

BETTER BUILDINGS BENCHMARKING

5 STEP HOW-TO GUIDE

Updated 2/2/23



1. CREATE A PORTFOLIO MANAGER ACCOUNT

Start by creating your free ENERGY STAR Portfolio Manager account for your property. Dedicate a POC for your account, create a username and password, then add a property profile. To add your property profile, you will need to know basic details about your property including gross floor area, year built, weekly operating hours, occupancy percentage, and square footage of parking lots or parking structures. Checkout the [Data Collection Worksheet](#) to know exactly what information you'll need to add for your building.



2. DETERMINE YOUR O'AHU BUILDING ID

When creating your property profile in your Portfolio Manager account, enter your O'ahu Building ID under Standard IDs. The O'ahu Building ID is the key identifier for your property in Portfolio Manager. Locate Standard ID's, choose O'ahu Building ID, and enter your ID. Double check for input errors, you will have a total of a 15 character count. Note: your O'ahu Building ID is unique to you; this cannot be shared with buildings other than your own. You can find your O'ahu Building ID on your direct mail notification or online at resilientoahu.org/benchmarking.



3. OBTAIN UTILITY DATA

Electric, Gas, and Water utility data from the previous calendar year is required to comply with annual benchmark reporting. There are several ways to obtain utility data. If your building has more than 6 electric meters, request aggregated (whole-building) data from Hawaiian Electric (HECO) at BBB@hawaiianelectric.com, or review your most recent HECO bill with previous months usage. Board of Water Supply (BWS) water data can be found online if you create a free [WaterSmart](#) account, or you can check out your recent BWS water bill for previous months usage. Contact customerservice@hbws.org with any water bill questions. Missing a gas bill? Contact Hawai'i Gas online at [Customer Request](#) or call (808) 535-5933.



4. VERIFY & SUBMIT FINAL REPORT TO THE CITY

After successful uploading of your utility data into Portfolio Manager, 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 reviewing for data accuracy, you will be ready to share your data with the City. Navigate to the benchmarking website at resilientoahu.org/benchmarking for the most up to date reporting link. Click this link and follow steps to share your report with the City.



5. FIND RESOURCES TO SAVE

You're officially benchmarking! If your building is interested in energy savings and water conservation opportunities, please review resources offered through HECO, Hawai'i Energy, Hawai'i Gas, and the Board of Water Supply for further energy studies and incentives for upgrades and retrofits.



City and County of Honolulu | Office of Climate Change, Sustainability and Resiliency
Website: resilientoahu.org/benchmarking | Email: energyprogram@honolulu.gov