

# BETTER BUILDINGS BENCHMARKING

## 5 STEP HOW-TO GUIDE

Updated 3/5/2024



### 1. CREATE A PORTFOLIO MANAGER ACCOUNT

Start by creating your free [ENERGY STAR Portfolio Manager account](#) (ESPM) for your building. Assign a POC for your account, create a username and password, then add a property profile with basic building details. For most buildings this includes gross floor area, year built, occupancy percentage, and square footage of attached parking lots or parking structures. Checkout the [Data Collection Worksheet](#) to know exactly what information you'll need to add for your building.



### 2. FIND YOUR O'AHU BUILDING ID

Your O'ahu Building ID is a unique ID used by the City to identify individual building structures on O'ahu, it will be used to communicate between the City, utilities, Portfolio Manager, and a building. Locate your O'ahu Building ID on our [Interactive Buildings Map](#) or our [Covered Buildings List](#). Add your ID in ESPM under "Standard IDs".



### 3. OBTAIN UTILITY DATA

Whole building data for the previous calendar year (January 1, 2023 - December 31, 2023) is required to comply with 2024 benchmark reporting. Review options to data access your electric, gas, and water data below:

- Hawaiian Electric (HECO): If you have less than 4 commercial electric meters or less than 6 residential meters, find your most recent HECO bills with previous months data. If you are over the meter threshold, coming soon an aggregated data auto upload will be available to directly upload data into your ESPM account. Stay up to date at: [hawaiianelectric.com/betterbuildingsbenchmarking](http://hawaiianelectric.com/betterbuildingsbenchmarking)
- Hawai'i Gas: Find your previous calendar year gas bills, or contact [BBB@hawaiigas.com](mailto:BBB@hawaiigas.com) with questions. Further resources can be found at: [hawaiigas.com/betterbuildingsbenchmarking](http://hawaiigas.com/betterbuildingsbenchmarking)
- Board of Water Supply (BWS): Water data can be found online if you create a free [WaterSmart](#) account, or you can view your recent BWS water bill for previous months usage. Contact [customerservice@hbws.org](mailto:customerservice@hbws.org) with questions or visit: [boardofwatersupply.com/betterbuildings](http://boardofwatersupply.com/betterbuildings)



### 4. VERIFY & SUBMIT FINAL REPORT TO THE CITY

After successful uploading of your utility data into ESPM, you'll need to verify this data is accurate and a full calendar year has been input. Find the [Data Quality Checker](#) and review for possible errors. After correcting possible errors, navigate to the benchmarking website at: [resilientoahu.org/benchmarking](http://resilientoahu.org/benchmarking) for the data reporting link. Click the data request link and follow steps to respond to the data request.



### 5. FIND RESOURCES TO SAVE

You're officially benchmarking! Go beyond and save today with available energy and water saving resources from [Hawai'i Energy](#) and the [BWS](#).

