



BEUP: Building Energy Usage Portal

User Guide

Local laws (such as NYC LL 84 and 97) require 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 appropriate municipality. 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 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 will allow you to benchmark your building's energy performance with ease.

This User Guide will take you through the process of setting up accounts on the Building Energy Usage Portal and Energy Star Portfolio Manager. It 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 [Quick Start User Guide](#).

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: citybenchmarking@coned.com



NYC Sustainability Help Center

Mon – Fri 9am – 5pm

Phone: 212-566-5584

Email: Help@NYCsustainability.org

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1. Building Energy Usage Portal Setup

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

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, and profile creation. This is outlined below.

1.1 Registration

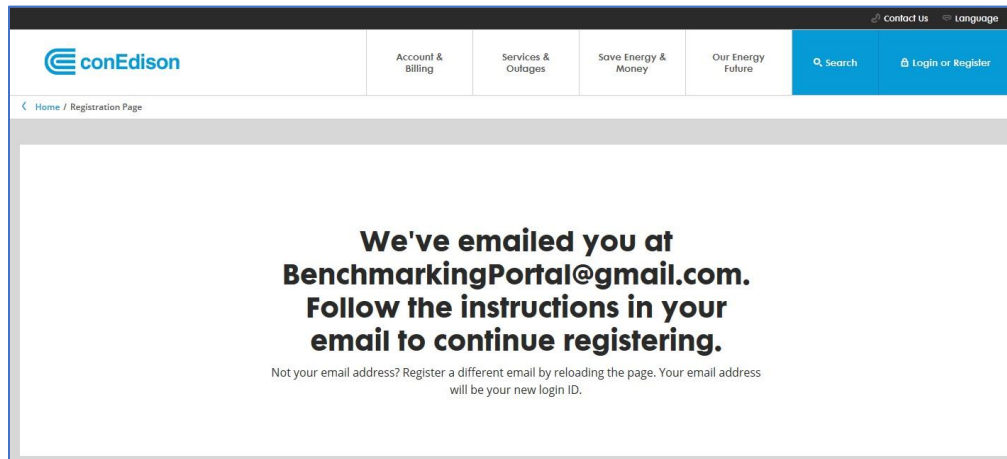
For New Users to Con Edison, you will be required to Register. From the BEUP **Log In** page click on the **Register** link.

The screenshot shows the 'Log In' page of the Con Edison Building Energy Usage Portal. The page has a white background with a blue header. The header contains the Con Edison logo on the left and navigation links for 'Account & Billing', 'Services & Outages', 'Save Energy & Money', 'Clean Energy', a search bar, and 'Contact Us' and 'Language' on the right. The main content area is titled 'Log In' and contains a form with fields for 'Email Address' and 'Password'. There is a 'Remember me' checkbox and a 'Log In' button. To the right of the password field, there are three links: 'REGISTER' (highlighted with a red box), 'RESET MY PASSWORD', and 'STEAM CUSTOMER?'. A 'Feedback' link is visible on the left side of the page.

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

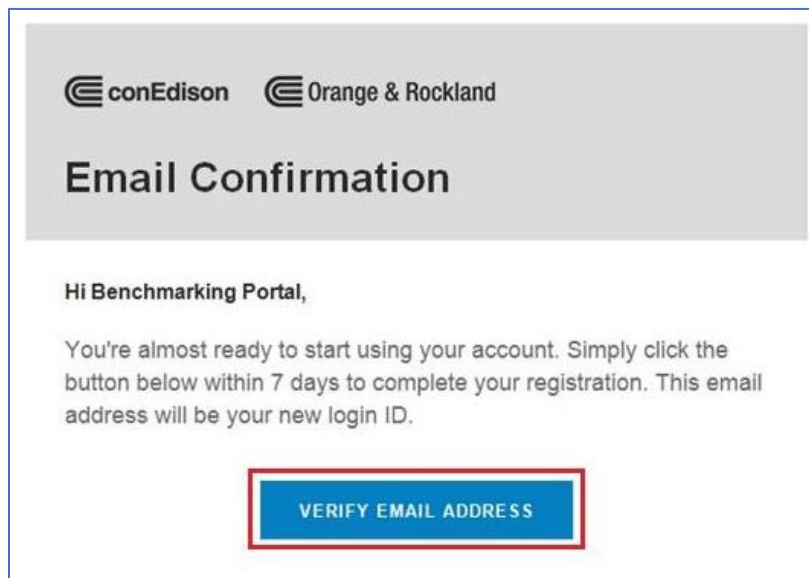
The screenshot shows the 'Who is registering?' page of the Con Edison Building Energy Usage Portal. The page has a white background with a blue header. The header contains the Con Edison logo on the left and navigation links for 'Account & Billing', 'Services & Outages', 'Save Energy & Money', 'Clean Energy', a search bar, and 'Log In or Register' on the right. The main content area is titled 'Who is registering?' and contains a registration form. The form has fields for 'First Name' (Benchmarking), 'Last Name' (Portal), and 'Email Address' (BenchmarkingPortal@gmail.com). Below the form, it states 'Your email address will be your new login ID.' and a blue 'Submit ->' button. A 'Feedback' link is visible on the left side of the page, and a 'Privacy Policy' link is at the bottom left.

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. Note, this verification link is only active for 7 days. .



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)

The screenshot shows the 'Create Your Profile' page on the Con Edison website. The page has a header with the Con Edison logo and navigation links: 'Account & Billing', 'Services & Outages', 'Save Energy & Money', 'Our Energy Future', 'Search', and 'Login or Register'. Below the header, there is a breadcrumb trail: 'Home / Register'. The main heading is 'Create Your Profile' with a subtext 'ALL FIELDS REQUIRED, UNLESS OTHERWISE NOTED'. The section is titled 'Set a Password'. It contains two password input fields. The first field is labeled 'Password' and has a 'Show' link. Below it, there are three checkmarks indicating password requirements: '8-30 characters', 'At least 1 uppercase letter', and 'At least 1 number (0-9)'. The second field is labeled 'Confirm new password' and also has a 'Show' link.

You will be required to select a **second verification method**. 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 screenshot shows the 'Choose a Second Verification' page on the Con Edison website. The page has the same header and breadcrumb trail as the previous screenshot. The main heading is 'Create Your Profile' with the subtext 'ALL FIELDS REQUIRED, UNLESS OTHERWISE NOTED'. The section is titled 'Choose a Second Verification'. Below the title, there is a text block: '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 placeholder '999-999-9999' and a 'I don't have a mobile number' link. Below this, there is a text block: 'Your mobile phone will be used to authenticate your account. Data charges may apply.' At the bottom, there is a list of verification methods: 'Text Verification', 'Phone Call Verification', 'Google Authenticator', and 'Okta Verify'. The 'Text Verification' option is highlighted with a red box. A green 'SUBMIT' button is at the bottom.

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

conEdison

Account & Billing Services & Outages Save Energy & Money Our Energy Future

Contact Us Language

Home / Register

Create Your Profile

ALL FIELDS REQUIRED, UNLESS OTHERWISE NOTED

Choose a Second Verification

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

Mobile Phone Number
999-999-9999

I don't have a mobile number

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

Text Verification

Get Code

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

conEdison

Account & Billing Services & Outages Save Energy & Money Our Energy Future

Contact Us Language

Home / Register

Create Your Profile

ALL FIELDS REQUIRED, UNLESS OTHERWISE NOTED

Choose a Second Verification

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

Mobile Phone Number
999-999-9999

I don't have a mobile number

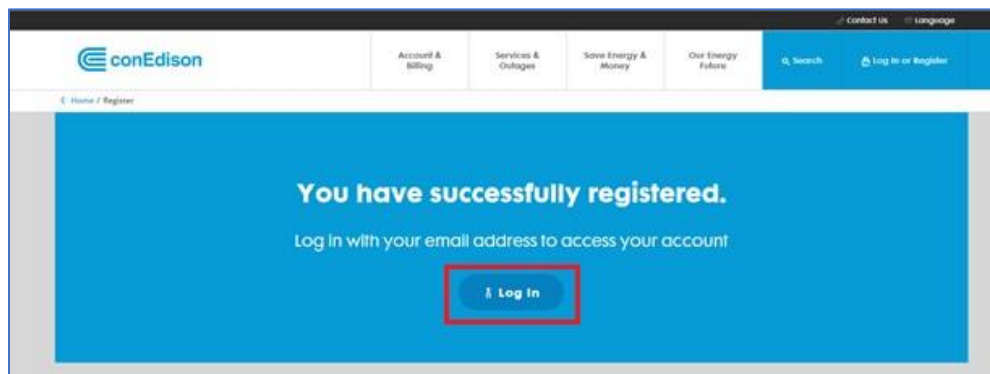
Your mobile phone will be used to authenticate your account. Data charges may apply.

Text Verification

Verification Code
955878

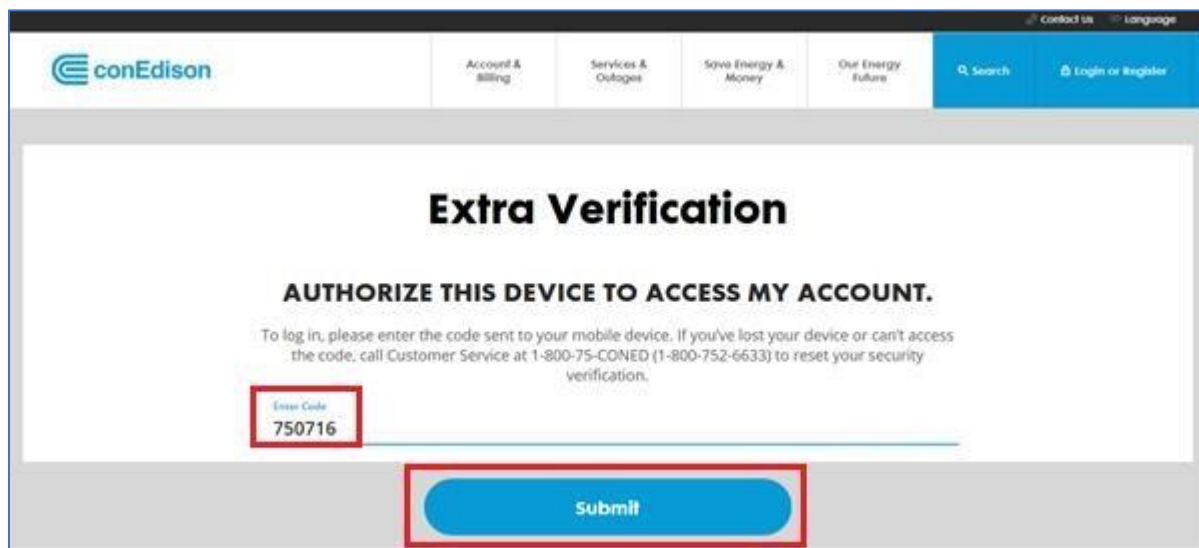
We sent you a text message with your verification code. Didn't get it? Try again.

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



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 message and click **Submit**.



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

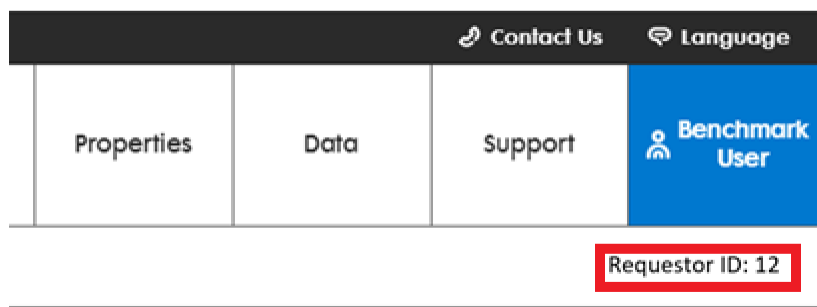
1.5 Role Selection

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.



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.



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

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

[Con Edison](#) requires the following information in order to exchange data with your property(ies). If you have any questions about how to complete this information, please contact [Con Edison](#). Once your connection request has been accepted, you can share individual properties and/or meters with them to get started exchanging data.

Requestor ID:

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 to sending a Connection request. ; 1 - 15 Characters [More Information](#)

Terms of Use:

Whole Building Aggregated Energy Use Data

Terms and Conditions

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

Agreement:





☒

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

Send Connection Request

Cancel

Follow Us

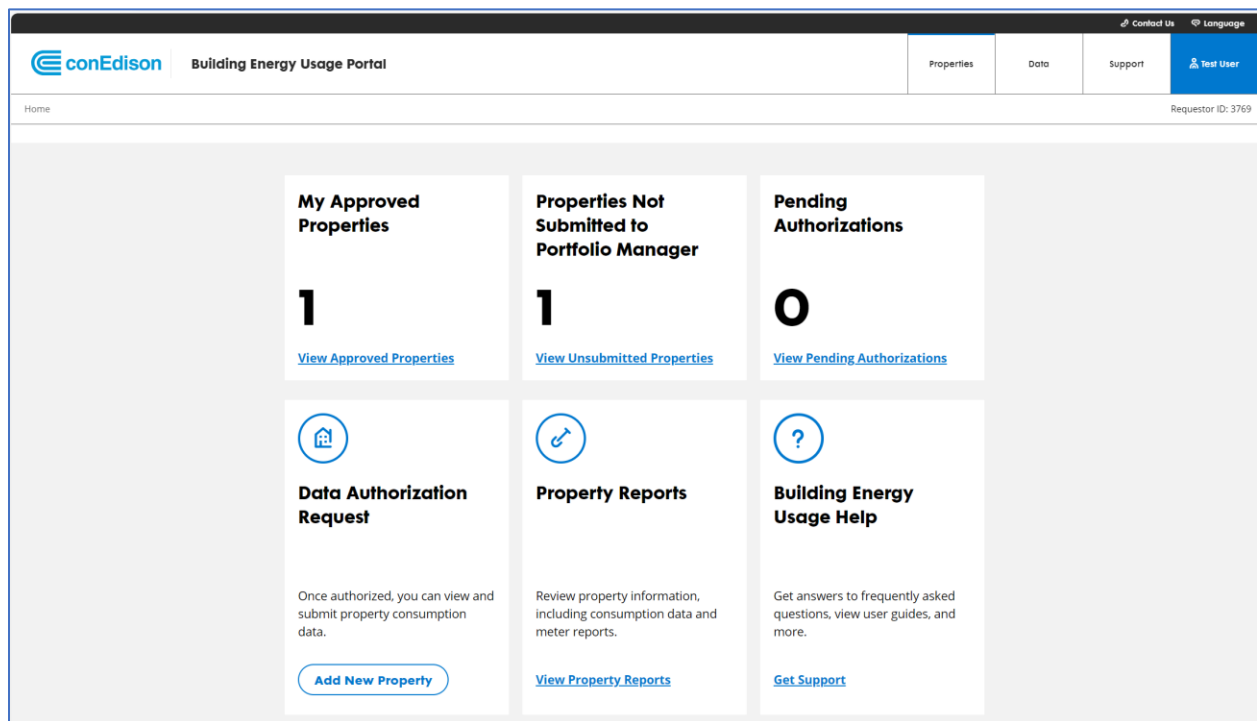





[Contact Us](#) | [Privacy Policy](#) | [Browser Requirements](#) | [ENERGY STAR Buildings & Plants Website](#)

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 to 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 15digit account number from Con Edison bill, no dashes)
- Property location –
 - For NYC: Borough/Location, Block, Lot
 - For non-NYC: complete street address
- Authorizer Email Address (for Authorized Requestor only)
- Portfolio Manager Property ID (obtained from ESPM, see below)

For Self-Requestor (NYC):

The screenshot shows the 'Add Property' screen in the Con Edison Building Energy Usage Portal. The page is divided into two main sections: '1 Add Property' and '2 Properties Added'.

Section 1: Add Property

Request authorization for your properties. Once authorized, you can view and submit aggregated consumption data to Portfolio Manager.

LOCATION

☒ NYC ☐ Non NYC

ALL FIELDS REQUIRED, UNLESS OTHERWISE NOTED

Account Number

Borough/Location Block Lot

Authorizer Email Address

Portfolio Manager Property ID

[Clear Fields](#) [Add Property](#)

Section 2: Properties Added

Review and confirm the property details before submitting your authorization request.

To remove properties that may have been added incorrectly or by mistake, click the X icon next to the property within the list below.

Account Number	Email Address	Boro/Loc	Block	Lot	Property ID
No Properties Added					

[Add Properties to Review.](#)

[Submit](#)

For Self-Requestor (non-NYC):

Building Energy Usage Portal

[Properties](#)
[Data](#)
[Support](#)
[Test User](#)

[Home](#) > [Manage Properties](#) > Add New Property
Requestor ID: 400000000000015

Add Property

Request authorization for your properties. Once authorized, you can view and submit aggregated consumption data to Portfolio Manager.

1 Add Property

LOCATION

☐ NYC
☒ Non NYC

ALL FIELDS REQUIRED, UNLESS OTHERWISE NOTED

Account Number

Street Number

Street Name

Street Type

Zip Code

Authorizer Email Address

Portfolio Manager Property ID

[Clear Fields](#)
[Add Property](#)

2 Properties Added

Review and confirm the property details before submitting your authorization request.

To remove properties that may have been added incorrectly or by mistake, click the X icon next to the property within the list below.

Account Number	Email Address	Address	Property ID
<h3>No Properties Added</h3> <p>Add Properties to Review.</p>			

[Submit](#)

For Authorized Requestor (NYC, additional field for email address):

Building Energy Usage Portal

[Properties](#)
[Data](#)
[Support](#)
[Test User](#)

[Home](#) > [Manage Properties](#) > Add New Property
Requestor ID: 400000000000081

Add Property

Request authorization for your properties. Once authorized, you can view and submit aggregated consumption data to Portfolio Manager.

1 Add Property

LOCATION

☒ NYC
☐ Non NYC

ALL FIELDS REQUIRED, UNLESS OTHERWISE NOTED

Account Number

Borough/Location

Block

Lot

Authorizer Email Address

Portfolio Manager Property ID

[Clear Fields](#)
[Add Property](#)

2 Properties Added

Review and confirm the property details before submitting your authorization request.

To remove properties that may have been added incorrectly or by mistake, click the X icon next to the property within the list below.

Account Number	Email Address	Boro/Loc	Block	Lot	Property ID
<h3>No Properties Added</h3> <p>Add Properties to Review.</p>					

[Submit](#)

For Authorized Requestor (non-NYC, additional field for email address):

conEdison Building Energy Usage Portal

Home > Manage Properties > Add New Property

Requestor ID: 4000000000000081

Add Property

Request authorization for your properties. Once authorized, you can view and submit aggregated consumption data to Portfolio Manager.

1 Add Property

LOCATION

☐ NYC ☒ Non NYC

ALL FIELDS REQUIRED, UNLESS OTHERWISE NOTED

Account Number

Street Number Street Name Street Type

Zip Code

Authorizer Email Address

Portfolio Manager Property ID

Clear Fields Add Property

2 Properties Added

Review and confirm the property details before submitting your authorization request.

To remove properties that may have been added incorrectly or by mistake, click the X icon next to the property within the list below.

Account Number	Email Address	Address	Property ID
No Properties Added			
Add Properties to Review.			

Submit

To obtain the Portfolio Manager Property ID from ESPM:

ENERGY STAR Portfolio Manager

Welcome benchmarking.coned.1@gmail.com: Account Settings | Notifications | Contacts | Help | Sign Out

MyPortfolio Sharing Reporting Recognition

Congratulations! You have successfully created your property.

Next, you can:

- Add energy use information, so that you can see your energy performance metrics.

Benchmarking Test Property

4 Irving Pl, New York, NY 10003 Map It

Portfolio Manager Property ID: 6097470

Year Built: 1950

Edit

Not eligible to apply for ENERGY STAR Certification

Weather-Normalized Source EUI (kBtu/ft²)

Current EUI: N/A

Baseline EUI: N/A

Summary Details Energy Water Waste & Materials Goals Design

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
- For NYC properties:
 - Account Number, 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 Customer Baseline Load (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.

1

Add Property

ALL FIELDS REQUIRED, UNLESS OTHERWISE NOTED

Account Number

ⓘ Account Number is required.

Borough/Location

▼

Block

Lot

ⓘ Borough/Location is required.

ⓘ Block is required.

ⓘ Lot is required.

Portfolio Manager Property ID

ⓘ Portfolio Manager Property ID is required.

Clear Fields

Add Property

If the verifications pass, 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.


✔ Successfully Added 1 Property

Close

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).



Dear Customer,

We are reaching out to inform you about a request from [REDACTED] seeking authorization to access energy consumption data from Consolidated Edison for the property listed below on your behalf. We highly value the trust you have placed in us regarding the protection 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 you.

Authorization ID: [REDACTED] **Service Address:** [REDACTED] **US Borough:** Bronx **Block:** [REDACTED] **Lot:** [REDACTED] **Requestor Name:** [REDACTED]

To approve or reject this request, please select one of the options below.

Accept

Reject

This Isn't Me

Please note that Consolidated Edison disclaims any liability for the actions, omissions, 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**).



Building Energy Usage Portal

Properties

Data

Support

Test User

Home > Manage Properties Requestor ID: 3769

Manage Properties

[+ Add New Property](#)

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 \(2\)](#)

Filter

Property ID	Service Address	Borough	Block	Lot	Customer Email	Account Number	Status	Auth ID	Created Date	Closed Date	Comments
12	1610 MATTHEWS AVE, BRONX, NY, 10462, US	Bronx	04042	0350	N/A	*****32154	Approved	45659	01/16/2024	01/16/2024	N/A
123	4382 VERNON BLVD, LIC, NY, 11101, US	Queens	00488	0114	N/A	*****31252	Approved	45660	01/16/2024	01/16/2024	N/A

Items per page: 10 1 - 2 of 2 |< < > >|

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

The screenshot shows the filter section of the Manage Properties screen. At the top, there are tabs for 'All (0)', 'Pending (0)', 'Rejected (0)', and 'Approved (0)'. Below these is a search bar and a 'Filter' button. The filter section is divided into three columns: 'Property', 'Location', and 'Customer'. The 'Property' column has dropdowns for 'Property ID' and 'Service Address'. The 'Location' column has dropdowns for 'Borough', 'Block', and 'Lot'. The 'Customer' column has dropdowns for 'Email', 'Account Number', and 'Auth ID'. An 'Apply Filters' button is located at the bottom right of the filter section.

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.

The screenshot shows the 'Manage Properties' screen in the 'Building Energy Usage Portal'. The top navigation bar includes the 'conEdison' logo, the portal name, and tabs for 'Properties', 'Data', and 'Support'. A 'Test User' button is also present. The main content area is titled 'Manage Properties' and includes a '+ Add New Property' button. Below this, there are instructions for 'Approved', 'Pending', and 'Rejected' properties. The 'Approved (1)' tab is selected, showing a table with one property. The table has columns for 'Property ID', 'Service Address', 'Borough', 'Block', 'Lot', 'Customer Email', 'Account Number', 'Auth ID', 'Created Date', and 'Clos'. The first row shows property ID 12, service address 1610 MATTHEWS AVE, BRONX, NY, 10462, US, and other details. Below the table, there is a 'Service Address Details' section with a table showing the property ID and service address. A 'Remove Selected Properties' button is located in the top right corner of the table area. The bottom of the screen shows pagination information: 'Items per page: 10' and '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.

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.

The screenshot shows the 'Manage Properties' interface. At the top, there's a breadcrumb 'Home > Manage Properties'. Below it, the 'Manage Properties' section has a blue '+ Add New Property' button. A status legend indicates: '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.', and 'Rejected: Properties that are listed within this tab have been rejected. Please see the comments column to understand the reason for rejection.' Below the legend are tabs for 'All (6)', 'Pending (1)', 'Rejected (3)', and 'Approved (2)'. The 'Pending (1)' tab is active. There's a search bar and a 'Filter' button. A table lists properties with columns: Property ID, Service Address, Borough, Block, Lot, Customer Email, Account Number, Auth ID, Created Date, Closed Date, and Comments. One property is listed: 4168498, 123 Test Ave. Bronx, NY 10467, Bronx, 03335, 0005, test@test.com, *****00127, 2539, 2023-10-09, N/A. Below the table is a 'Service Address Details' section with a table showing Property ID (4168498), Service Address (3125 TEST AVE, BRONX, NY, 10467, US), and Customer Email. At the bottom right, there's a 'Reject' button. The footer shows 'Items per page: 10' and '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 indicate 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 - Santa Branch
- ☒ Test Property 4
29854931 - Adult Education
- ☐ Test Property 6
29863970 - Senior Living Community
- ☐ Test Property 7
30140241
- ☐ Test Property 9
30140950
- ☐ Test Property 11
30141006
- ☐ Test Property 12
30141018

APPLY SELECTION

CLEAR SELECTION

Select a Property
Select a property to view meter data

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

Search

Property Type

Senior Living Community

- ☒ Select All
- ☒ Test Property 6
29863970 - Senior Living Community

APPLY SELECTION

CLEAR SELECTION

Property Reports Meter Reports

1 Property Selected

Yearly Consumption Data

* Indicates that the listed consumption data contains estimates.

Service Year: 2022

Download

Property Name	Property ID	Electric	Gas	Steam	From Date	To Date
Test Property 6	29863970	1745634.41 kWh	90521.38 therm	N/A	1/1/2022	12/31/2022

Items per page: 10 1 - 1 of 1

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

Home > Report: Property Meter Report

>> Property Reports Meter Reports

1 Property Selected
Meter-Level Data

Service Year: 2022

Meter Details

Search Filter Download

Property Name	Property ID	Service Address	Service Type	Service Class	Meter Name	Number of Accounts	Consumption	Contains Estimate
Test Property 6	29863970	123 Test Street, New York City, NY 10003	E	009	26AVE 21245/E/009/QUEENS	1	160704.77 kWh	No

Monthly Consumption Data

From Date	To Date	Number of Accounts	Consumption	Contains Estimate	New or Update	Last Updated Date
01-01-2022	01-31-2022	1	12839.26 kWh	No	New	02-23-2023
02-01-2022	02-28-2022	1	11342.96 kWh	No	New	02-23-2023
03-01-2022	03-31-2022	1	11932.11 kWh	No	New	02-23-2023
04-01-2022	04-30-2022	1	10915.08 kWh	No	New	02-23-2023
05-01-2022	05-31-2022	1	12730.33 kWh	No	New	02-23-2023
06-01-2022	06-30-2022	1	15187.89 kWh	No	New	02-23-2023
07-01-2022	07-31-2022	1	19680.94 kWh	No	New	02-23-2023
08-01-2022	08-31-2022	1	19547.79 kWh	No	New	02-23-2023
09-01-2022	09-30-2022	1	13681.89 kWh	No	New	02-23-2023
10-01-2022	10-31-2022	1	10058.85 kWh	No	New	02-23-2023
11-01-2022	11-30-2022	1	10405.13 kWh	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.

Home > Report: Property Meter Report

>> Property Reports Meter Reports

1 Property Selected
Meter-Level Data

Service Year: 2022

Meter Details

Search Filter Download

Location

Property ID Service Addresses

Meter Details

Service Type Service Class Meter Name

Number of Accounts
Min Max

Apply Filters

Property Name	Property ID	Service Address	Service Type	Service Class	Meter Name	Number of Accounts	Consumption	Contains Estimate
Test Property 6	29863970	123 Test Street, New York City, NY 10003	E	009	26AVE 21245/E/009/QUEENS	1	160704.77 kWh	No

Monthly Consumption Data

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04-01-2022	04-30-2022	1	10915.08 kWh	No	New	02-23-2023

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: A property may be **On Hold** for one of these reasons:

- **For properties required to benchmark** – a property may be On Hold due to the Property Borough, Block, and Lot (BBL) not being currently included in the CBL for LL84 or LL97
- **For properties not required to benchmark** – a property may be On Hold if it does not pass the “4/50 Rule” that verifies the following:
 - there are at least **4 accounts** within the reporting property; and
 - **no account is consuming more than 50%** of the total annual property energy consumption

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 a step-by-step guide to establish a connection: [How to Use Web Services: Connection and Sharing Guidance for Providers \(energystar.gov\)](#).

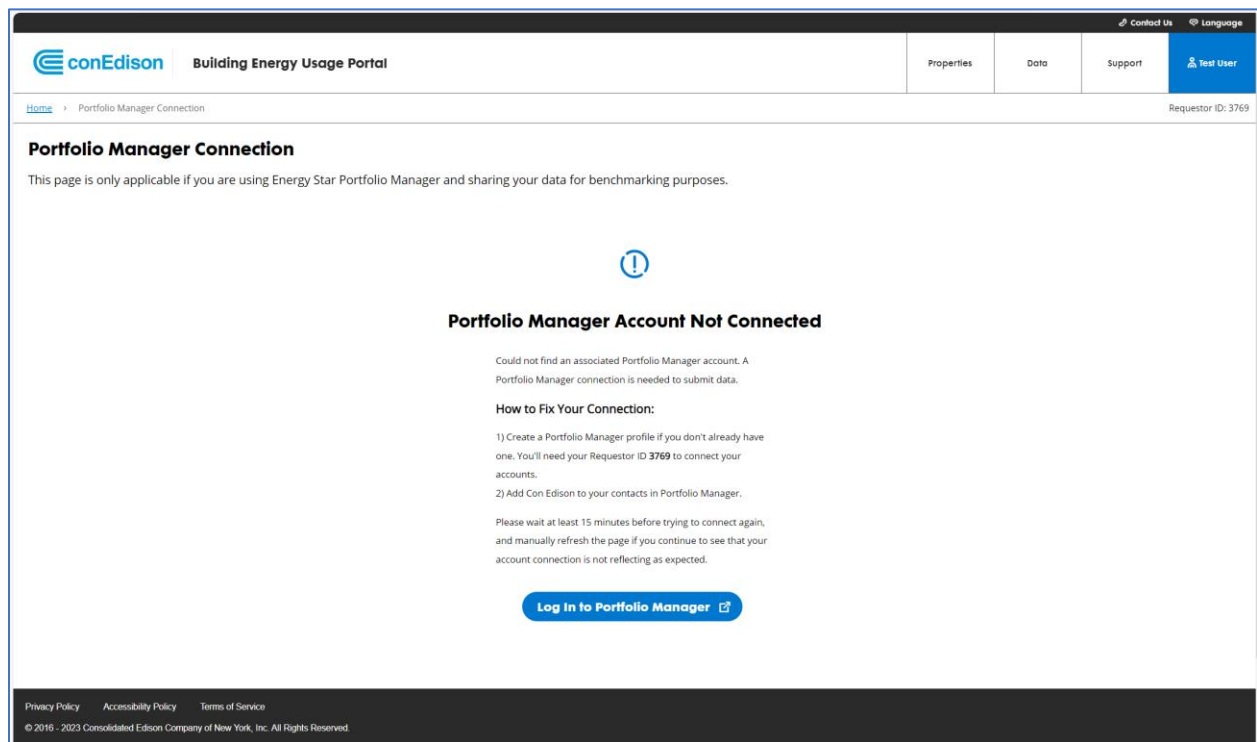
In ESPM, click **Add New Contacts/Connections**. Enter the username “consolidatededison,” click **Search**, and then click **Connect**.

The screenshot shows the ESPM search and connection interface. On the left, under "Your Search Criteria", there are input fields for Name, Organization, Username (pre-filled with "consolidatededison"), and Email Address, followed by a "Search" button. On the right, a search results table displays one entry: "Con Edison (consolidatededison)" with the subtitle "NYC Benchmarking with Consolidated Edison". The table includes pagination controls showing "Page 1 of 1" and a "50" items per page dropdown. A "Connect" button is located to the right of the table header, and the footer of the table shows "1 - 1 of 1".

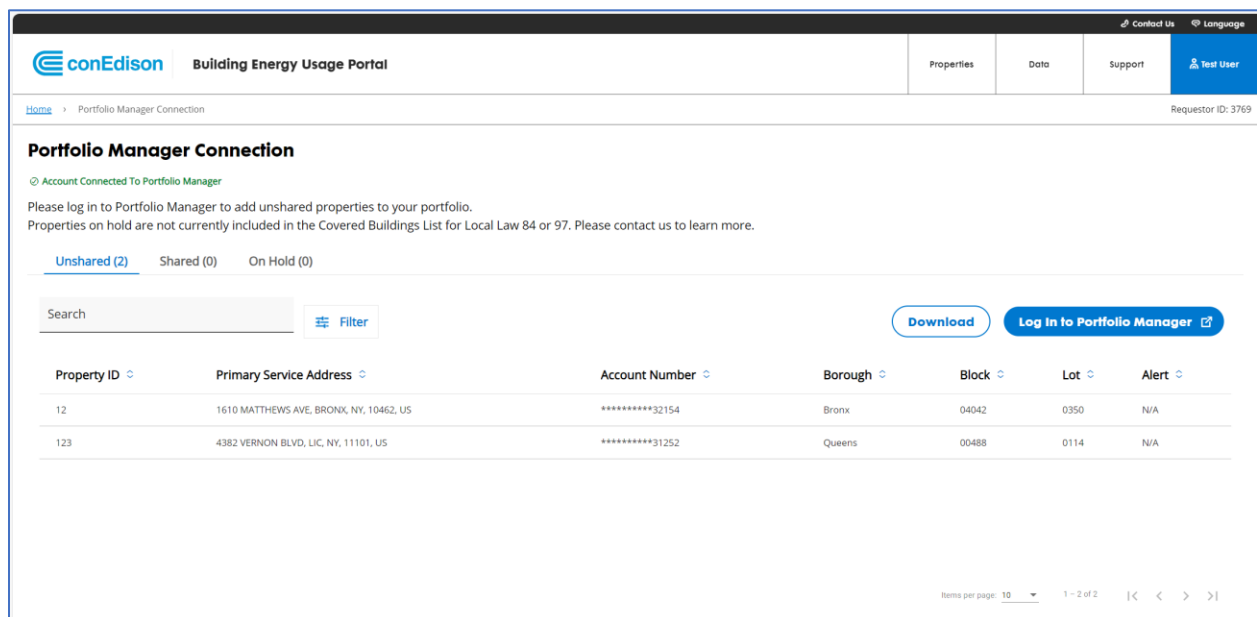
In ESPM, use the Requestor ID from the BEUP navigator bar to establish the connection.

The screenshot shows the "Send a Connection Request to Con Edison to Begin Exchanging Data" form. It includes introductory text about the process and a "Requestor ID:" field. The field contains a red asterisk, a text input box, and the text "Example: 123456". Below the field, a note states: "Please enter your Requestor ID Number. In order to obtain your Requestor ID number, please register with Con Ed's NYC Benchmarking portal prior to sending a Connection request. ; 1 - 15 Characters [More Information](#)".

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:



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 a step-by-step guide to establish a connection: [How to Use Web Services: Connection and Sharing Guidance for Providers \(energystar.gov\)](#).

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

Share Properties for Exchanging Data

Choose Permissions

Set Up Connections

Check Existing Permissions

View Results/ Confirmation

Sometimes it's 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 provider.

1

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:

Con Edison (consolidatededison) ▼

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.

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

3

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.

- ☒ **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 for NYC properties has been validated against the most recent Covered Building's List for Local Law 84 and Local Law 97), aggregated consumption for the property/properties will be sent monthly. (Please note, consumption sent to the Energy Star Portfolio Manager may be up to 3 months behind.) Con Edison's BEUP will review any previously sent estimates of aggregated 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 aggregated consumption data for your given property/properties 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" that your aggregated consumption be sent to the Energy Star Portfolio Manager. Con Edison's BEUP will perform monthly automated pushes of aggregated consumption for all Approved Properties. Please note that monthly pushes to the 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 shared aggregated consumption 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 cancellation 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 no AMI data is available and billing data exists and there is a missing data:

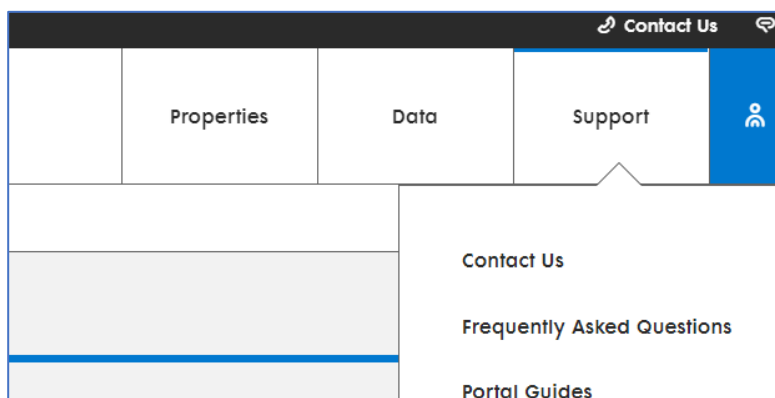
- Leverage Previous year, same interval billing data OR
- Leverage billing data for past 3 months

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**.



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 contact 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:

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

[ENERGY STAR Portfolio Manager How-to Guides](#): this series covers, in detail, all the functionalities of Portfolio Manager.

[NYSERDA - New York State Energy Research & Development Authority](#)