NEXT BENCHMARKING DEADLINE

IS JUNE 30, 2019 FOR 2018 DATA

REPORTING WINDOW WILL **OPEN SPRING 2019**

Reporting Your 2022 Data to the City of Philadelphia

Once you have entered 2022 energy and water data into your Portfolio Manager account, you must report the data to the City of Philadelphia using the steps below.

Step 1 Accessing the Philadelphia Custom Reporting Template

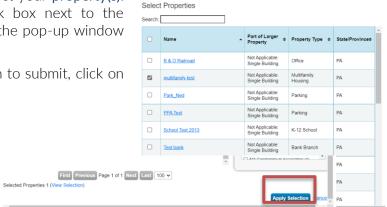
- ✓ Go to phillybuildingbenchmarking.com and click on **REPORT DATA** located at the menu bar.
- ✓ You will be taken to the Respond to Data Request page. You may have to login to Portfolio Manager.

City of Philadelphia

Step 2 **Preparing the Response**

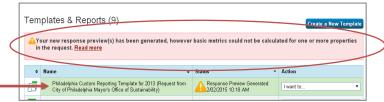
- ✓ Scroll down to the bottom of the screen and select your **property(s)**. When selecting your property, click the check box next to the property/properties and scroll to the bottom of the pop-up window and select Apply Selection
- Once you have selected the property(s) you wish to submit, click on **Generate Response Preview**





Step 3 **Submitting the Response**

Data Quality Note: If the data or account has any issues an alert message will pop-up after this step. Please click "read more" to fix the issue and repeat reporting instructions submit to www.phila.gov/benchmarking for help.



If there are no error messages scroll down to Data Requests from Others and find the item titled

"Philadelphia Custom **Reporting Template for**

2022" and select **Send Response**

from the Action drop-down list next to the report name.

One Parkway Building · 1515 Arch Street, 13th Floor · Philadelphia, PA 19102 · benchmarkinghelp@phila.gov

My Reports and Templates

Response Preview Generated:

10/21/2021 11:11 AM

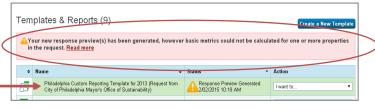
Data Requests from Others

2022 Data Request: Philadelphia Custom
Reporting Template (Request from City of
Philadelphia Office of Sustainability)

Reporting Template (Request from City of Philadelphia Office of Sustainability)

2020 Data Request (Updated): Philadelphia Custom





▲ Action

I want to

Action

I want to.

I want to

Edit Properties and Timeframe

Download Preview in Excel

Generate a New Response

Preview Response

✓ One next screen, scroll down to #3 E-Sign Your Data Response, check the box, enter your login information and then click E-Sign Response. Once you see a green text that says "Signed", then click Send Data to the City. You will receive an email confirmation from Portfolio Manager.





