Requesting 2018 Consumption Data for Returning Requestors and Self Requestors

It’s that time again and requesting 2018 aggregated consumption data couldn’t be easier. A “returning” requestor or self requestor has requested aggregated consumption data for any prior year. This assumes that your LOAs are in place, you are still connected to the consolidatededison web services account and your properties are still shared with Con Ed. If you are not a returning requestor, you will have to follow the User Guide to setup your LOAs, connect to the web account and share your properties.

Portfolio Manager: Check your connection
https://www.energystar.gov/portfoliomanager

Now to determine if connection to the consolidatededison web services account is still active.

In Portfolio Manager, click on the Contacts link and confirm that you are still connected to the consolidatededison web services account. If you are not connected, refer to the User Guide referring to the “Connect with Con Ed in Portfolio Manager” section.
Portfolio Manager: Check your properties

https://www.energystar.gov/portfoliomanager

Now check if properties are still shared with Con Ed.
Con Ed’s Portal for NYC Benchmarking: Request 2018 Data
https://apps.coned.com/NYCBENCHMARK/

Click the **Requests** link on the navigation bar, all approved authorizations will be displayed. If you do not see your LOA, please confirm that the LOA is still in the approved state. The two previous calendar years will be available for requesting consumption data. Data will be automatically posted to Portfolio Manager using the provided Property ID.

In the screenshot below, you will see the 2016/2017 calendar years displayed. On February 16th, the Benchmarking Portal’s Request page will be updated to display 2017/2018 calendar years. If you have already requested data for 2017, you will be prevented from doing so again but the 2018 calendar year will be open until a request has been made.

**TIP:** The selection of the calendar year requires a two-click process. The first click should be within the gray shaded area in order to activate the checkbox. The checkbox will display with rounded edges. Now click inside the check box and you should see the following:

Click **Submit** to request consumption data for those selections that you have made.