

Instructions for Buildings with Missing Benchmarking Information

The City of Chicago received your energy benchmarking report, but your submission is missing required information and is not yet in compliance with the ordinance. Please review the email you received from Info@ChicagoEnergyBenchmarking.org to find out which issue(s) apply to your report, then read the corresponding section(s) below for instructions on how to provide the required information.

Please use these instructions to update your building's benchmarking information in Portfolio Manager and RESUBMIT your report to the City no later than June 1st.

The instructions in this document refer to the Chicago Energy Benchmarking Guide, which includes step-by-step guidance for completing the benchmarking requirements. We suggest that you download and refer to the Chicago Energy Benchmarking Guide, which is available online at:

www.CityofChicago.org/EnergyBenchmarking

Questions? The Chicago Energy Benchmarking Help Center can help!

Email: Info@ChicagoEnergyBenchmarking.org

Phone: 855-858-6878

Online: www.CityofChicago.org/EnergyBenchmarking

Your Feedback Requested!

Did you use these instructions and find them helpful? Do you have suggestions for improving these instructions? We want to know! Provide your feedback by sending an email to:

ChicagoEnergyBenchmarking@CityofChicago.org

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1. Data Verification / Data Verifier Information

Your building is missing data verification and data verifier information. In the first year that building owners benchmark their building energy use, and every third year thereafter, building owners must have their energy and building data reviewed and verified by a trained individual who holds a City-recognized license or training program credential. The year of your property's next data verification was listed on the notification letter and/or email sent in March. You may have also received a reminder letter and/or email in May. If these communications listed "2020" as the year of the next required data verification, then you are required complete data verification this year. You can also find the year that data verification is required for your property on the Covered Buildings List, which is online at:

<https://data.cityofchicago.org/Environment-Sustainable-Development/Chicago-Energy-Benchmarking-Covered-Buildings/g5i5-yz37/data>

Data verifiers may be in-house building staff members and you do not need to hire a third party (but you may choose to do so). The City of Chicago currently recognizes the following data verifier licenses and training program credentials, and anyone with one of these credentials may serve as a data verifier:

- [Professional Engineer](#) offered by the State of Illinois
- [Licensed Architect](#) offered by the State of Illinois
- [Building Operator Certification](#) (BOC) offered by the Midwest Energy Efficiency Alliance
- [Building Energy Technology](#) (BET) Certificate offered by the City Colleges of Chicago
- [Building Energy Assessment Professional](#) (BEAP) Certification offered by ASHRAE
- [Certified Energy Manager](#) (CEM) Certification offered by the Association of Energy Engineers
- [Facilities Engineering Technology Energy Conservation Course](#) (FET 220) - Offered jointly by IUOE Local 399 and Triton College

Please refer to section 3 of the Chicago Energy Benchmarking Guide for detailed instructions on data verification. You will need to have your building's data verified, add verifier information to the ENERGY STAR Portfolio Manager profile for this property, and then resubmit your building's report to the City. If your building's data has already been verified, please follow the instructions in section 1.A below. Otherwise, please skip to the instructions in section 1.B.

1.A. If your building's data has already been verified

1. Log in to your Portfolio Manager account.
2. Select the building from the MYPORTFOLIO tab.
3. Go to the property's DETAILS tab. Under the VERIFICATION section, select ADD VERIFICATION INFORMATION and enter information in the fields provided.
4. Once this information has been entered, resubmit your building's report using the instructions in section 6 (page 13) below.

1.B. If your building's data has not yet been verified

1. Log in to your Portfolio Manager account.
2. Go to the REPORTING tab. Find the DATA VERIFICATION CHECKLIST on the right side of the page, under ENERGY STAR PERFORMANCE DOCUMENTS, and click on the PDF link.
3. Make sure ENERGY STAR DATA VERIFICATION CHECKLIST is checked. Select the building and for the Timeframe, choose SINGLE YEAR ending December 31, 2019. You can select the primary contact, property owner and verifying professional from your Portfolio Manager contacts. You may also leave these fields blank – in this case, you will need to add contact information manually on the form. Click on GENERATE & DOWNLOAD REPORT(S).
4. Download the report, save it and provide a copy to the verifier for review.
5. To verify benchmarking data, the verifier must complete the *ENERGY STAR Data Verification Checklist*, and confer with the building owner, manager, or benchmarking lead to address any concerns. The verifier does not need to verify the INDOOR ENVIRONMENTAL STANDARDS section of the *ENERGY STAR Data Verification Checklist*. A site visit is not required.
6. Once all data has been verified and is considered accurate, the verifier must sign the *ENERGY STAR Data Verification Checklist*. You do not have to submit this form to the City, but are required to retain it for three years as proof of compliance.
7. After data verification has been completed, log in to your Portfolio Manager account again.
8. Select the building from the MYPORFOLIO tab.
9. Go to the property's DETAILS tab. Under the VERIFICATION section, select ADD VERIFICATION INFORMATION and enter information in the fields provided.
10. Once this information has been entered, resubmit your building's report using the instructions in section 6 (page 13) below.

2. Whole-building Energy Use

Buildings must report whole-building energy usage, including all energy sources for both common areas and tenant spaces. Your report indicates that some energy use information for your property is missing. Please add the whole-building energy use to the ENERGY STAR Portfolio Manager profile for this property and resubmit your building's report to the City. If you already have whole-building energy use entered into Portfolio Manager, please follow the instructions in section 2.A below. Otherwise, please skip to the instructions in section 2.B. For more details and step-by-step instructions, please see sections 2.d-2.e (pages 13-20) of the Chicago Energy Benchmarking Guide.

2.A. If you already have whole-building energy use in Portfolio Manager

1. Log in to your Portfolio Manager account.
2. Select the building from the MYPORFOLIO tab.

3. Go to the ENERGY tab and click on the blue CHANGE METER SELECTION text in the METERS – USED TO COMPUTE METRICS section.
4. Select all the meters that make up the total energy consumption at your property. Typically this would include all the meters that you are tracking; only exclude meters tracking consumption that is already accounted for under another meter (e.g. common-area usage that is also included in the aggregate whole-building usage data).
5. Select “These meter(s) account for the total energy consumption for [property name]”.
6. Click APPLY SELECTIONS.
7. Resubmit your building’s report using the instructions in section 6 (page 13) below.

2.B. If you don’t have whole-building energy use in Portfolio Manager

1. Obtain whole-building energy use:
 - a. ComEd and Peoples Gas offer free services that provide aggregate, whole-building energy use data to building owners. Refer to section 2.d (pages 13-16) of the Chicago Energy Benchmarking Guide for detailed instructions on how to sign up for the utility programs and obtain whole-building energy use data. If your electricity or natural gas is provided by another energy company, ComEd and Peoples Gas will still be able to provide the information to you. If your building has already set up a ComEd Energy Usage Data System (EUDS) account in the past, you do not need to re-enroll, but you will need the username and password from the original EUDS account to login and request data from ComEd.
 - i. **ComEd:** Energy Usage Data System
<https://www.comed.com/WaysToSave/ForYourBusiness/Pages/EnergyUsageData.aspx>
 - ii. **Peoples Gas:** Large Building Energy Use
<http://www.peoplesgasdelivery.com/Business/Aggregation.aspx>
 - b. For other energy sources, such as chilled water or diesel fuel, you need to obtain the energy bills, either through your energy company or (as a last resort) through the tenants.
 - c. If, after a good-faith effort, you are not able to obtain whole-building energy use, refer to Appendix B (pages 36-37) of the Chicago Energy Benchmarking Guide to estimate energy use based on typical values.
2. Log in to your Portfolio Manager account.
3. Select the building from the MYPORTFOLIO tab.
4. Go to the ENERGY tab and click on the blue ADD A METER button.
5. Select the fuel type and enter the number of meters. If you have aggregate whole-building usage data from ComEd or Peoples Gas, enter 1 as the number of meters regardless of how many meters are physically in the building.
6. Click GET STARTED.
7. Click in the box next to the new meter’s name. Enter the UNITS and DATE METER BECAME ACTIVE, then click CREATE METERS.

8. Enter each bill manually or use the template provided in Portfolio Manager to upload data from a spreadsheet, then click CONTINUE. Refer to section 2.e (pages 16-20) of the Chicago Energy Benchmarking Guide for detailed instructions.
9. On the next screen (SELECT ENERGY METERS TO INCLUDE IN METRICS), select all the meters that make up the total energy consumption at your property. Typically this would include all the meters that you entered; only exclude meters tracking consumption that is already accounted for under another meter (e.g. common-area usage that is also included in the aggregate whole-building usage data). Note that if you don't reach this page at the end of the meter setup process, or navigate away from it, you can also access it by clicking the blue CHANGE METER SELECTIONS text on the ENERGY tab.
10. Select "These meter(s) account for the total energy consumption for [property name]".
11. Click APPLY SELECTIONS.
12. Resubmit your building's report using the instructions in section 6 (page 13) below.

3. Site Energy Use Intensity (EUI) Metrics

The data submitted for your building does not include Site Energy Use Intensity (EUI), a key energy use metric that is automatically calculated by ENERGY STAR Portfolio Manager. This issue is usually due to missing information or date misalignment. In most cases, your building's report will include data alerts generated automatically by Portfolio Manager which can help you identify the reason for this problem. Please follow the instructions below to check which alerts you have (if any), correct the Portfolio Manager profile, and resubmit your building's report to the City.

3.A. Instructions to review Portfolio Manager alerts

1. If you have access to the confirmation email that you received from donotreply@energystar.gov when you sent your building's report to the City of Chicago, retrieve it and open the attached Excel file.
2. If you don't have access to the confirmation email, log in to your Portfolio Manager account and go to the REPORTING tab. In the TEMPLATES & REPORTS table, find the 2020 CHICAGO ENERGY BENCHMARKING REPORTING (2019 DATA) report. From the "I Want To..." ACTION drop-down menu, select DOWNLOAD PREVIEW IN EXCEL and open the file (you may need to enable pop-ups in your browser first).
3. In the Excel file, go to columns FP to FV. Each of these columns is a Portfolio Manager "alert" and represents a problem that may prevent Portfolio Manager from calculating a Site EUI. If you have "Ok" in a column, it means that you are not affected by that problem; if you have "Possible issue" or "Unable to check", you may be affected by that problem. Follow the instructions in section 3.B below for all the alerts that affect your property. If you do not have any data alerts, please skip to section 3.C.

3.B. Instructions to address Portfolio Manager alerts

Alert - Gross Floor Area is 0 ft² (Column FP)

Your property does not have a valid Gross Floor Area for at least one space use type for the full 12 months of 2019.

1. Log in to your Portfolio Manager account.
2. Select the building from the MYPORTFOLIO tab.
3. Go to your property's DETAILS tab and find the PROPERTY USES AND USE DETAILS section. Click on the grey arrow icon (▶) next to the name of each type of space use to expand the details.
4. Check if any use type(s) has a Gross Floor Area with a CURRENT AS OF date later than 1/1/2019.
5. If you entered a CURRENT AS OF date later than 1/1/2019 by mistake, go to the "I Want To..." ACTION drop-down menu, select CORRECT MISTAKES from the drop-down menu and adjust the date, then scroll down and click SAVE CORRECTIONS.
6. If the Gross Floor Area value changed during the course of 2019, go to the "I Want To..." ACTION drop-down menu, click UPDATE WITH NEW INFORMATION and enter the updated gross floor area in the UPDATED VALUE box. Enter the date it became current in the CURRENT AS OF box, then click SAVE UPDATE. This will preserve both the previous and the current Gross Floor Area values.
7. Go to the SUMMARY tab and go to CHECK FOR POSSIBLE DATA ERRORS. Click on the CHECK FOR POSSIBLE ERRORS blue button; under SELECT TIMEFRAME & RUN CHECKER select Year Ending December 31, 2019 and click RUN CHECKER. If the issue is resolved, an alert relating to gross floor area should NOT be present. Such an alert may say "One or more uses has less than 12 full calendar months of gross floor area" or "Gross Floor Area Mismatch" or "Total Gross Floor Area is zero for the year selected." If one of these alerts is still present, go back and double-check the floor area entered for each property use on the DETAILS tab.
8. Resubmit your building's report using the instructions in section 6 (page 13) below.

Alert - Individual monthly meter entry is more than 65 days long (Column FQ)

At least one of your meters has one or more bills covering more than 65 days.

1. Log in to your Portfolio Manager account.
2. Select the building from the MYPORTFOLIO tab.
3. Go to the ENERGY tab and click the ENTER YOUR BILLS blue button in the METER SUMMARY section. Identify which bill(s) in calendar year 2019 cover more than 65 days. Be sure to review all meters; there is a METER SELECTION option at the top of the page that allows you to switch between different meters. (If needed, update the DISPLAY YEARS option to SHOW ALL YEARS at the upper right to show 2019 data.)
4. If you have monthly energy use available, please enter one entry per month. Click SAVE BILLS.
5. If you have one or two bills that cover more than 65 days due to irregular billing cycles, split them into monthly usage based on your best estimate. Click SAVE BILLS.
6. Go to the SUMMARY tab and go to CHECK FOR POSSIBLE DATA ERRORS. Click on CHECK FOR POSSIBLE ERRORS; under SELECT TIMEFRAME & RUN CHECKER select Year Ending December 31, 2019 and click RUN CHECKER. If the issue is resolved, the alert for "One or more bills cover more than 65 days"


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will not be present. If this alert appears, you have not fully resolved the issue; start at step 1 again.

7. Resubmit your building's report using the instructions in section 6 (page 13) below.

Alert – Energy Meter has gaps (Column FS):

At least one of your energy meters has a gap of more than one day during the period from 1/1/2019 to 12/31/2019.

1. Log in to your Portfolio Manager account.
2. Select the building from the MYPORTFOLIO tab.
3. Go to your property's ENERGY tab; you may see an alert (red exclamation point) next to any meter with this data issue:  [Electric Grid Meter](#)
4. Click on each meter. You should see an alert (🚩) that "Meter has gaps or overlaps" at the top of the page for the affected meter(s).
5. Once you have selected the meter and identified the meter(s) with gaps, select ADD ANOTHER ENTRY to enter data for additional bills or months.
6. If you have a gap of just a few days between bills, change the dates of your bills, or enter zero usage for the missing days, then click SAVE BILLS.
7. If you obtained aggregate whole-building energy data from ComEd or Peoples Gas and some calendar months are missing, create entries with zero usage for the missing months, then click SAVE BILLS. (This can happen due to how the utilities assign usage from different billing cycles to calendar months).
8. If the gap between energy bills is for a significant period of time (for example if there was a period when the meter was inactive), then close out the old meter and create a new meter for when your meter data begins again. To do this, go to the ENERGY tab, and click the name of the meter to be updated. Once the meter data opens in a new page, click the blue arrow next to BASIC METER INFORMATION at the top of the page. Uncheck the STILL IN USE box, and enter the updated date for DATA METER BECAME INACTIVE and click SAVE CHANGES. Then click on ADD A METER from the ENERGY tab and follow the prompts to create the new meter and enter energy use data. See section 2.e (pages 16-20) of the Chicago Energy Benchmarking Guide for detailed instructions.
9. Go to the SUMMARY tab and go to CHECK POSSIBLE DATA ERRORS. Click on CHECK FOR POSSIBLE ERRORS; under SELECT TIMEFRAME & RUN CHECKER select Year Ending December 31, 2019 and click RUN CHECKER. If the issue is resolved, the alert for "Meters with gaps in meter entries" will not be present. If this alert appears, you have not fully resolved the issue; start at step 1 again.
10. Resubmit your building's report using the instructions in section 6 (page 13) below.

Alert – Energy Meter has less than 12 full calendar months of data (Column FT)

At least one of your meters does not have bills covering the full period from 1/1/2019 to 12/31/2019.

1. Log in to your Portfolio Manager account.
2. Select the building from the MYPORTFOLIO tab.
3. Go to the ENERGY tab and click on the name of each meter to open the data for that meter.

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4. Check that the Start Date of your first bill is no later than 1/1/2019 and the End Date of your last bill is no earlier than 12/31/2019. For example, if the first 2019 bill starts mid-January of 2019, the property won't have a site EUI value for calendar year 2019 because the first couple of weeks of January 2019 are missing. Similarly, if the last 2019 bill ends mid-December of 2019, the property won't have a site EUI value for calendar year 2019 because the last couple of weeks of December 2019 are missing. If this is the case, please enter either the last bill from 2018 and/or the first bill from 2020 to cover the gap(s).
5. Click on SAVE BILLS; repeat for all meters.
6. Go to the SUMMARY tab and go to CHECK FOR POSSIBLE DATA ERRORS. Click on CHECK FOR POSSIBLE ERRORS; under SELECT TIMEFRAME & RUN CHECKER select Year Ending December 31, 2019 and click RUN CHECKER. If the issue is resolved, the alert for "There is not 12 full months of meter data" will not be present. If this alert appears, you have not fully resolved the issue; start at step 1 again.
7. Resubmit your building's report using the instructions in section 6 (page 13) below.

Alert – Energy - No meters selected for metrics (Column FU)

You have not selected any meters to be included in your property's report.

1. Log in to your Portfolio Manager account.
2. Select the building from the MYPORTFOLIO tab.
3. Go to the ENERGY tab.
4. If you don't have any energy meter listed, you need to create a meter for each fuel type that is used at your property, and enter usage data for the full 2019 calendar year. See section 2.e (pages 16-20) of the Chicago Energy Benchmarking Guide for detailed instructions.
5. If you already set up meters for all the fuel types used at your property and added energy use data to each meter, you need to include them in your benchmarking report. In the METERS – USED TO COMPUTE METRICS section on the ENERGY tab, click on CHANGE METER SELECTIONS. Make sure that all your appropriate energy meters are checked, and select the option "These meter(s) account for the total energy consumption for [property name]". Click on APPLY SELECTIONS to save.
6. Go to the SUMMARY tab and go to CHECK FOR POSSIBLE DATA ERRORS. Click on CHECK FOR POSSIBLE ERRORS; under SELECT TIMEFRAME & RUN CHECKER select Year Ending December 31, 2019 and click RUN CHECKER. If the issue is resolved, the alert for "No energy meters selected for performance metrics" or "Property does not have electric meter data" will no longer be present. If one or both of these alerts appears, you have not fully resolved the issue; start at step 1 again.
7. Resubmit your building's report using the instructions in section 6 (page 13) below.

Alert – Energy meter has overlaps (Column FR)

At least one of your meters has an overlap of more than one day during the period from 1/1/2019 to 12/31/2019.

1. Log in to your Portfolio Manager account.
2. Select the building from the MYPORTFOLIO tab.

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3. Go to the ENERGY tab; you may see an alert (red exclamation point) next to any meter with this data issue: [! Electric Grid Meter](#)
4. Click on the meter name next to the red exclamation point. You should see an alert that “[Meter name] has an overlap” at the top of the next webpage.
5. Adjust the dates of your bills to remove any overlap, then click on SAVE BILLS.
6. Go to the SUMMARY tab and go to CHECK FOR POSSIBLE DATA ERRORS. Click on CHECK FOR POSSIBLE ERRORS; under SELECT TIMEFRAME & RUN CHECKER select Year Ending December 31, 2019 and click RUN CHECKER. If the issue is resolved, the “Meters with overlap(s) in meter entries” alert will no longer be present. If this alert appears, you have not fully resolved the issue; start at step 1 again.
7. Resubmit your building’s report using the instructions in section 6 (page 13) below.

Alert - Property has no uses (Column FV)

Your property does not have any property uses associated with it.


1. Log in to your Portfolio Manager account.
2. Select the building from the MYPORTFOLIO tab.
3. Go to the DETAILS tab.
4. Click on the ADD ANOTHER TYPE OF USE drop-down menu and select your property’s primary function, then click on ADD.
5. Enter the use details for your building, then click SAVE USE. See section 2.c (pages 10-12) of the [Chicago Energy Benchmarking Guide](#) for detailed instructions.
6. If your property has more than one use type, repeat the process for each use type.
7. Make sure that the Gross Floor Area values of each use type add up to the property’s total Gross Floor Area. You can double check this by reviewing the total Property GFA (Buildings) number (Used to calculate EUI) on the DETAILS tab. Adjust the values if necessary.
8. Go to the SUMMARY tab and go to CHECK FOR POSSIBLE DATA ERRORS. Click on CHECK FOR POSSIBLE ERRORS; under SELECT TIMEFRAME & RUN CHECKER select Year Ending December 31, 2019 and click RUN CHECKER. If the issue is resolved, the “Property does not have any use information” alert will no longer be present. If this alert appears, you have not fully resolved the issue; start at step 1 again.
9. Resubmit your building’s report using the instructions in section 6 (page 13) below.

3.C. Instructions if there are no alerts

If your property’s report does not contain any Portfolio Manager alerts, please review the Portfolio Manager profile for this property. Log in to your Portfolio Manager account and select the building from the MYPORTFOLIO tab, then make sure that:

1. Gross Floor Area for all use types has a CURRENT AS OF date no later than 1/1/2019. You can check this from the DETAILS tab by clicking on the grey arrow (▶) next to each use type.
2. The DATE METER BECAME ACTIVE for all your meters is no later than 1/1/2019. You can check this from the ENERGY tab by selecting and reviewing the setup of each meter under METERS – USED TO COMPUTE METRICS. Once you select a meter, click the blue arrow next to BASIC METER INFORMATION

at the top of the page with the meter details. Check that the DATE METER BECAME ACTIVE date is not later than 1/1/2019. Check other meters by switching to them using the METER SELECTION option at the top of the webpage.

3. All energy meters have bills covering the full period between 1/1/2019 and 12/31/2019. You can check this from the ENERGY tab by selecting ENTER YOUR BILLS from the METER SUMMARY section. In the DISPLAY YEAR(S) on the upper right, click “2019” and review the 2019 energy usage data. Check all meters. You can switch between meters by using the METER SELECTION option at the top of the webpage.
4. The Check for Possible Data Errors checker for the year ending in December 31, 2019 does not return any alerts indicating that data is incomplete or missing (indicated with the icon ). To run this Checker, go to the SUMMARY tab and go to CHECK FOR POSSIBLE DATA ERRORS. Click on CHECK FOR POSSIBLE ERRORS; under SELECT TIMEFRAME & RUN CHECKER select Year Ending December 31, 2019 and click RUN CHECKER. (You can ignore any alerts that deal with water meters or water data, which is not required by the Chicago Energy Benchmarking Ordinance.)

If any of these issues apply to your property, update the property’s Portfolio Manager profile accordingly. For step-by-step guidance, please see section 2 (pages 6-22) of the Chicago Energy Benchmarking Guide. After all issues have been addressed, resubmit your property’s report following the instructions in section 6 (page 13) below. If none of these issues apply to your property, please contact the Benchmarking Help Center for further assistance.

4. Chicago Energy Benchmarking ID

Your benchmarking report does not include a Chicago Energy Benchmarking ID, which is a unique six-digit building identifier provided by the City of Chicago for the purpose of energy benchmarking. This number can be found on the notification letter and/or email sent by the City of Chicago, or by finding your property on the Covered Buildings List, which is online at:

<https://data.cityofchicago.org/Environment-Sustainable-Development/Chicago-Energy-Benchmarking-Covered-Buildings/g5i5-yz37/data>

You may also submit the *Request a Chicago Energy Benchmarking ID* online form at www.CityofChicago.org/EnergyBenchmarking. Once you obtain your Chicago Energy Benchmarking ID, you need to add it to your ENERGY STAR Portfolio Manager profile, and then resubmit your property’s report to the City. For step-by-step instructions, please see section 2.f (pages 20-21) of the Chicago Energy Benchmarking Guide. A brief overview is provided below.

1. Log in to your Portfolio Manager account.
2. Select the building from the MYPORTFOLIO tab.
3. On the property’s DETAILS tab, find the UNIQUE IDENTIFIERS (IDS) section and click EDIT.
4. In the Standard ID section at the bottom of the page, select CHICAGO ENERGY BENCHMARKING ID from the drop-down list, and enter your unique six-digit Chicago Energy Benchmarking ID in the ID field box.
5. Click SAVE.

6. Resubmit your building's report using the instructions in section 6 (page 13) below.

5. No Electricity Use

Your property's report does not include any electricity use, which is unlikely. Please review the ENERGY STAR Portfolio Manager profile for this property following the instructions below.

5.A. If you have not entered electricity usage data into Portfolio Manager

1. Obtain whole-building electricity usage. If you do not have access to all electricity bills, ComEd offers a free service that provides aggregate energy use data to building owners. See <https://www.comed.com/WaysToSave/ForYourBusiness/Pages/EnergyUsageData.aspx> and refer to section 2.d (pages 13-16) of the Chicago Energy Benchmarking Guide for detailed instructions on how to sign up and request the data. If your building has already set up a ComEd Energy Usage Data System (EUDS) account in the past, you do not need to re-enroll, but you will need the username and password from the original EUDS account to login and request data from ComEd.
2. Log in to your Portfolio Manager account.
3. Select the building from the MYPORTFOLIO tab.
4. Go to the ENERGY tab, click on ADD A METER and follow the prompts to set up an electric meter and enter usage data. See section 2.e (pages 16-20) of the Chicago Energy Benchmarking Guide for detailed instructions.
5. Resubmit your building's report to the City following the instructions in section 6 (page 13) below.

5.B. If you have already entered electricity usage data into Portfolio Manager

1. Log in to your Portfolio Manager account.
2. Select the building from the MYPORTFOLIO tab.
3. One possible issue is a date mismatch. Go to the ENERGY tab and select the first electricity meter. At the top of the next page, click on the blue arrow next to BASIC METER INFORMATION. Review the entry for DATE METER BECAME ACTIVE. This needs to be no later than 1/1/2019. If you have a later date, change it to 1/1/2019 and click SAVE CHANGES. Review the same information for any other electricity meters.
 - a. If your electric usage actually started later than 1/1/2019, you should enter monthly bills with zero usage from 1/1/2019 until the date when usage starts. To do this, start by changing the DATE METER BECAME ACTIVE to 1/1/2019. Next, click on ADD ANOTHER ENTRY and fill in the dates and zero usage for each month of inactivity, then click SAVE BILLS.
4. Another possibility is that the electric meter's data is not included in the energy metrics. To check this, find the METERS – USED TO COMPUTE METRICS section on the ENERGY tab and click on CHANGE METER SELECTIONS. Make sure that the electric meter is checked, and the option "These

meter(s) account for the total energy consumption for [property name]” is selected. Click APPLY SELECTIONS.

5. If you make any changes, please resubmit your building’s report to the City following the instructions in section 6 (page 13) below. If none of these issues apply to your property, please contact the Benchmarking Help Center for further assistance.

6. How to Resubmit Your Report to the City

Once you have resolved all issues in the Portfolio Manager profile, you will need to resubmit your property’s report to the City. Detailed instructions are provided in Appendix D (pages 39-41) of the Chicago Energy Benchmarking Guide, or follow the steps below to resubmit the report to the City of Chicago.

1. Log in to your Portfolio Manager account.
2. Go to the REPORTING tab.
3. In the TEMPLATES & REPORTS table, find the 2020 CHICAGO ENERGY BENCHMARKING REPORTING (2019 DATA) template.
4. From the “I Want To...” ACTION drop-down menu, select GENERATE AN UPDATED RESPONSE.
5. You will see a green message saying “Your new report has been generated” (you may need to wait a few minutes and refresh the page). From the “I Want To...” ACTION drop-down menu next to the 2020 CHICAGO ENERGY BENCHMARKING REPORTING (2019 DATA) template, select DOWNLOAD PREVIEW IN EXCEL (recommended) or PREVIEW RESPONSE to review the data that you are submitting.
6. Review the data for accuracy. If additional changes are needed, update the Portfolio Manager profile, and then start again at step #1 of How to Resubmit Your Report to the City.
7. If the updated response is accurate, go back to the REPORTING tab and find the 2020 CHICAGO ENERGY BENCHMARKING REPORTING (2019 DATA) template in the TEMPLATES & REPORTS table.
8. Select SEND RESPONSE from the “I Want To...” ACTION drop-down menu and follow the rest of the process.

Your Feedback Requested!

Did you use these instructions and find them helpful? Do you have suggestions for improving these instructions? We want to know! Provide your feedback by sending an email to:

ChicagoEnergyBenchmarking@CityofChicago.org