999-999-999)	D	I don't have a mobil	le number		
Your mobile phone account. Data charg	will be used to authenticate es may apply.	your				
Text Verifica	tion			~		
		Get Code				

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

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	Account & Billing	Services & Outogets	Serves Energy & Michery	Our Energy Foliants	9, Search	& Login or Regis
une / Register						
	Create	Your I	Profile			
	Choose a Se	econd V	erification			
	For your protection, add a second verification from being acc	method to your a essed without you	ccount. This will help i knowledge.	prevent your accou	nt	
	Madda Prices Rooman		I don't have a mobi	le number		
	Your mobile phene will be used to authenticale y account, bota charges may apply.	rour.				
	Text Verification			~	<u></u>	
	Wertburner Code					
	955878					
	We sent you a test message with your verification	n 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.

ConEdison	Account &	Section 8				
	folling	Outoges	Money	Our Energy Felore	Q, Search	log in or Register
C Huma / Register						
You		cossfull		ared		
rot	J Have suc	cession	ly registe	erea.		
Log In	with your email	address to	access your a	account		
		1 Log In	1			

1.4 Verify Device/Computer

After logging into your account, an **Extra Verification** is 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**.



The multi-factor security and validation process is complete. If the following screen appears, use this link to login: <u>https://BuildingEnergyUsage.conEd.com.</u>

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ConEdison		Account & Billing	Services & Outages	Save Energy & Money	Our Energy Future	Q, Search	Hello Okta Test9 🔮
K Home / Dashboard / Add Account							
	Look If you hay service,	Up Ac ALL FIELDS R ve an account numb then we'll send an e	COUNT I EQUIRED, UNLESS OTHER Der, please enter it b email when your new	nforma wise Noted elow. If you recently : account number is i	started ready.		
	Account Numbe	r					
	Forgot account number	er?					
		۹. ۱	Look Up Numb	er			

1.5 Role Selection

Once logged in, you will need to conduct a **Role Selection**. It is important that you choose the correct Role since it will determine the functionality available to you. Once selected, the Role can only be changed by the Con Edison Support Team. Please review the following Role types:

• **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.

• **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.



1.6 Requestor ID

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 within Energy Star Portfolio Manager. The Requestor ID can be found in the upper right corner of every screen under the Navigation bar.

		🖉 Contact Us	ଟ୍ଟ Language
Properties	Data	Support	o Benchmark Muser
		Re	equestor ID: 12

The Requestor ID will also be used when requesting a connection to the Con Edison Web Services Account from Energy Star Portfolio Manager (ESPM).

The below screenshot from ESPM is external to Con Edison and is included for reference only.

Send a Conr	ection Request to <u>Con Edison</u> to Begin Exchanging Data	
Con Edison requires the please contact Con Edi exchanging data.	following information in order to exchange data with your property(ies). If you have any questions about how to complete this informa on. Once your connection request has been accepted, you can share individual properties and/or meters with them to get started	tion,
Requestor ID:	* 12 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 sending a Connection request.; 1 - 15 Characters <u>More Information</u>	r to
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 (<u>Con Edison</u>) Terms of Use.	Cancel

2. Dashboard

New users – After registering and selecting a Role Type, BEUP will display the **Dashboard**. **Returning users** – after logging into BEUP, the system will display the **Dashboard**.



Within the Dashboard, you can easily see:

- How many Properties you have successfully added into the portal
- The number of Approved Properties that are not currently shared with Energy Star Portfolio Manager
- Properties Pending Approval (for Authorized Requestors)

You are also able to easily perform the following actions from the Dashboard:

- Add a Property
- Navigate to the Property and Meter Report
- Navigate to FAQs, User Guides and Support Documentation

3. Adding / Approving Properties

3.1 Adding Properties

Adding a property to the portal can be done as a Self-Requestor or as an Authorized Requestor.

- As a Self-Requestor, you can add and automatically authorize access to consumption data on properties that you are adding into the Building Energy Usage Portal.
- As an Authorized Requestor, it is your responsibility to ensure that for every property that is added into the portal an authorization is submitted for approval by the customer. The Building Energy Usage Portal has automated the authorization process.

The screen to add properties (below) can be accessed from the Dashboard (via Add New Property button); from the Manage Properties screen (via Add New Property button); or from the navigation bar (Properties > Add A Property).

The following fields are required when adding a property (see below):

- Account Number (11- or 15-digit account number from Con Edison bill, no dashes)
- Borough/Location
- Block
- Lot
- Authorizer Email Address (for Authorized Requestor only)
- Portfolio Manager Property ID (obtained from ESPM, see below)

For Self-Requestor:

				ð Contact U	Is
ConEdison Building Energy Usage Portal		Properties	Data	Support	A Test User
Home Manage Properties Add New Property					Requestor ID: 3769
Add Property Request authorization for your properties. Once authorized, you can view and submit aggregated consum	ption data to Portfolio Manager.				
1 Add Property	2 Properties Added				
ALL FIELDS REQUIRED, UNLESS OTHERWISE NOTED	Review and confirm the property details b	efore submiting y	our authorizatio	n request.	
Account Number	To remove properties that may have been property within the list below.	added incorrectly	or by mistake,	click the X icon n	ext to the
	Account Number Email Add	ess Boro/	Loc Block	Lot Property I	D
Borough/Location 🗸 Block Lot					
Portfolio Manager Property ID	No Pr	operties	Added		
		dd Properties to Rev	riew.		
Clear Fields Add Property					
					Submit

For Authorized Requestor (additional field for email address):

Home > Manage Properties > Add New Property	
Add New Property Request authorization for properties for which you will submit aggregated consumption data to Portfolio Manager. Add properties on the left, and review your added properties on the right before submitting.	
1 Add Properties	2 Review Added Properties
ALL FIELDS REQUIRED, UNLESS OTHERWISE NOTED	Review the properties that you are adding or requesting authorization for; Click the x icon to remove the property from your properties to submit.
Account Number	Account Number Email Address Boro/Loc Block Lot Property ID
Borough/Location 😞 Block Lot	No Data Available
Authorizer Email Address	No Properties Added
Portfolio Manager Property ID	
Clear Fields Add Property +	
	Submit

To obtain the Portfolio Manager Property ID from ESPM:

Portfolio Manag	ger®	arking.coned.16	ğgmall.com: <u>Accoun</u>	t Settings Notifications G	Contacte Help Slor
yPortfolio Sharing Reporting	Recognition				
Congratulations! You have successfully created y Next, you can: <u>Add energy use information</u> , so that you can Benchmarking Test Property	your property see your energy performance m LV	etrics.	ible to apoly for	Weather-Norma	lized we set
4 Irving PI, New York, NY 10003 (Map It Portfolio Manager Property ID: 6097470 Year Built 1950		Centic	ation	Current EUI:	N/A
				Caseline COI:	13/2

After completing the fields, click **Add Property**. The following will be checked to verify that the property is capable of being added:

- Property ID is not currently being utilized for any other properties within the Portal
- Account Number and Block and Lot correctly correspond to one another
- Borough, Block and Lot are not already utilized on another approved property within your account
- The property is included within the most current CBL for Local Law 84 and/or Local Law 97

If any of the verifications fail, you will see a red error message indicating the issue to be corrected.

Add Property	E NOTED	
Account Number		
◎ Account Number is required.		
Borough/Location >	Block	Lot ① Lot is required.
Portfolio Manager Property II)	
O Portfolio Manager Property ID is require	ed.	
Clear Fields		Add Property

If the verifications passes, then the property will move to the right-hand side of the page, which then allows you to continue to add properties. After entering all the properties that you need to add, click the **Submit** button on the right panel.

Note: until you click Submit, the selected properties have NOT been added to the Portal.

Once the properties have been Submitted, a green Success banner will briefly appear at the bottom of the page.



The system will then display the Manage Properties page, where the account's properties will be displayed (see Manage Properties section).

3.2 Customer Approval (For Authorized Requestors)

For Authorized Requestors, properties that have been successfully added still require customer approval. These properties will appear on the Manage Properties screen, in the "Pending" Tab, and an email requesting authorization will be sent to the Customer for approval of each property (see below).

ConEdison
Dear Customer,
We are reaching out to inform you about a request from sevent from sevent and privacy of your data, and request that you approve or reject this request. We will not take any action on this request until we hear from your you.
Authorization ID: Service Address: US Borough: Bronx Block: Example Lot: Requestor Name: To any reject this request please select one of the onlines below.
Accept Reject This Isn't Me
Please note that Consolidated Edison disclaims any liability for the actions, orbissions, or breaches regarding the handling, security or privacy of the shared data by the authorized party once the data is shared after you approve the request.
If you have any questions, please email us at citybenchmarking@conEd.com.
For more information on NYC Benchmarking, please visit NYC Benchmarking and LL84.
For more information on any of our other programs, please visit Con Edison Energy Efficiency Program. Energy Efficiency Con Edison Company of New York, Inc. 4 Irving place, 10FL New York, NY 1003

The customer may choose "Accept", "Reject", or "This Isn't Me". The customer will then be taken to a screen to confirm their choice:

- If the Customer selects Accept, the property will be displayed within Manage Properties > Approved
- If the Customer selects **Reject** or **This Isn't Me**, the property will be displayed within Manage Properties > Rejected

4. Manage Properties

The Manage Properties screen displays all properties that have been successfully added to the Portal. The screen can be accessed from the Dashboard (via View Approved Properties or View Pending Authorizations), or from the navigation bar (Properties > Add A Property).

			l Contact U	is 🗢 Language
ConEdison Building Energy Usage Portal	Properties	Data	Support	Å Test User
Home > Manage Properties				Requestor ID: 3769
Manage Properties Approved: Properties within this tab have been approved to begin sharing data consumption. Pending: Properties listed in this tab are pending Authorization Approval from the customer. Rejected: Properties that are listed within this tab have been rejected. Please see the comments column to understand the reason for rejection. All (2) Pending (0) Rejected (0) Approved (2)			+ Add New I	Property
Search 😤 Filter				
Property ID © Service Address © Borough © Block © Lot © Customer Email © Account Number © Status © Auth I	D 🌣 Created	Date 🌣 Close	d Date 🌣 🛛 Con	nments 🌣
12 1610 MATTHEWS AVE, BRONX, NY, 10462, US Bronx 04042 0350 N/A ********32154 Approved 45659	01/16/2024	4 01/16/2	2024 N/A	
123 4382 VERNON BLVD, LIC, NY, 11101, US Queens 00488 0114 N/A ********31252 Approved 45660	01/16/2024	4 01/16/2	2024 N/A	
	Items per pag	e: <u>10 ▼</u> 1-5	2 of 2 < <	> >1

Note: The Manage Properties screen provides Sort, Search, and Filter functionalities.

All (0) Pending (0) Rejected (0)	Approved (0)					
Search	垚 Filter					
Property		Location		Customer		×
Property ID	~	Borough	~	Email	~	
Service Address	~	Block ~ L	ot ~	Account Number	er 🗸 🗸	
				Auth ID	~	
					Apply Filter	rs
					(

4.1 Rejecting Approved Properties

If an Approved Property needs to be removed from your account, it can be rejected.

Within Manage Properties, navigate to the Approved Tab, select the property/properties that you want to reject and click **Remove Selected Properties** in the upper right corner of the page.

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ConEdis	son f	Building Energy	y Usage Porto	al			Properties	Data	Support	္ကိ Test User
Home > Manage Prop	erties									Requestor ID: 37
Manage Pro Approved: Propertie Pending: Properties Rejected: Propertie rejection.	perties es within th isted in th s that are li	iis tab have been iis tab are pendin; sted within this ta	approved to be g Authorization b have been re	gin sharing o Approval fro jected. Pleas	data consumption om the customer. se see the comme	nts column to under	stand the reaso	on for	+ Add New	Property
All (1) Per	nding (0)	Rejected (0)	Approved (1)						
Search			垚 Filter					Remov	ve Selected Pro	perties
Property	/ID 🌣 Ser	vice Address ᅌ		Borough o	Block 🌣 Lot 🤇	Customer Email	Account Nun	nber 🌣 Auth	D 🌣 Created D	ate 🌣 Clos
▲ 12	1610) MATTHEWS AVE, BRO	NX, NY, 10462, US	Bronx	04042 0350	N/A	*********3215	54 45659	01/16/2024	01/16
Service Addres	s Details									
Property ID			Serv	ice Address						
12			1610	MATTHEWS AVE	, BRONX, NY, 10462, U	S				
							ltems per page	e: 10 🔻 1 -	1 of 1 < <	> >1

The system will ask for confirmation to remove the property.

Are you sure?
You are about to remove access to this property or properties. Once this action is taken it cannot be undone and you will need to recreate this property or properties.
Click submit below to confirm this action.
Cancel Submit

Once the property is confirmed to be removed, it will move to the **Rejected** tab.

If you are rejecting this property due to information in the original request being incorrect, first reject it and then re-add the property with the correct information.

4.2 **Rejecting Pending Properties (For Authorized Requestors)**

If a Pending Property needs to be removed from your account, it can be rejected.

Within Manage Properties, navigate to the Pending tab, select the property/properties that you want to reject and then click **Remove Selected Properties** in the upper right corner of the page.

Home > M	lanage Properties											
Manag Approved: Pending: P Rejected: F	ge Propertie Properties withir roperties listed ir Properties that ar	es this tab have been this tab are pendin e listed within this ta	approved to begin ag Authorization App ab have been reject	sharing data consu proval from the cus ed. Please see the c	mption. tomer. omments col	umn to und	lerstand the reason for n	ejection.			C	Add New Property
All (6)	Pending (1)	Rejected (3)	Approved (2)									
Search			垚 Filter									Reject
~	Property ID 0	Service Addr	ress 0	Borough 0	Block ©	Lot ©	Customer Email 0	Account Number ©	Auth ID 0	Created Date ©	Closed Date ©	Comments 0
↑	4168498	123 Test Ave, Br	ronx. NY 10467	Bronx	03335	0005	test@test.com	**********00127	2539	2023-10-09	N/A	
Servio	e Address Details											
Pro	perty ID		Service	e Address					c	ustomer Email		
416	8498		3125 TE	ST AVE, BRONX, NY, 1046	7, US							
										liems p	er page: 10 💌 1 - 1 of	1 < < > >

The system will ask for confirmation to remove the property.

Are you sure?
You are about to remove access to this property or properties. Once this action is taken it cannot be undone and you will need to recreate this property or properties.
Click submit below to confirm this action.
Cancel Submit

Once the property is confirmed to be removed, it will move to the **Rejected** tab.

If you are rejecting this property due to information in the original request being incorrect, first reject it and then re-add the property with the correct information.

5. **Property and Meter Reports (previously "Aggregation Details")**

Property and Meter Reports (below) can be accessed from the Dashboard (via **View Property Reports** button) or from the navigation bar (**Data > Property/Meter Reports**).

The reports show the aggregated consumption data at both a property level and at a meter level and also indicates if there are estimates in the consumption or not. BEUP also provides download capability of the generated Property / Meter report.

After navigating to Property and Meters Report, within the left-hand pane, select which property or properties that you would like to see Aggregated Consumption on, and click **Apply Selection**. The

Properties listed can be narrowed down by using the **Search** or **Property Type** filters. A user can select a maximum of 100 properties.

Home > Report: Property Meter Report
Property Details 《
Search
Property Type
Select All
Test Property 3 29854927 - Bank Branch
Test Property 4 29854931 - Adult Education
Test Property 6 29863970 - Senior Living Community
Test Property 7
30140941
Test Property 9 30140950
Test Property 11 30141006
Test Property 12 30141018

The selected properties will then display in the right panel. Choose **Property Reports** or **Meter Reports**. There is a **Service Year** filter at the top of the page, to filter the data on the selected properties for the current year, plus the previous two years (assuming that the property was within a Covered Buildings List and able to receive aggregated consumption for the selected year).

Home > Report: Property Meter Report										
Property Details 🛛 巜	Property Reports (1) Meter R	eports								
Search Se										
Test Property 6 29863970 - Senior Living Community	Property Name 🔉	Property ID 0	Electric O	Gas ♀	Steam O	From Date O	To Date \circ			
	Test Property 6	29863970	1745634.41 kWh	90531.38 thm	N/A	1/1/2022	12/31/2022			
APPLY SELECTION CLEAR SELECTION						hens per pager 1 <u>2</u> − •	1-1a1 K < >>I			

The left-hand panel can be collapsed to better view the aggregated consumption data.

Home > 1	Report: Property Meter Report								
>> @	Property Reports	Meter Reports							
1 Mi	Property Select eter-Level Data rvice Year 2022 ~	ed							
N	leter Details								
ci	Search		辈 Filter						Download
- 2	Property Name ©	Property ID 0	Service Address ©	Service Type ©	Service Class	Meter Name ©	Number of Accounts	Consumption ©	Contains Estimate 0
	 Test Property 6 	29863970	123 Test Street, New York City, NY 10003	ε	009	26AVE 21245/E/009/QUEENS	1	160704.77 kWh	No
	Monthly Consumption D	Data							
	From Date	To Date	Number of Accounts	Consumpti	on	Contains Estimate	New or Update	Last Update	d Date
	01-01-2022	01-31-2022	3	12839.26 kWh		No	New	02-23-2023	
	02-01-2022	02-28-2022	,	11342.96 kWh		No	New	02-23-2023	
	03-01-2022	03-31-2022	1	11932,11 kW		NO	New	02-23-2023	
	04-01-2023	04-30-2022	1	10915.08 kWP		No	New	02-23-2023	
	05-01-2022	05-31-2022	1	12730.33 kWł		No	New	02-23-2023	
	06-01-2022	06-30-2022	3	15187.89 kWh		No	New	02-23-2023	
	07-01-2022	07-31-2022	1	19680.94 kWh	1	No	New	02-23-2023	
	08-01-2022	08-31-2022	3	19547.79 kWf		No	New	02-23-2023	
	09-01-2022	09-30-2022	1	13881.89 kWP		No	New	02-23-2023	
	10-01-2022	10-31-2022	1	10058.85 kWł	8	No	New	02-23-2023	
	11-01-2022	11-30-2022	1	10405.13 kWP		No	New	02-23-2023	

For Meter Reports, there is a **Search** bar and a **Filter** button to narrow down the results even further. After entering filter criteria, select **Apply Filters** to update the table.

Report: Property Meter Report								
Property Reports	Meter Reports							
1 Property Select Meter-Level Data	ed							
Service Year 2022 V								
Meter Details								
Search		辈 Filter						Download
Location			Meter Details					×
					and the states	× Motor N		~
Property ID		Ŭ	Service Type		 Service Class 	Weter	ame	
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Property ID Service Addresses Property Name C Test Property 6 Monthly Consumption ID From Date 01-01-3022	Property ID 0 29863970 2 Xata 0 01-31-2022 0	Service Address 123 Test Street. New Number of A 1	Service Type Number of Acc Min ~ M York City, NY 10003	counts ax Service Type ε Consumption 12839.26 Wh	Class Meter Name 26AVE 21246/ECORPOUEDNS Contains Estimate No	Number of Accounts o	Consumption C 160704.27 kWh Last Upda 02.23.2023	Apply Filters Contains Estimate O NO
Property ID Service Addresses Property Name C Test Property 6 Monthly Consumption IC From Date 01-01-2022 02-01-3022	Property ID 0 29863970 29863970 Data 70 01.31.2022 0.31.2022 0.2.28.2022 0.2.28.2022	Service Address 123 Test Street. New Number of A 1 1	Service Type Number of Acc Min v M York City, NY 10003	counts ax Service Type ε Consumption 12829.26 kWh 11342.96 kWh	Class Meter Name O 26AVE 21245/DE09FOUEENS Contains Estimate No No	Number of Accounts a 1	Consumption 160704.77 kWh Last Upda 02-23-2023 02-23-2023	Apply Filters Contains Estimate O No ted Date
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6. Portfolio Manager Connection

6.1 Connect Account from Portfolio Manager to BEUP

The **Portfolio Manager Connection** screen can be accessed from the Dashboard (via **View Unsubmitted Properties**), or from the navigation bar (**Data** > **Portfolio Manager Connection**). This screen indicates the status of sharing properties with ESPM: Shared, Unshared, or On Hold.

Note: Properties may be On Hold due to Property BBL not currently covered in the CBL for LL84 or LL97. This property will not be able to share consumption data until this property has been included within the CBL under LL84 or LL97. Please contact <u>citybenchmarking@coned.com</u> if there are any questions.

The link to the ENERGY STAR Portfolio Manager (ESPM) website is: https://portfoliomanager.energystar.gov/pm/login.

You must connect the ESPM Account with Con Edison by adding Con Edison as a contact in Portfolio Manager. Refer to this ESPM link for step-by-step guide to establish a connection: <u>How to Use Web</u> <u>Services: Connection and Sharing Guidance for Providers (energystar.gov)</u>.

In ESPM, click Add New Contacts/Connections. Enter the username "consolidatededison", click Search, and then click Connect.

Your Search Criteria	Con Edison (consolidatededison) NYC Benchmarking with Consolidated Edison	Connect
Name:	Id Id Page 1 Id Id	1 - 1 of 1
Organization:		
Username: consolidatededison		
Email Address:		
Search		

In ESPM, use the Requestor ID from the BEUP navigator bar to establish the connection.

Send a Co	nnection Request to <u>Con Edison</u> to Begin Exchanging Data
Con Edison requires please contact <u>Con I</u> exchanging data.	the following information in order to exchange data with your property(ies). If you have any questions about how to complete this information, Edison. Once your connection request has been accepted, you can share individual properties and/or meters with them to get started
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 <u>More Information</u>

For users not yet connected to ESPM, the BEUP Portfolio Manager Connection screen will display:



For users connected to ESPM, the BEUP Portfolio Manager Connection screen will display:

							e Contact U	Js 🗢 Language
(conEdison	Building Energy Usage Portal			Properties	Data	Support	🙈 Test User
Hom	👷 🔅 Portfolio Manager Conn	rection					1	Requestor ID: 3769
Р	ortfolio Manage	er Connection						
Ø	Account Connected To Portfolio	o Manager						
Ple Pro	ase log in to Portfolio M operties on hold are not	anager to add unshared properties to your portfolio. currently included in the Covered Buildings List for Local La	w 84 or 97. Please contact us to learn more.					
_	Unshared (2) Sha	ared (0) On Hold (0)						
	Search	辈 Filter		C	Download	Log In to I	Portfolio Mana	iger 🗹
	Property ID 0	Primary Service Address	Account Number 🜣	Borough 0	Block	• Lot	 Alert 	•
	12	1610 MATTHEWS AVE, BRONX, NY, 10462, US	********32154	Bronx	04042	035) N/A	
	123	4382 VERNON BLVD, LIC, NY, 11101, US	********31252	Queens	00488	0114	1 N/A	
					Items per page	e <u>10 ▼</u> 1-2	of 2 < <	\rightarrow \rightarrow

Note: Allow 15 minutes for the connection process to complete. The status of the process can be checked on ESPM, under the **Notifications** section. Once Con Edison has accepted your request (as indicated by ESPM) you can share your properties from BEUP to Portfolio Manager. At this point, BEUP will display the Portfolio Manager Connection page.

6.2 Sharing Properties

Go to ENERGY STAR Portfolio Manager to share your property with Con Edison. Refer to this ESPM link for step-by-step guide to establish a connection: <u>How to Use Web Services: Connection and Sharing</u> <u>Guidance for Providers (energystar.gov)</u>.

Please ensure you have selected Con Edison as the web services provider as shown here.

Share P	roperties for Exchanging Data	
	Choose Permissions Set Up Connections Check B Permissions	Existing View Results/ Confirmation
Sometimes it's provider.	really important to be able to share your property with someone else. Use this option to set up	automatic exchange of data with your utility or service
K	Select Web Services Provider (Account) Which web services provider (account) do you want to share these properties with in order to exchange data? You can share multiple properties at once with a single provider. Select web services provider from my contacts book:	Unlike "regular sharing," when you "bulk share" with a Web Service Provider, you can only pick one provider. This is because the bulk share depends on the requirements/settings of the provider.
	Con Edison (consolidatededison)	

Be sure to grant full access to your property to Con Edison so that Con Edison can export the aggregated consumption data to your account. Be mindful that BEUP requires full access only to your Property Information. You can grant access to other information as you see fit, but it is optional for you, and is not required by Con Edison. Refer to the screenshot below for access permissions.

3.00	Choose Permissions If you only need to choose one permission (because you are giving the same permissions for all your shares), you can choose that permission here. Otherwise, you may assign different permissions for different properties and/or contacts on the next screen.
Ŭ	Bulk Sharing (Simple Option) - I want to give all my properties and meters the same permissions.
	Exchange Data Full Access (with full access to all properties and meters)
	 Exchange Data Read Only Access (with read only access to all properties and meters)
	 Exchange Data Custom Access (customized access by meter type, such as electricity and gas, for all properties)
	 Remove Access (i.e. remove existing access to all properties)
	 Personalized Sharing ("Custom Orders") - I want to give different permissions for each property and/or meter.
	Authorize Exchange Cancel

Once the share request is initiated from ESPM, allow 15 minutes for the sharing process to complete. The status of the process can be checked on ESPM, under the **Notifications** section. Once Con Edison has

accepted your share request (as indicated by ESPM), and the Property Authorization is approved and has been validated against the most recent Covered Building's List for Local Law 84 and Local Law 97, aggregated consumption for the property(ies) will be sent monthly. (Please note that consumption may be up to 3 months behind to Energy Star Portfolio Manager.) Con Edison's BEUP will review any previously sent estimated aggregrated consumption on a weekly basis to determine when Real Data is available, and once available, will push an update to Energy Star Portfolio Manager, to ensure that the aggregrated consumption data for your given property(ies) are always up-to-date.

7. Automated Uploads of Aggregated Consumption to ESPM

7.1 Automated Monthly Pushes to ESPM

With the most recent release of Con Edison's Building Energy Usage Portal, there is no longer a need to "Request" for your aggregated consumption to be sent to Energy Start Portfolio Manager. Con Edison's BEUP will perform monthly automated pushes of aggregated consumption for all Approved Properties that are included within the most recent Covered Buildings Lists for Local Law 84 and Local Law 97. Please note that monthly pushes to Energy Star Portfolio Manager could be up to 3 months behind.

7.2 Automated Weekly Updates for Previously Sent Estimated Data

Con Edison's BEUP will track if the aggregated consumption shared has estimated data. You can refer to the Property / Meter Report to check which consumptions are estimated. Once actual data is available, BEUP will automatically update the estimated values in ESPM, on a bi-weekly basis.

8. Estimates

There are some scenarios that can cause missing meter information and will have estimated data, such as:

- Meter communication errors (meter temporarily offline or disabled, new meter installed but not communicating, meter to account mismatches)
- Gaps in interval reads
- Issues accessing the meters (amplified during the pandemic)
- Customers have a method for reporting self-reads of the meter
- Other Meter reading issues (technology or human)
- Missing Bills
- Billing inquiries, causing temporary bill cancelation for a later re-bill
- Disagreements with charges
- Awaiting or received new external assistance programs

The logic used to derive estimated values is as follows:

Assuming that AMI is available for at least part of the month, and Billing data exists:

- If missing data is < 60 mins
 - Estimate gap with the previous interval of same length from the same day AMI data.
- If missing data is >= 1 hour and < 24 hours
 - Estimate gap with corresponding hours and minutes from the previous day AMI data
- If missing data is > 24 hours, system will estimate using one of the options below and explore them in the order mentioned.
 - AMI data from the previous year, same month at the hourly level.
 - If previous year Billing data is available, corresponding days in the Billing data from the previous year, same month at the hourly level
 - AMI data from previous 3 months at the hourly level
 - Billing data from previous 3 months at the hourly level

Assuming AMI is available for at least part of the month, and Billing data exists:

- If missing data is < 60 mins
 - Estimate gap with the previous interval of same length from the same day AMI data.
- If missing data is >= 1 hour and < 24 hours
 - Estimate gap with corresponding hours and minutes from the previous day AMI data
- If missing data is > 24 hours, system will estimate using one of the options below and explore them in the order mentioned.
- AMI data from the previous year, same month at the hourly level.
- If previous year Billing data is available, corresponding days in the Billing data from the previous year, same month at the hourly level
- AMI data from previous 3 months at the hourly level
- Billing data from previous 3 months at the hourly level

Assuming no AMI data is available and billing data exists and there is a missing data:

- Leverage Previous year, same interval billing data OR
- Leverage billing data for past 3 months

Assuming no AMI data and no Billing data is available and account is active:

- Leverage Bill data from Previous year, same interval
- If this is not available
 - Leverage billing data for past 3 months
- If 3 months data unavailable use 0

9. **BEUP Support**

Looking for more information? Still have questions? Please refer to BEUP's Support Page, accessible from the Dashboard (**Get Support** link), or on the navigation bar click **Support**.

			ළු Contact U	s 🖓		
Properties	Data		Support	<u>ا</u> ھ		
		Conto	act Us			
	Frequently Asked Question:					
		Portal Guides				

The support page features:

Contact Us – lists the contact info for Con Edison's BEUP support team and the NYC Sustainability Help Center.

Frequently asked Questions – likely has the answer to your query without having to reach our center.

Portal Guides – a resource of considerable material covering BEUP, ESPM, and the entire benchmarking process, with links to a Quick Start Guide, Portfolio Manager Setup Guide, a Reports Guide, and more.

Additionally, here are some more sources of information:

<u>NYC Sustainability Help Center Videos</u>: this series of videos cover topics on benchmarking requirements and how to comply.

ENERGY STAR Portfolio Manager How-to Guides: this series covers in detail all the functionalities of Portfolio Manager.