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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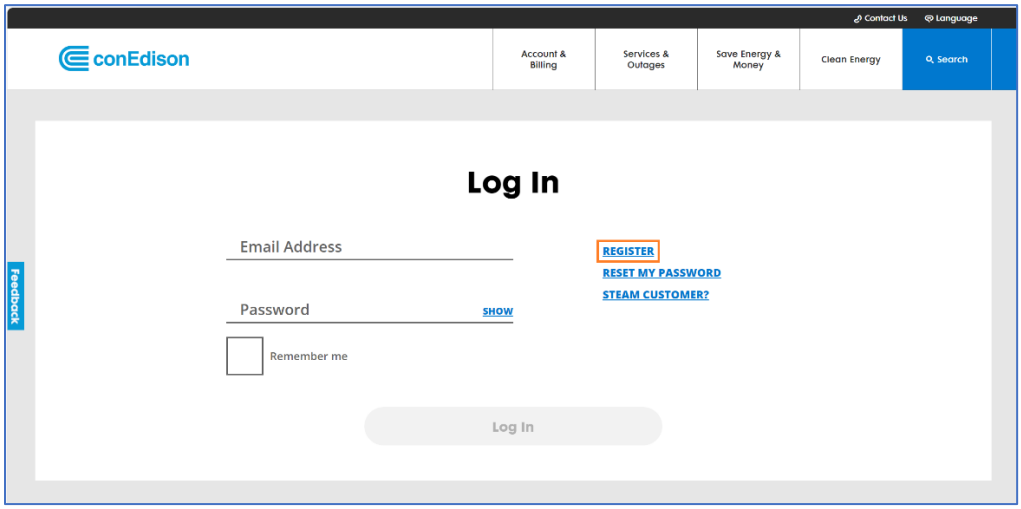
1. Building Energy Usage Portal Setup

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

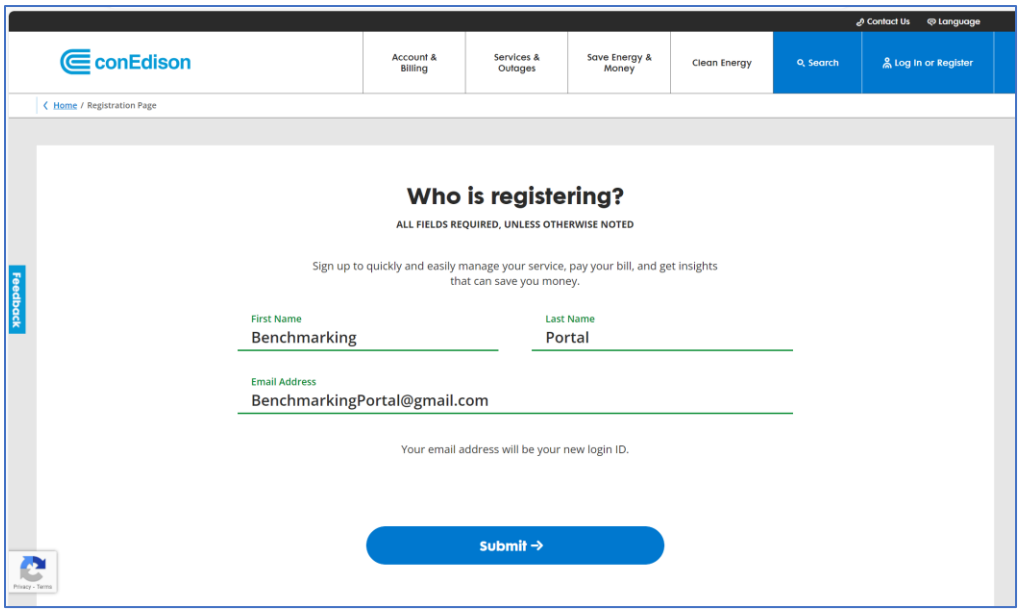
The Portal utilizes Multi-Factor Authentication to ensure the confidentiality of your login credentials and data requests. The authentication process consists of registration, verification of email address and device, and profile creation. This is outlined below.

1.1 Registration

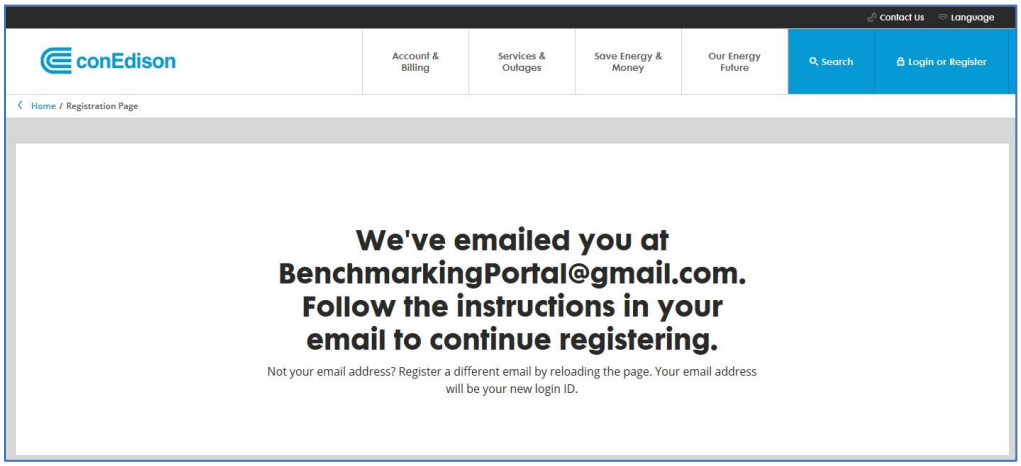
For New Users to Con Edison, you will be required to Register. From the BEUP **Log In** page click on the **Register** link.



Enter your name and email address, then click Submit.

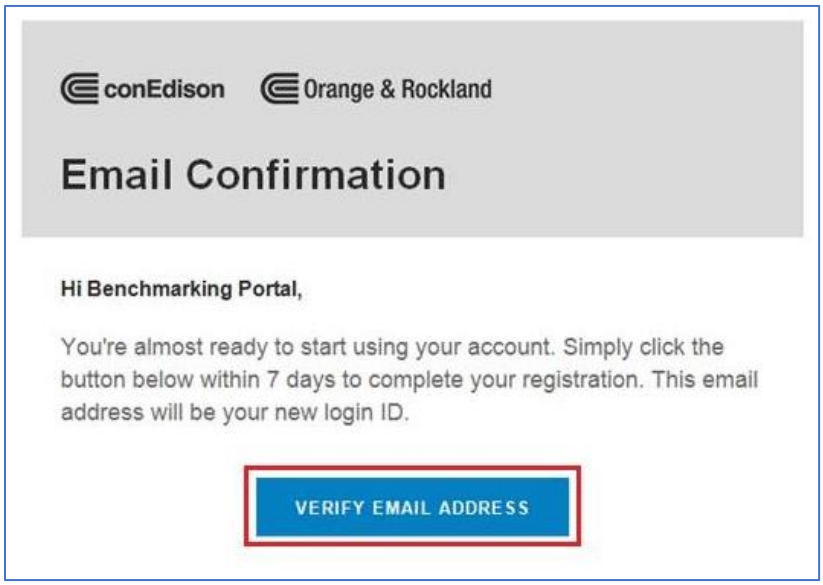


The system will respond with this message:



1.2 Verification of email address

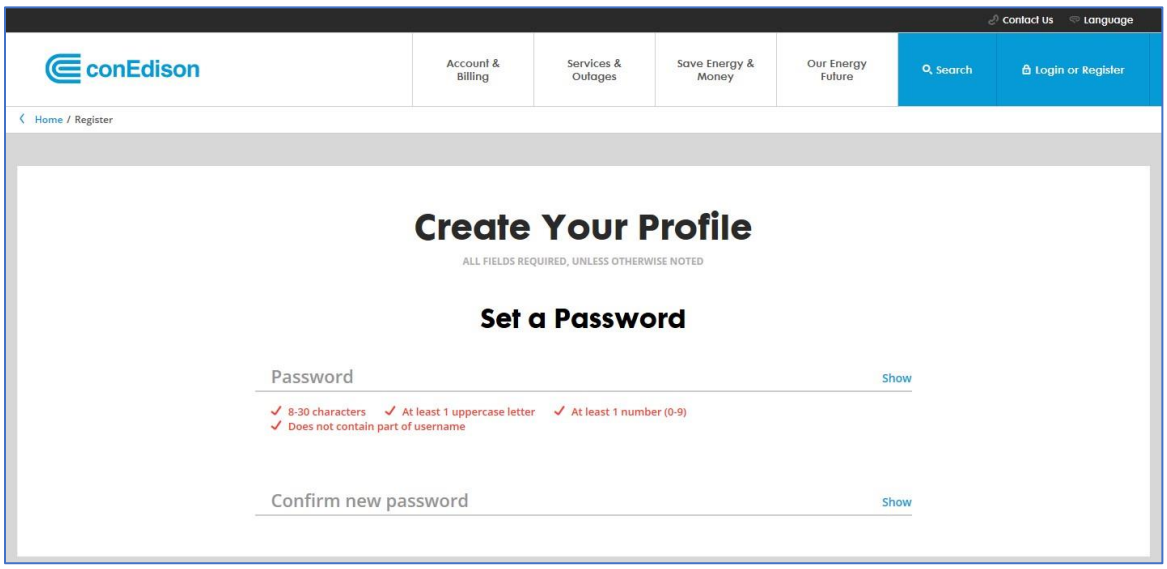
Now check your email to **verify** your email address. Click on the **Verify Email Address** link. Note, this verification link is only active for 7 days. .



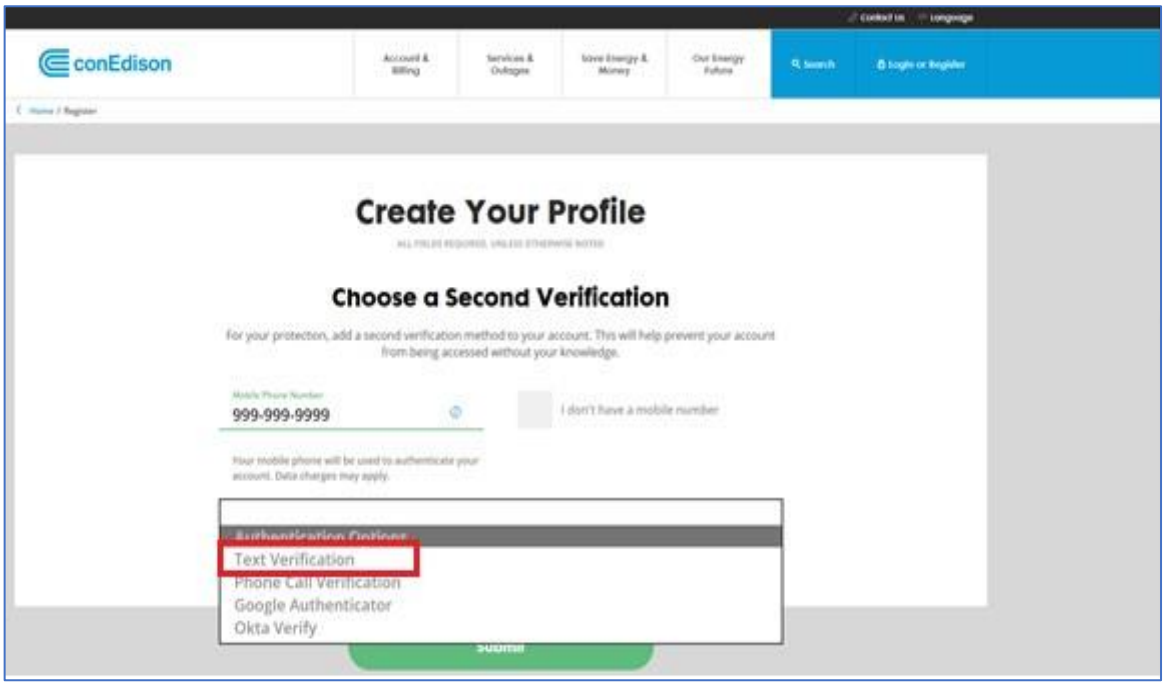
1.3 Create Your Profile

You will be requested to create and confirm a **password**. The password requirements are:

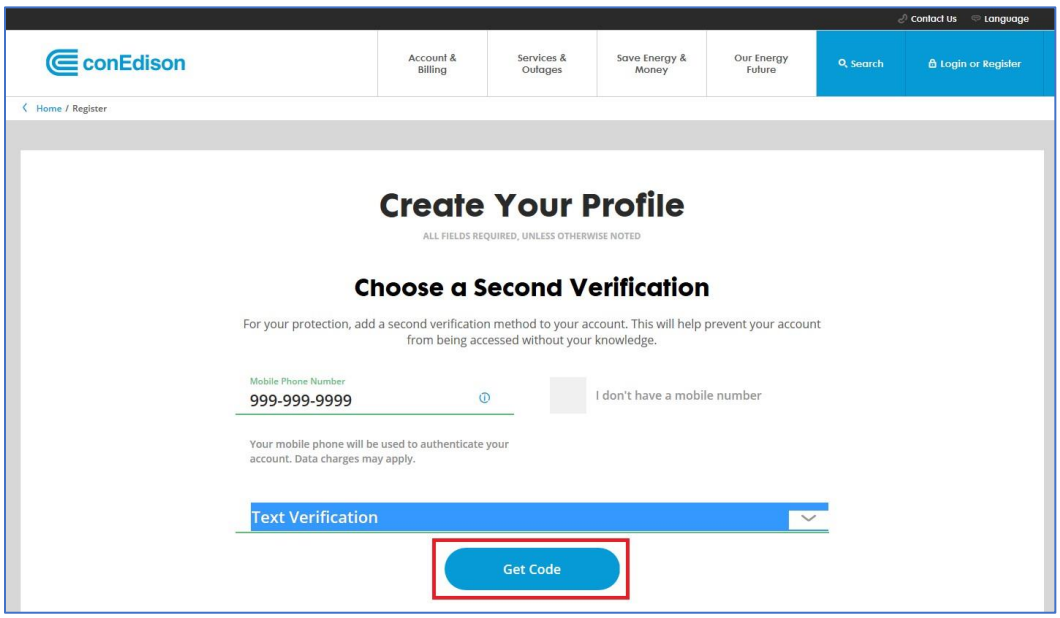
- 8 – 30 characters
- At least 1 uppercase letter
- Does not contain part of the username as the password
- At least 1 number (0-9)



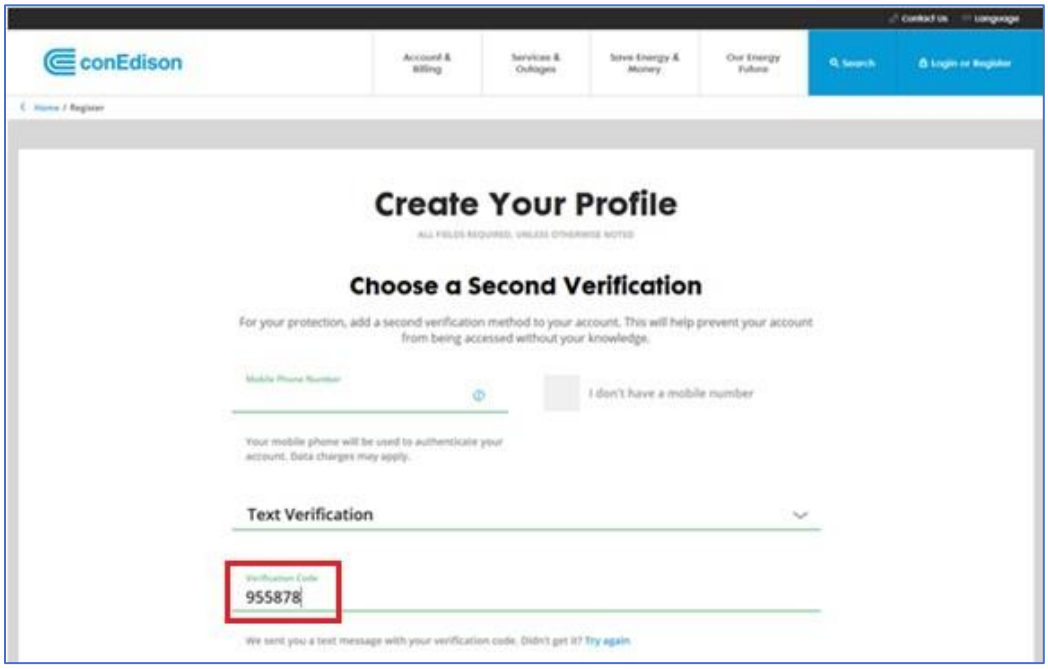
You will be required to select a **second verification method**. There are multiple authentication options. The method you choose will be used indefinitely to provide a verification code. Note that this method cannot be changed. The **Text Verification** option was used in the example below, but the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



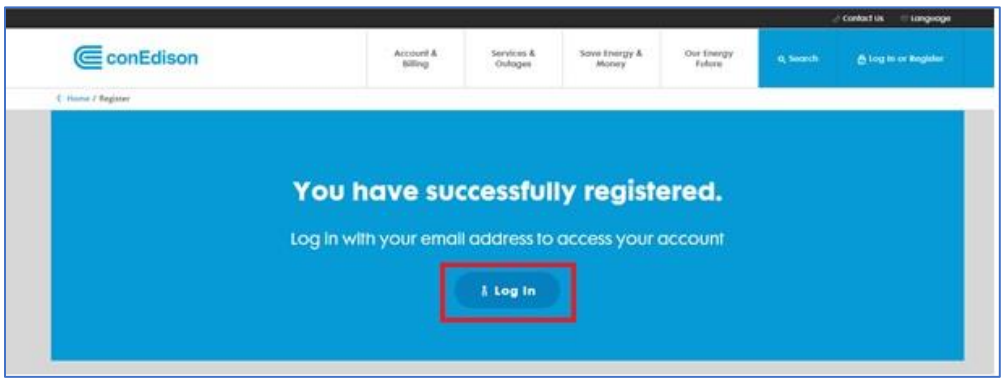
Click **Get Code**. In this example, a verification code will be sent to the mobile device via text messaging.



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

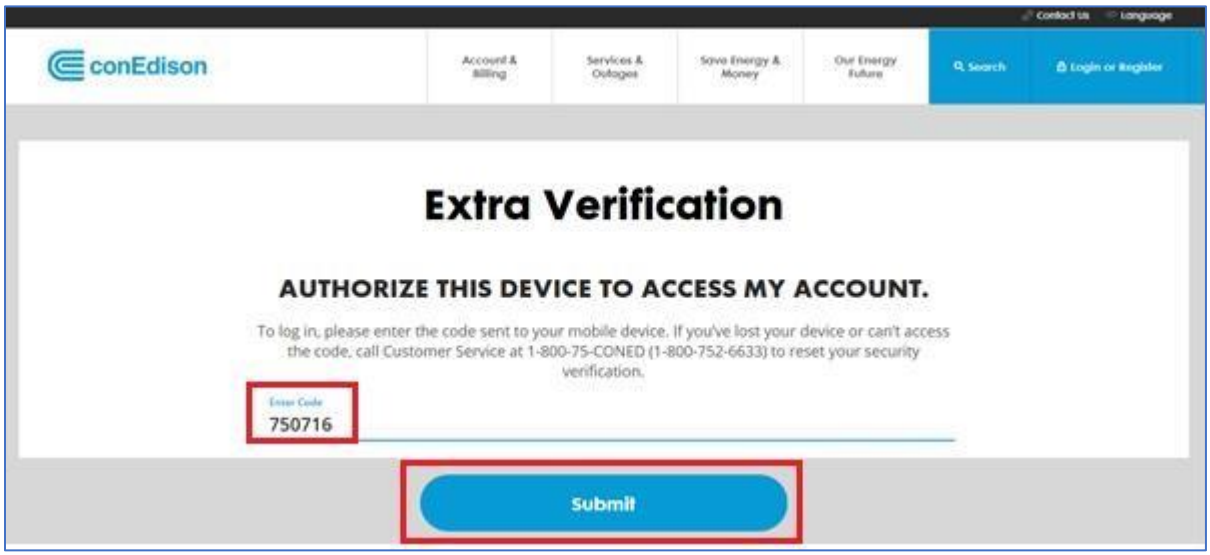


SUCCESS! Your registration is complete, now login with your credentials to verify your device/computer and to setup your profile type.

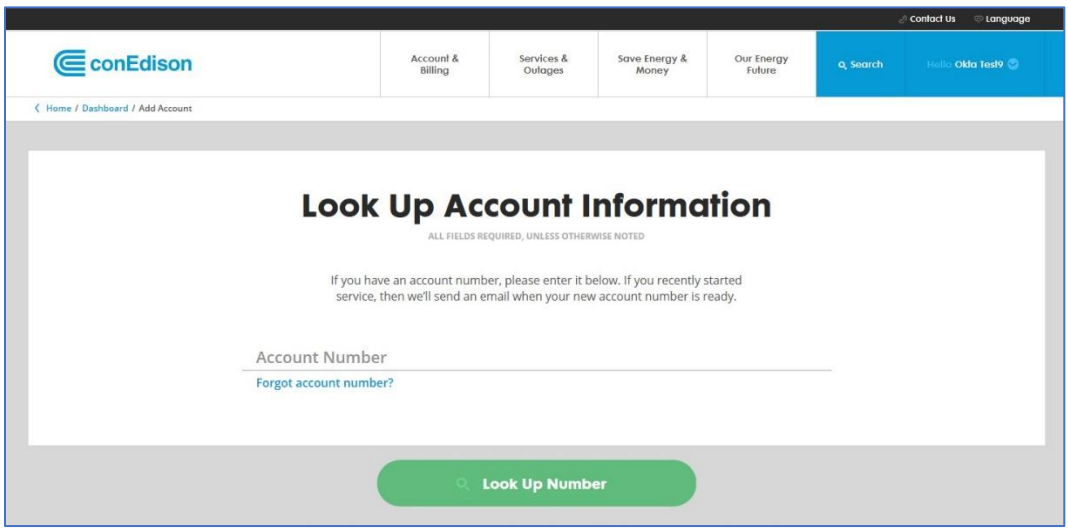


1.4 Verify Device/Computer

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.](https://BuildingEnergyUsage.conEd.com)

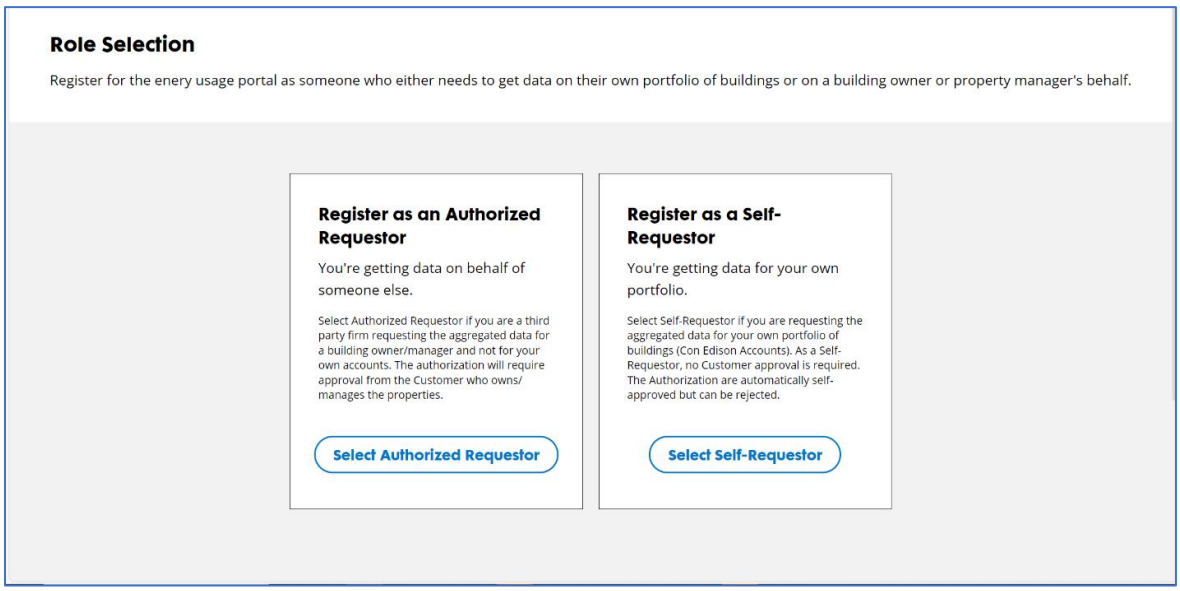


1.5 Role Selection

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.

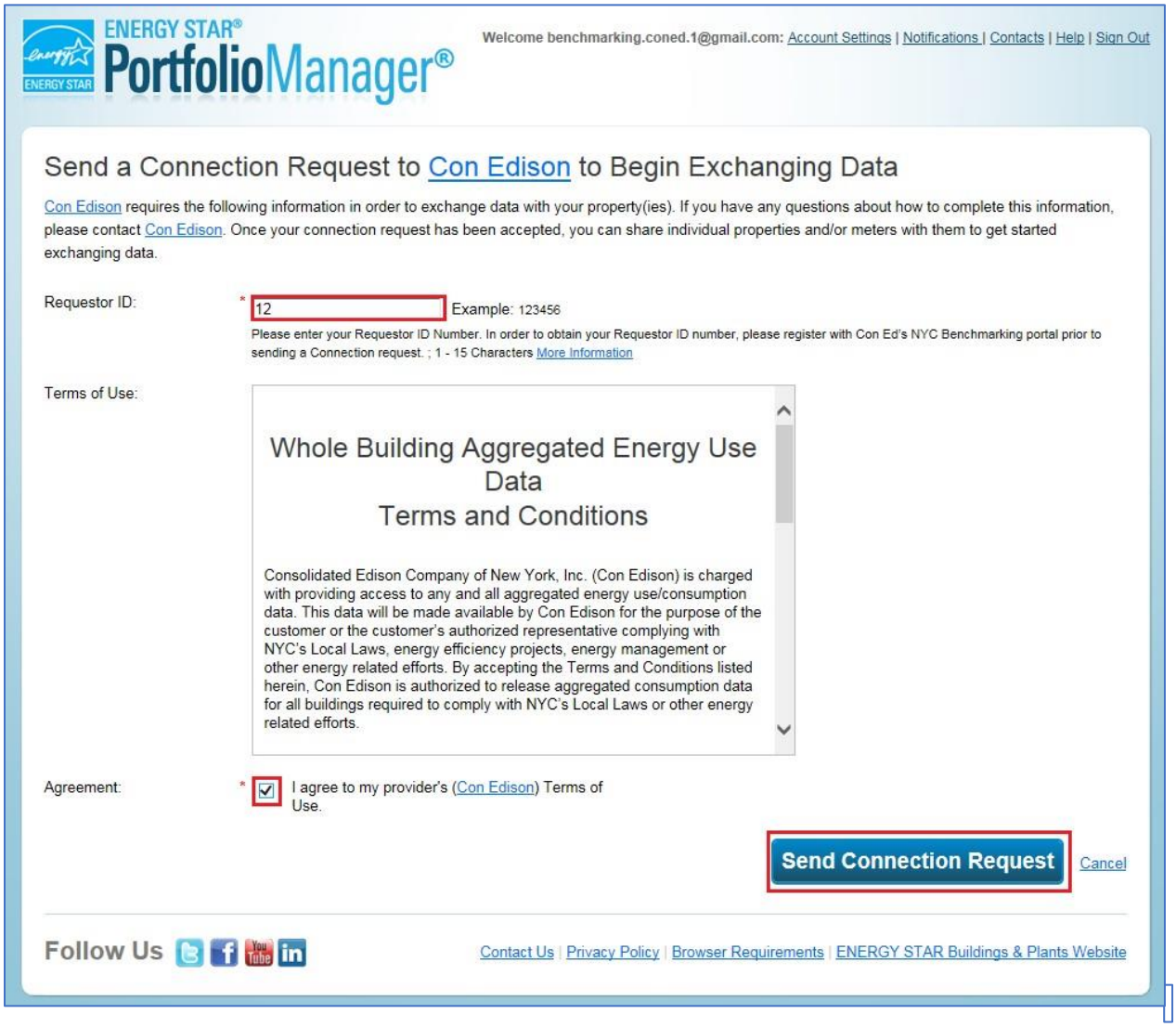


1.6 Requestor ID

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.

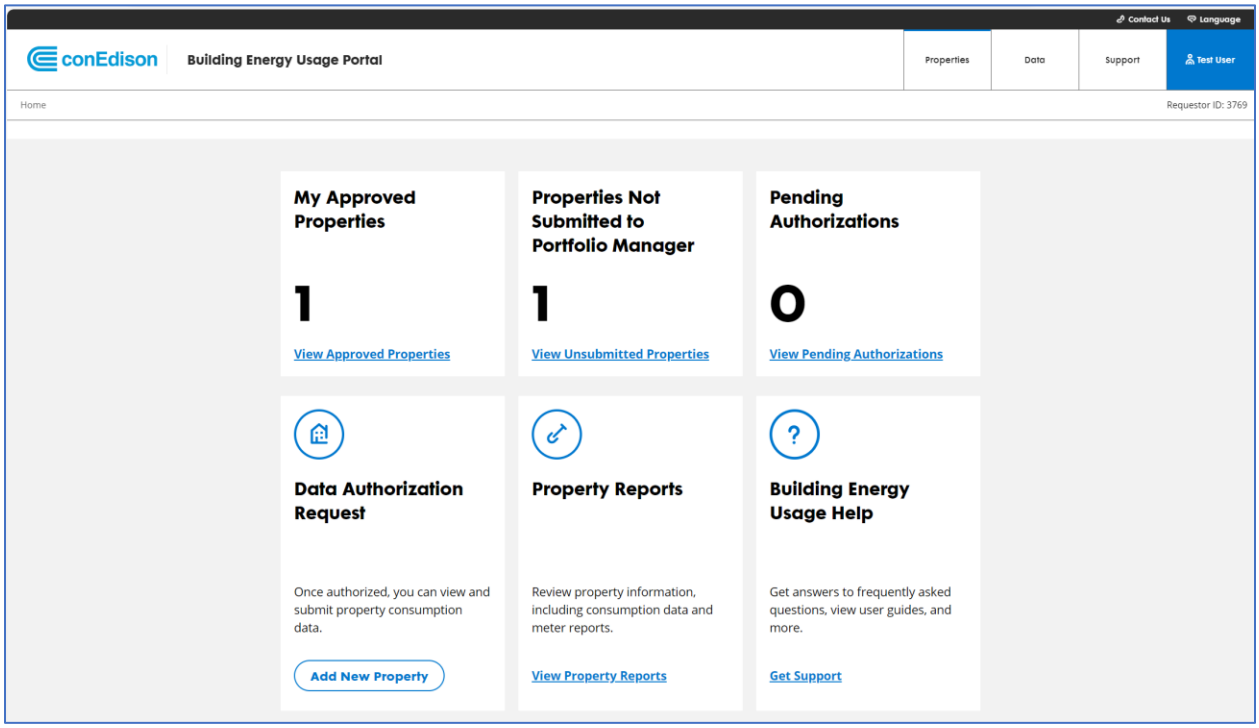
The Requestor ID will also be used when requesting a connection to the Con Edison Web Services Account from Energy Star Portfolio Manager (ESPM).

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



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.

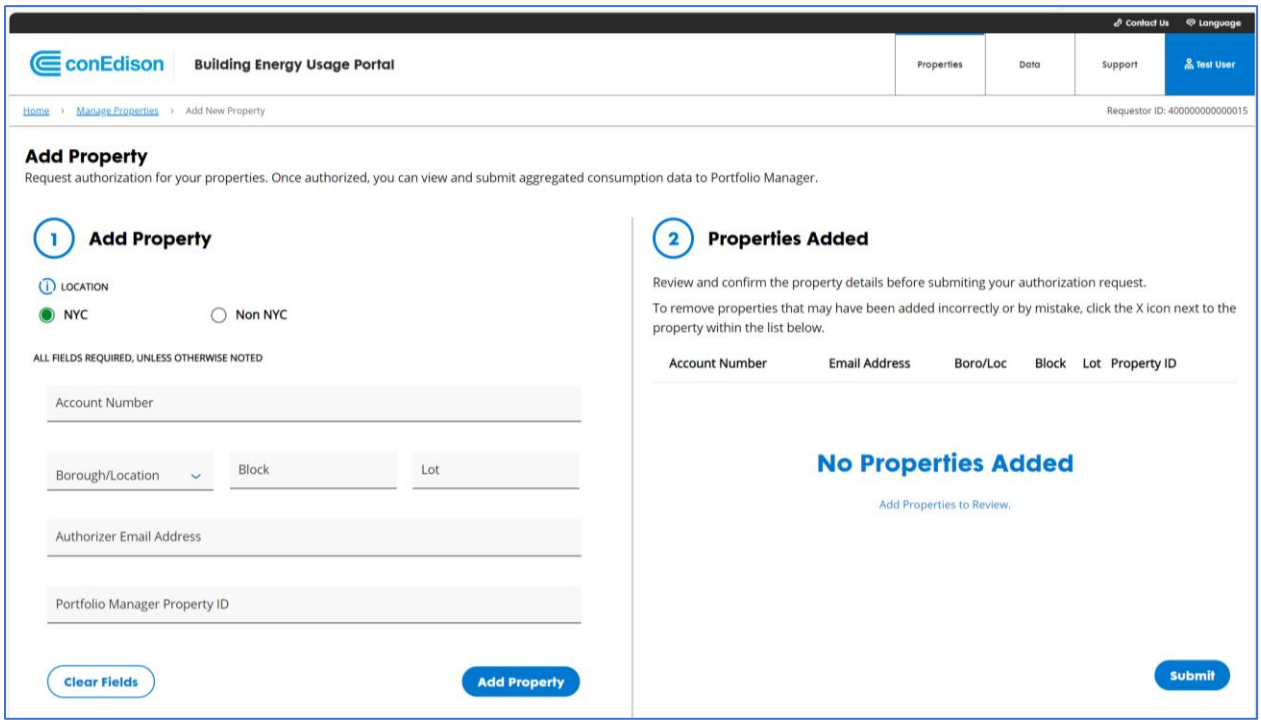
- **As an Authorized Requestor**, it is your responsibility to ensure that for every property that is added into the portal an authorization is submitted for approval by the customer. The Building Energy Usage Portal has automated the authorization process.

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**).

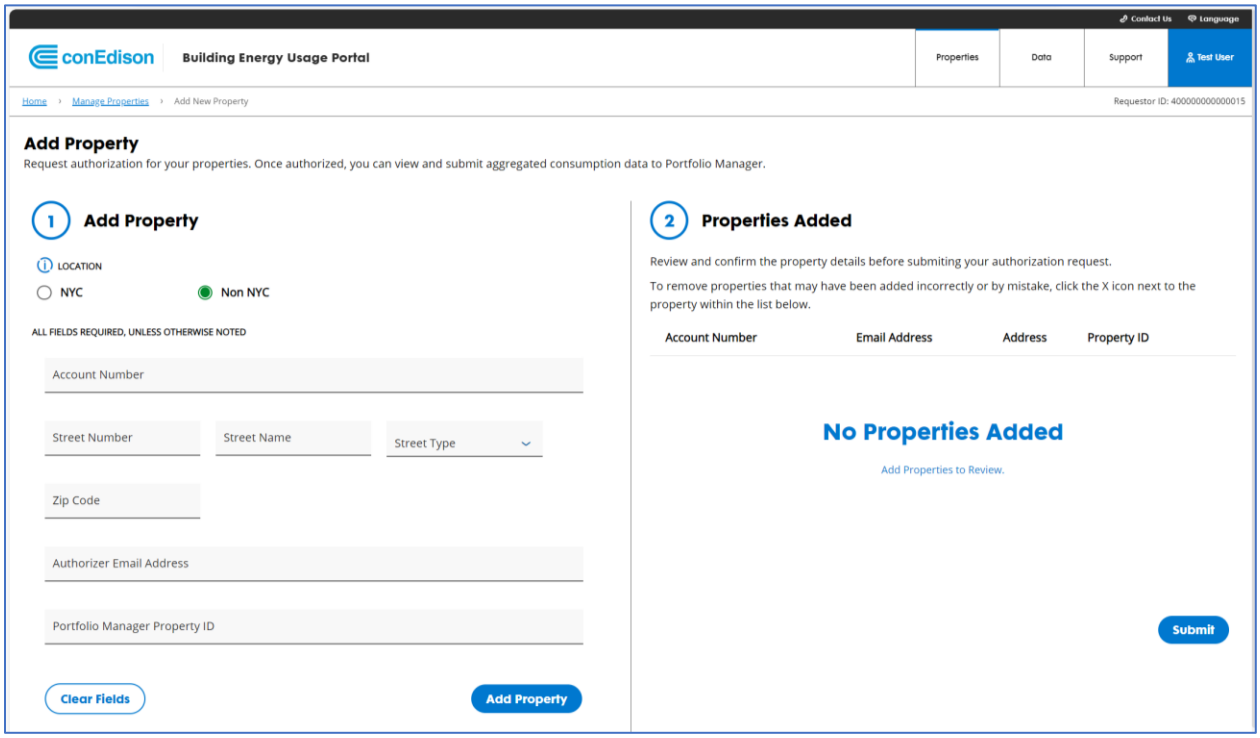
The following fields are required when adding a property (see below):

- 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)

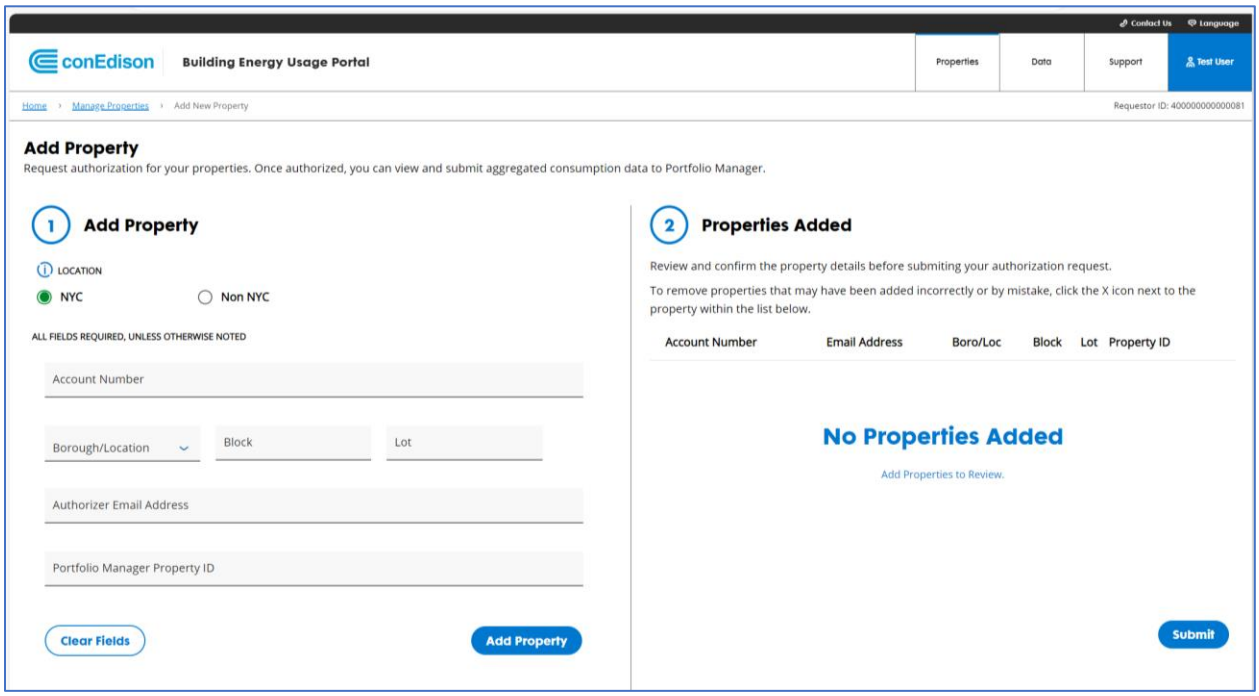
For Self-Requestor (NYC):



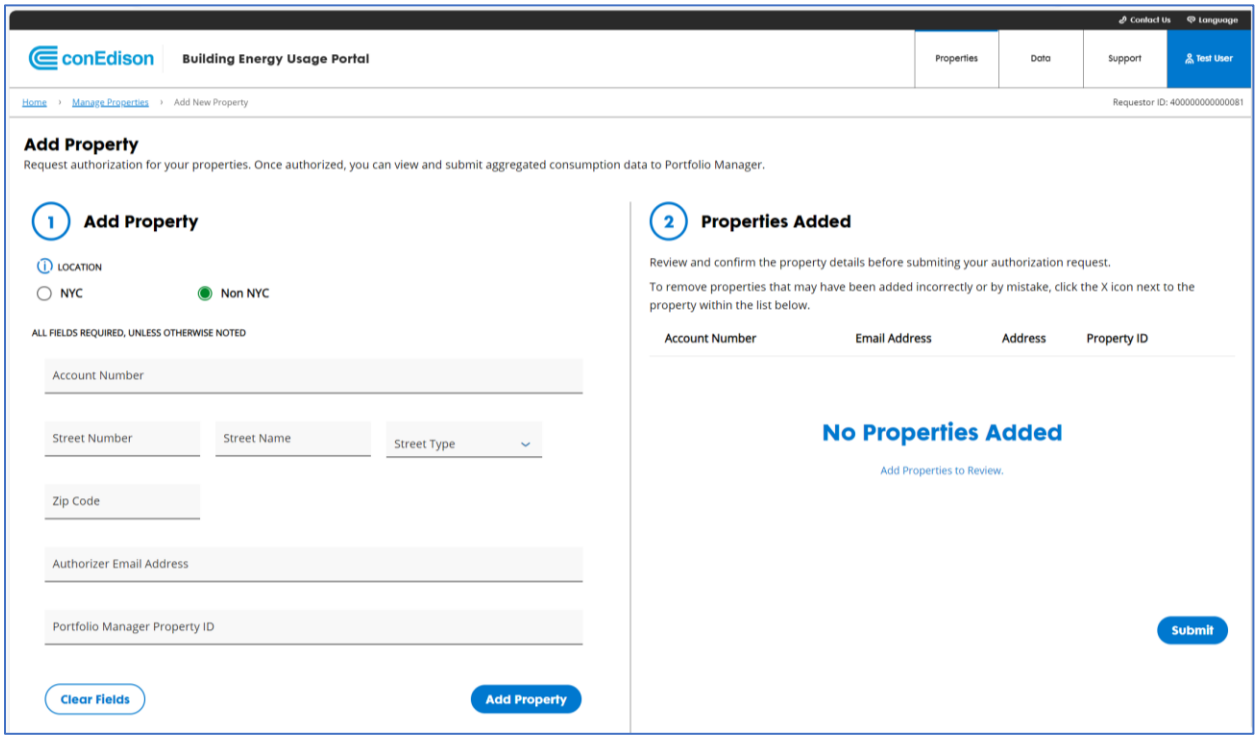
For Self-Requestor (non-NYC):



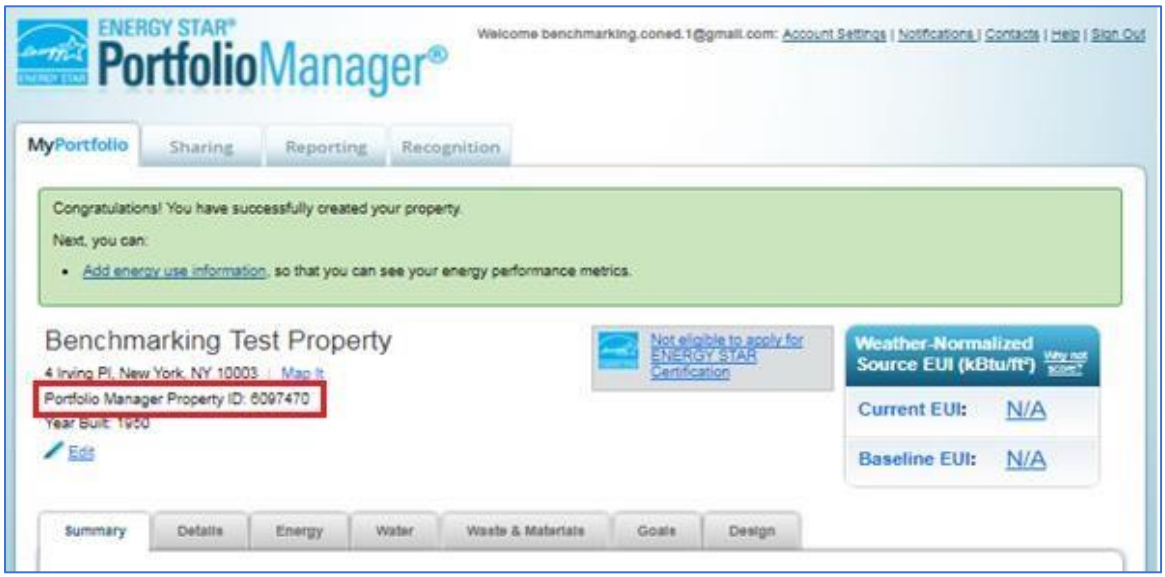
For Authorized Requestor (NYC, additional field for email address):



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



To obtain the Portfolio Manager Property ID from ESPM:

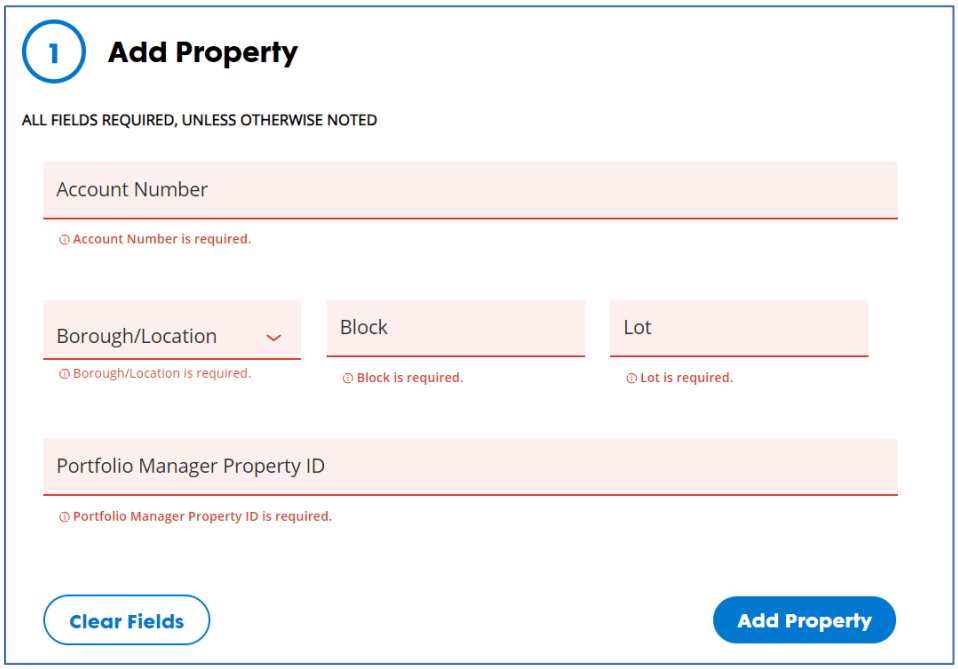


After completing the fields, click **Add Property**. The following will be checked to verify that the property is capable of being added:

- 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.



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.

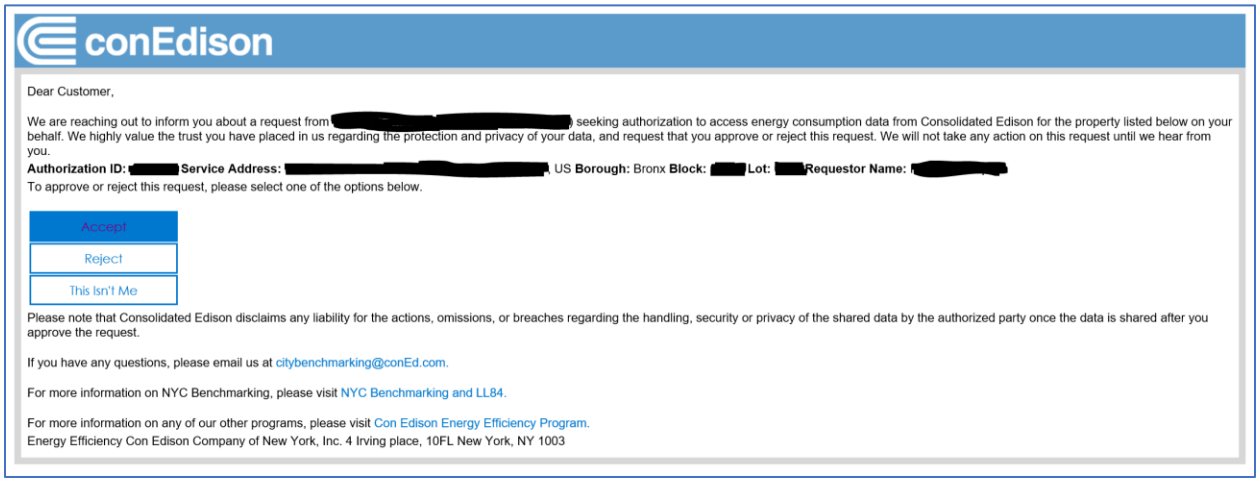
Note: until you click Submit, the selected properties have NOT been added to the Portal.

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

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).

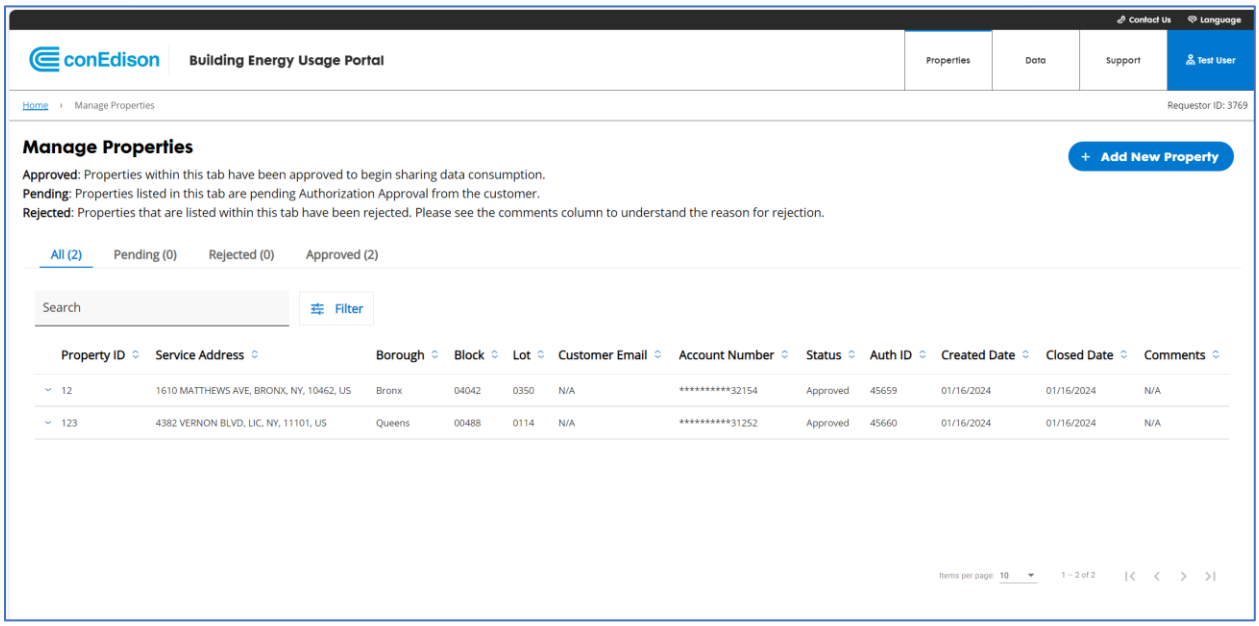


The customer may choose “Accept,” “Reject,” or “This Isn’t Me.” The customer will then be taken to a screen to confirm their choice:

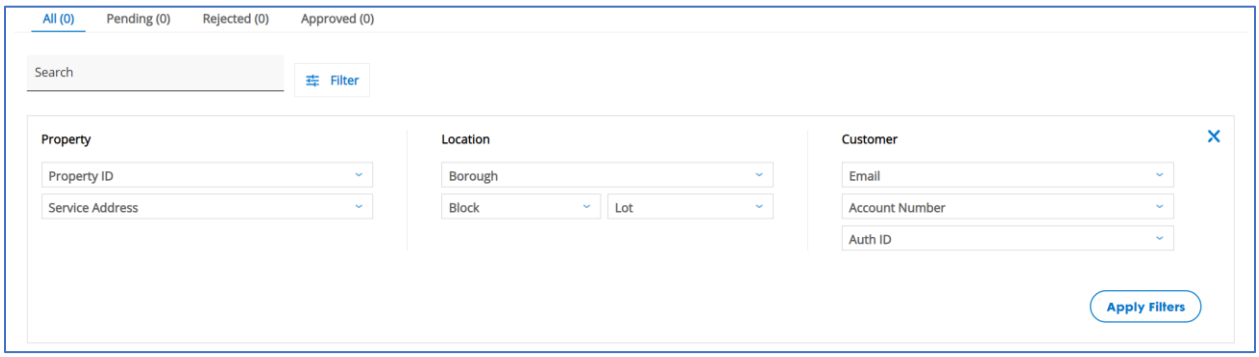
- If the Customer selects **Accept**, the property will be displayed within Manage Properties > Approved
- If the Customer selects **Reject** or **This Isn’t Me**, the property will be displayed within Manage Properties > Rejected

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**).



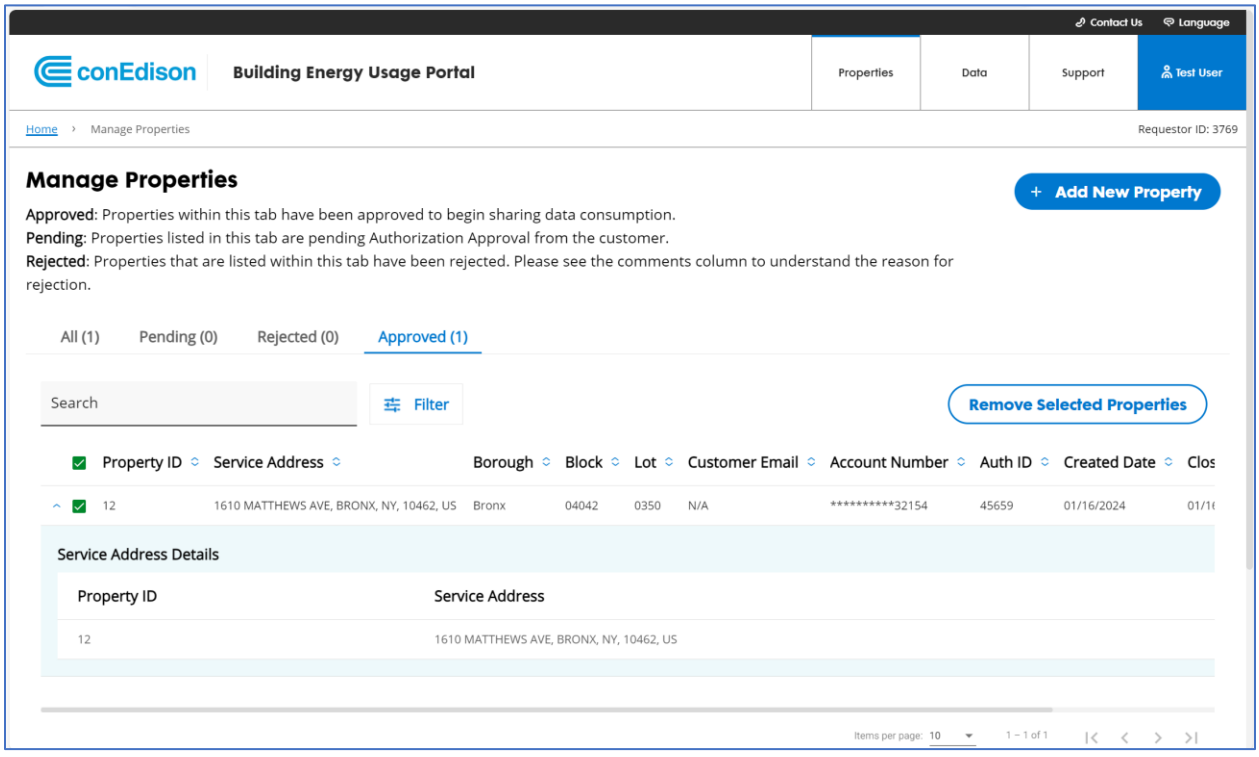
Note: The Manage Properties screen provides **Sort**, **Search**, and **Filter** functionalities.



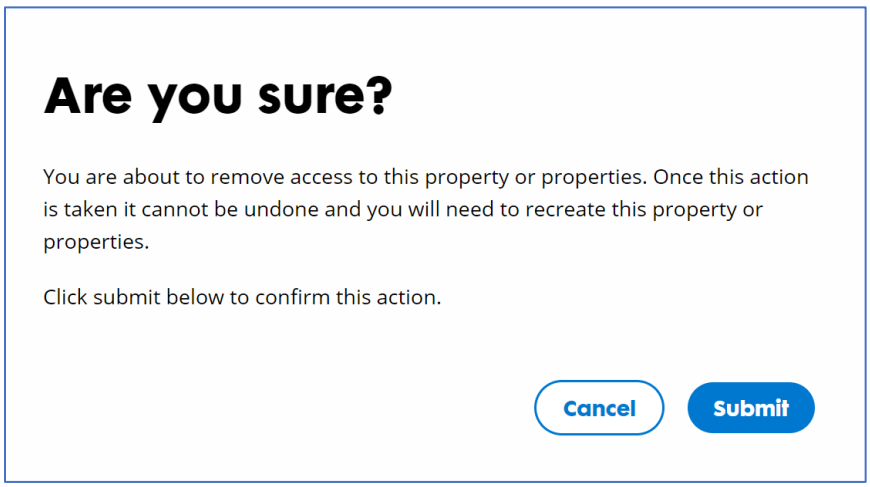
4.1 Rejecting Approved Properties

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 system will ask for confirmation to remove the property.



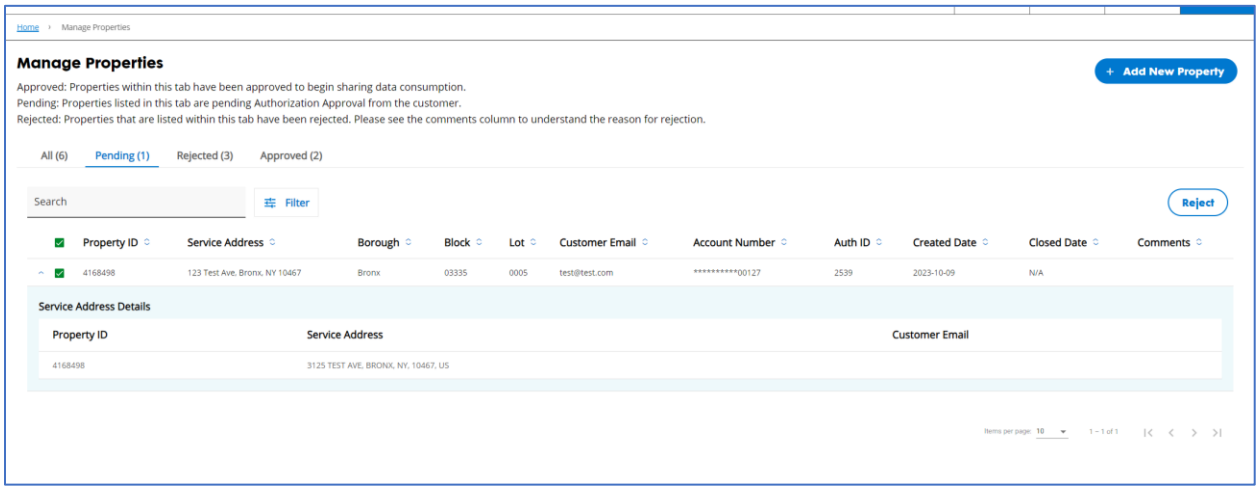
Once the property is confirmed to be removed, it will move to the **Rejected** tab.

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.

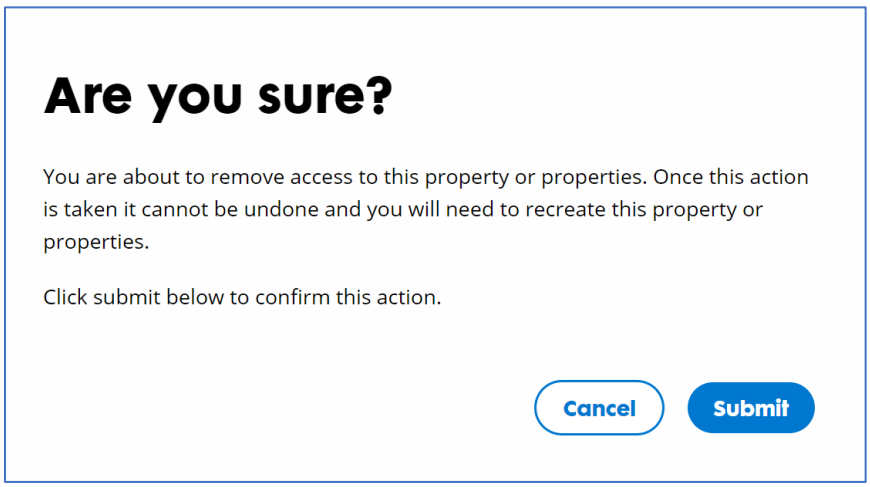
4.2 Rejecting Pending Properties (For Authorized Requestors)

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 system will ask for confirmation to remove the property.



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

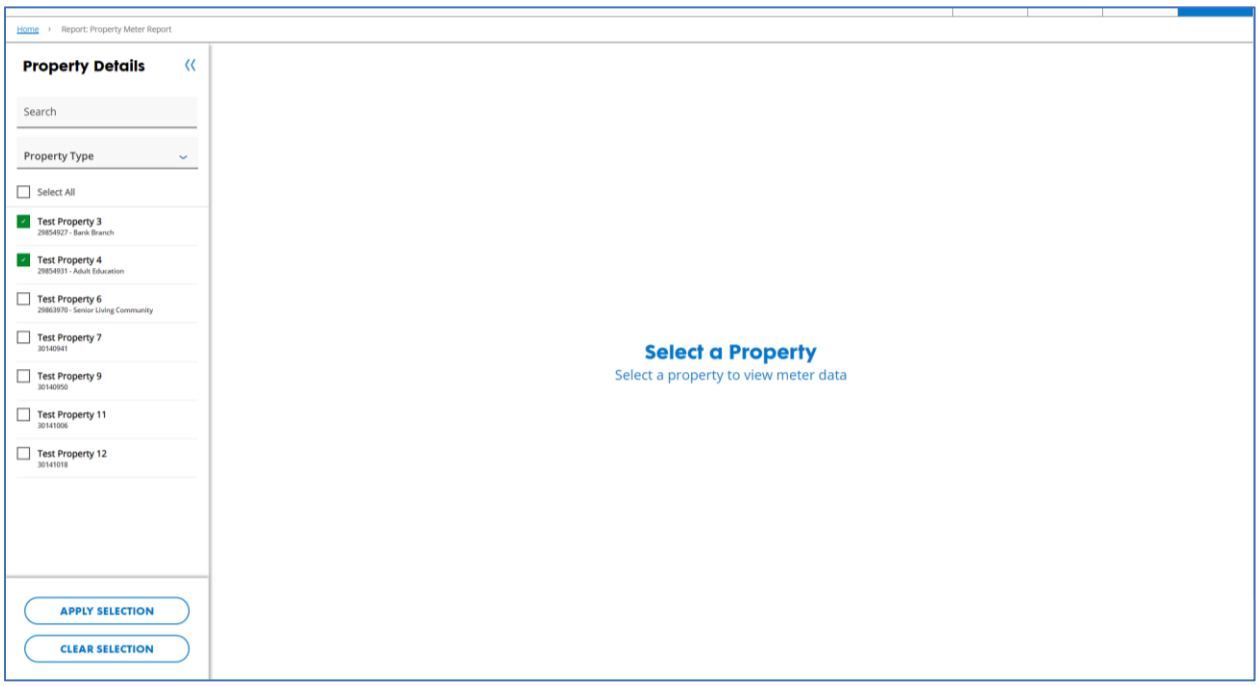
If you are rejecting this property due to information in the original request being incorrect, first reject it and then re-add the property with the correct information.

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

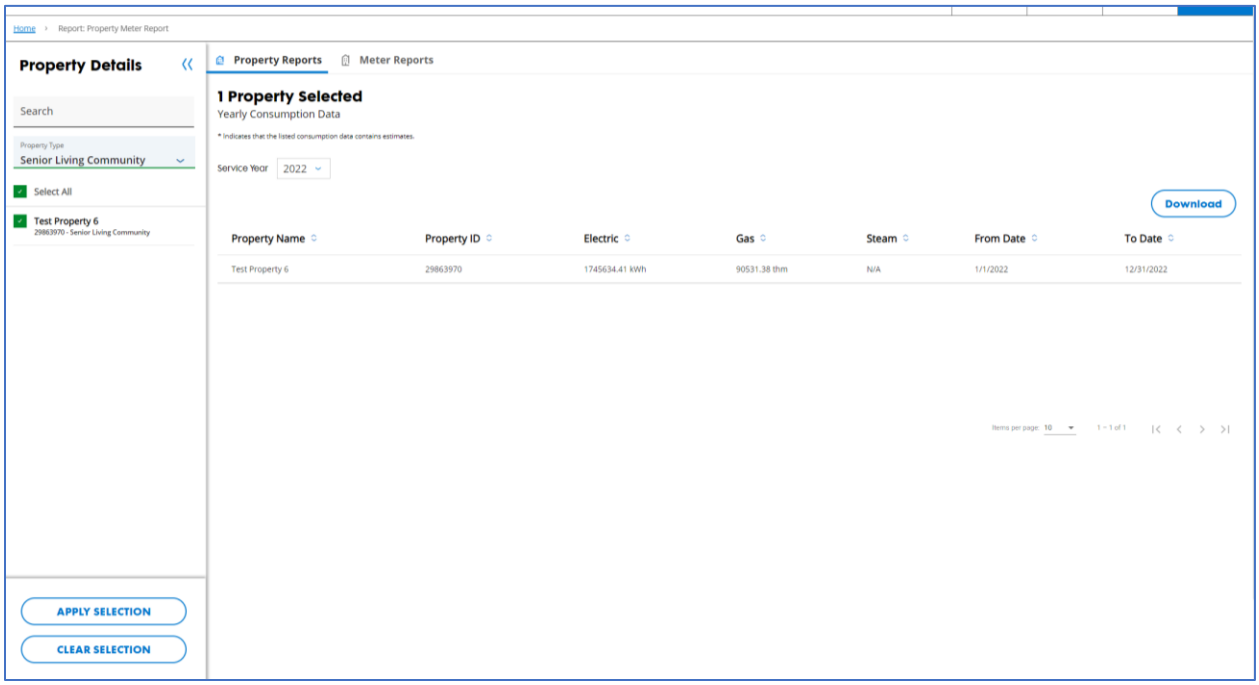
Property and Meter Reports (below) can be accessed from the Dashboard (via **View Property Reports** button) or from the navigation bar (**Data** > **Property/Meter Reports**).

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.

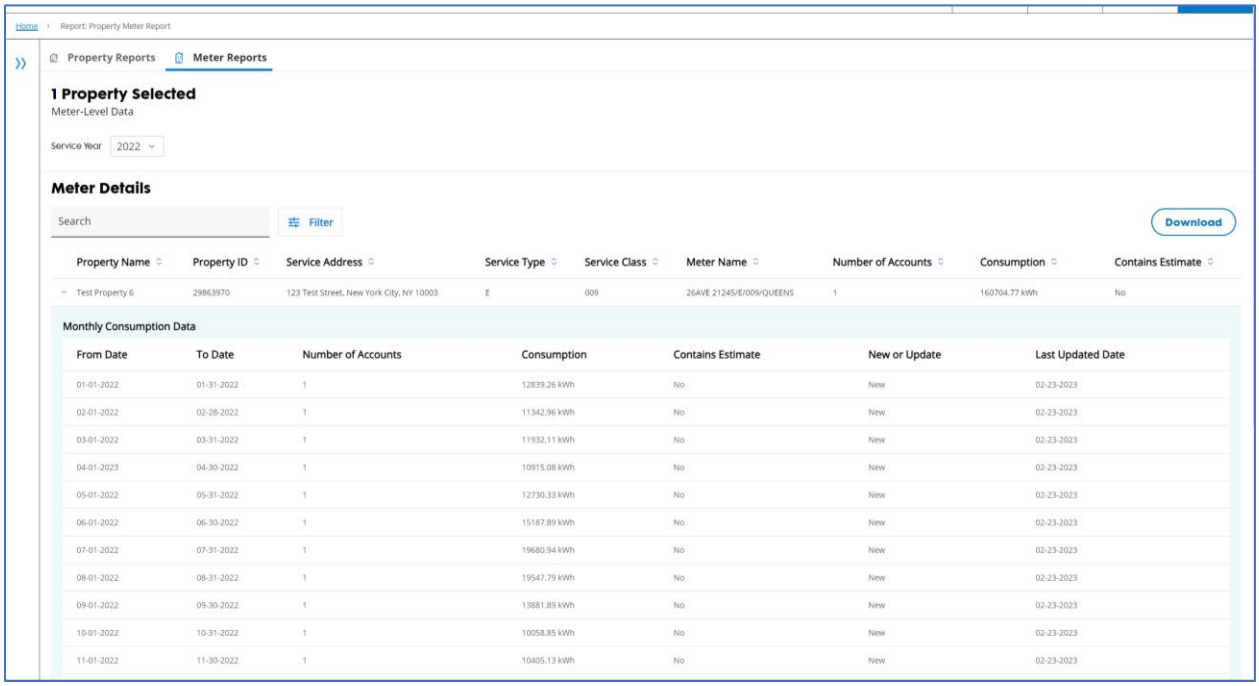
After navigating to Property and Meters Report, within the left-hand pane, select which property or properties that you would like to see Aggregated Consumption on, and click **Apply Selection**. The Properties listed can be narrowed down by using the **Search** or **Property Type** filters. A user can select a maximum of 100 properties.



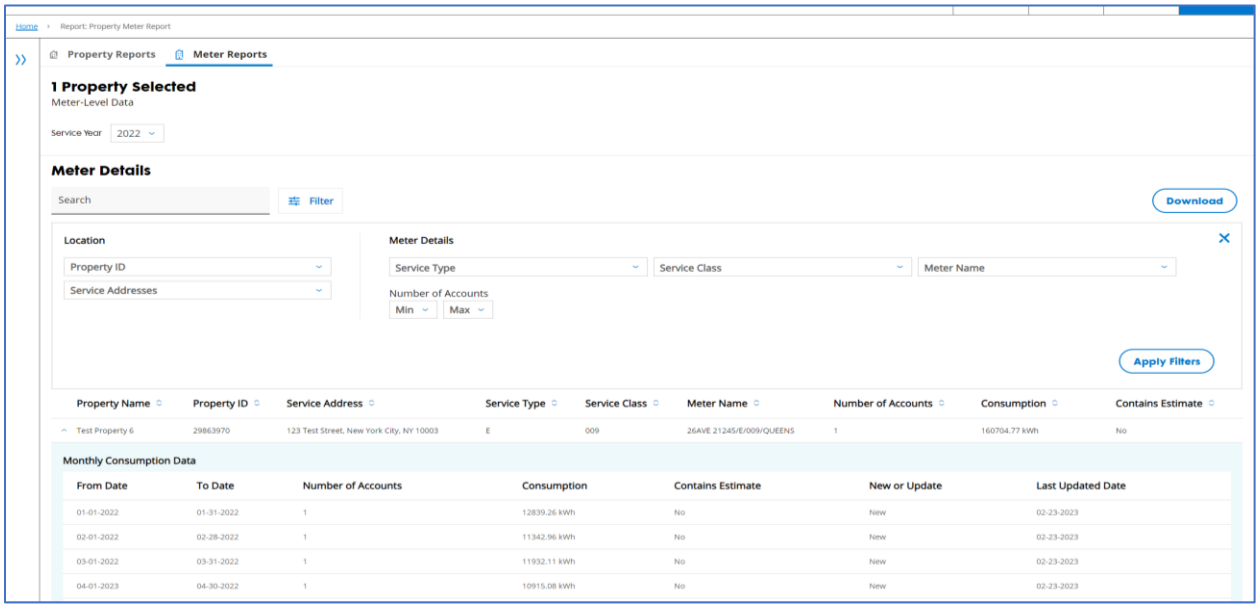
The selected properties will then display in the right panel. Choose **Property Reports** or **Meter Reports**. There is a **Service Year** filter at the top of the page, to filter the data on the selected properties for the current year, plus the previous two years (assuming that the property was within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



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



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.



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.

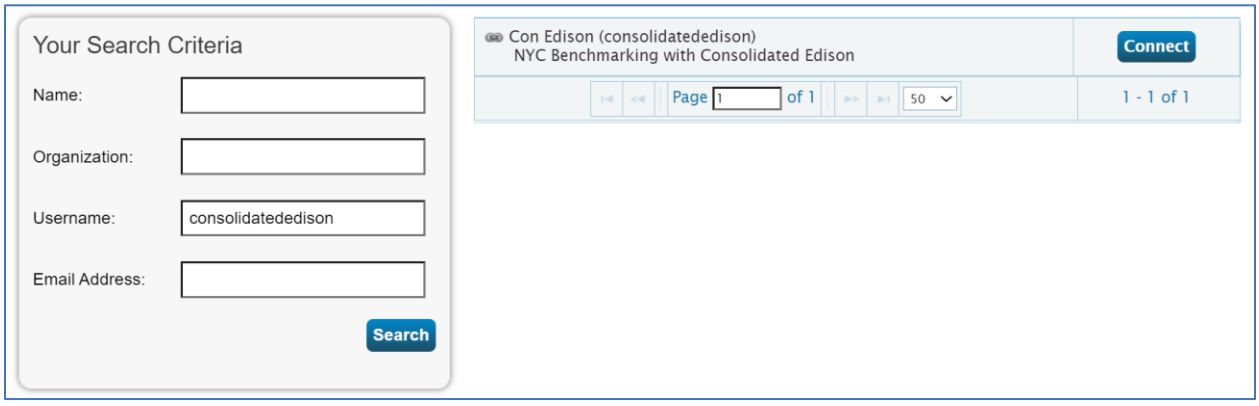
Note: A property may be **On Hold** for one of these reasons:

- **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

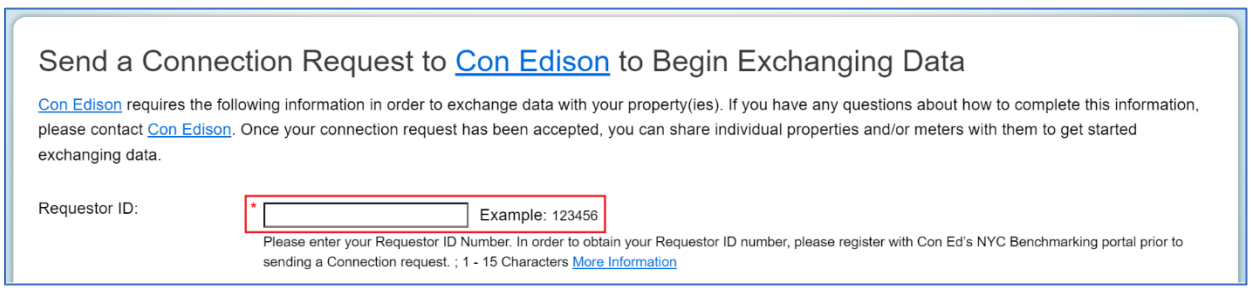
The link to the ENERGY STAR Portfolio Manager (ESPM) website is: https://portfoliomanager.energystar.gov/pm/login.

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).

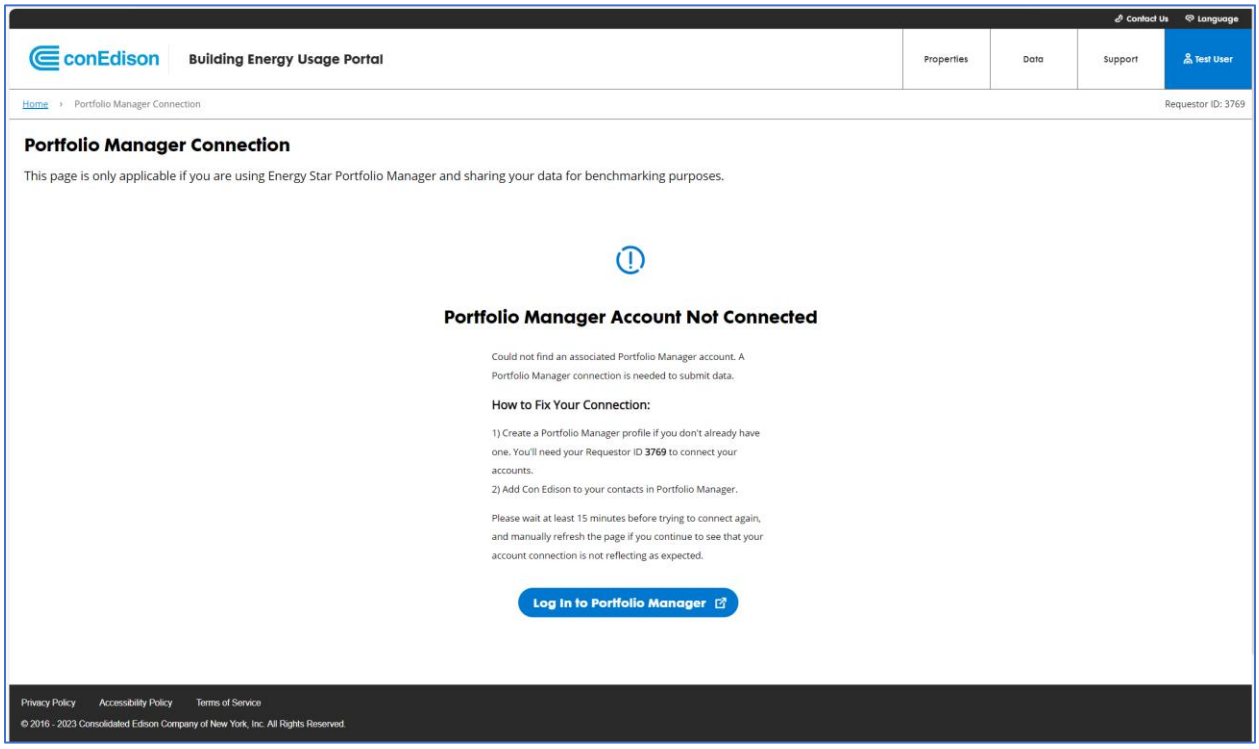
In ESPM, click **Add New Contacts/Connections**. Enter the username "consolidatededison," click **Search**, and then click **Connect**.



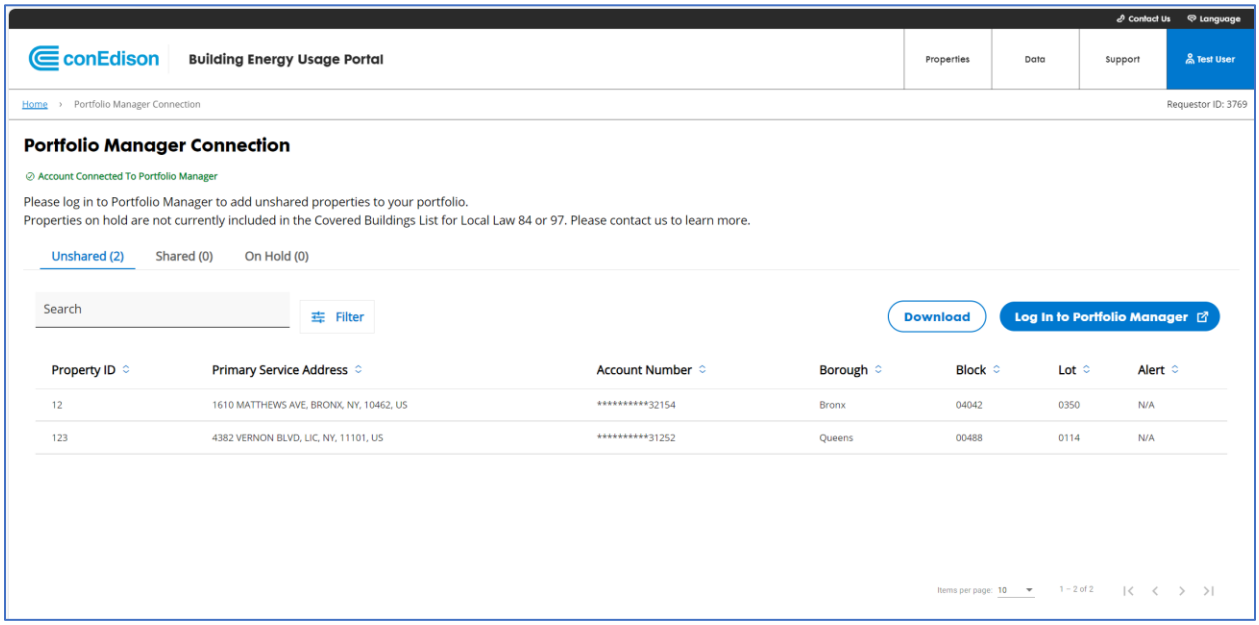
In ESPM, use the Requestor ID from the BEUP navigator bar to establish the connection.



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:

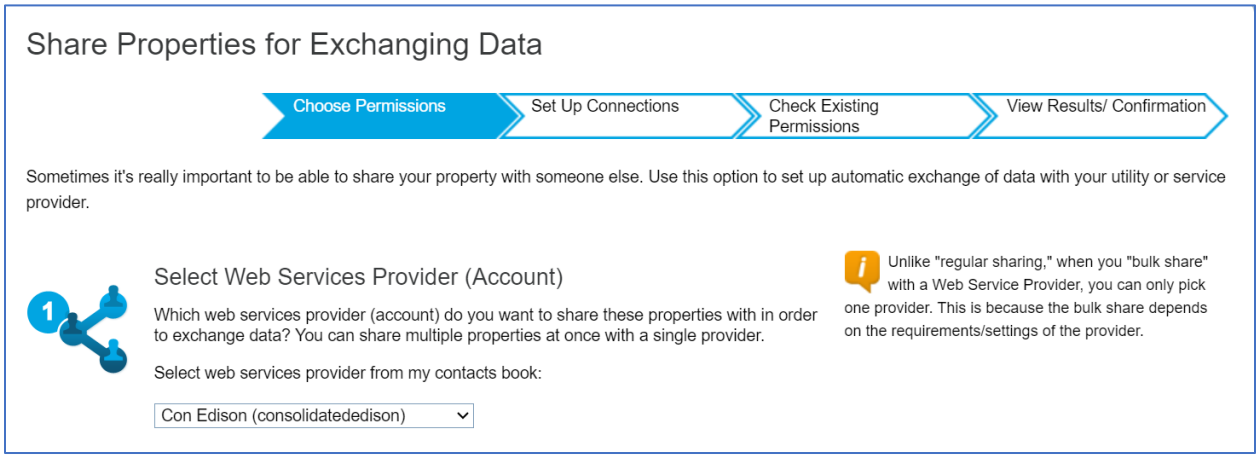


Note: Allow 15 minutes for the connection process to complete. The status of the process can be checked on ESPM, under the **Notifications** section. Once Con Edison has accepted your request (as indicated by ESPM) you can share your properties from BEUP to Portfolio Manager. At this point, BEUP will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

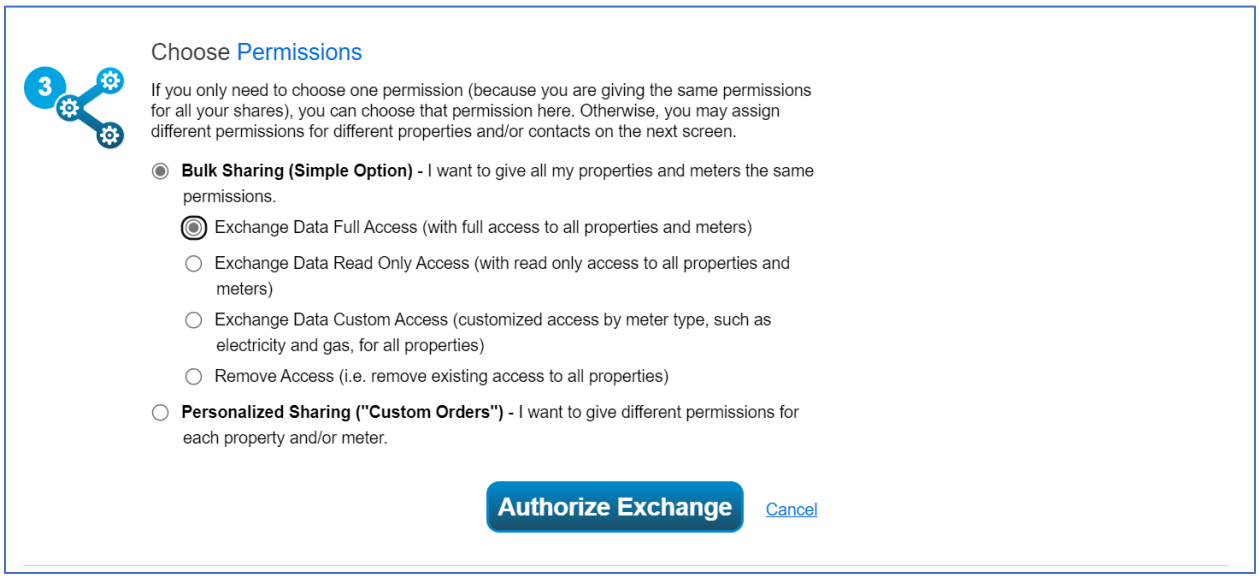
6.2 Sharing Properties

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.



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.



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:

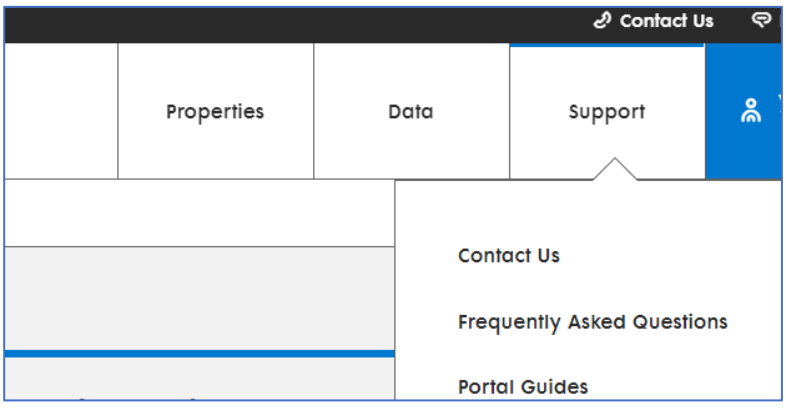
- Leverage Previous year, same interval billing data OR
- Leverage billing data for past 3 months

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