

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 [NJ Certified Benchmarker](#) to assist you.
- 2. Apply for an Exemption** - You may request an exemption from benchmarking for the [reasons](#) listed here. To apply for an exemption go to [apply for an exemption](#).
- 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 <https://www.energystar.gov/buildings/benchmark>.
- 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 [Data Collection Worksheet](#) 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 - [How do I create a property profile for a covered building?](#)
- 6. Assign Unique Building Identification (UBID) to Your Property(s)** – See [How do I assign the UBID to my Property?](#) 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 [Utility Data](#) 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 [Data Quality Checker](#). 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](#).