



# 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](http://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.

## 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**.

Select Properties

Search:

<input type="checkbox"/>	Name	Part of Larger Property	Property Type	State/Province
<input type="checkbox"/>	B & O Railroad	Not Applicable Single Building	Office	PA
<input checked="" type="checkbox"/>	multifamily test	Not Applicable Single Building	Multifamily Housing	PA
<input type="checkbox"/>	Park_Ned	Not Applicable Single Building	Parking	PA
<input type="checkbox"/>	PPA Test	Not Applicable Single Building	Parking	PA
<input type="checkbox"/>	School Test 2013	Not Applicable Single Building	K-12 School	PA
<input type="checkbox"/>	Test bank	Not Applicable Single Building	Bank Branch	PA

Selected Properties: 1 (View Selection)

**Apply Selection**

## 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 to submit or visit [www.phila.gov/benchmarking](http://www.phila.gov/benchmarking) for help.

Templates & Reports (9) [Create a New Template](#)

⚠ Your new response preview(s) has been generated, however basic metrics could not be calculated for one or more properties in the request. [Read more](#)

Name	Status	Action
Philadelphia Custom Reporting Template for 2013 (Request from City of Philadelphia Mayor's Office of Sustainability)	Response Preview Generated: 2/02/2015 10:18 AM	I want to...

- ✓ 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.

**Data Requests from Others** | My Reports and Templates | ENERGY STAR Reports | [Create a New Template](#)

Name	Status	Action
2022 Data Request: Philadelphia Custom Reporting Template (Request from City of Philadelphia Office of Sustainability)	In Progress (expand row to see response statuses)	I want to...
2020 Data Request (Updated): Philadelphia Custom Reporting Template (Request from City of Philadelphia Office of Sustainability)	Response Preview Generated: 10/21/2021 11:11 AM No errors found	I want to...

**Action**  
I want to...  
I want to...  
Edit Properties and Timeframe  
Preview Response  
Download Preview in Excel  
Generate a New Response  
**Send Response**  
Delete 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.

**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:

**E-Sign Response**

**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](#)

