



HOW TO GUIDE

For Multifamily Buildings

Step-by-step instructions to use the U.S. EPA's Portfolio Manager to comply with the City of Philadelphia's Energy Benchmarking and Reporting requirements.

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What is Benchmarking?

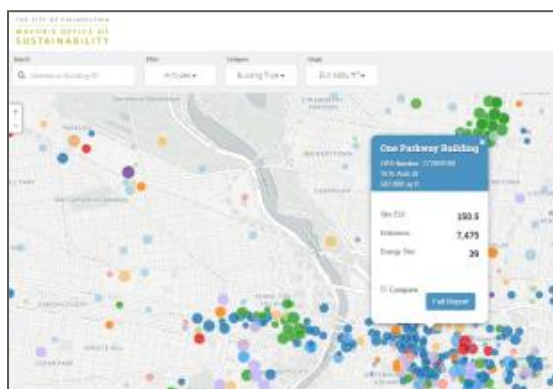
Benchmarking tracks the total electricity, natural gas, steam, and/or water used in a building. The U.S. EPA's ENERGY STAR Portfolio Manager is the standard tool for benchmarking. This How to Guide shows how to benchmark a building to determine the building's:

- **Energy Use Intensity (EUI)**, which indicates the building's energy use per square foot (kBtu/sq. ft.) per year. A lower score indicates a more efficient building.
- **ENERGY STAR** rating, which (for eligible buildings) compares your facility to similar buildings nationwide, adjusting for use, occupancy, weather, and other factors. These ratings are on a 1-100 scale, with a higher score indicates a more efficient building.
- **Overall water usage.**

See How Philadelphia's Largest Buildings Energy Use Stacks Up!

The City of Philadelphia has published benchmarking reports summarizing findings from energy and water usage data of non-residential buildings in past years. These reports are available at <https://www.phila.gov/documents/energy-benchmarking-reports/>.

Annual public disclosure of a subset of benchmarking energy and water data for all buildings 50,000 square feet or larger is required by the City's benchmarking law. Data from the past three years can be found on the Energy Benchmarking Visualization Tool, a web-based tool assist building owners and operators understand how their building stacks up to its peers around Philadelphia. The tool can be found at <http://visualization.phillybuildingbenchmarking.com>.





The guide below is for buildings that are new to compliance and do not have a Portfolio Manager account. If you currently benchmark your building using Portfolio Manager, visit <http://www.phillybuildingbenchmarking.com/multifamily/> for details on bringing your account into compliance for reporting of 2022 data.

Step 1 Gather Building and Meter Information

- ✓ Confirm the accuracy of the information provided about the building on the notification letter sent by the City of Philadelphia. This includes:
 1. Official Building Address
 2. Square Footage
 3. Office of Property Assessment (OPA) Number if on the letter
- ✓ Obtain the following details about the building's use:

Need help?

Visit the benchmarking website at

www.phila.gov/benchmarking
or for Portfolio Manager help visit EPA's support website
<https://energystar-mesa.force.com/PortfolioManager/s/contactsupport>

If you still need assistance email

1. Determine the **primary Property Use** of the building (multifamily, dormitory or senior care) and secondary uses (retail, office, hotel or restaurant).
2. The **gross floor area** of the building, not including parking area.
3. Multifamily buildings eligible for ENERGY STAR scores will need to fill in **additional fields** to earn this score. These fields include:
 - a. Number of Residential Living Units
 - b. Number of Residential Living Units in a Low-rise (1-4 stories), Mid-rise (5-9 stories) or High-rise (10+ stories) setting
 - c. Number of bedrooms

For more information, visit:

<https://portfoliomanager.energystar.gov/pm/glossary#MultifamilyHousing>

- ✓ Obtain your bills for your energy and water meters for the whole building from Jan 1 to Dec 31, 2022 (including tenant/owner-occupied spaces and common spaces).

Data release authorization forms can be found at: www.phillybuildingbenchmarking.com/utility-data-access

- **PECO** (Electric Meters)- PECO offers automatic transfer of aggregated electric usage data through its Smart Energy Usage Data Tool. Make sure to ask for electric usage for the entire facility. Visit: <https://www.peco.com/WaysToSave/ForYourBusiness/Pages/EnergyUsageDataTool.aspx>
- **PGW** (Natural Gas Meters)- Customers should submit their data requests through completed data release authorization forms, and contact information (phone #) for the requestor via: PGWusage@pgworks.com; Fax: 215-684-6996 or Mail: Attn: Correspondence Department Philadelphia Gas Works



P.O. Box 3500 Philadelphia, PA 19122

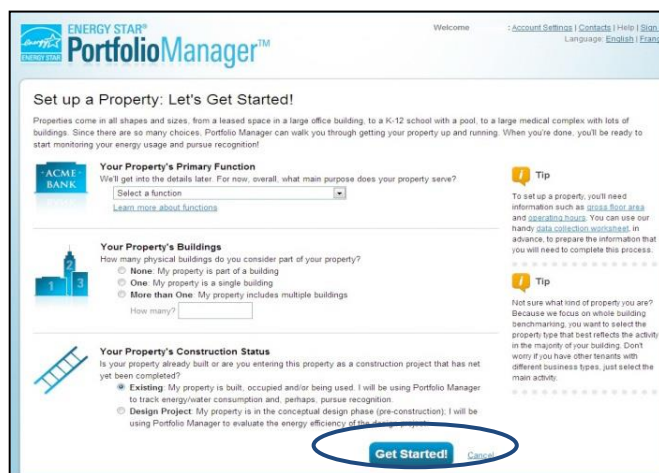
- **Philadelphia Water** (Water Meters)- Submit complete data authorization form to WaterBenchmarking@Phila.gov **if you do not have access to 2022 water bills.**

Vicinity Energy (District Steam)- Vicinity offers automatic transfer of steam use information. Visit https://www.phillybuildingbenchmarking.com/wp-content/uploads/2022/01/Vicinity-Energy_Philadelphia-Benchmarking.pdf

Step 2 Setting up a Property in EPA Portfolio Manager

New Account

- ✓ Create a new account in Portfolio Manager at <https://portfoliomanager.energystar.gov/pm/login>.
 1. Click **Create New Account**.
 2. DO NOT use ANY special characters in your username (letters and numbers only).
 3. **KEEP A RECORD** of the username and password – it is not possible to change usernames and very difficult to recover a lost password!
- ✓ Answer the basic questions about you and your organization:
 1. For **Reporting Units**, choose “Conventional EPA Units (e.g., kBtu/ft²).”
 2. **KEEP A RECORD** of the Security Questions and Answers.
- ✓ After creating an account, log in. You will be prompted to set up a property. Answer questions on Set up a Property page and click **Get Started**.



- ✓ On the next page enter Basic Property Information including the building name, address (use official address), [primary property use](#), year built, occupancy, gross



floor area (do not include parking), and check off any boxes that apply to your property, then click **Continue**.

Entering Building Use Details

- ✓ On the next page, enter details about the primary building use, and [additional property uses](#), based on the boxes checked on the prior page.
- ✓ The specific use details required will differ based on the property type selected.
 1. Hover the computer mouse over each property use characteristic for definitions and enter values.
 2. If you don't have all the information with you, use Default values. You can change these numbers later, but the defaults work well for "typical" buildings and are accepted by the City for benchmarking.
 3. **Current As Of** date refers to the first day you'll be benchmarking the building. **This date must be on or before January 1, 2022.**

Building Use [Edit Name](#)

Multifamily Housing refers to residential buildings that contain two or more residential living units. These properties may include high-rise buildings (10 or more stories), mid-rise buildings (5 to 9 stories), low-rise buildings (1 to 4 stories), townhomes broken into two or more units, or duplex homes. Occupants of these buildings may include tenants, cooperators, and/or individual owners.

Gross Floor Area should include all buildings that are part of a multifamily community or property, including any separate management offices or other buildings that may not contain living units. Gross Floor Area should include all fully-enclosed space within the exterior walls of the building(s) including living space in each unit (including occupied and unoccupied units), interior common areas (e.g. lobbies, offices, community rooms, common kitchens, fitness rooms, indoor pools), hallways, stairwells, elevator shafts, connecting corridors between buildings, storage areas, and mechanical space such as a boiler room. Open air stairwells, breezeways, and other similar areas that are not fully-enclosed should not be included in the Gross Floor Area.

The ENERGY STAR score for Multifamily Housing is available only to properties with 20 units or more. There is also a 75% occupancy requirement for certification. Townhome-only communities are not eligible (as long as townhomes are less than 50% of the total units the property is eligible).

Property Use Detail	Value	Current As Of	Temporary Value
★ Gross Floor Area	65,000 <input type="text"/> Sq. Ft. <input type="text"/>	1/1/1950 <input type="text"/>	<input type="checkbox"/>
★ Total Number of Residential Living Units	<input type="text"/> <input type="checkbox"/> Use a default	1/1/1950 <input type="text"/>	<input type="checkbox"/>
★ Number of Residential Living Units in a Low-rise Setting (1-4 stories)	<input type="text"/> <input type="checkbox"/> Use a default	1/1/1950 <input type="text"/>	<input type="checkbox"/>
★ Number of Residential Living Units in a Mid-rise Setting (5-9 stories)	<input type="text"/> <input type="checkbox"/> Use a default	1/1/1950 <input type="text"/>	<input type="checkbox"/>
★ Number of Residential Living Units in a High-rise Setting (10 or more stories)	<input type="text"/> <input type="checkbox"/> Use a default	1/1/1950 <input type="text"/>	<input type="checkbox"/>
★ Number of Bedrooms	<input type="text"/> <input type="checkbox"/> Use a default	1/1/1950 <input type="text"/>	<input type="checkbox"/>
Resident Population Type	<input type="text"/>	1/1/1950 <input type="text"/>	<input type="checkbox"/>
Government Subsidized Housing	<input type="text"/>	1/1/1950 <input type="text"/>	<input type="checkbox"/>
Number of Laundry Hookups in All Units	<input type="text"/>	1/1/1950 <input type="text"/>	<input type="checkbox"/>
Number of Laundry Hookups in Common Area(s)	<input type="text"/>	1/1/1950 <input type="text"/>	<input type="checkbox"/>
Percent That Can Be Heated	<input type="text"/>	1/1/1950 <input type="text"/>	<input type="checkbox"/>

Please note:

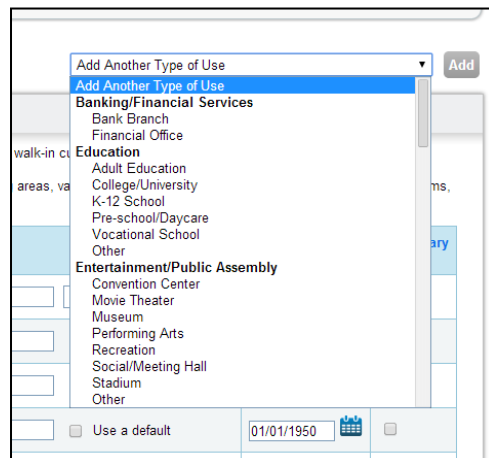
The fields requiring Number of Residential Living Units in a Low-, Mid- or High-rise setting, you should enter the total number of units based on many stories your building is. For example, if you have a single 12 story building with 120 units then you would enter 120 under Number of Residential Living Units in a High-rise setting and the other two fields you would enter 0. Entering these fields incorrectly can affect your ENERGY



STAR score (see <https://energystar-mesa.force.com/PortfolioManager/s/article/Is-it-low-mid-or-high-rise-1600088539881>).

- ✓ If your building has multiple uses, add more space uses to your property by going to the Details tab, after that you can select an option in the drop-down menu **Add Another Type of Use** at the top of the screen, and then click “Add”. This will open up a different list of attributes for that particular space type.

For information on when to include another Property Use, please see [https://energystar-](https://energystar-mesa.force.com/PortfolioManager/s/article/When-should-I-create-separate-Property-Uses-1600088548691)

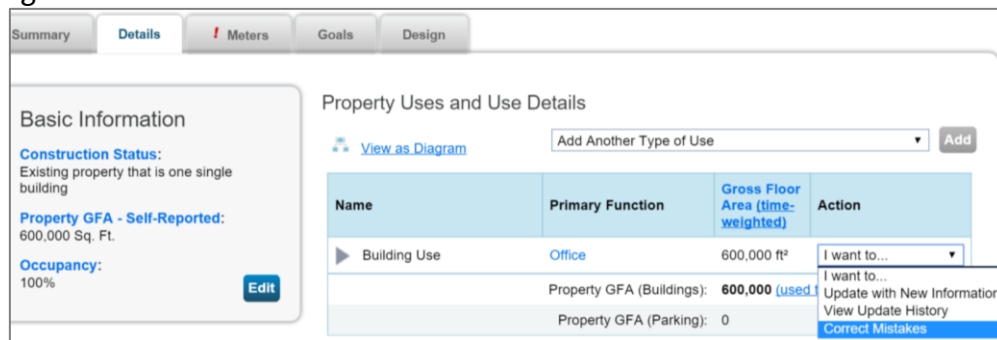


[mesa.force.com/PortfolioManager/s/article/When-should-I-create-separate-Property-Uses-1600088548691](https://energystar-mesa.force.com/PortfolioManager/s/article/When-should-I-create-separate-Property-Uses-1600088548691)

- ✓ When you have finished adding uses and details, click **Add Property** at the bottom of the page.

Need to Make Building Use Changes?

To edit building use details later, select **Correct Mistakes** from Action drop-down in the *Building Details* tab.



Name	Primary Function	Gross Floor Area (time-weighted)	Action
Building Use	Office	600,000 ft²	I want to...
Property GFA (Buildings):		600,000 (used)	Update with New Information
Property GFA (Parking):		0	View Update History
			Correct Mistakes

Step 3 Enter Energy and Water Usage Data

Adding Energy Meters

- ✓ In your Property Profile page, click on the Energy tab and select **Add A Meter**.

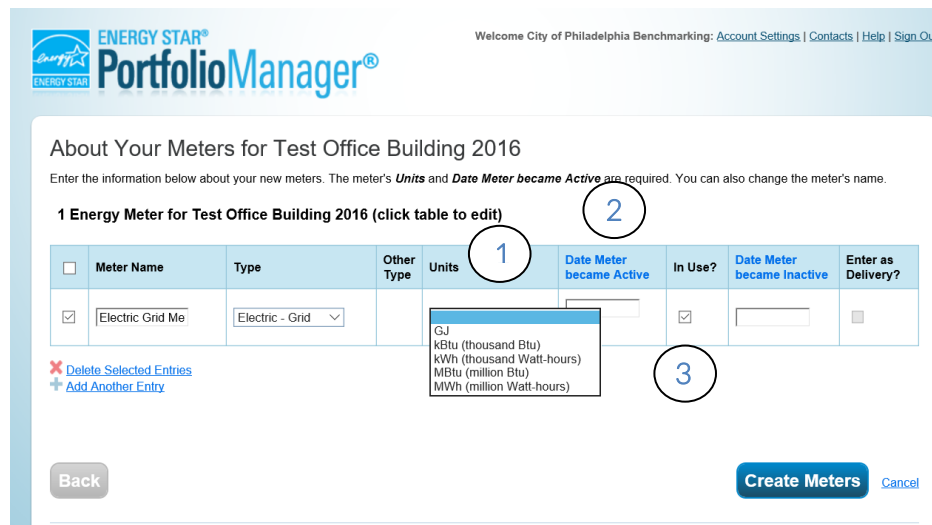
Need Access to your Utility Data? Go to Page 4 & 5 of this Guide

- ✓ Select the types of fuel in your facility. For each type, enter the number of meters for that particular fuel type. Then click **Get Started**.

- All of the property's Energy Meters are required including Electric, Natural Gas, Fuel Oil and Steam.

- ✓ On the **Basic Meter Information** section, enter information for each meter:
 1. Select **Units** for each meter based on your bill. See below for typical units found on your bills.
 - a. Electricity -PECO: kilowatt hours (kwh)
 - b. Natural Gas-PGW: 100 cubic feet (ccf) or Therms
 - c. Steam-Vicinity: 1000 pounds (K-Pound/Klbs): **Note, this same unit on your Vicinity bill may be known as an M-Pound, but an M-Pound in Portfolio Manager is the equivalent of 1,000,000 pounds of steam.**
 2. Enter **Date Meter became Active**. **Date must be on or before January 1, 2022.**

3. Make sure **In Use** box is checked.



- ✓ Then click **Create Meters**.
- ✓ If your utility data is **aggregated**, meaning the monthly reading represents multiple meter readings from individual units or buildings, open the “Basic Meter Information” tab in your new energy data table and “Yes” where “Is this an Aggregate Meter?” is indicated. **Save your changes**.

Meter Selection: Electric Grid Meter - 20496445

Basic Meter Information (***Click on the arrow to the left to expand this section)

Name:

Electric Grid Meter

Delete Meter

Meter ID:

20496445

Type:

Electric - Grid [Need to change?](#)

Units:

kWh (thousand Watt-hours)

Date Meter became Active:

01/01/2015

Still In Use

Date Meter became Inactive:

Is this an Aggregate Meter?:

☐ No
 ☒ Yes

[View/Edit Individual Meters](#)

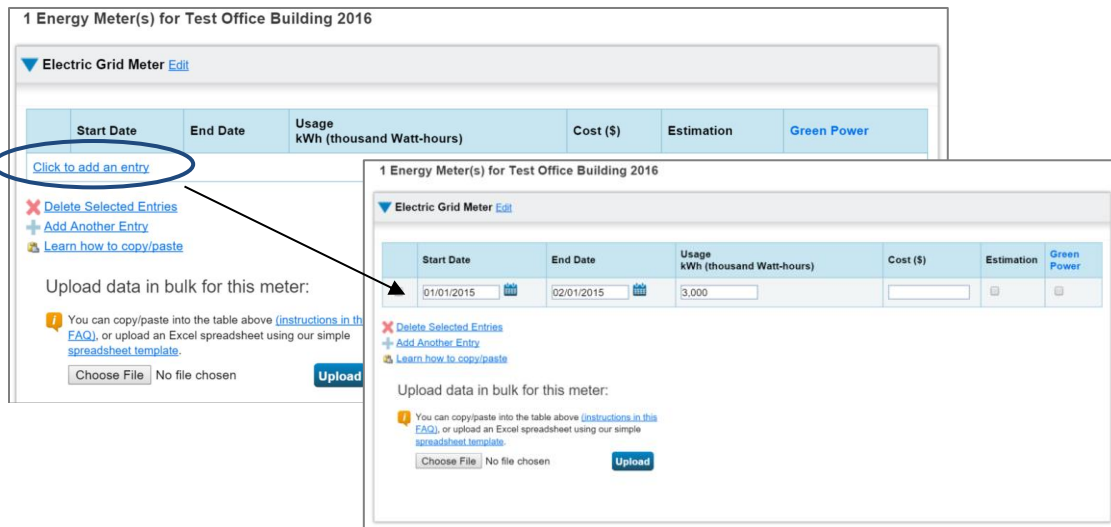
Custom Meter IDs

None

[Add Another Custom Meter ID](#)

Save Changes

- ✓ On the next screen, **Click to Add an Entry** in the table to begin entering the bill start and end date and usage for each month. **Cost is optional, and will not be shared with the City.**



1 Energy Meter(s) for Test Office Building 2016

Electric Grid Meter [Edit](#)

Start Date	End Date	Usage kWh (thousand Watt-hours)	Cost (\$)	Estimation	Green Power
01/01/2015	02/01/2015	3,000			

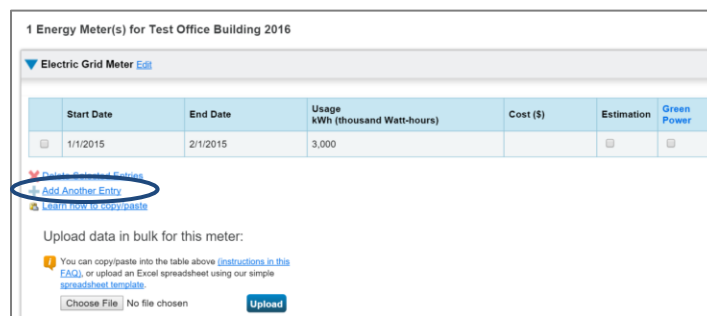
[Click to add an entry](#)
[Delete Selected Entries](#)
[Add Another Entry](#)
[Learn how to copy/paste](#)

Upload data in bulk for this meter:

You can copy/paste into the table above ([instructions in the FAQ](#)), or upload an Excel spreadsheet using our simple [spreadsheet template](#).

No file chosen

- ✓ To add another bill date, click **Add Another Entry** located underneath the table.



1 Energy Meter(s) for Test Office Building 2016

Electric Grid Meter [Edit](#)

Start Date	End Date	Usage kWh (thousand Watt-hours)	Cost (\$)	Estimation	Green Power
1/1/2015	2/1/2015	3,000			

[Delete Selected Entries](#)
[Add Another Entry](#)
[Learn how to copy/paste](#)

Upload data in bulk for this meter:

You can copy/paste into the table above ([instructions in the FAQ](#)), or upload an Excel spreadsheet using our simple [spreadsheet template](#).

No file chosen

You can now copy and paste from Excel right into the meter table. To learn more:

<https://energystar-mesa.force.com/PortfolioManager/s/article/How-do-I-Copy-and-Paste-Data-into-my-Meter-1600088526075>

Be sure to enter data encompassing every day of 2022, from January 1 through December 31. Depending on your bill cycle, this may require you to enter usage for bills that begin in 2021 or end in 2023.

- ✓ Once you have entered 2022 data for your first meter, click on the **grey arrow** next to the meter below the data you have entered to add data for another meter:



Electric Grid Meter [Edit](#)

If you would like to enter your bills later, you can skip the steps on the previous page and follow the steps below. Instructions on how to add data after your meters are created go to <https://energystar-mesa.force.com/PortfolioManager/s/article/How-do-I-add-energy-meter-data-bills-1600088544349>
or
<https://www.phillybuildingbenchmarking.com/wp-content/uploads/2023/01/2023-Update-Guide.pdf>.

- ✓ Once you have finished entering data on this page for all energy meters, click **Continue**.
- ✓ On the next page, click the **check boxes** next to each of your meters, then select the **"These meter(s) account for the total energy consumption for this property"** button and click **Apply Selections**.
- ✓ You will be taken back to the Property Profile page where you can begin to analyze your results.

Your meter entries have been added to your meters!

Select Energy Meters to Include in Metrics

Tell us which meters to include when calculating the Energy metrics for **Test Office Building 2016** so that we can provide you with the most accurate metrics possible.

Summary

2 Meters representing the **total energy consumption** for **Test Office Building 2016** (a single building).

About Sub-meters

If you have sub-meters to measure energy or water consumption for a specific purpose, and you also have a master meter (which measures total consumption), counting both of those meters would double count your consumption and skew your metrics (e.g., artificially increase your Site Energy Use [Learn more about configuring meters for performance metrics.](#))

	Name Meter ID	Type
<input checked="" type="checkbox"/>	Electric Grid Meter 19538619	Electric - Grid
<input checked="" type="checkbox"/>	Natural Gas 19538618	Natural Gas

Total of 2 meter(s). Tell us what this represents:

☒ These meter(s) account for the total energy consumption for **Test Office Building 2016** (a single building).

☐ These meter(s) do not account for the total energy consumption for **Test Office Building 2016** (a single building).

Apply Selections [Cancel](#)

Adding Water Meters

- ✓ In your Property Profile page, click on the Water tab and select **Add A Meter**.

Test Office Building 2016

1515 Test Way, Philadelphia, PA 19102 | [Map It](#)

Portfolio Manager Property ID: 4792684

Year Built: 1980

[Edit](#)

Not eligible to apply for ENERGY STAR Certification

Weather-Normalized Source EUI (kBtu/ft²) [Why not score?](#)

Current EUI: **N/A**

Baseline EUI: **N/A**

Summary Details Energy **Water** Goals Design

Meter Summary

0 Water Meters Total

In order to receive metrics for your property, you must provide meters. You have not entered any meters yet.

[Add A Meter](#)

Current Water Date
Not Available

[Enter Your Bills](#)

Water Meters - Used to Compute Metrics (0)

[View as a Diagram](#)

Add A Meter

! In order to receive water metrics for your property, you must provide water meters. You have not entered any meters yet. After [entering the meter](#), you will need to [associate it](#) to receive metrics.

**Need Access to your
Utility Data?
Go to Page 4 & 5 of
this Guide**



- ✓ Select “Municipally Supplied Potable Water” then the appropriate type of meter and number of meters for your facility. For each type, enter the number of meters for that particular utility. Then click **Get Started**.
- ✓ Repeat steps for filling out the “About your meters,” “Adding meter entries” and “Select Meters to Include in Metrics” for water as you did for Energy Meters.
- ✓ Indicate if the meter is **aggregated** by opening the “**Basic Meter Information**” tab and clicking “**Yes**” where “**Is this an Aggregate Meter?**” is available.

Water usage, if applicable, is required by law. The units for water are measured in "ccf (hundred cubic feet)".

Step 4 Add Philadelphia Building ID Number

- ✓ Your **Philadelphia Building ID** number (also known as the **OPA** number) should have been mailed to you as part of your initial compliance notice. **If you do not have the Philadelphia Building ID #**, you can search for it on <https://atlas.phila.gov/>

Your Philadelphia Building ID number is **REQUIRED** to be in your benchmarking report.

- ✓ Click on a property and enter the Details tab. There, you will see a box that says **Unique Identifiers (IDs)**. Click **Edit**.

Get Started Setting Up Meters for Test Office Building 2016

There are four ways to enter meter data. First, you can enter manually, starting below. Second, you can set up your meters with a formatted spreadsheet with just your bill data. Third, for advanced users, you can use our upload tool that allows you to set up your meters. And finally, you can hire an organization that exchanges data to update your energy data automatically.

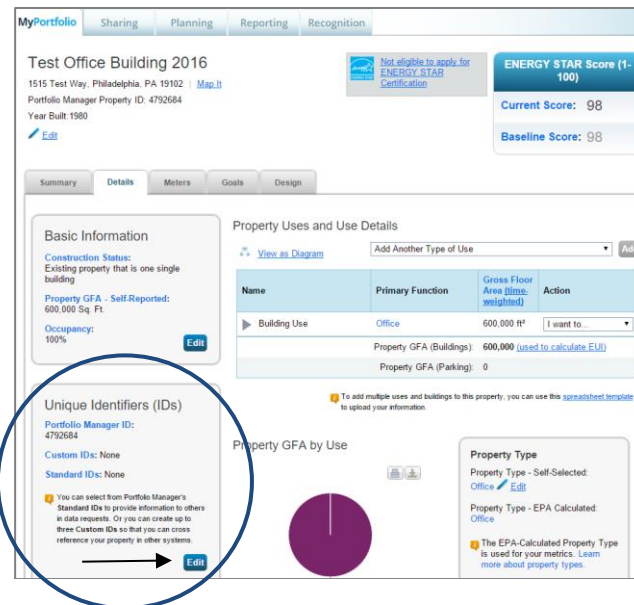
Your Property's Water Usage

What kind of water do you want to track? Please select all that apply.

- ☒ Municipally Supplied Potable Water
 - ☐ Indoor
 - ☐ Outdoor
 - ☐ Mixed Indoor/Outdoor
- ☐ Municipally Supplied Reclaimed Water
- ☐ Alternative Water Generated On Site:
- ☐ Other:

Get Started! Cancel





MyPortfolio | Sharing | Planning | Reporting | Recognition

Test Office Building 2016
1515 Test Way, Philadelphia, PA 19102 | [Map It](#)
Portfolio Manager Property ID: 4792684
Year Built: 1980

[Edit](#)

ENERGY STAR Score (1-100)
Current Score: 98
Baseline Score: 98

Summary | Details | Meters | Goals | Design

Basic Information
Construction Status: Existing property that is one single building
Property GFA - Self-Reported: 600,000 Sq. Ft.
Occupancy: 100% [Edit](#)

Unique Identifiers (IDs)
Portfolio Manager ID: 4792684
Custom IDs: None
Standard IDs: None
[Edit](#)

Property Uses and Use Details
[View as Diagram](#) | Add Another Type of Use | [Add](#)

Name	Primary Function	Gross Floor Area (Sq. Ft.)	Action
Building Use	Office	600,000 ft²	I want to...
Property GFA (Buildings)		600,000 (used to calculate EUI)	
Property GFA (Parking)		0	

To add multiple uses and buildings to this property, you can use this [spreadsheet template](#) to upload your information.

Property GFA by Use

Property Type
Property Type - Self-Selected: Office [Edit](#)
Property Type - EPA Calculated: Office
The EPA-Calculated Property Type is used for your metrics. [Learn more about property types.](#)

- ✓ On the next page, scroll to the bottom to the box that says “Standard IDs.” In the drop-down box on the left, find **Philadelphia Building ID**. Select this, and enter your OPA number in the box to the right. Then click Save.

Tip Multiple OPA numbers? You can add them all on this screen! Just separate each unique OPA number with a semicolon.

Standard IDs

Standard IDs are those typically used as part of a data request by an organization (such as a State or local government, or LEED). If you know your property is going to be part of a data request, you may need to select and specify the relevant ID here.

Standard ID(s):

Philadelphia Building ID | ID: 88888888 [Add Another](#)

[Save](#) [Cancel](#)

Standard ID Types
The list of standard ID types is maintained by EPA. Standard IDs are for national organizations and local governments with benchmarking programs.

Step 5 Check for Data Errors and Confirm Energy Use Intensity (EUI)/ENERGY STAR Score

- ✓ You will now be able to run the Data Quality Checker for your property. On the **My Portfolio/ Summary** page of your property, click on **Check for Possible Errors**.

Summary Details Meters Goals Design

Notifications (0)
You have no new notifications.

Property Profile
You haven't created a profile for your property yet. Profiles are a way to supplement the information in Portfolio Manager with additional information about your property, including a photo.
[Create Profile](#)

Source EUI Trend (kBtu/ft²)

Metric	Baseline (Dec 2012)	Current (Sep 2014)	Change
ENERGY STAR score (1-100)	100	100	0 (0.0%)
Source EUI (kBtu/ft²)	2.8	4.5	1.7 (60.7%)
Site EUI (kBtu/ft²)	0.9	3.3	2.4 (266.7%)
Energy Cost (\$)	0.00	Not Available	N/A
Total GHG Emissions (Metric Tons CO2e)	5.9	13.9	8.0 (135.6%)

Check for Possible Data Errors
Run a check for any 12-month time period to see if there are any possible errors found with your data.
[Check for Possible Errors](#)

Sharing this Property

- ✓ In the box titled "Select Timeframe & Run Check", select **Dec 31 and 2022** for **Year Ending** and then click **Run Checker**.

MyPortfolio Sharing Planning Reporting Recognition

Data Quality Checker for Test Office Building 2016

The Data Quality Checker will help you find potential errors and unusual data within a given year. Select your year links to view or correct your data as needed.

Select Timeframe & Run Checker

We check data for a full year (12 months) of meter consumption and Property Use Details (called a **Metric Year**). Select a **Year Ending Date** and click "run checker" to see possible data issues.

Year Ending: [Run Checker](#)

[Cancel](#)

- ✓ On the next screen Portfolio Manager will indicate whether or not you have errors and where the possible errors might be. *Please follow instructions on the screen in order to resolve these issues then re-run the checker by following steps above to see if the errors are resolved.* If you are still receiving an error, please visit:

There is not 12 full months of meter data.

Problem: The following meters do not have 12 full calendar months of energy bills for the year selected (01/01/2015 - 12/31/2015).

- [Potable Indoor Meter](#) (missing bills for 01/01/2015 - 01/01/2016)

What to do:

- If you think this is a mistake, click the links above to view the data and make corrections if needed.

IGNORE the waste meter alert. Waste is not required.

<http://www.phillybuildingbenchmarking.com/support> or contact benchmarkinghelp@phila.gov for assistance.

- ✓ If you receive no errors or have resolved your errors, to **Confirm** that you have entered all information correctly by viewing the box in the top-right corner of the **Summary** tab of your building's profile. Completed building profiles will include a number in either the Source EUI or ENERGY STAR Score fields:

Weather-Normalized Source EUI (kBtu/ft ²)	
Current EUI:	342.1
Baseline EUI:	329.0

ENERGY STAR Score (1-100)	
Current Score:	85
Baseline Score:	85

If you do not see a number for either Source EUI or ENERGY STAR, you are able click on N/A to see where the errors are and how to solve them. If you still cannot resolve the error, please contact the Office of Sustainability at benchmarkinghelp@phila.gov for assistance.

Step 6 Report Your Data to the City of Philadelphia

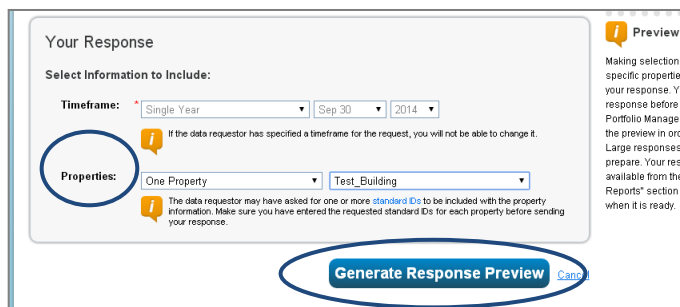
Accessing the Philadelphia Custom Reporting Template 2022

- ✓ Go to www.phillybuildingbenchmarking.com and click on **Report Data** located at the top menu bar.



Preparing a Response

- ✓ You will be taken to the Respond to Data Request page. You may have to login to Portfolio Manager.
- ✓ Scroll down to the bottom of the screen and select your **property(s)** in the drop-down boxes next to Properties and click on **Generate Response Preview**.

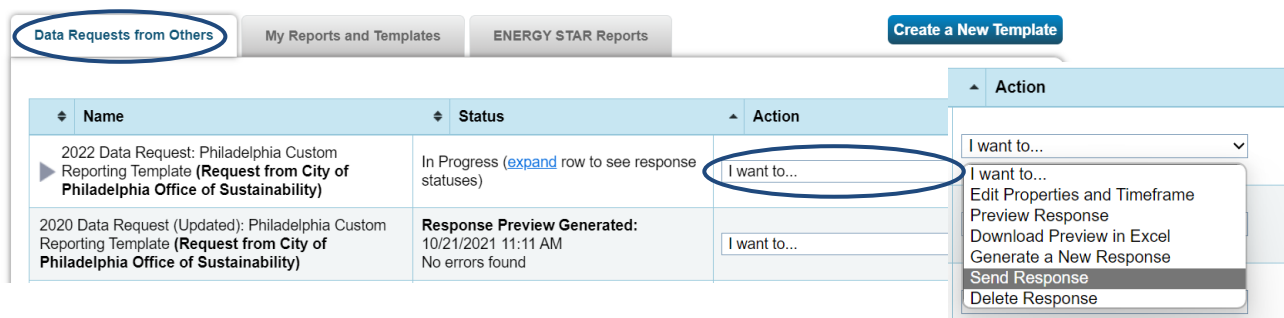


Submitting a Response

- ✓ You will be taken to Reporting tab. Scroll down and select **"Data Requests from Others"**

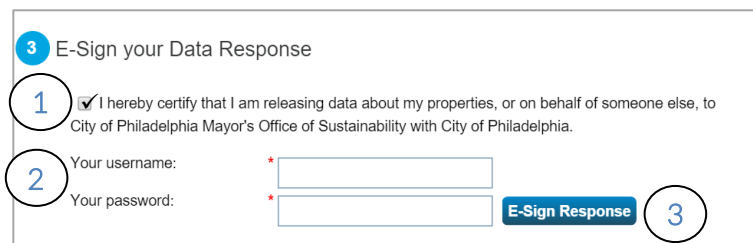
Data Quality Error: If the data or account has any issues an alert message will pop-up above the table. Please click "read more" to fix the issue before sending or contact benchmarkinghelp@phila.gov if you are not able to resolve the issue and then repeat steps above.

- ✓ If there are no data quality alerts, scroll down and select Data Requests from Others. Find the item that says **"Philadelphia Custom Reporting Template for 2022"**. Select **Send Response** from the Action drop-down list next to the report name.



- ✓ One next screen, scroll down to **#3 E-Sign Your Data Response:**

1. Check the box "I hereby certify..."
2. Enter your **Login Information**
3. Click **E-Sign Response**



- ✓ The screen will refresh then scroll down to the bottom (you will see a green text that says **"Signed"**), then click **Send Data**. You will receive a confirmation email informing you that your data has been submitted to the City of Philadelphia.



3 E-Sign your Data Response

☒ I hereby certify that I am releasing data about my properties, or on behalf of someone else, to City of Philadelphia Mayor's Office of Sustainability with City of Philadelphia.

Your username:

Your password:

✓ Signed

Send Data [Cancel](#)

Understanding Your Results and Energy Efficiency:

For more information, how to interpret your results and what it means please visit:

http://www.phillybuildingbenchmarking.com/wp-content/uploads/2015/09/Understand_and_Invest_3.21.14.pdf.

If you are looking to reduce energy consumption in your residential building visit <http://www.phillybuildingbenchmarking.com/incentives/> to find more information about energy efficiency rebate and incentive programs provided by the local utility companies.

