

## 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](mailto:citybenchmarking@coned.com)



Mon - Fri 9am – 5pm

Phone: 212.566.5584

Email: [questions@benchmarkinghelpcenter.org](mailto:questions@benchmarkinghelpcenter.org)

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# 1. Quick Start Guide

## 1.1 [Con Edison Portal for NYC Benchmarking Setup](#)

(See pages 4-19)

### **For Authorized Requestor or Self Requestor accounts:**

1. Set up a Con Edison Portal Account. Be sure to select the appropriate account type: Authorized Requestor or Self Requestor. Be sure to note the Requestor ID. You will need this in Portfolio Manager.
2. Set up authorization requests. Authorizations are by Block and Lot. For each Service Address, enter the Property ID number from Portfolio Manager.
3. Submit for Customer Approval. Authorizations are automatically approved for Self Requestor accounts.

### **For Customer accounts:**

1. Set up a Con Edison Portal Account. Be sure to select the appropriate account type: Customer.
2. Approve or Reject any pending authorization requests.

## 1.2 [Connect with Con Ed in Portfolio Manager](#)

(See pages 20-34)

1. This guide assumes that you have a Portfolio Manager account with created properties. If this is not the case, please refer to the Portfolio Manager Setup Guide for details.
2. Add Con Edison's web service account as a contact. Agree to Terms and Conditions. Enter Requestor ID from the Con Edison Portal. Send Connection Request.
3. After Connection is accepted, select all Properties to be shared with Con Ed. Select Full Access. Share Property(ies). Property ID's must be pre-populated in the Con Edison Portal or the Property Share request will fail.

## 1.3 [Request Aggregated Data](#)

(See pages 35-36)

### **For Authorized Requestor or Self Requestor accounts only:**

1. Login to the Con Edison Portal.
2. Click on Request. Select any or all Properties for aggregation. Only Approved authorizations will appear. The two previous calendar years will be available for aggregation. Click Submit. Data will be automatically posted to Portfolio Manager using the provided Property ID.

## 2. Con Edison Portal for NYC Benchmarking Setup

<https://apps.coned.com/NYCBENCHMARK/>

Welcome to the Con Edison Portal for NYC Benchmarking. The Portal utilizes Multi-Factor Authentication in order 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.

### 2.1 Registration

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

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

### Log In

ALL FIELDS REQUIRED, UNLESS OTHERWISE NOTED

Welcome to Con Edison's My Account service center.

Login ID  [Register](#)

If you recently registered, log in with your email address.

[Reset My Password](#)

[Steam customer?](#)

Password  [Show](#)

Remember me

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

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

Home / Registration Page

### Who is registering?

ALL FIELDS REQUIRED, UNLESS OTHERWISE NOTED

Sign up to quickly and easily manage your service, pay your bill, and get insights that can save you money.

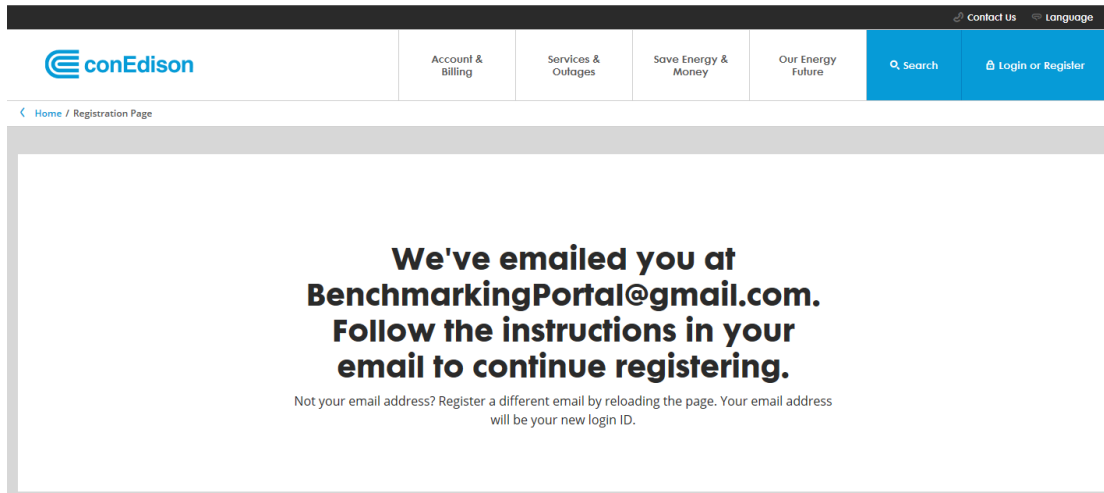
First Name  Benchmarking

Last Name  Portal

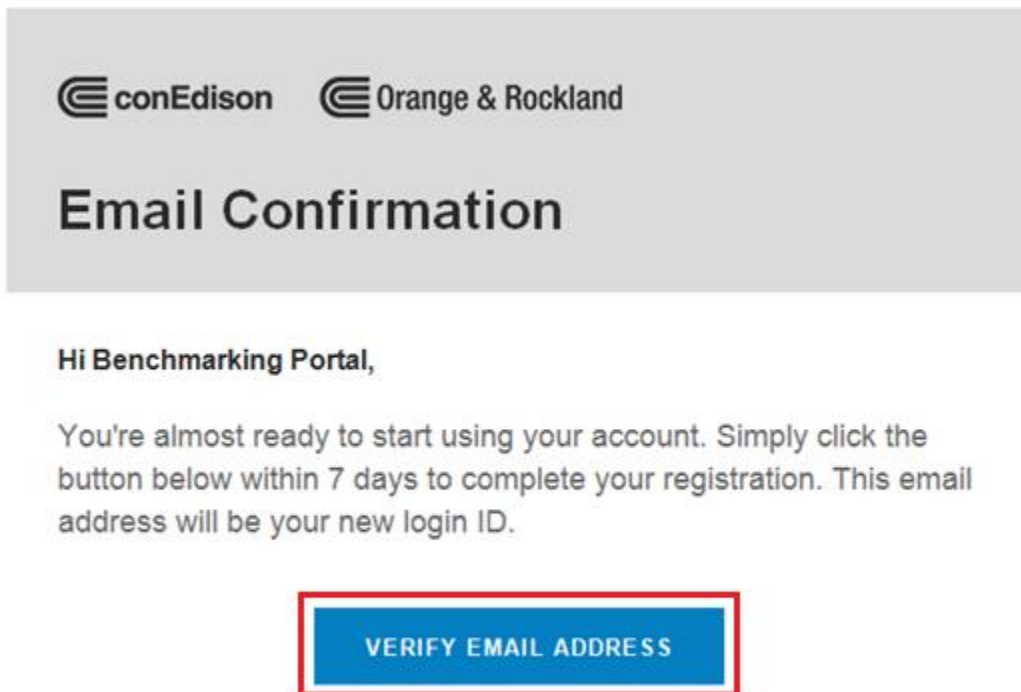
Email Address  BenchmarkingPortal@gmail.com

Your email address will be your new login ID.

## 2.2 Verification of email address



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



## 2.3 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)

The screenshot shows the 'Set a Password' step of the 'Create Your Profile' process. The page title is 'Create Your Profile' with the subtext 'ALL FIELDS REQUIRED, UNLESS OTHERWISE NOTED'. Below the title is the heading 'Set a Password'. There are two input fields: 'Password' and 'Confirm new password', each with a 'Show' link to its right. Below the 'Password' field, there are four red checkmarks indicating that the password meets the requirements: '8-30 characters', 'At least 1 uppercase letter', 'At least 1 number (0-9)', and 'Does not contain part of username'. The top navigation bar includes the Con Edison logo, menu items for 'Account & Billing', 'Services & Outages', 'Save Energy & Money', and 'Our Energy Future', and buttons for 'Search' and 'Login or Register'. A breadcrumb trail shows 'Home / Register'.

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

The screenshot shows the 'Choose a Second Verification' step of the 'Create Your Profile' process. The page title is 'Create Your Profile' with the subtext 'ALL FIELDS REQUIRED, UNLESS OTHERWISE NOTED'. Below the title is the heading 'Choose a Second Verification'. A sub-heading reads: 'For your protection, add a second verification method to your account. This will help prevent your account from being accessed without your knowledge.' There is a 'Mobile Phone Number' input field with the value '999-999-9999' and a radio button next to it. A link 'I don't have a mobile number' is also present. Below the input field, a note states: 'Your mobile phone will be used to authenticate your account. Data charges may apply.' A dropdown menu is open, showing four options: 'Text Verification' (highlighted with a red box), 'Phone Call Verification', 'Google Authenticator', and 'Okta Verify'. A green 'SUBMIT' button is at the bottom of the form. The top navigation bar and breadcrumb trail are the same as in the previous screenshot.

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

The screenshot shows the 'Create Your Profile' page with the following elements:

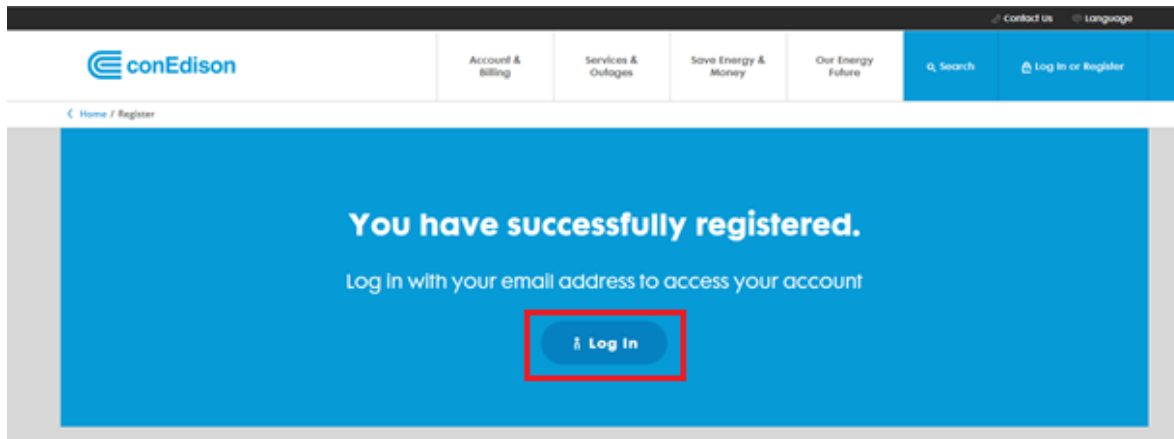
- Navigation bar: conEdison logo, Account & Billing, Services & Outages, Save Energy & Money, Our Energy Future, Search, and Login or Register.
- Breadcrumbs: Home / Register
- Section: **Create Your Profile** (ALL FIELDS REQUIRED, UNLESS OTHERWISE NOTED)
- Section: **Choose a Second Verification**
- Text: For your protection, add a second verification method to your account. This will help prevent your account from being accessed without your knowledge.
- Form: Mobile Phone Number (999-999-9999) with a help icon and a checkbox for 'I don't have a mobile number'.
- Text: Your mobile phone will be used to authenticate your account. Data charges may apply.
- Dropdown: Text Verification (selected)
- Button: **Get Code** (highlighted with a red box)

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

The screenshot shows the 'Create Your Profile' page with the following elements:

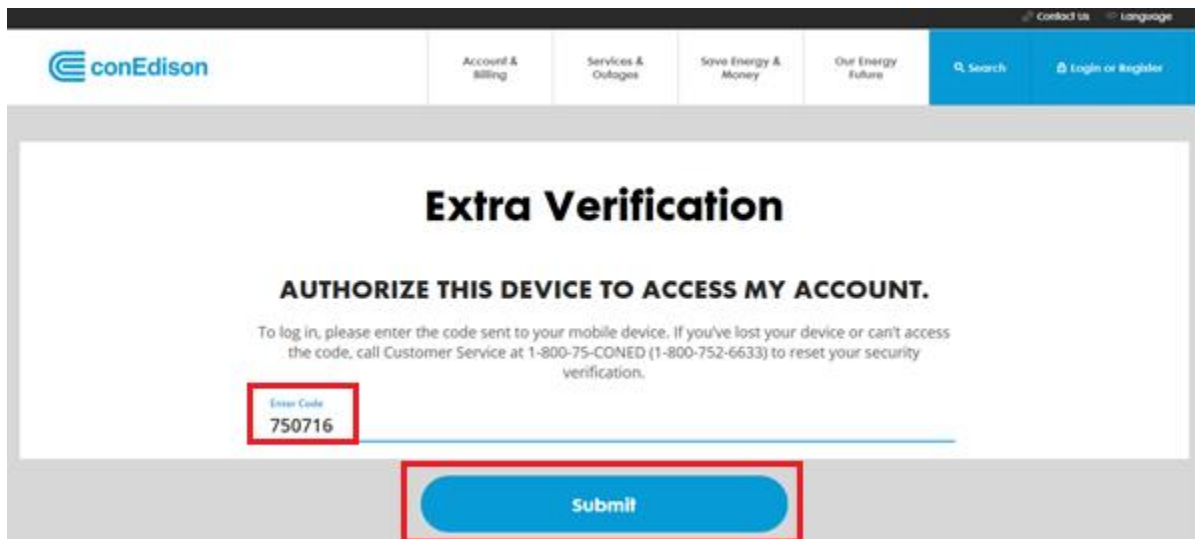
- Navigation bar: conEdison logo, Account & Billing, Services & Outages, Save Energy & Money, Our Energy Future, Search, and Login or Register.
- Breadcrumbs: Home / Register
- Section: **Create Your Profile** (ALL FIELDS REQUIRED, UNLESS OTHERWISE NOTED)
- Section: **Choose a Second Verification**
- Text: For your protection, add a second verification method to your account. This will help prevent your account from being accessed without your knowledge.
- Form: Mobile Phone Number (999-999-9999) with a help icon and a checkbox for 'I don't have a mobile number'.
- Text: Your mobile phone will be used to authenticate your account. Data charges may apply.
- Dropdown: Text Verification (selected)
- Form: Verification Code (955878) (highlighted with a red box)
- Text: 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.



## 2.4 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.





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.

The screenshot shows the Con Edison website's 'Look Up Account Information' page. At the top, there is a navigation bar with the Con Edison logo on the left and links for 'Account & Billing', 'Services & Outages', 'Save Energy & Money', and 'Our Energy Future' in the center. On the right side of the navigation bar, there are links for 'Contact Us' and 'Language', a search bar with a magnifying glass icon and the text 'Search', and a user greeting 'Hello Okta Test9' with a profile icon. Below the navigation bar, there is a breadcrumb trail: '< Home / Dashboard / Add Account'. The main content area has a large heading 'Look Up Account Information' in bold black text, followed by the subtext 'ALL FIELDS REQUIRED, UNLESS OTHERWISE NOTED'. Below this, a paragraph reads: '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.' There is a text input field labeled 'Account Number' with a blue link 'Forgot account number?' below it. A large green button with a magnifying glass icon and the text 'Look Up Number' is centered below the input field. At the bottom of the page, there is a disclaimer: '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.' Below the disclaimer, there is a link 'Report trouble' and a note: 'with your electric service or check on the status of a previously reported electric service problem.' At the very bottom, there is a note: 'For gas emergencies, call 911 or 1-800-752-6633 immediately. DO NOT send an email.'

## 2.5 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 pre-populated 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**.

**conEdison**

**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.

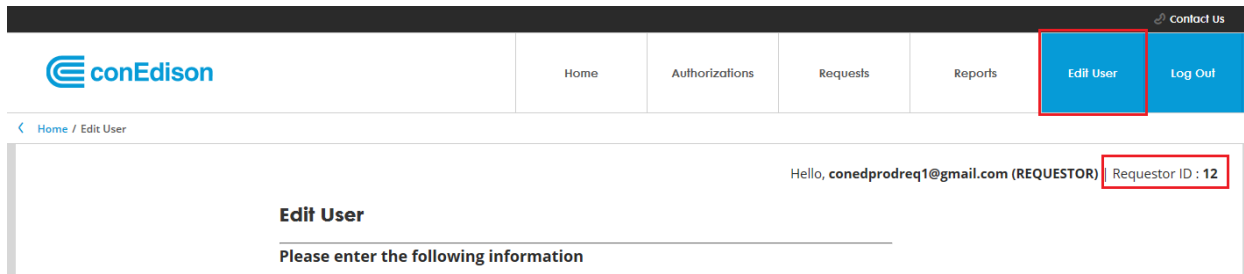
**Customer**

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.

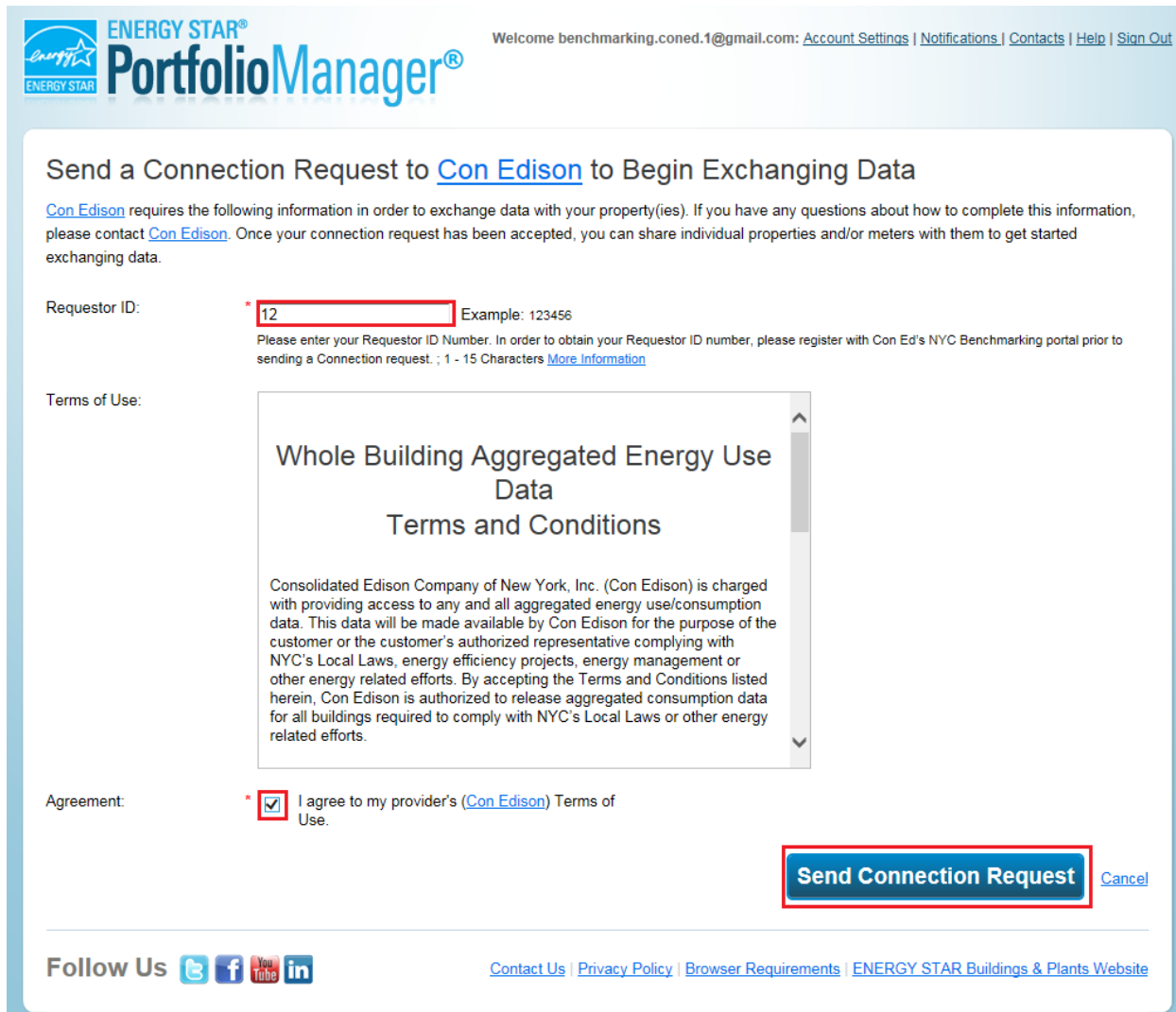
**Self-Requestor**

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).



## 2.6 Authorized Requestor Accounts

### 2.6.1 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.

The screenshot shows the Con Edison portal interface. At the top, there is a navigation bar with the Con Edison logo and links for Home, Authorizations, Requests, Reports, Edit User, and Log Out. Below the navigation bar, there is a breadcrumb trail: Home / Authorizations. A red box highlights the "New Authorization Request" link. Below this link is a table with the following columns: Action, Authorization ID, Status, 15-digit Account Number, Property ID, Service Address, Block, Lot, Customer Email, LL 84, LL 87, and Other. The table contains two rows of data:

Action	Authorization ID	Status	15-digit Account Number	Property ID	Service Address	Block	Lot	Customer Email	LL 84	LL 87	Other
Details	6	Approved		6097470		02705	0225	conedproduct1@gma...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Details	15	Rejected				07584	0035	conedproduct1@gma...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

At the bottom of the table, there is a pagination control showing "10 items per page" and "1 - 2 of 2 items".

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**.

The screenshot shows the Con Edison portal interface. At the top, there is a navigation bar with the Con Edison logo and links for Home, Authorizations, Requests, Reports, Edit User, and Log Out. Below the navigation bar, there is a breadcrumb trail: Home / Authorizations. A red box highlights the "New Authorization" button. Below this button is a table with the following columns: Action, Status, Status Message, 15-digit Account Number, Property ID, Service Address, Block, Lot, Customer Email, LL 84, LL 87, Other, and Other Descrip. The table contains one row of data:

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

At the bottom of the table, there is a pagination control showing "20 items per page" and "1 - 1 of 1 items".

## 2.6.2 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 screenshot shows the Con Edison portal interface. At the top, there is a navigation bar with 'Home', 'Authorizations', 'Requests', and 'Reports'. A 'Details' popup window is open, displaying 'Authorization Detail' for Authorization ID 6. The status is 'Approved' and the reason is 'LL84'. The popup includes a table with columns for 'Submit Status', 'Status Message', 'Property ID', 'Service Address', 'Borough', 'Block', and 'Lot'. A red box highlights the 'Submit' button and the 'Property ID' column in the table.

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

The screenshot shows the ENERGY STAR Portfolio Manager interface. It displays a message: 'Congratulations! You have successfully created your property. Next, you can: Add energy use information, so that you can see your energy performance metrics.' Below this, the 'Benchmarking Test Property' section shows the address '4 Irving Pl, New York, NY 10003' and the 'Portfolio Manager Property ID: 6067470', which is highlighted with a red box. The page also shows 'Weather-Normalized Source EUI (kBtu/ft²)' with 'Current EUI: N/A' and 'Baseline EUI: N/A'.

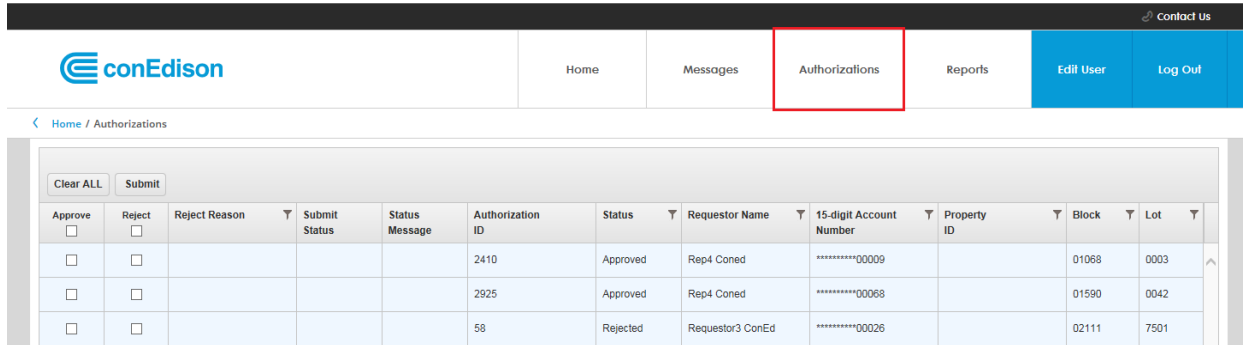
### 2.6.3 Special Considerations

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.

## 2.7 Customer Accounts

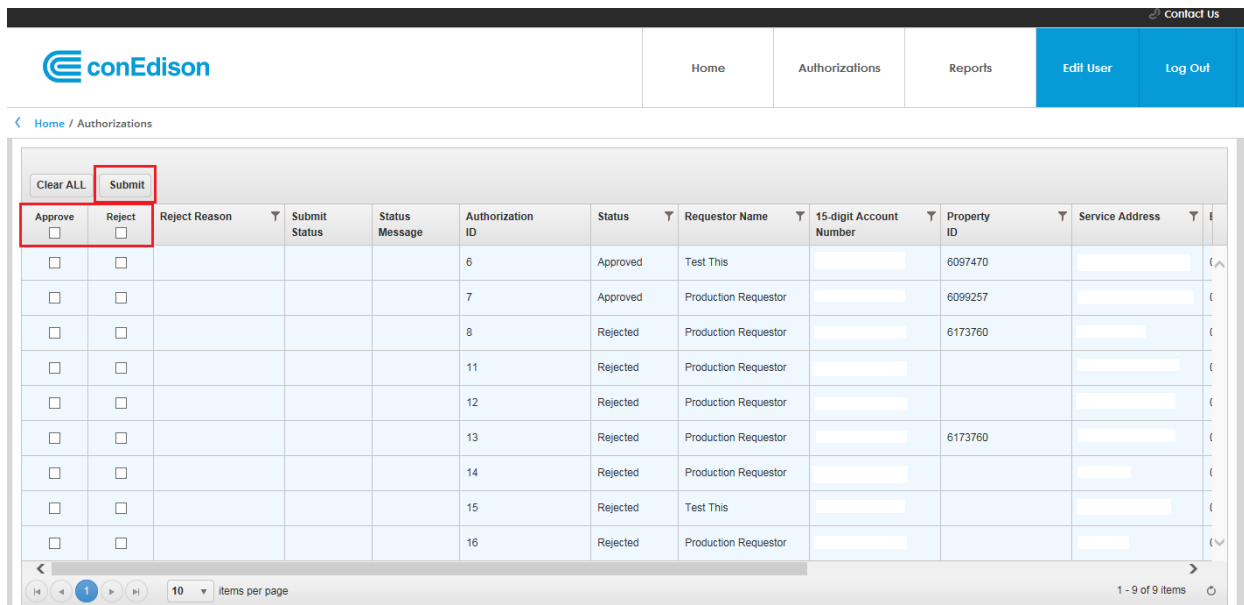
### 2.7.1 Approving and Rejecting Authorizations

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			

### 2.7.2 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.



## 2.8 Self Requestor Accounts

### 2.8.1 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.

The screenshot shows the Con Edison user interface. At the top, there is a navigation bar with the Con Edison logo and links for Home, Authorizations, Requests, Reports, Edit User, and Log Out. Below the navigation bar, there is a breadcrumb trail: Home / Authorizations. The main content area features a button labeled 'New Authorization Request' which is highlighted with a red rectangular box. Below this button is a table with columns for Action, Reject, Reject Reason, Submit Status, Status Message, Authorization ID, Status, Requestor Name, 15-digit Account Number, Property ID, and Service Address. The table contains three rows of data, each with a 'Details' link in the Action column.

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**.

The screenshot shows the 'New Authorization' form in the Con Edison portal. The form has a header with 'New Authorization', 'Clear ALL', and 'Submit' buttons. Below the header is a table with columns: Action, Status, Status Message, 15-digit Account Number, Property ID, Service Address, Block, Lot, Customer Email, LL 84, LL 87, Other, and Other Descrip. The 'Submit' button and the '15-digit Account Number', 'Property ID', 'Block', 'Lot', 'Customer Email', and 'LL 84' columns are highlighted with red boxes. The 'Customer Email' field contains the text 'conedprodself@gmail...' and the 'LL 84' checkbox is checked. At the bottom of the form, there is a pagination bar showing '20 items per page' and '1 - 1 of 1 items'.

## 2.8.2 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.

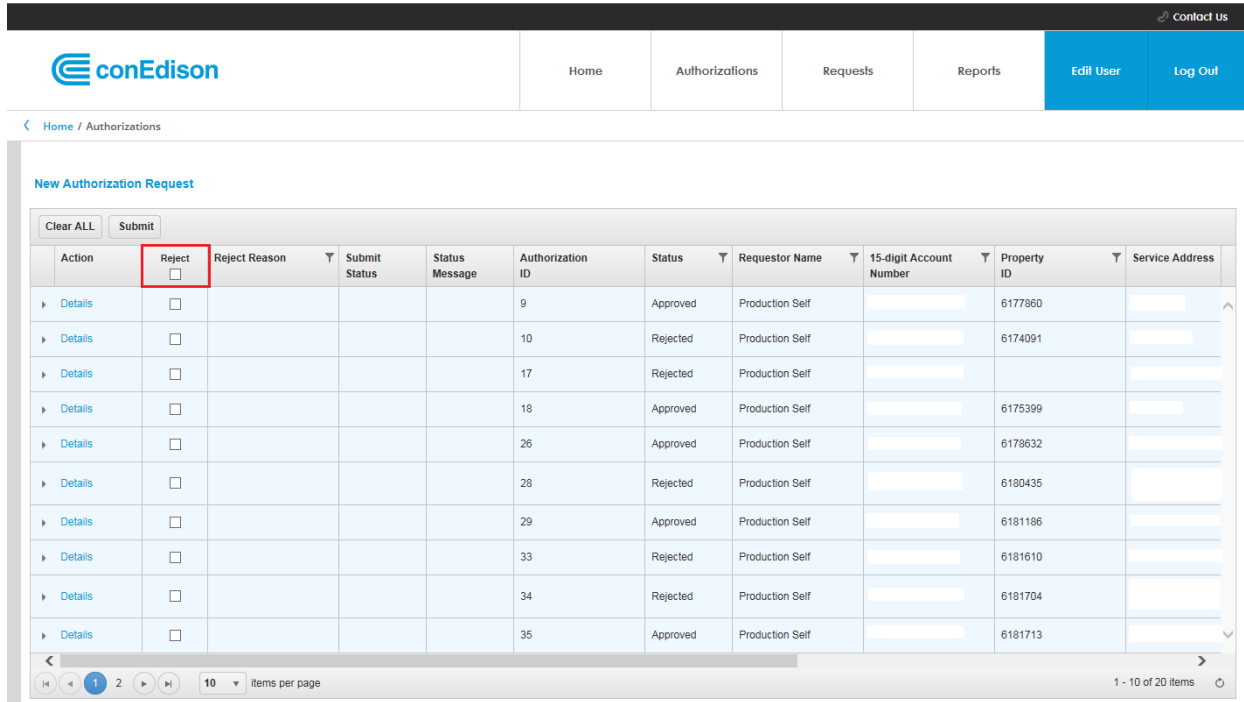
The screenshot shows the Con Edison portal interface. A 'Details' popup window is open, displaying 'Authorization Detail' for an authorization with ID 6. The status is 'Approved' and it was approved on 12/12/2017 at 2:46:01 PM. The account number is a 15-digit number, and the name on account is 'CON EDISON'. The service address is associated with Borough SI, Block 02705, and Lot 0225. The requestor ID is 12. Below the details is a table with columns for 'Submit Status', 'Status Message', 'Property ID', 'Service Address', 'Borough', 'Block', and 'Lot'. The 'Property ID' column is highlighted with a red box, and the 'Submit' button is also highlighted with a red box.

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

The screenshot shows the ENERGY STAR Portfolio Manager interface. A green message box says 'Congratulations! You have successfully created your property.' Below this, it says 'Next, you can: Add energy use information, so that you can see your energy performance metrics.' The main content area shows 'Benchmarking Test Property' at '4 Irving Pl. New York, NY 10003'. The 'Portfolio Manager Property ID: 6097470' is highlighted with a red box. To the right, there are two boxes: 'Not eligible to apply for ENERGY STAR Certification' and 'Weather-Normalized Source EUI (kBtu/ft²)' with 'Current EUI: N/A' and 'Baseline EUI: N/A'.

### 2.8.3 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 Con Edison portal interface. At the top, there is a navigation bar with the Con Edison logo and links for Home, Authorizations, Requests, Reports, Edit User, and Log Out. Below the navigation bar, there is a breadcrumb trail: Home / Authorizations. The main content area is titled "New Authorization Request" and contains a table of authorization requests. The table has columns for 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 contains checkboxes, and the first checkbox is highlighted with a red box. The table lists 10 authorization requests with various statuses (Approved, Rejected) and property IDs.

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			
Details	<input type="checkbox"/>				18	Approved	Production Self		6175399	
Details	<input type="checkbox"/>				26	Approved	Production Self		6178632	
Details	<input type="checkbox"/>				28	Rejected	Production Self		6180435	
Details	<input type="checkbox"/>				29	Approved	Production Self		6181186	
Details	<input type="checkbox"/>				33	Rejected	Production Self		6181610	
Details	<input type="checkbox"/>				34	Rejected	Production Self		6181704	
Details	<input type="checkbox"/>				35	Approved	Production Self		6181713	

**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:



### 2.8.4 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.

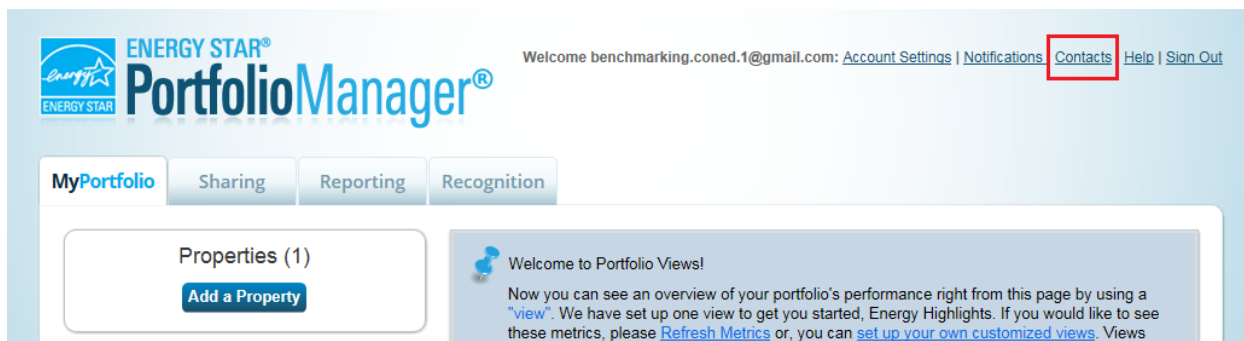
### 3. Connect with Con Ed in Portfolio Manager

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

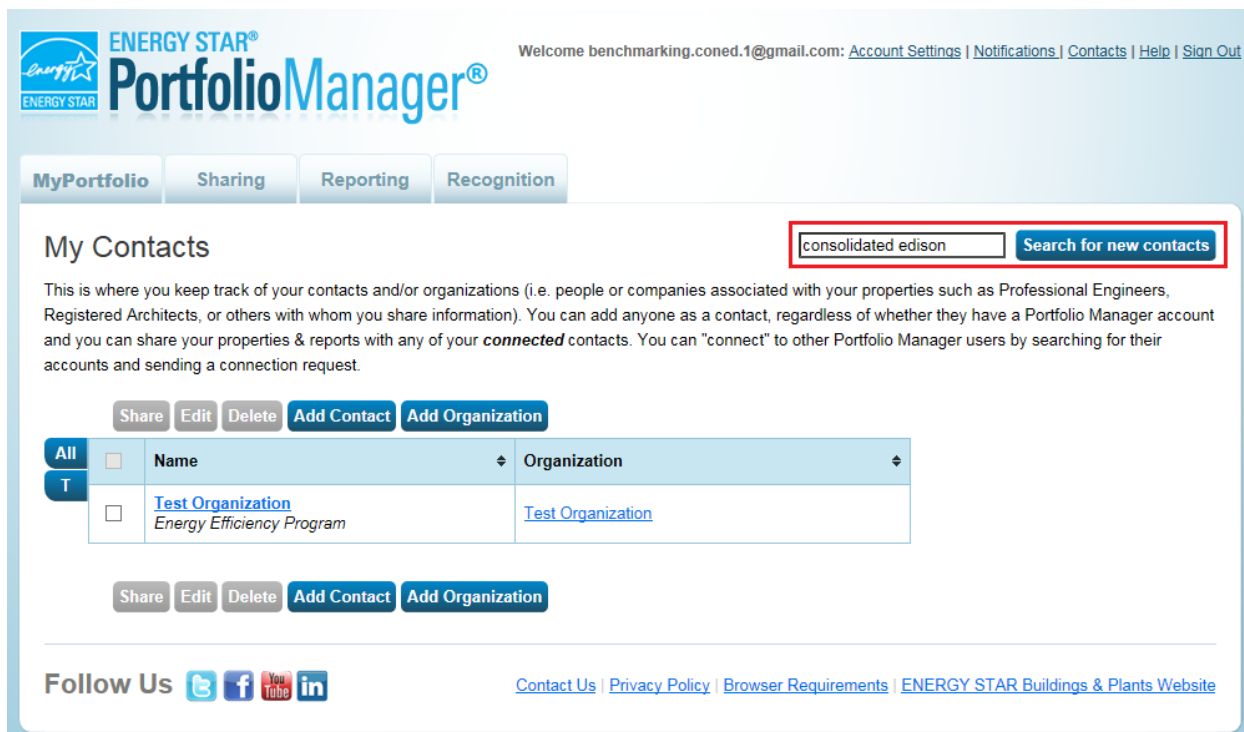
Now you can connect your authorizations in the Con Edison Portal to your account and properties in Portfolio Manager. These connections must be made in order for Con Edison to send your aggregated consumption data to Portfolio Manager. You will need your Requestor ID from the Con Edison Portal and your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

#### 3.1 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**.

The screenshot shows the ENERGY STAR Portfolio Manager interface. At the top, the logo and navigation links are visible. The main content area is titled "Search Results" and includes a search criteria form on the left and a list of results on the right. The result for "Con Edison NYC Benchmarking with Consolidated Edison" is highlighted with a red box, showing a "Connect" button. Below the search criteria form is a "Tip" section and social media links.

**ENERGY STAR Portfolio Manager®**

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**.

The screenshot shows the 'Send a Connection Request' page in the Con Edison Portfolio Manager. At the top left is the Energy Star logo and 'PortfolioManager' branding. At the top right is a navigation menu with links for 'Account Settings', 'Notifications', 'Contacts', 'Help', and 'Sign Out'. The main heading is 'Send a Connection Request to [Con Edison](#) to Begin Exchanging Data'. Below this is a paragraph explaining that Con Edison requires information to exchange data and provides instructions on how to get started. The 'Requestor ID' field contains the number '12', with an example of '123456' and a note that the ID must be 1-15 characters long. The 'Terms of Use' section is expanded to show the title 'Whole Building Aggregated Energy Use Data Terms and Conditions' and a paragraph of text. The 'Agreement' section has a checked checkbox and the text 'I agree to my provider's (Con Edison) Terms of Use.'. A prominent blue button labeled 'Send Connection Request' is highlighted with a red box, with a 'Cancel' link next to it. At the bottom, there are social media icons for Twitter, Facebook, YouTube, and LinkedIn, along with links for 'Contact Us', 'Privacy Policy', 'Browser Requirements', and 'ENERGY STAR Buildings & Plants Website'.

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

The screenshot displays the ENERGY STAR Portfolio Manager web interface. At the top, the logo is on the left, and the user's email address 'benchmarking.coned.1@gmail.com' is on the right, with links for 'Account Settings', 'Notifications' (with a '0' badge), 'Contacts', 'Help', and 'Sign Out'. Below the header are navigation tabs for 'MyPortfolio', 'Sharing', 'Reporting', and 'Recognition'. A green notification box with a red border states: '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)'. Below this is the 'Search Results' section, which includes an explanatory paragraph and a search criteria form with fields for Name, Organization, Username, and Email Address, and a 'Search' button. A 'Tip' icon and text suggest adjusting search criteria if results are not found. At the bottom, there are social media icons for Twitter, Facebook, YouTube, and LinkedIn, along with links for 'Contact Us', 'Privacy Policy', 'Browser Requirements', and 'ENERGY STAR Buildings & Plants Website'.

Or here...

Welcome benchmarking.coned.1@gmail.com: [Account Settings](#) | [Notifications](#) <sup>0</sup> | [Contacts](#) | [Help](#) | [Sign Out](#)

MyPortfolio | Sharing | Reporting | Recognition

### My 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**

All	Name	Organization
<input type="checkbox"/>	<b>Con Edison (consolidatededison)</b> Connection Pending: <a href="#">Cancel Request</a> NYC Benchmarking	<a href="#">Consolidated Edison</a>
<input type="checkbox"/>	<b>Test Organization</b> Energy Efficiency Program	<a href="#">Test Organization</a>

Share Edit Delete **Add Contact** **Add Organization**

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Or here...

Welcome benchmarking.coned.1@gmail.com: [Account Settings](#) | [Notifications](#) <sup>0</sup> | [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 <a href="#">Con Edison</a> . Once they have accepted the request, you will be able to share properties with <a href="#">Con Edison</a> .	1/9/2018

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

Close

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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.

The screenshot shows the ENERGY STAR Portfolio Manager interface. At the top, the user is logged in as benchmarking.coned.1@gmail.com. The 'Notifications' link in the top navigation bar is highlighted with a red box and has a red notification badge. Below the navigation bar, there are tabs for 'MyPortfolio', 'Sharing', 'Reporting', and 'Recognition'. The main content area is titled 'View All Notifications (1)'. It features three tabs: 'Incoming Requests (0)', 'Outgoing Requests (0)', and 'Notices (1)'. The 'Notices (1)' tab is selected and highlighted with a red box. Below the tabs is a table with one notification:

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

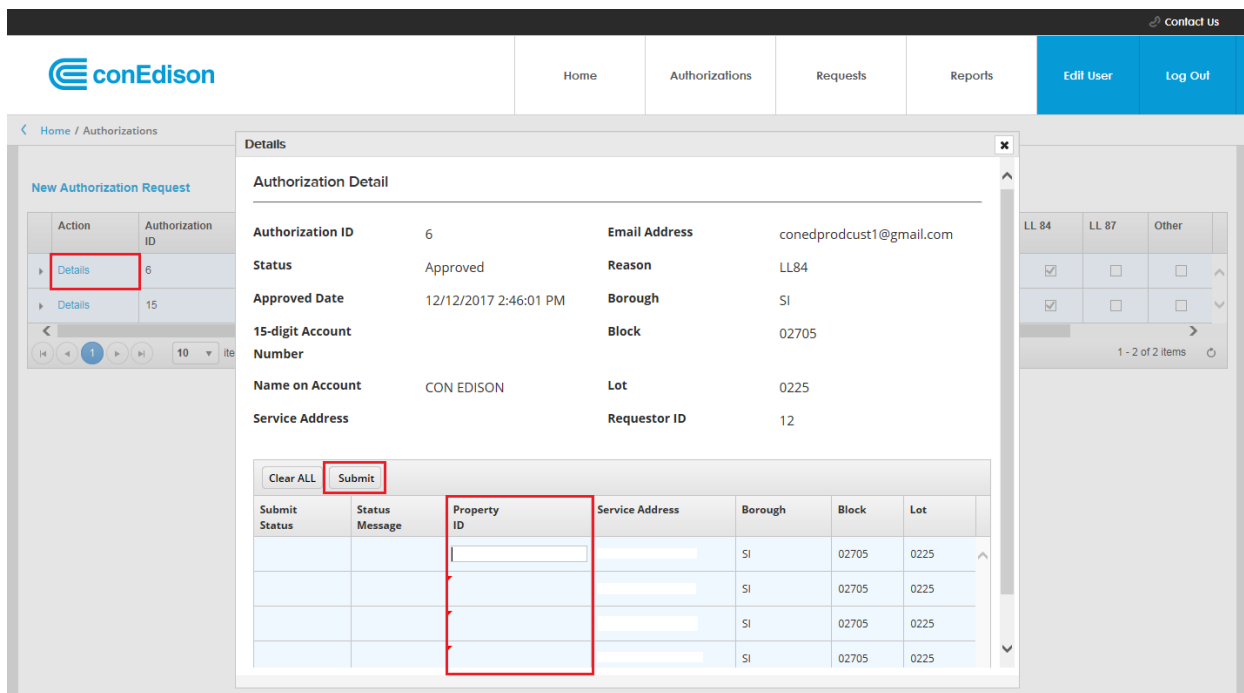
Below the table, there are pagination controls showing 'Page 1 of 1' and a 'View 1 - 1 of 1' indicator. A 'Close' button is located at the bottom right of the notification area. At the bottom of the page, there are social media links for Twitter, Facebook, YouTube, and LinkedIn, along with links for 'Contact Us', 'Privacy Policy', 'Browser Requirements', and 'ENERGY STAR Buildings & Plants Website'.

### 3.2 Connecting Properties

<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.



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...

The screenshot shows the ENERGY STAR Portfolio Manager interface for a 'Benchmarking Test Property' located at 4 Irving Pl, New York, NY 10003. The page includes navigation tabs for MyPortfolio, Sharing, Reporting, and Recognition. Key metrics shown include 'Weather-Normalized Source EUI (kBtu/ft²)' with both Current and Baseline values at 'N/A'. A 'Metrics Summary' table lists various energy and environmental metrics, all of which are currently 'Not Available'. A 'Sharing this Property' section is highlighted with a red box, containing a 'Share' button and a 'More About Sharing' informational message. The interface also features a 'Check for Possible Data Errors' button and social media links at the bottom.

**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)**

**Total GHG Emissions Trend (Metric Tons CO2e)**

Metric	Not Available (Energy Baseline)	Not Available (Energy Current)	Change
ENERGY STAR Score (1-100)	Not Available	Not Available	N/A
Source EUI (kBtu/ft²)	Not Available	Not Available	N/A
Site EUI (kBtu/ft²)	Not Available	Not Available	N/A
Energy Cost (\$)	Not Available	Not Available	N/A
Total GHG Emissions Intensity (kgCO2e/ft²)	Not Available	Not Available	N/A
Water Use (All Water Sources) (kg)	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...

The screenshot displays the ENERGY STAR Portfolio Manager interface. At the top left is the ENERGY STAR logo. To its right, the text "ENERGY STAR® PortfolioManager®" is displayed. Further right, a welcome message reads "Welcome benchmarking.coned.1@gmail.com:" followed by links for "Account Settings", "Notifications", "Contacts", "Help", and "Sign Out". Below the header is a navigation bar with four tabs: "MyPortfolio", "Sharing" (which is selected), "Reporting", and "Recognition".

The main content area is divided into two columns. The left column is titled "My Shared Properties (0)" and contains three buttons: "Share (or Edit Access to) a Property" (highlighted with a red box), "Set Up Web Services/ Data Exchange", and "Download Sharing Report". The right column is titled "Sharing Notifications (0)" and contains the text "You have no new notifications." Below this is a section titled "More About Sharing" with an information icon. The text in this section states: "No properties are currently shared between you and [your contacts](#). 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.](#)"

At the bottom of the interface, there is a "Follow Us" section with social media icons for Twitter, Facebook, YouTube, and LinkedIn. To the right of these icons are links for "Contact Us", "Privacy Policy", "Browser Requirements", and "ENERGY STAR Buildings & Plants Website".

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**.

**ENERGY STAR**  
**PortfolioManager**<sup>®</sup>

Welcome benchmarking.coned.1@gmail.com: [Account Settings](#) | [Notifications](#) <sup>0</sup> | [Contacts](#) | [Help](#) | [Sign Out](#)

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.

- 1 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 ▼
- 2 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)
- 3 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)**.

**ENERGY STAR® PortfolioManager®**

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

MyPortfolio | **Sharing** | Reporting | Recognition

### 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.

**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.

Sort by:


Name (ID)	No Access	Read Only Access	Full Access	Custom Access	Exchange Data
<a href="#">Benchmarking Test Property</a> (6097470)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<a href="#">Con Edison</a>	<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"/>
▼ All Meter Information			
 Energy Meters			
▼ Water Meters			
Potable Indoor Meter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Goals, Improvements, & Checklists	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recognition	<input type="radio"/>		<input type="radio"/>

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

Additional Options:

Item	Yes	No
<p><b>* Share Forward</b>            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.

**ENERGY STAR® PortfolioManager®**

Welcome benchmarking.coned.1@gmail.com: [Account Settings](#) | [Notifications](#) <sup>0</sup> | [Contacts](#) | [Help](#) | [Sign Out](#)

MyPortfolio **Sharing** Reporting Recognition

### 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.

**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.

Sort by:

Name (ID)	No Access	Read Only Access	Full Access	Custom Access	Exchange Data
<input type="checkbox"/> <a href="#">Benchmarking Test Property</a> (6097470)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<a href="#">Con Edison</a>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> <a href="#">Edit</a>

**Share Property(ies)** [Cancel](#)

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

The screenshot shows the ENERGY STAR Portfolio Manager interface. At the top, the user is logged in as benchmarking.coned.1@gmail.com. The 'Notifications' link in the top right is highlighted with a red box and shows a notification count of 2. Below the navigation tabs (MyPortfolio, Sharing, Reporting, Recognition), the 'View All Notifications (2)' section is active. Under this section, the 'Outgoing Requests (1)' tab is selected and highlighted with a red box. A table displays one notification:

Type	Notification	Date
	<a href="#">Benchmarking Test Property</a> - Sharing request sent to <a href="#">Con Edison</a>	1/9/2018

Below the table, there are pagination controls showing 'Page 1 of 1' and a 'View 1 - 1 of 1' indicator. The 'Close' button is located at the bottom right of the notification area. At the bottom of the page, there are social media links for Twitter, Facebook, YouTube, and LinkedIn, along with links for Contact Us, Privacy Policy, Browser Requirements, and the ENERGY STAR Buildings & Plants Website.

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.

The screenshot shows the ENERGY STAR Portfolio Manager interface. At the top, there is a navigation bar with the logo and the text "PortfolioManager®". To the right, there is a user greeting: "Welcome benchmarking.coned.1@gmail.com: Account Settings Notifications 2 Contacts | Help | Sign Out". Below the navigation bar, there are tabs for "MyPortfolio", "Sharing", "Reporting", and "Recognition". The main content area is titled "View All Notifications (2)". There are three sub-tabs: "Incoming Requests (0)", "Outgoing Requests (0)", and "Notices (2)". The "Notices (2)" tab is selected and highlighted with a red box. Below the tabs is a table of notifications. The table has columns for "Type", "Notification", and "Date". There are two rows of notifications, both dated 1/9/2018. The second row is highlighted with a red box. Below the table is a pagination control showing "Page 1 of 1" and "View 1 - 2 of 2". At the bottom of the interface, there are social media icons for Twitter, Facebook, YouTube, and LinkedIn, along with links for "Contact Us", "Privacy Policy", "Browser Requirements", and "ENERGY STAR Buildings & Plants Website".

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

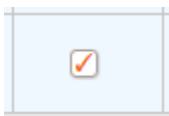
## 4. Request Aggregated Data

<https://apps.coned.com/NYCBENCHMARK/>

Click the **Requests** link on the navigation bar, all approved authorizations will be displayed. 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.

Clear ALL		Submit	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	<a href="#">View Status</a>	9	6177860		BK	00653	0001	conedprodself1@gmail...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Warning	<a href="#">View Status</a>	18	6175399		BK	00968	0001	conedprodself1@gmail...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Warning	<a href="#">View Status</a>	26	6178632		BK	03968	0003	conedprodself1@gmail...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Warning	<a href="#">View Status</a>	29	6181186		BK	01862	0001	conedprodself1@gmail...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Warning	<a href="#">View Status</a>	35	6181713		SI	03005	7501	conedprodself1@gmail...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Warning	<a href="#">View Status</a>	36	6181746		BK	03975	0001	conedprodself1@gmail...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>		Warning	<a href="#">View Status</a>	39	6186823		BK	02111	7501	conedprodself1@gmail...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Warning	<a href="#">View Status</a>	42			MN	01513	0038	conedprodself1@gmail...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Warning	<a href="#">View Status</a>	47	6190715		BX	05514	0122	conedprodself1@gmail...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		Warning	<a href="#">View Status</a>	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 in order 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.

The screenshot shows the Con Edison portal interface. At the top, there is a navigation bar with the Con Edison logo and links for Home, Authorizations, Requests, Reports, Edit User, and Log Out. Below the navigation bar, there is a breadcrumb trail for Home / Requests. The main content area displays a table of authorization requests. The table has the following columns: 2016, 2017, Submit Status, Status Message, Authorization ID, Property ID, Service Address, Borough, Block, Lot, Customer Email, LL 84, and LL 87. The table contains 10 rows of data, with the last row highlighted in red. Below the table, there is a summary table with columns for Request Year, Status, Created Date, and Completed Date. The summary table shows a request for the year 2016 with a status of 'New' and a created date of 01/09/2018 02:49:11 PM. At the bottom of the page, there is a pagination control showing 10 items per page and 1 - 10 of 10 items.

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	<a href="#">View Status</a>	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	<a href="#">View Status</a>	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	<a href="#">View Status</a>	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	<a href="#">View Status</a>	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	<a href="#">View Status</a>	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	<a href="#">View Status</a>	35	6181713	26 HILLWOOD COURT	SI	03006	7501	conedprodself1@gmail...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Warning	<a href="#">View Status</a>	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	<a href="#">View Status</a>	39	6186823	1 HANSON PLAC	BK	02111	7501	conedprodself1@gmail...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Warning	<a href="#">View Status</a>	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	01/09/2018 02:49:11 PM	

## 5. Additional Guides

There are additional guides to assist you in the Benchmarking process.

**Benchmarking Reports Guide** gives details to the Aggregation Details Report in the Benchmarking Portal and the Portfolio Manager Report in Portfolio Manager.

**Bulk Authorizations Guide** gives details on how to upload multiple authorizations without typing each one in one at a time.

**Portfolio Manager Setup Guide** gives details on how to setup a Portfolio Manager account and create properties.

**Portfolio Manager Meter Maintenance 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.