

# **Uploading an Aggregated Consumption Request Form using Project Center**

## Contents

Preparing an Application.....	3
Registering for the First Time.....	4
Uploading an Application.....	8
Reviewing Results .....	10

# Preparing an Application

1. The Aggregated Consumption Request form must be completed and uploaded into Project Center. The Request form is available on our website: <https://www.coned.com/en/commercial-industrial/aggregated-building-energy-consumption-data>.

The Request form contains eight total fields: five that must be manually populated and three with drop down selections. **All fields must be completed (Except Westchester Properties – There is no Block, Lot, or BINs for Westchester Properties - Please leave these fields blank for Westchester properties).**

14 or 15 Digit Common Area Account #	Customer Service Address	Borough	Block	Lot	Building Identification Number (BIN)	Letter of Authorization sent to CityBenchmarking@Coned.com?	Benchmarking Calendar Year
3265416680000	123 South Street	Westchester				YES	2013
32672703608109	555 Montague Ave	Manhattan	74338	8348	9349300	YES	2013
3267313210004	4 John Doe Blvd	Queens	2329	00908	9732489	YES	2013
4021220550000	9 Ave A	Brooklyn	32983	98304	9834235	YES	2013

**\*Please Note: You may not leave any blank rows between requests on the application form. Project Center will review the content up to the first blank row. If a blank row is included, Project center will not review any content below the blank row. Therefore, Con Edison will not be responsible for any request information below a blank row.**

**\*\*The request form must be saved as a 97-2003 excel workbook.**

2. The “Application Overview” tab provides the instructions on how to complete the request form. Also, the link to the DOB website is available within this tab.

**Benchmarking Application Instructions**  
Please fill out the form by following the instructions listed below:

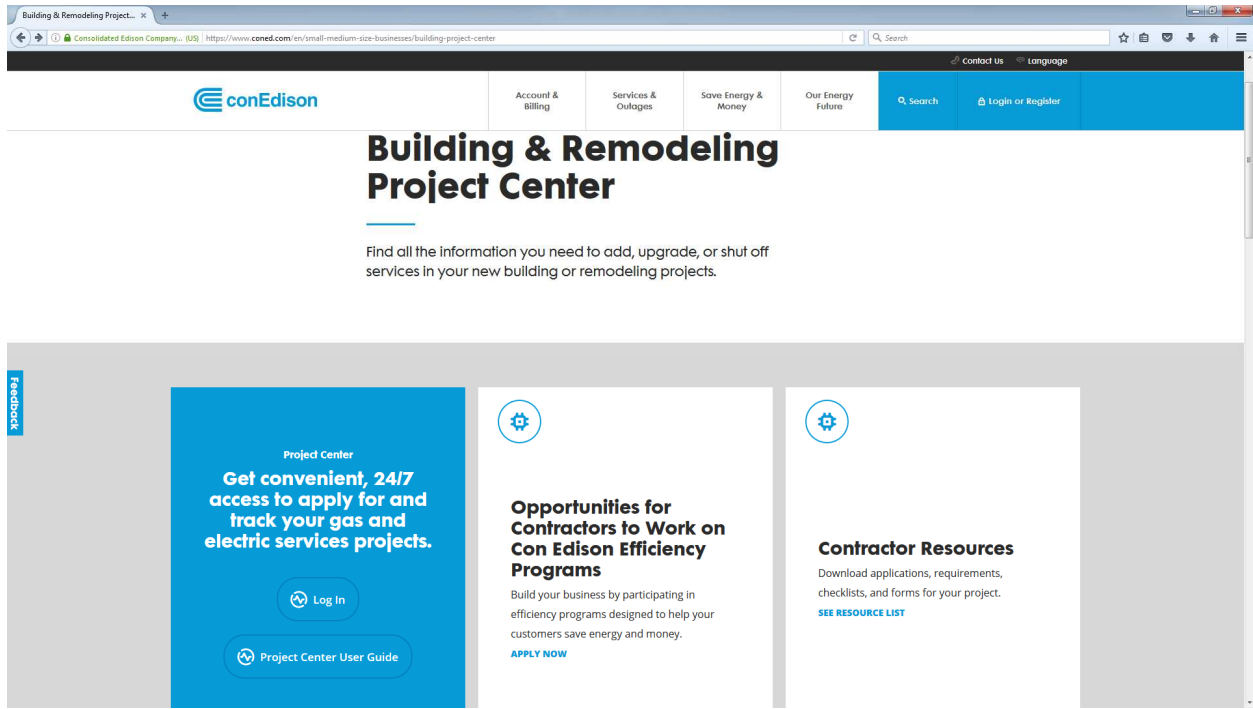
1. Column A\* Please provide the 14 (or 15) Digit Common Area Account Number for the property for which you require aggregated consumption data. Only one account number is required per Block and Lot.
2. Column A\*\* Please provide the Service Address as it appears on the account. Service Address must match the address associated to the account listed in Column A.
3. Column C\*\* Please select the Borough in which the service address is located from the drop down box. Borough must be selected.
4. Column C\*\* Please provide the Tax Block Number, available on the Department of Buildings Building Information website. No spaces and no dashes are allowed. Block Number must be provided.
5. Column C\*\* Please provide the Tax Lot Number, available on the Department of Buildings Building Information website. No spaces and no dashes are allowed. Tax Lot Number must be provided.
6. Column C\*\* Please provide the seven digit Building Identification Number. The seven digit Building Identification number is available on the Department of Buildings Building Information website. Building Identification Number must be provided.
7. Column C\*\* Please acknowledge that you have submitted your Letter of Authorization to CityBenchmarking@coned.com. Requests will not be processed without a valid LOA. You must select Yes or your request will be "Unsuccessful".
8. Column C\*\* Please indicate the calendar year in which you are requesting aggregated data. For example if the year is 2013 and you require aggregated consumption data for 2014, please indicate the "Benchmarking Calendar Year" is 2014. Additionally, please note that up to 3 years of data will be sent if available; therefore, you do not need to select 2012, 2013, and 2014. Finally, the previous full calendar year aggregated consumption data is not available until February 15th of the following year.

**Additional Instructions:**

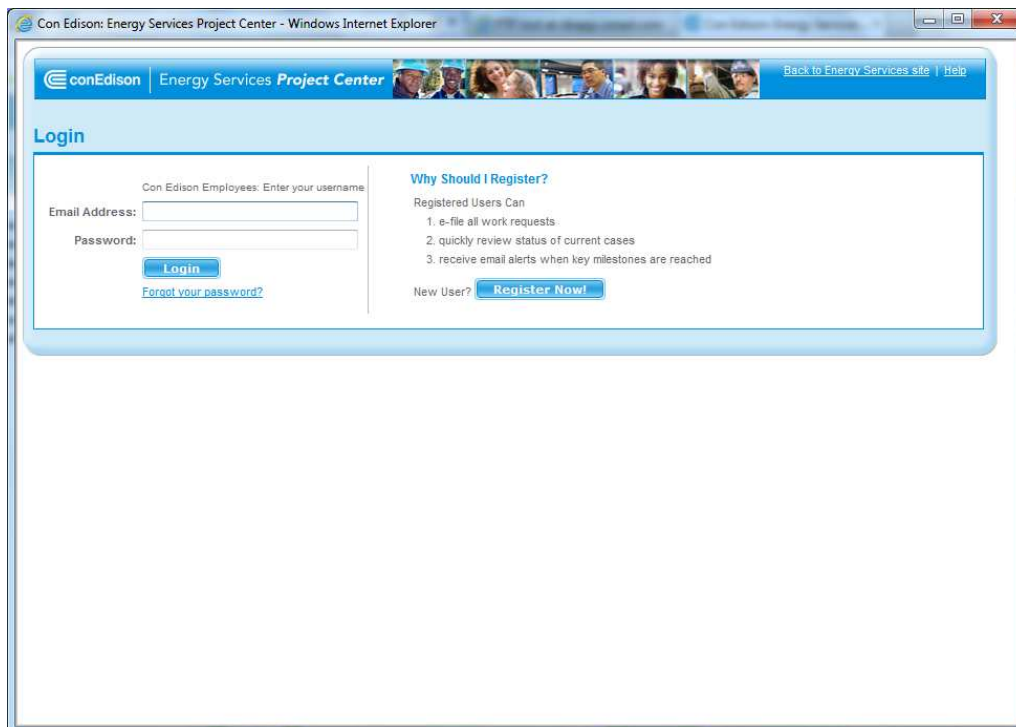
1. \*Column A must be formatted as Numeric with no dashes, spaces, or decimal places.
2. \*\*Column B must be formatted as text.
3. File must be saved and uploaded as an Excel 97-2003 workbook.
4. Application form must be completed in sequential order with no blank rows between request information. Any information below a blank row, will not be verified by Project Center.
5. If you are unable to access an account number for each service address, please complete the application with all pertinent information, leave the account number blank and submit your request. Upon receipt of an "Unsuccessful" notification, please send an email with regards to the issue to CityBenchmarking@coned.com and please include the Request ID number.

## Registering for the First Time

1. Go to <https://www.coned.com/en/small-medium-size-businesses/building-project-center>.
2. Select: **Project Center** The first box on the left



3. You will need to register the first time to Login. Select **Register Now** on the lower right of the screen. See step 4 for the next step before proceeding. If you have already registered continue to Uploading an Application (Page 9).



4. Select: **Energy Efficiency/Demand Response/Benchmarking Contractor**, the third to last bullet from the bottom. Then select **Next**.

Con Edison Energy Services Project Center - Windows Internet Explorer

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### User Registration

Select your role from the options below to get started with your one-time registration.

Please indicate the role that best describes you:

- Customer
- Licensed Electrician
- Licensed Plumber
- Consulting Engineer
- Architect
- General Contractor
- Local Municipal Government or Agency
- Solar PV Installer
- Energy Efficiency/Demand Response/Benchmarking Contractor
- Other
- RMS Contractor

Cancel Next >

5. Be sure to complete all required (\*) fields and the company field. Create only one account per user. Please Note: Project Center will not allow the same email address to be used twice. The email address that is registered will be where the invoice and aggregated consumption data is sent.

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### User Registration

Fill in the information below and click "Submit" to complete your registration.

\* Indicates required field

#### Contact Information

Registrant Type: Energy Efficiency/Demand Response Contractor

Name:  First  Middle  Last  Suffix  
City:  Benchmarking

Company:  City Benchmarking Company

\* EITHER a primary phone or cell phone number is required

Primary Phone: ( 555 ) 369 - 2468 ext.

Cell Phone: (  )  -

Fax Number: (  )  -

(Ex: 240 E 14th St OR 240 Central Park W)

House #  Pre-Dir  Street Name  Artery  Post-Dir

\* Mailing Address Line 1: 4  Irving Place  Select

Mailing Address Line 2:

\* City:  New York

\* State:  NY

\* Zip:  10003

#### Email

\* Email Address:  2014Benchmarking@gmail.com

Note: Your email address is your username and method of notification.

\* Confirm Email Address:  2014Benchmarking@gmail.com

#### Password

A password must be at least 8 characters and no more than 16 characters. It can be numeric or alpha-numeric.

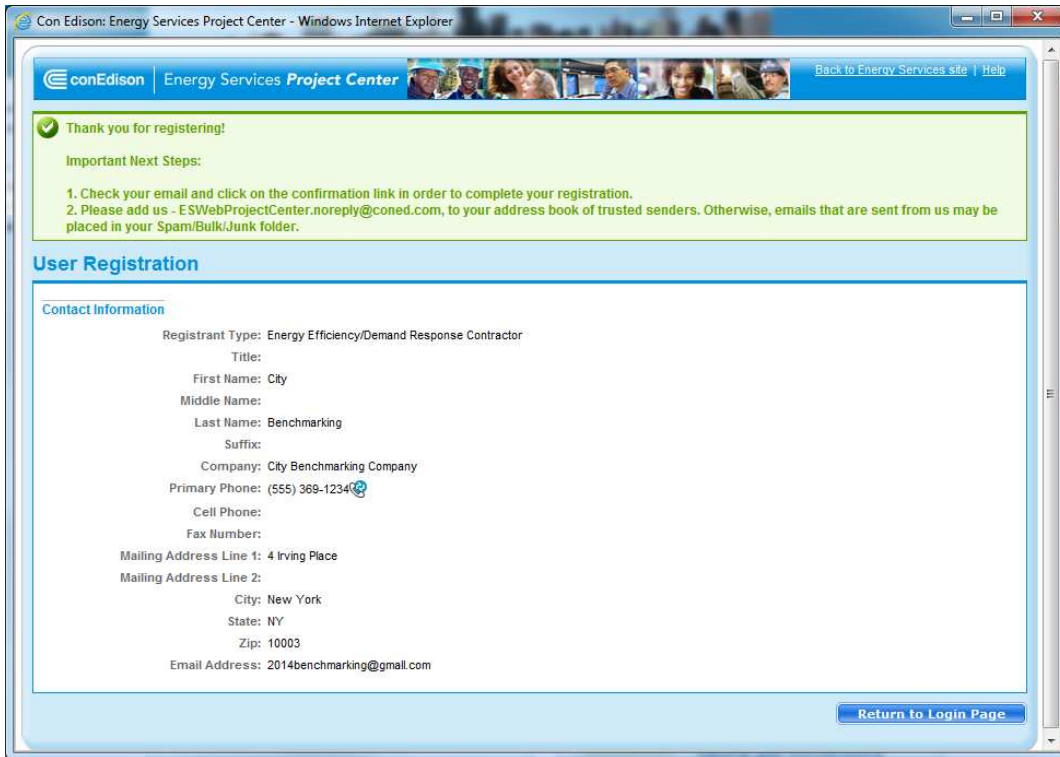
For example: 'password1' is valid

\* Password:

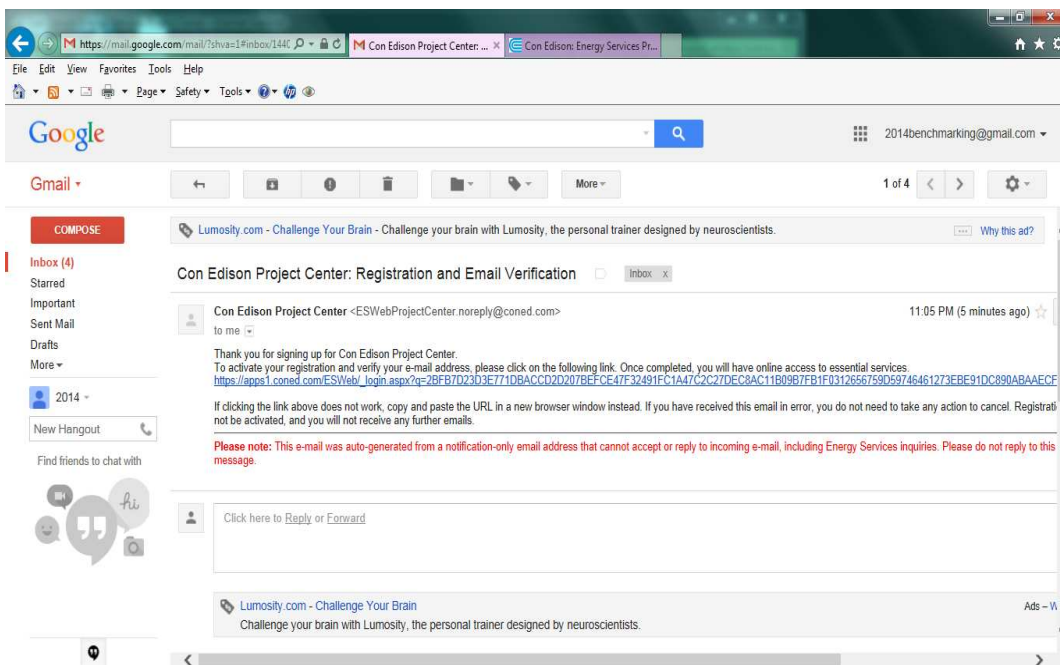
\* Confirm Password:

< Previous Cancel Submit

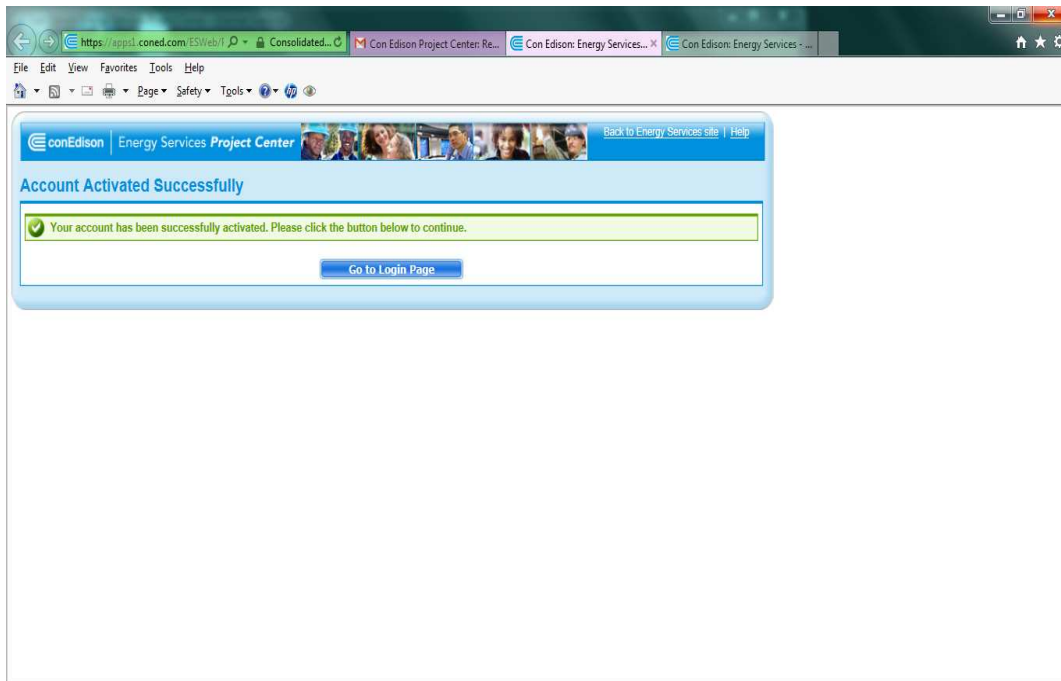
6. A notification will appear advising of one additional step needed to complete your registration.



7. A verification email will be sent to the email address that was registered within Project Center. You will be required to select the link to complete your registration.

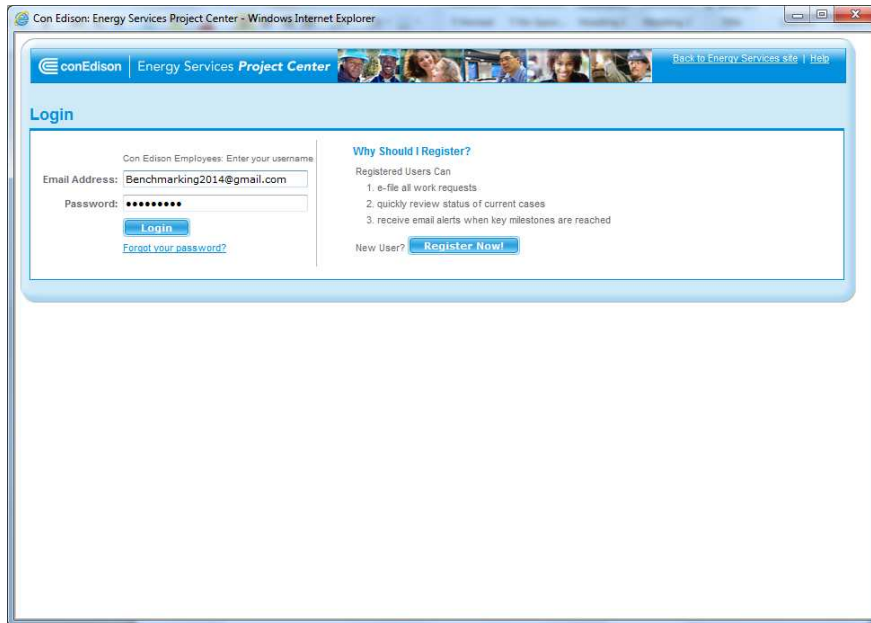


8. Once you select the link, you will have completed your registration. You may now Login to Project Center.



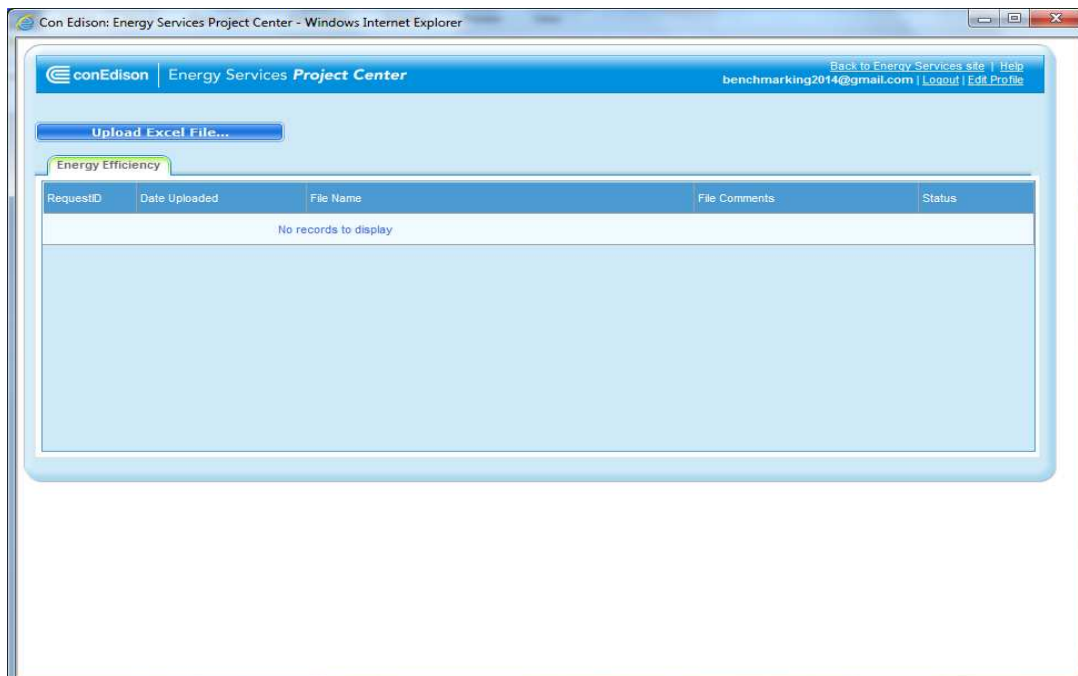
## Uploading an Application

1. To Login to Project Center, go to [www.coned.com/es](http://www.coned.com/es) (For best viewing results please use Internet Explorer when logging into Project Center)
2. Select: **Launch Project Center** under e-filing Through the Project Center (Upper Left Box)
3. Enter your Email Address and Password.



The screenshot shows the login page of the Con Edison Energy Services Project Center. The page has a blue header with the Con Edison logo and the text "Energy Services Project Center". Below the header, there is a "Login" section with two input fields: "Email Address" (containing "Benchmarking2014@gmail.com") and "Password" (containing "\*\*\*\*\*"). A "Login" button is positioned below the password field, and a link for "Forgot your password?" is below it. To the right of the login fields, there is a section titled "Why Should I Register?" with a sub-heading "Registered Users Can" and a list of three benefits: "1. e-file all work requests", "2. quickly review status of current cases", and "3. receive email alerts when key milestones are reached". Below this list is a "New User? Register Now!" button.

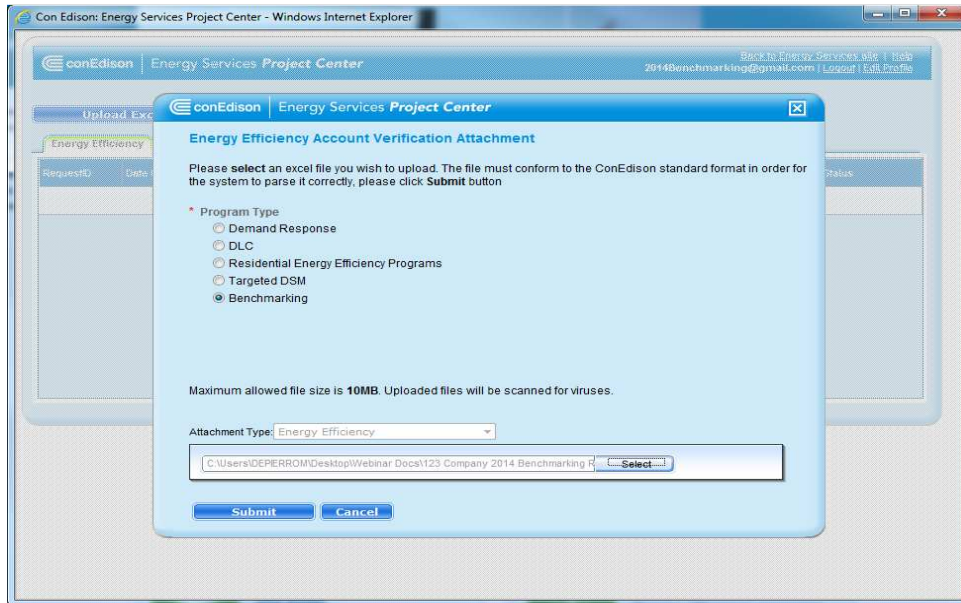
4. Select: **Upload Excel File...** to upload an aggregated consumption request.



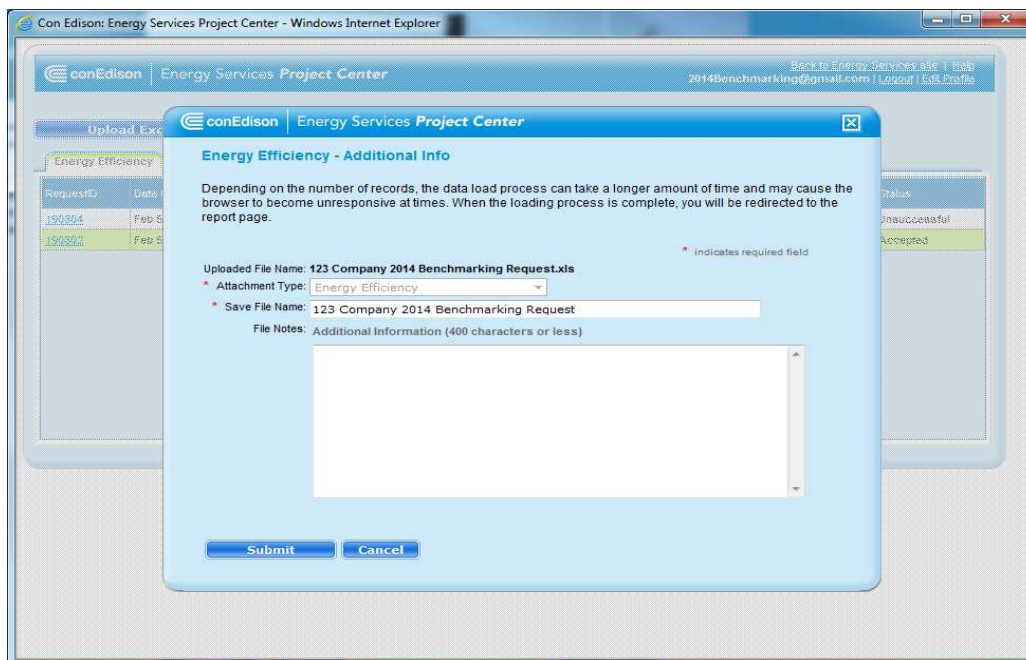
The screenshot shows the dashboard of the Con Edison Energy Services Project Center. The page has a blue header with the Con Edison logo and the text "Energy Services Project Center". Below the header, there is a blue button labeled "Upload Excel File...". Below the button, there is a tab labeled "Energy Efficiency". Below the tab, there is a table with the following columns: "RequestID", "Date Uploaded", "File Name", "File Comments", and "Status". The table is currently empty, and the text "No records to display" is centered below the table.



5. To upload a file; select: **Benchmarking** (Last Bullet). If you do not select Benchmarking you will be unable to upload your file. After you select Benchmarking, click: **Select** under Attachment Type. Locate the file you would like to upload and select: **Open**. Click: **Submit**.

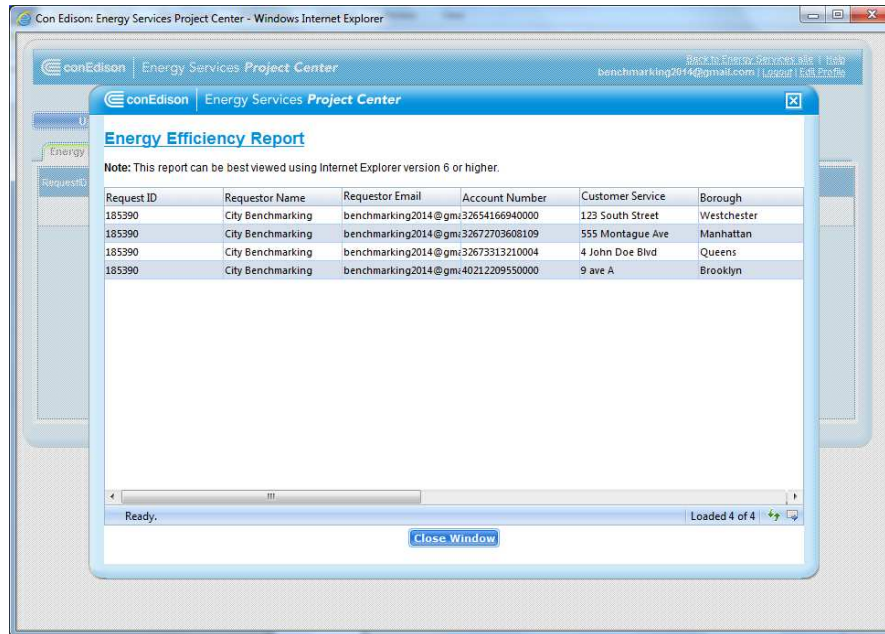


6. The file will take seconds to load. Once loaded, the file name can be changed and comments may be entered about the file (only the customer will be able to see the comments). **Cancel** may be selected at any time while on this screen. Click **Submit** to complete the upload. Once uploaded, you will receive two email notifications. The first notification will acknowledge the submission of the application. The second email notification will state whether the request was "Accepted" or "Unsuccessful". You will not be able to delete or cancel requests after you click submit.



## Reviewing Results

1. The results of the upload will display in roughly the same format as the application form submitted. There will be three columns populated in the front displaying; **Request ID** (Unique ID# applied to each request uploaded), **Requestor Name** (Name associated to your Profile), and **Requestor Email Address**. The request form information will be displayed in the next several columns.



Con Edison: Energy Services Project Center - Windows Internet Explorer

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Back to Energy Services | Help  
benchmarking2014@gmail.com | Logout | Edit Profile

### Energy Efficiency Report

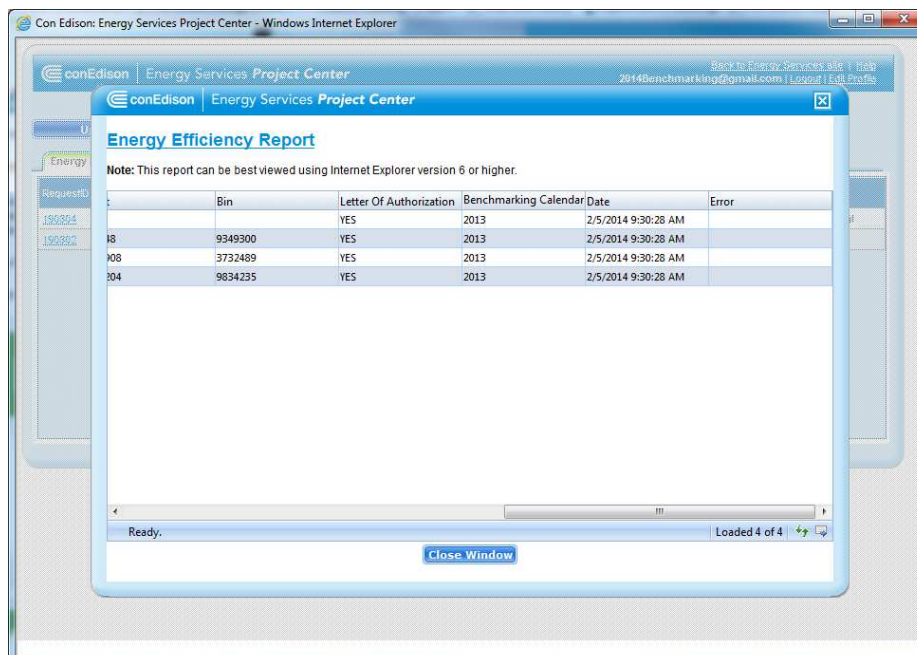
Note: This report can be best viewed using Internet Explorer version 6 or higher.

Request ID	Requestor Name	Requestor Email	Account Number	Customer Service	Borough
185390	City Benchmarking	benchmarking2014@gmail.com	32654166940000	123 South Street	Westchester
185390	City Benchmarking	benchmarking2014@gmail.com	32672703608109	555 Montague Ave	Manhattan
185390	City Benchmarking	benchmarking2014@gmail.com	32673313210004	4 John Doe Blvd	Queens
185390	City Benchmarking	benchmarking2014@gmail.com	40212209550000	9 ave A	Brooklyn

Ready. Loaded 4 of 4

Close Window

2. After the application information, a **Date/Timestamp** and an **Error** column will be displayed. Any error messages pertaining to the application will be displayed in the **Error** column and will specifically reference the column where the error occurs.



Con Edison: Energy Services Project Center - Windows Internet Explorer

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Back to Energy Services | Help  
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### Energy Efficiency Report

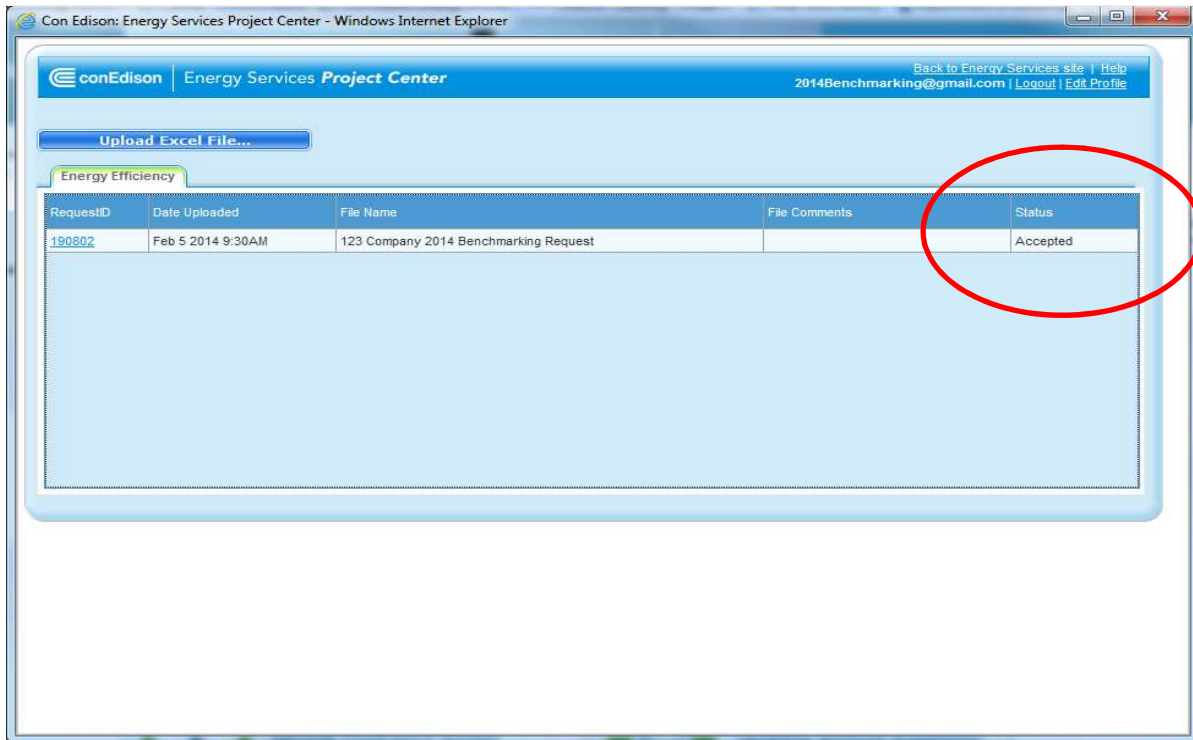
Note: This report can be best viewed using Internet Explorer version 6 or higher.

Bin	Letter Of Authorization	Benchmarking Calendar/Date	Error	
	YES	2013	2/5/2014 9:30:28 AM	
08	9349300	YES	2013	2/5/2014 9:30:28 AM
08	3732489	YES	2013	2/5/2014 9:30:28 AM
04	9834235	YES	2013	2/5/2014 9:30:28 AM

Ready. Loaded 4 of 4

Close Window

- Close the Energy Efficiency Report screen by selecting the “**X**” on the upper right or clicking **Close Window** at the bottom of the window. This will take you back to your Project Center homepage where you can view a summary of your submitted application(s). Within the Status column, you will see if your application was “**Accepted**” or “**Unsuccessful**”. If your recent application does not appear, you may have to refresh the page.

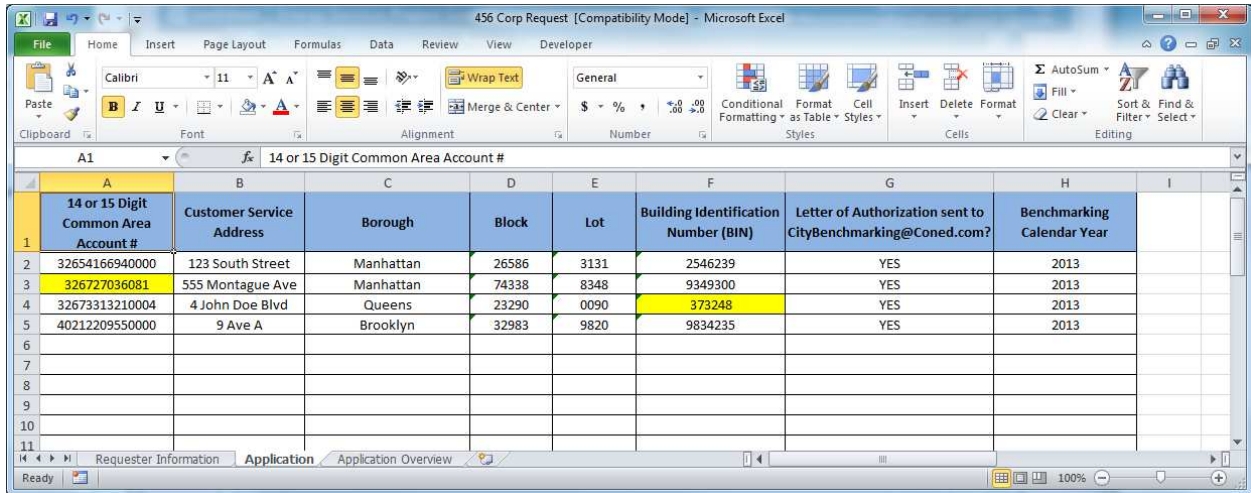


- If your request is “**Unsuccessful**”, select the **Request ID** number (Highlighted in Blue) to take you back to the Energy Efficiency Report screen to review the error messages. Make the appropriate corrections on your original file, and resubmit your entire request. The application must have a status of “**Accepted**” for further processing. Con Ed will not process an “**Unsuccessful**” application.
- Once Con Edison receives your Letter of Authorization (LOA) we will continue processing your request. However, the status on this page will not change. Please do not upload the same application after it has been “**Accepted**”.
- If you do not receive an invoice within 5 business days, please send an email with your Request ID and “Invoice not yet received” in the subject line to [CityBenchmarking@coned.com](mailto:CityBenchmarking@coned.com).

See below for an Example of an “**Unsuccessful**” upload

## Example of uploading an “Unsuccessful” Request

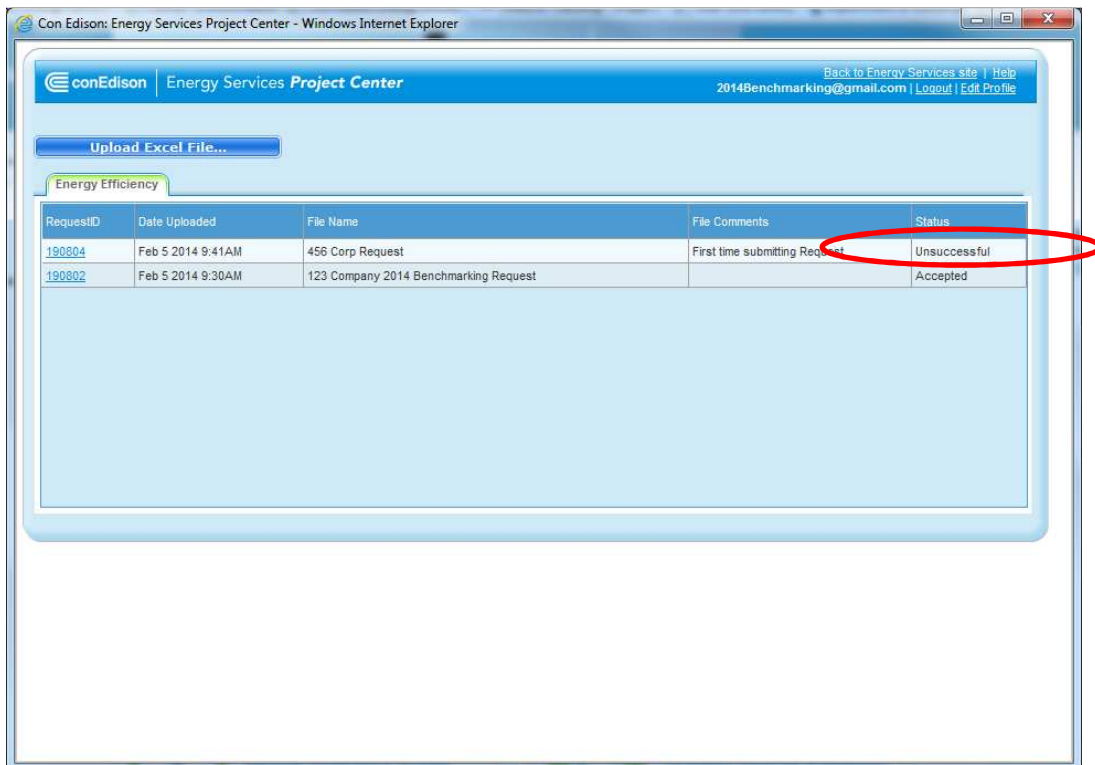
7. In this example the customer uploaded the following application. **Please Note: The fields with errors are highlighted**



The screenshot shows a Microsoft Excel spreadsheet titled "456 Corp Request [Compatibility Mode] - Microsoft Excel". The spreadsheet contains a table with the following data:

	A	B	C	D	E	F	G	H	I
	14 or 15 Digit Common Area Account #	Customer Service Address	Borough	Block	Lot	Building Identification Number (BIN)	Letter of Authorization sent to CityBenchmarking@Coned.com?	Benchmarking Calendar Year	
1									
2	32654166940000	123 South Street	Manhattan	26586	3131	2546239	YES	2013	
3	326727036081	555 Montague Ave	Manhattan	74338	8348	9349300	YES	2013	
4	32673313210004	4 John Doe Blvd	Queens	23290	0090	373248	YES	2013	
5	40212209550000	9 Ave A	Brooklyn	32983	9820	9834235	YES	2013	
6									
7									
8									
9									
10									
11									

8. Upon review of the homepage, the application status is “Unsuccessful”. Select the **Request ID** number (Highlighted in Blue) of the Unsuccessful request. This will take you back to the Energy Efficiency Report screen where you may view the error message(s).

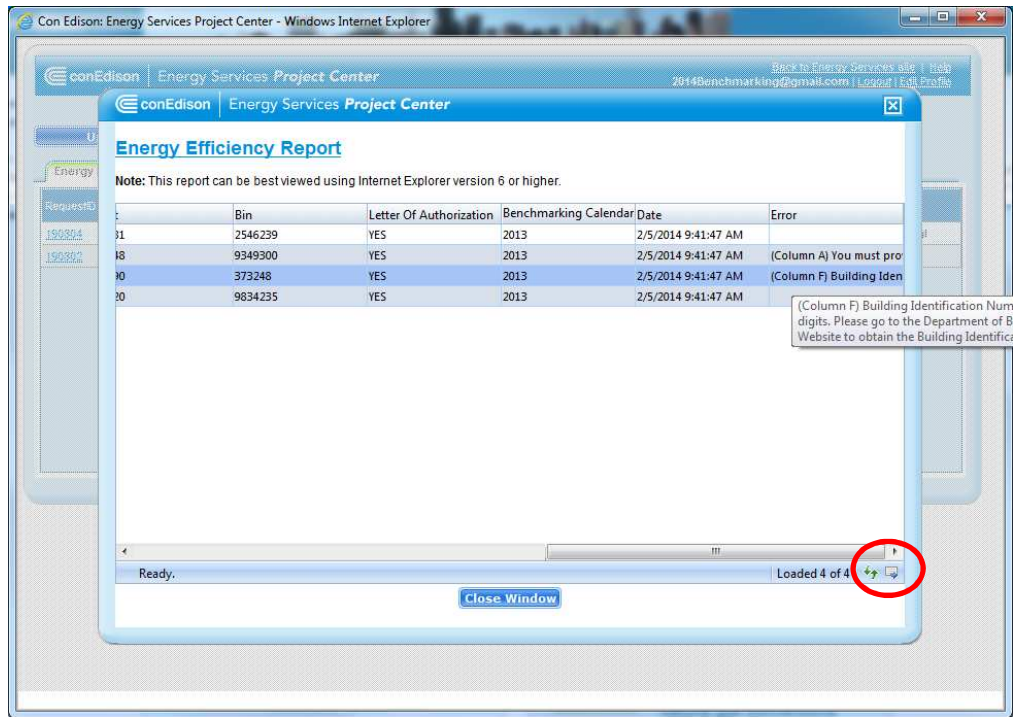


The screenshot shows the Con Edison Energy Services Project Center interface. It features a table with the following data:

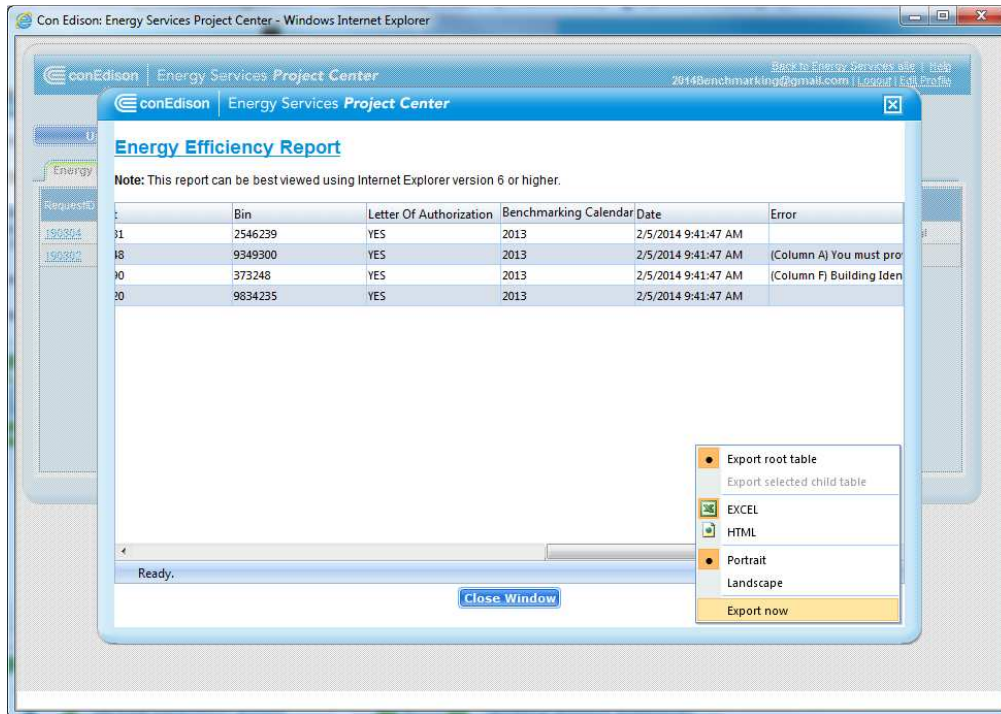
RequestID	Date Uploaded	File Name	File Comments	Status
190804	Feb 5 2014 9:41AM	456 Corp Request	First time submitting Request	Unsuccessful
190802	Feb 5 2014 9:30AM	123 Company 2014 Benchmarking Request		Accepted



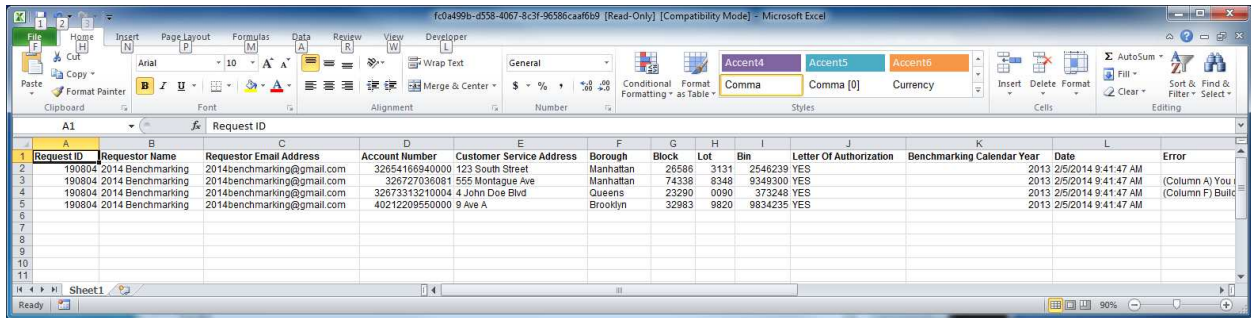
- Scroll to the right to review the Error message(s). You will notice there are comments in the Error Column. Place your cursor over the error message to display the entire error message.



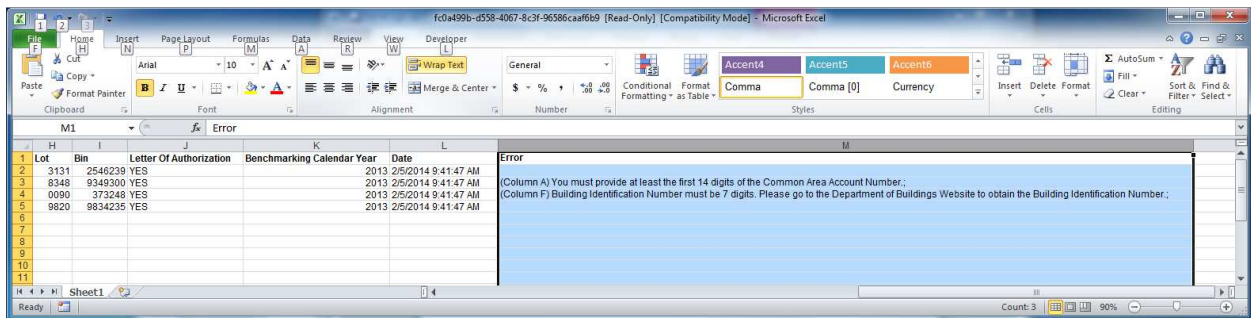
- To review the error notifications completely and in detail you may want to export the file by selecting the “**Export Grid**” link at the bottom right of the Energy Efficiency Report (Circled Above). Choose the appropriate configuration (Excel or Html, Portrait or Landscape) and then select “**Export Now**”.



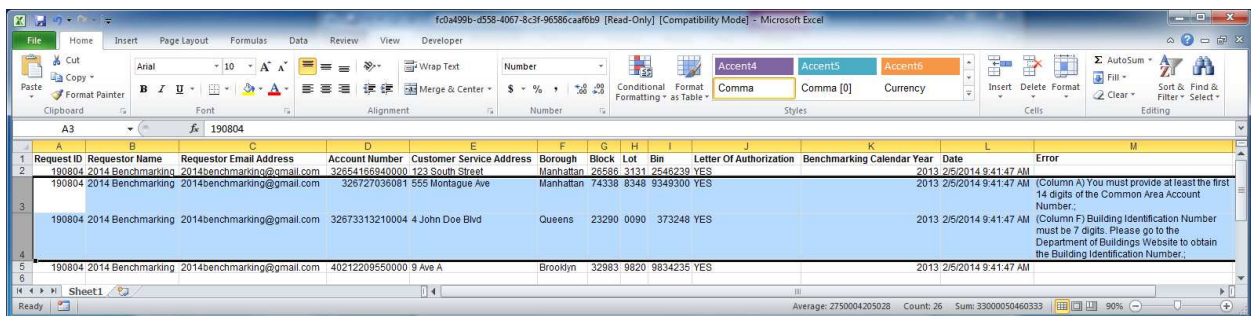
11. The information within Project Center will display based on the preferences you decide. In this example we chose Excel and Landscape. You may want to adjust the cell formatting and alignment in Excel to view all the information at once.



To adjust the screen, either zoom out (bottom right) or resize/reformat your columns to see all the request information on the screen. To resize/reformat; select column M, select wrap text (as seen below) then shorten the width of column M.



To resize the rows to display all the information in column M, highlight all the rows that are populated with information in Column M by selecting within the grey area (Row 3 and drag down to Row 4). Once you have highlighted each row, double click on the grid line that separates row 3-4. The rows should automatically adjust.



## Reviewing the Error Messages:

Row 3 states: "(Column A) You must provide at least the first 14 digits of the Common Area Account Number."

**\*Issue: The file uploaded contained an invalid 13 digit account number. Project Center recognized this was not a valid Con Edison account.**

**\*Solution: The uploader will be required to review the utility bill they have on record or contact the Building Owner/Property Management Group to obtain the valid account number. Once they obtain the account number they need to update their original request for. If the uploader is unable to obtain a valid account number they may want to remove the individual row from their request file. Once the file has been modified, it needs to be re-submitted into Project Center.**

Row 4 states: "(Column F) Building Identification Number must be 7 digits. Please go to the Department of Buildings Website to obtain the Building Identification Number.

**\*Issue: The BIN field was not populated with a valid 7 Digit BIN.**

**\*Solution: The uploader will be required to go to the DOB website and retrieve the BIN and update their original application form.**