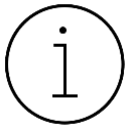
City of Chula Vista

Building Energy Saving Ordinance (BESO)

# How To Benchmark

## Process Checklist

Step 1: Find your Building ID..... page 2
Step 2: Setup ENERGY STAR Portfolio Manager..... page 3
Step 3: Add your energy data..... page 5
Step 4: Run the data quality checker..... page 10
Step 5: Submit Benchmarking Report..... page 12



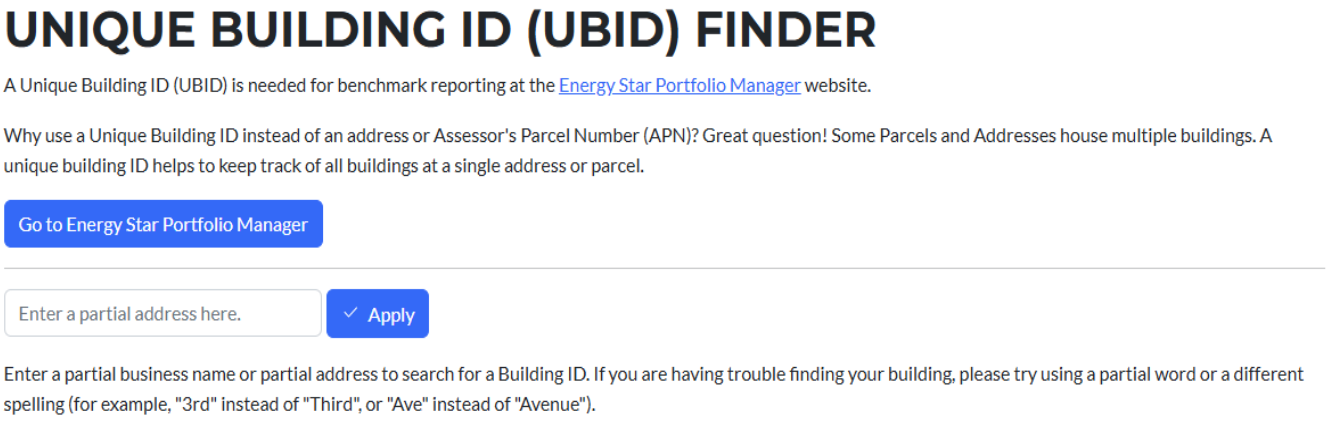
Questions? We are happy to help. Please contact us at benchmark@chulavistaca.gov

## Step 1: Find your Unique Building ID (UBID)

### *Where is my unique building ID?*

Find your building ID on the Building ID Finder here. Locate your property by name or address. You will need to enter this number in future steps.

If you don't find your property listed and believe you are required to benchmark, contact the City of Chula Vista at benchmark@chulavistaca.gov.



# Step 2: Setup ENERGY STAR Portfolio Manager

### *What is ENERGY STAR Portfolio Manager?*

ENERGY STAR Portfolio Manager is a free web-based tool created by the EPA. Portfolio Manager rates your building's energy performance from 1-100 by comparing your building to similar buildings across the country. The score takes into account information you provide about your building and operations.

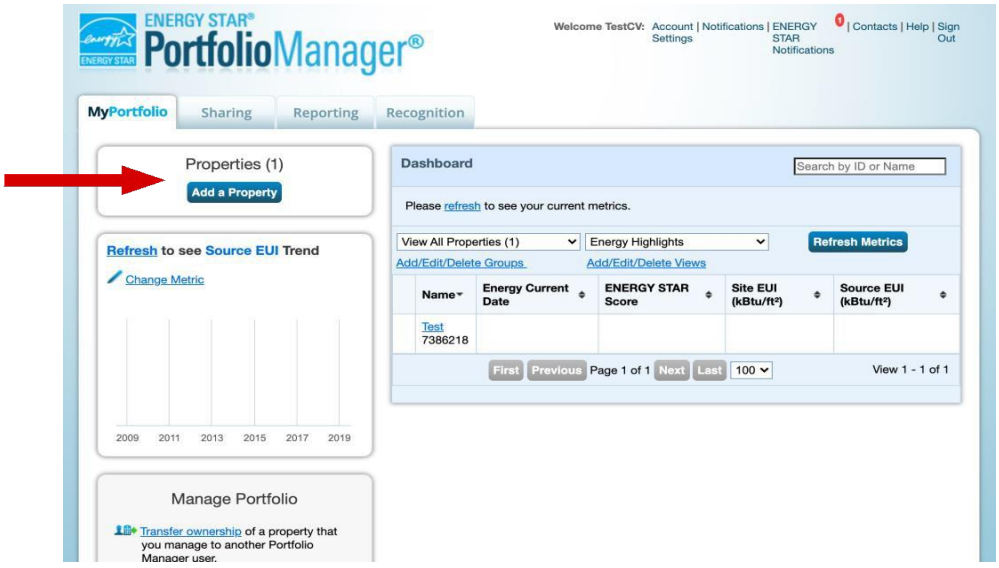
By tracking and comparing energy usage, proactive building owners and operators can gain insights that lead to valuable energy bill savings and score improvements.

## 1 Create a Portfolio Manager account

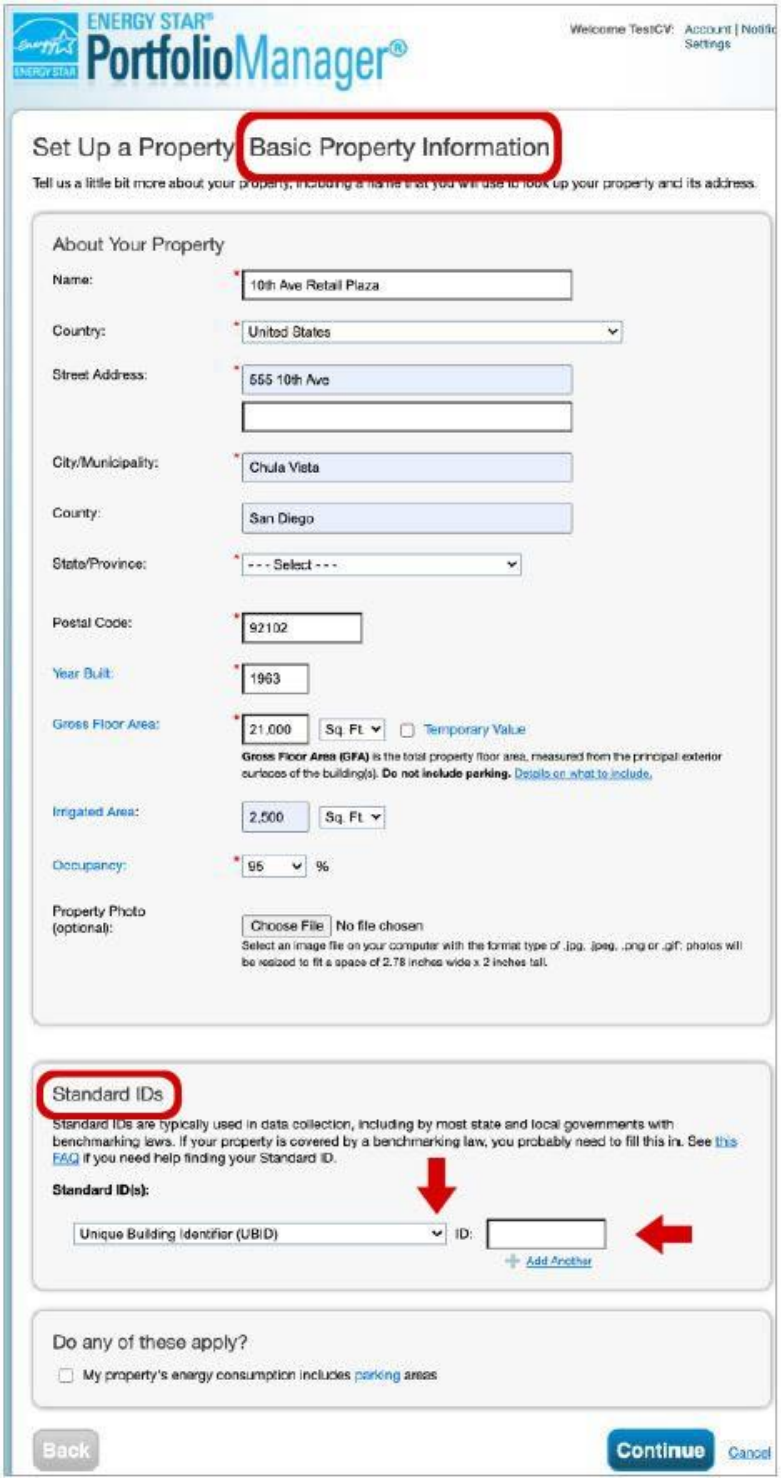
It is free to setup an account, just register here. Or if you already have an ENERGY STAR Portfolio Manager account, simply log in.

## 2 Add your property

***Log in*** to Portfolio Manager at http://www.energystar.gov/portfoliomanager. Next you will see the **My Portfolio** tab. Click **Add a Property**.



- In the first section titled "About Your Property" enter your property information. For
- the next section titled "Standard IDs" select **Unique Building Identifier (UBID)** in the **Standard IDs** drop-down menu. Then enter your Building ID from Step 1. You can also find it again using our Building ID Finder here.
- Click continue

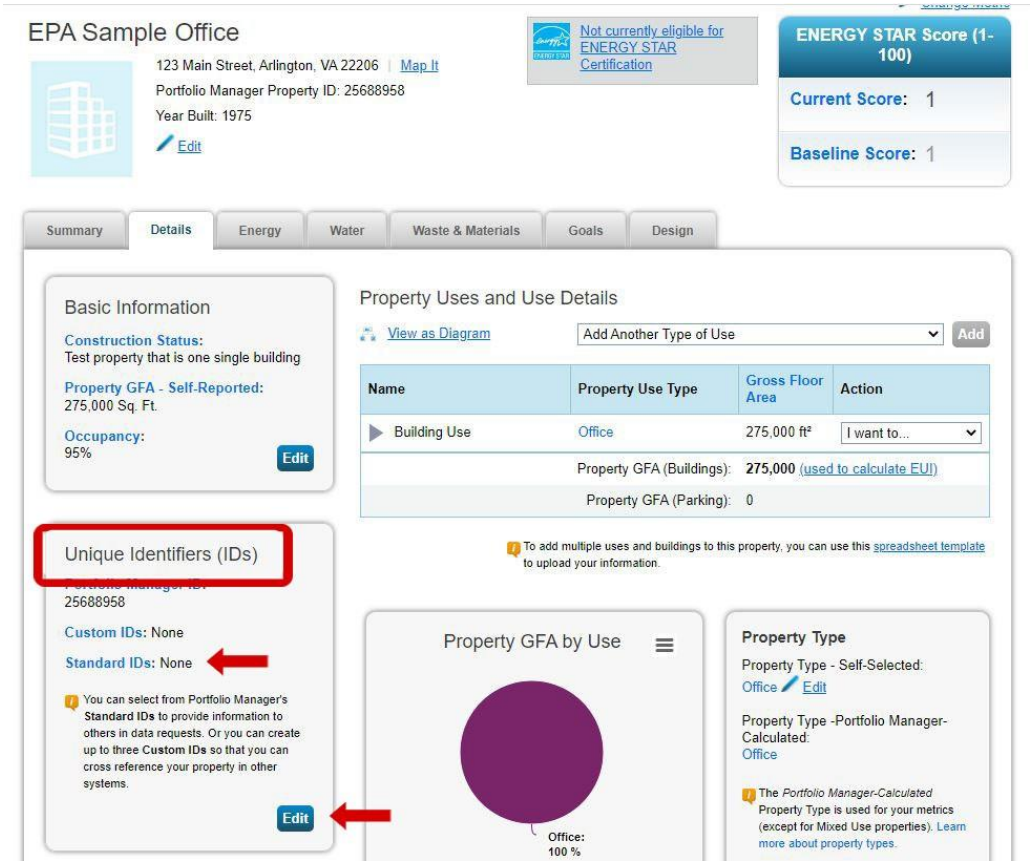


### *Already have your property set up in ENERGY STAR Portfolio Manager?*

If your building has been benchmarked before it should already be set up in ENERGY STAR Portfolio Manager. Log in and verify your building information is up to date.

In addition, on the ***Details*** tab for your property, be sure to verify that your Building ID from Step 1 appears in the ***Unique Identifiers (IDS)*** section under ***Standard IDs***.

- If you see the word ***None*** listed next to ***Standard IDs*** then ***Edit*** to add your Building ID as a **Unique Building Identifier (UBID)**




## 3 Proceed to the next step

Once you see the **Congratulations!** message below shown, proceed to Step 3: Add your energy data.



## Step 3: Add Your Energy Data

There are two ways to add your building's energy data to Portfolio Manager. You can request that SDG&E upload your energy consumption data automatically or choose to input energy bill information manually.

**The City recommends Option 1.**

***Already connected this property to SDG&E?***

If your building has been benchmarked before you may have already established a data upload connection between SDG&E and ENERGY STAR Portfolio Manager. In that case you may skip to Step 4.

### 1 Option 1: Set up a data connection between SDG&E and your Portfolio Manager account.

PROS:

- Energy consumption data is automatically transferred into Portfolio Manager.
- Remains connected and automatically uploads new data each month.
- Able to handle requests for aggregated data, as well as requests for individual meter data.

CONS:

- 
- Connection setup takes several steps and 24-72 hours to establish.
  Does not include utility cost and demand data, only consumption.

**Please view the SDG&E Benchmarking Data Request Portal User Guide for step-by-step instructions.**

If you need assistance obtaining your energy data from SDG&E, please visit www.sdge.com/benchmarking or email benchmarking@sdge.com.

Once SDG&E provides you with your data, you'll need to confirm that all energy meters for your building, including tenant energy meters, are included. It's your responsibility to ensure the data is accurate and represents the entirety of your building. If you find an error in the data provided to you, please work with the utility company to fix the error. For example, if your building has four meters but only two meters are included in the report. If a tenant or metering situation changes at your building, you'll need to work with SDG&E to receive updated data.

***Need help with establishing a data connection?***

If you get stuck or want some extra assistance, we recommend this helpful video from our friends at the City of San Diego.



## 2 Option 2: Enter energy bill data manually

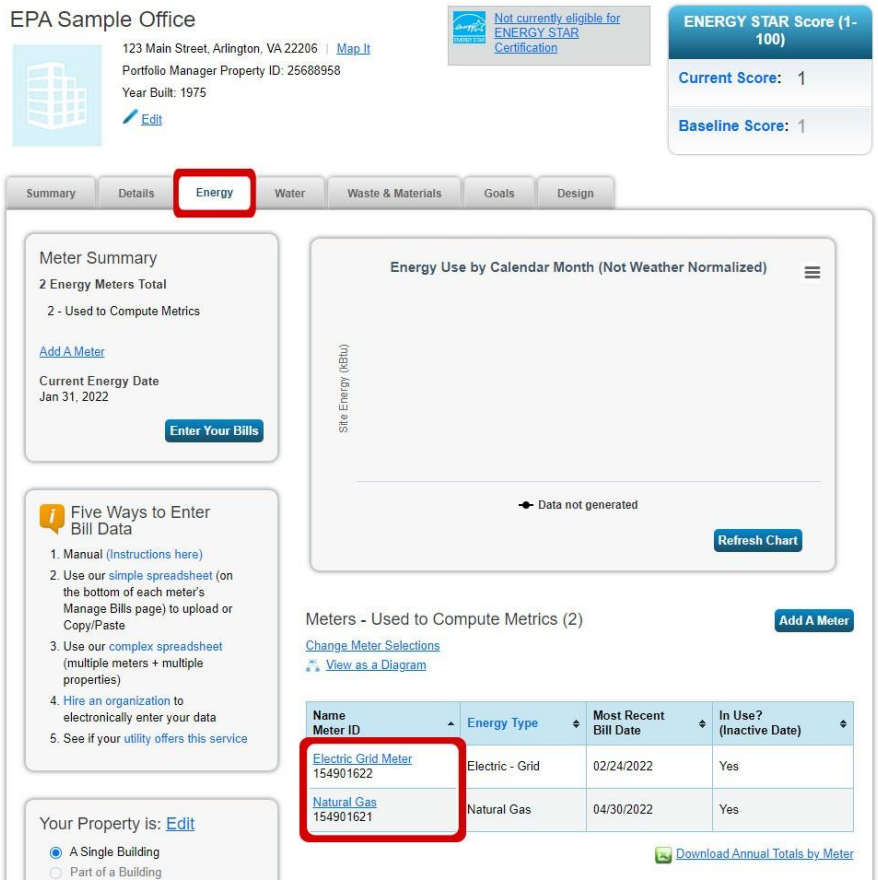
PROS:

- No need to go through data connection process.
- Allows you to enter and track additional data such as utility costs and demand.

CONS:

- Requires access to energy bills for all meters.
- Requires data entry to benchmark each year.

To proceed with manual entry, click either **Add energy use information**, or, on the **Energy** tab click **Enter Your Bills**. Both paths are indicated to the left.




***Need help entering billing data or adding meters?***
Our friends at the City of San Diego have created a helpful overview video.



# Step 4: Run the Data Quality Checker

The data quality checker will review your building and energy data to make sure you have all the necessary elements to submit your benchmarking report.

## 1 Select the property and click 'Check for Possible Errors'

In your ENERGY STAR Portfolio Manager account, on the **MyPortfolio** tab, click your property name on the **Dashboard**. Then scroll down and click the button **Check for Possible Errors.**

## 2 Select Timeframe and click 'Run Checker'

The data quality checker reviews 12 months of data. Choose the appropriate year-ending date for the year you are reporting. For example, in 2026 you are required to submit data for the year 2025. So, you would select **Dec 31** in the first drop down field, and **2025** in the second.

Then click on the **Run Checker** button.




## 3 Review the alerts

The data quality checker will potentially display two types of alerts. Next to the alert symbols you will find tiny triangles that you can click to expand and display a complete explanation.

Any red alerts must be fixed before you can submit your benchmarking report.

Yellow alerts warn of possible issues. Review these and fix them where appropriate, however please note that not all yellow alerts need to be resolved before submission. **You may receive yellow errors that say your building doesn't have water, waste or material meters. You can ignore these errors because the City of Chula Vista does not require this information.**

After addressing all red alerts and reviewing the yellow ones, click the **Run Checker** button again to ensure the intended alerts are fixed.

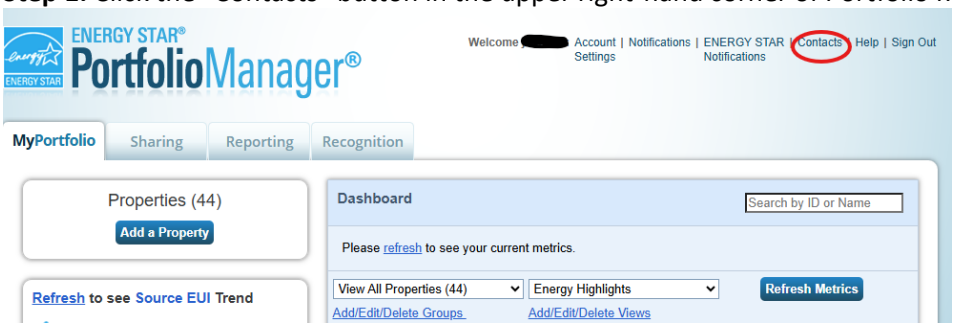
# Step 5: Submit Benchmarking Report – Connect and Share

Now you are ready to submit your benchmarking report electronically to the City of Chula Vista!

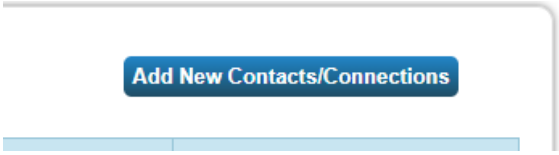
## 1 Connect your Portfolio Manager account with BenchmarkCV.

Let's connect!

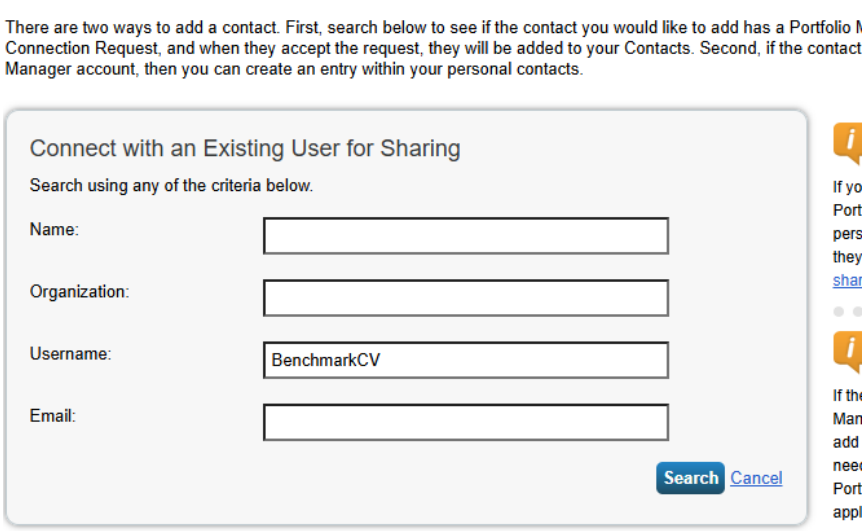
**Step 1:** Click the "Contacts" button in the upper right-hand corner of Portfolio Manager




**Step 2:** Click "Add New Contacts/Connections"




**Step 3:** Input BenchmarkCV in the username bar and click "search"




**Step 4**: Click "Connect" on the result that says "Benchmark Chula Vista (BenchmarkCV)"

**Step 5:** Click "Send Connection Request" on the "Send a Connection Request to Benchmark Chula Vista to Begin Exchanging

Data" page.

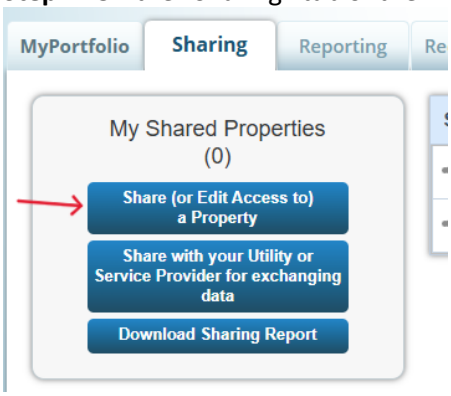
## WAIT 90 Seconds

You will see a green banner on your screen when the connection has been successfully made. Please note – receiving the notice of successful connection does not mean the benchmarking report is submitted and complete.

## 2 Give BenchmarkCV Access to Your Building's Benchmarking Report.

Once your account is connected with BenchmarkCV, you can share your property(ies) with Chula Vista.

**Step 1:** On the "Sharing" tab of the main Portfolio Manager page, click "Share (or Edit Access to) a property.

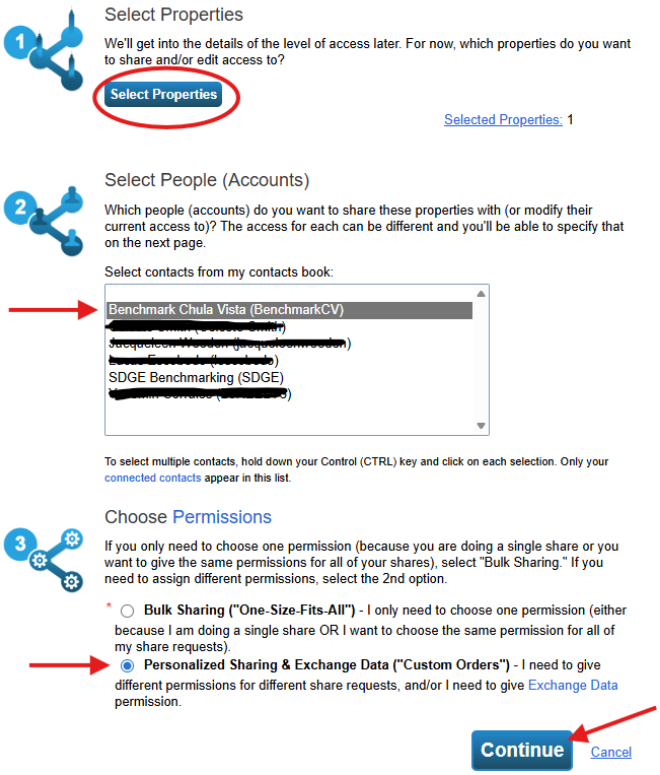



**Step 2**: Select the properties you want to share by clicking the "Select Properties" button.

**Step 3:** Click "Apply Selection"

**Step 4:** Under the "Select People (Accounts)" section, click "Benchmark Chula Vista (BenchmarkCV).

# How to Benchmark



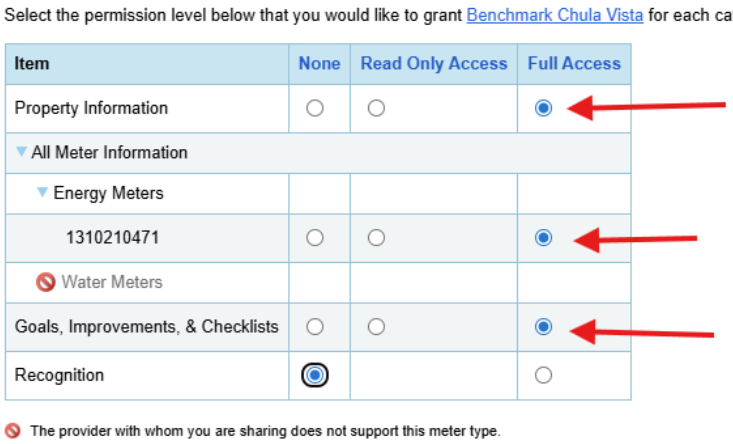

**Step 5:** Under the "Choose Permissions" section, select the "Personalized Sharing & Exchange Data ("Custom Orders")" option.

**Step 6:** Click "Continue"
You will be brought to a new page.

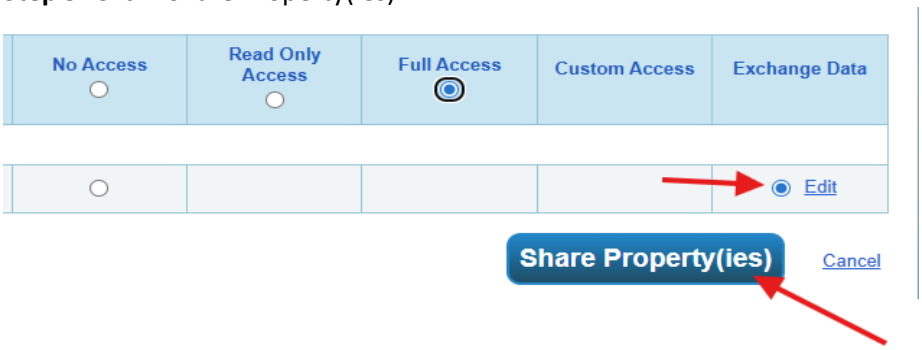
**Step 7:** Check the "Exchange Data button."

**Step 8:** A pop-up window will appear.

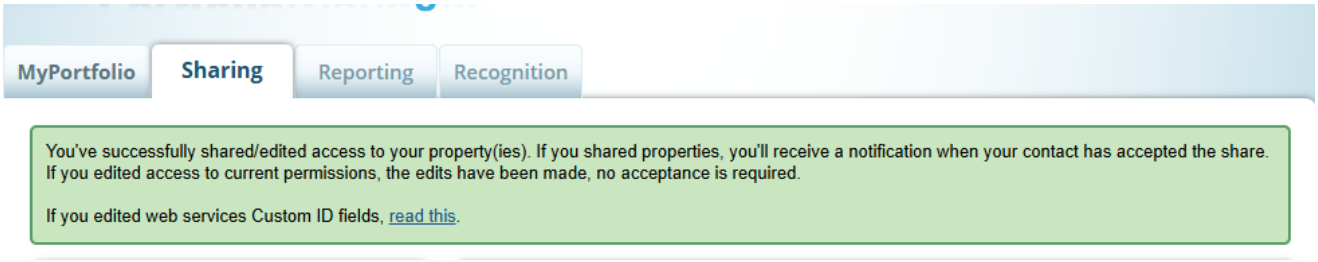
a. Select "Full Access" for property information
b. Select "Read Only Access" for Goals, Improvements, & Checklists
c. Select "None" for Recognition



**Step 9**: Click "Share Property(ies)."




You'll know you successfully shared your benchmarking report with Chula Vista when you see a green confirmation message. (See image below) Note: You won't receive an email from Chula Vista regarding successful sharing in Portfolio Manager.




Thank you for sharing your building's energy data with the City of Chula Vista!

ⓘ Questions? We are happy to help. Please contact us at benchmark@chulavistaca.gov