NJ Energy and Water Benchmarking - "How to Report"

1. Who Does the Benchmarking Submission - You may make the benchmarking submission yourself, if you are sufficiently familiar with how to benchmark a building. Alternatively, you may hire either a third party consultant familiar with Portfolio Manager or a <u>NJ Certified Benchmarker</u> to assist you.

2. Apply for an Exemption - You may request an exemption from benchmarking for the <u>reasons</u> listed here. To apply for an exemption go to <u>apply for an exemption</u>.

3. Familiarize Yourself with Portfolio Manager - If you have never used Portfolio Manager, please watch this three-part training series: Part 1, Part 2, Part 3.

4. **Create Portfolio Manager Account** - If you do not already have a Portfolio Manager account, register with ENERGY STAR at <u>https://www.energystar.gov/buildings/benchmark</u>.

5. From Your Portfolio Manager Account, Create the Profile(s) for Your Property(s) within Portfolio Manager

- I'm new to Portfolio Manager. What data do I need to collect to complete my Property's profile? See <u>Data</u> <u>Collection Worksheet</u> and click on prompts on that webpage. The worksheet will provide you with the data you need to complete the profile.
- For guidance on how to enter this data and create a profile for a Property, see <u>How do I create a property</u> profile for a covered building?

6. Assign Unique Building Identification (UBID) to Your Property(s) – See <u>How do I assign the UBID to my Property</u>? Your Property's UBID is shown on your Property's notification letter.

7. **Request Utility Data** – Building-level utility data must be entered for your Property's profile. Our <u>Utility Data</u> webpage addresses a diversity of situations and will guide you through how to request building-level data from your electric, natural gas, and water utilities.

8. Submitting Data for Your Property(s) to the NJ Board of Public Utilities

• Run a Quality Assurance Check – To ensure that you entered your Property's profile data correctly, please run Portfolio Manager's <u>Data Quality Checker</u>. This will enable you to identify and correct inadvertent errors in data entry.

Share your property(s) with NJ BPU - See How do I share my Property's data with NJ BPU.