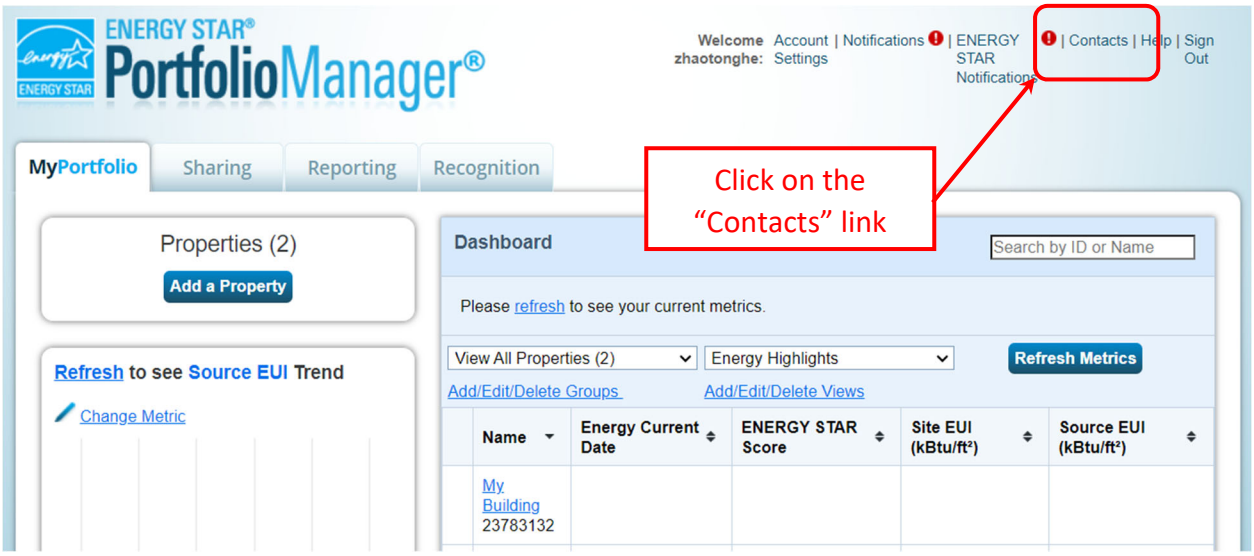
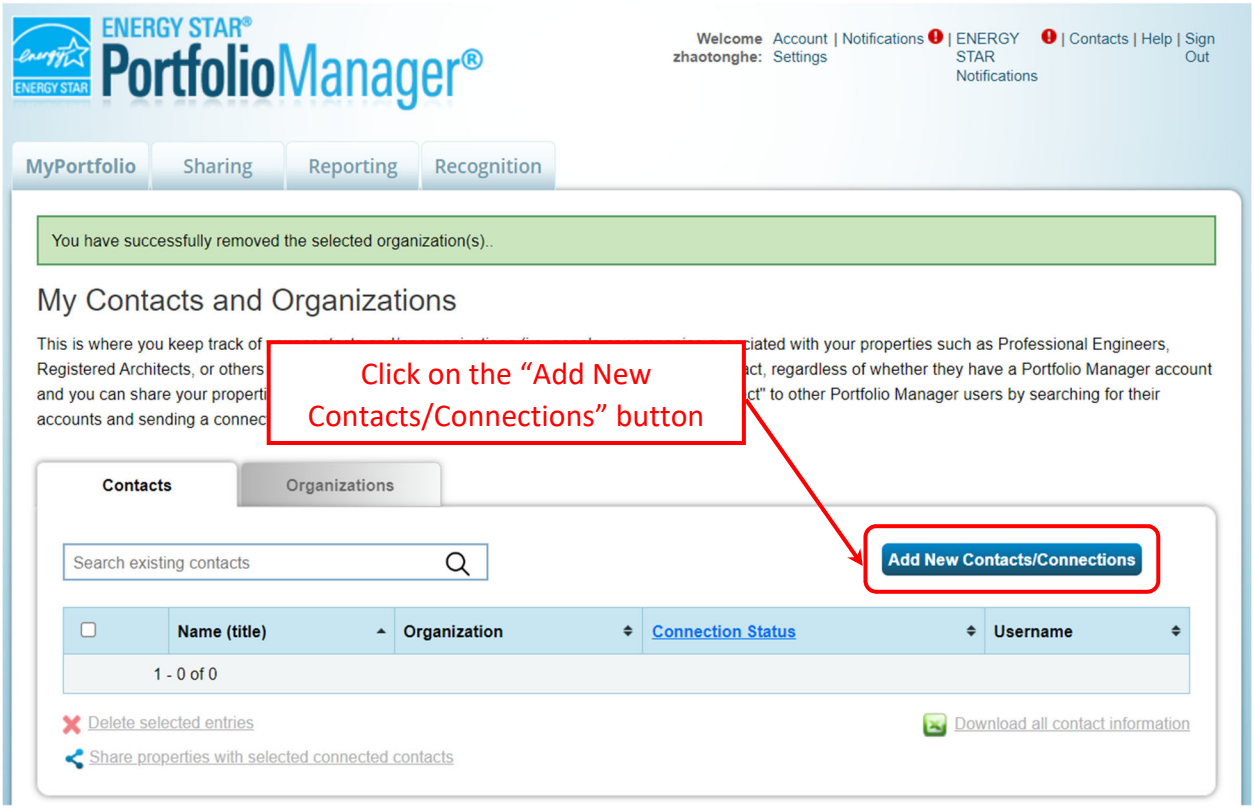
NJ Board of Public Utilities – Energy and Water Benchmarking
How to Share Your Property with NJBPU

Step 1 - Login to your U.S. EPA Portfolio Manager Account. You will automatically be on the MyPortfolio page, as shown in Step 2.

Step 2 – Click on the "Contacts" link at the top of the page.



Step 3 – You will be brought to the "My Contacts and Organizations" page. Click on the "Add New Contacts/Connections" button.



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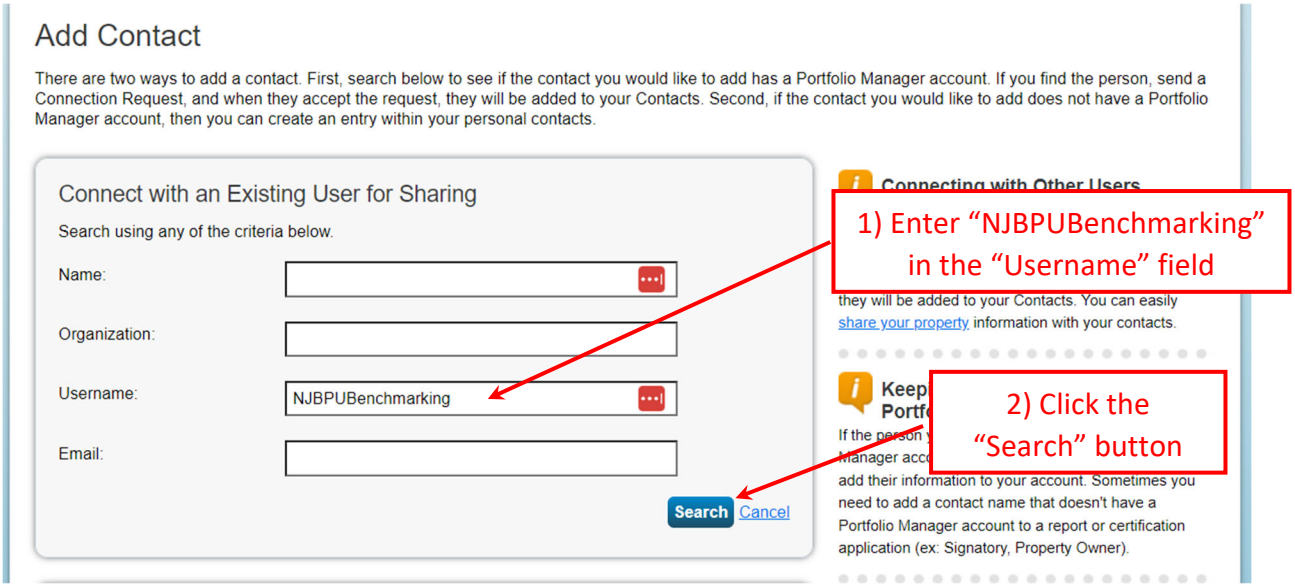
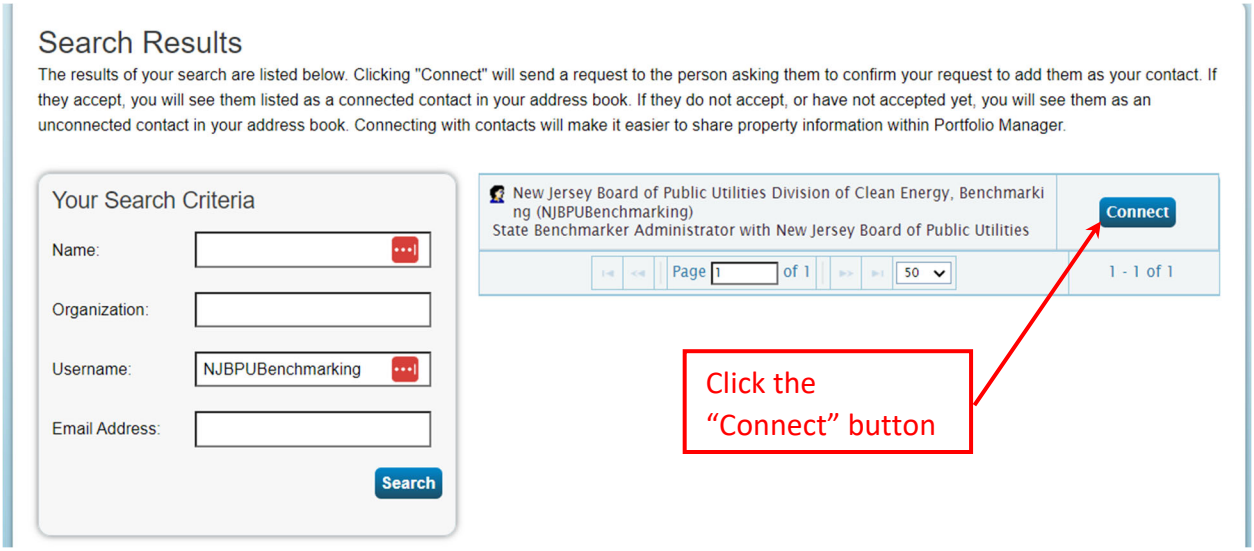
Step 4 – You will be brought to the "Add Contact" page. In the "Username" box, enter "NJBPUBenchmarking". Then, click the "Search" button.



Step 5 – You will be brought to the "Search Results" page. Make sure that you see "New Jersey Board of Public Utilities Division of Clean Energy, Benchmarking (NJBPUBenchmarking) - State Benchmarker Adminstrator with New Jersey Board of Public Utilities " in the results table on the right. If you do not see this entry, repeat Step 3. Once you see this entry, click on the "Connect" button.



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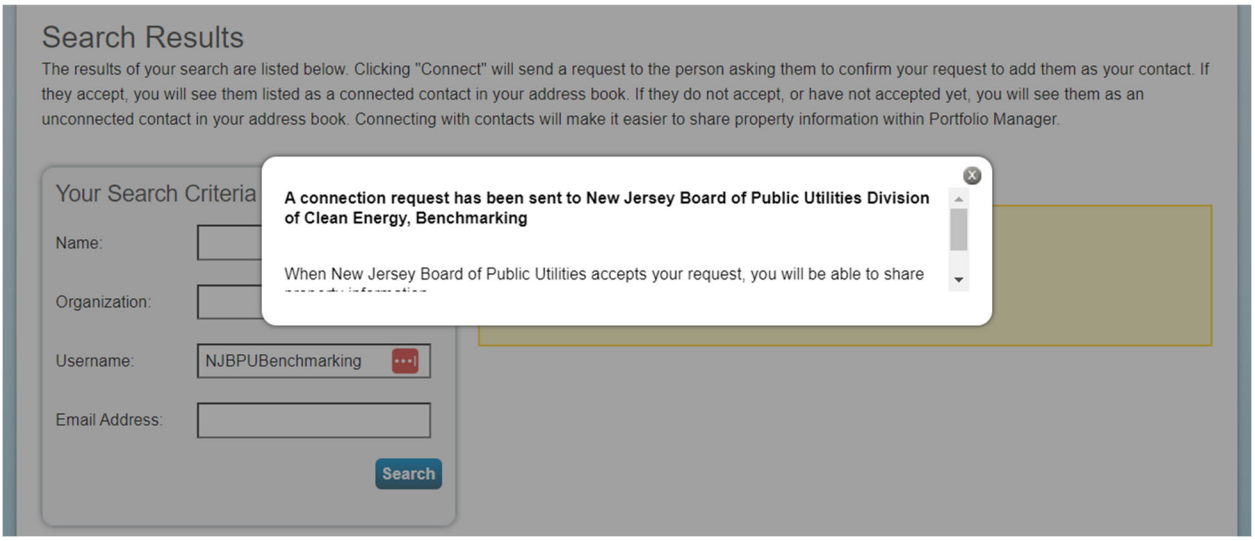
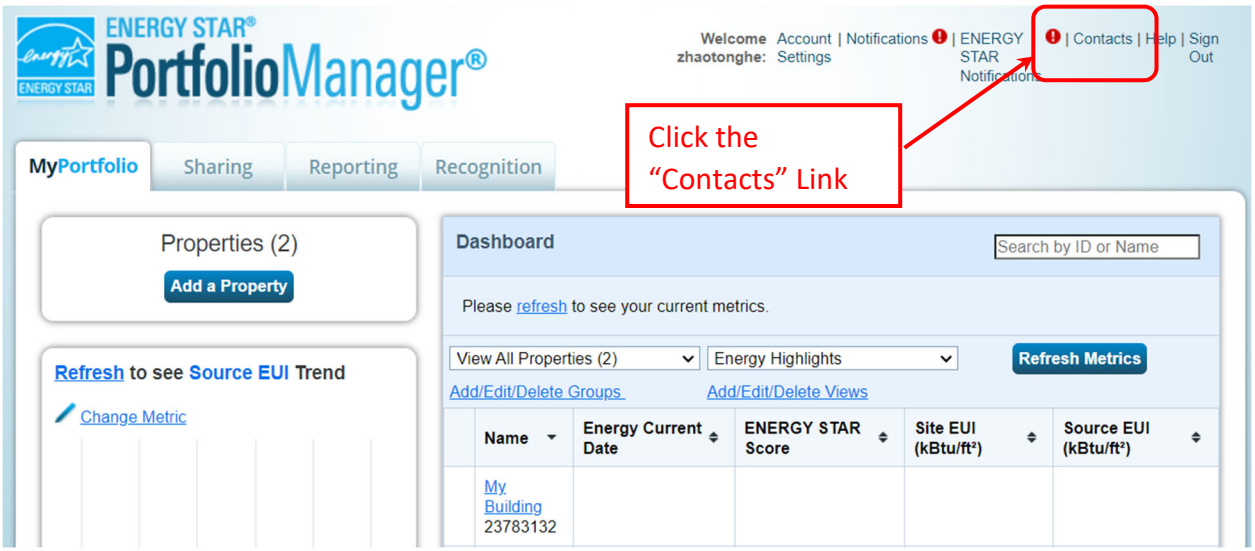
Step 6 – You should see a pop-up box that contains the message "A connection request has been sent to the New Jersey Board of Public Utilities Division of Clean Energy, Benchmarking."



Step 7 – Once the New Jersey Board of Public Utilities (NJBPU) accepts your request, you will be able to share your property information with the state. NJBPU checks connection requests on roughly a weekly basis. To see if NJBPU has accepted your connection request, login to Portfolio Manager the week after you make your request to see if NJBPU has accepted your request. After logging into Portfolio Manager, click "Contacts".



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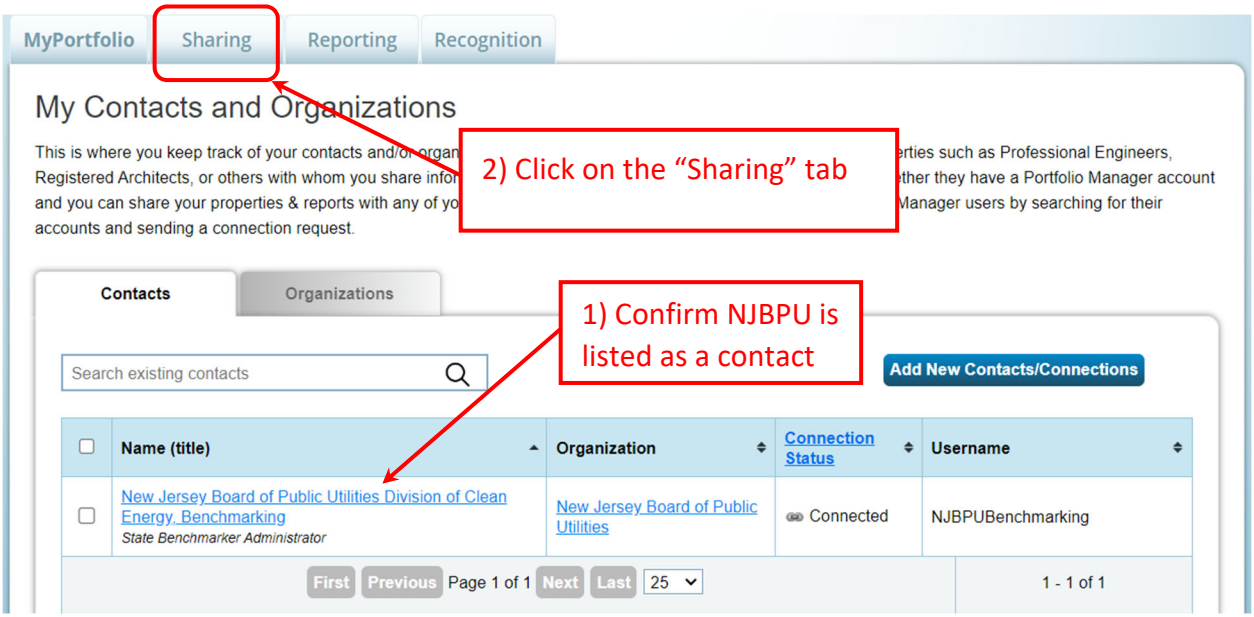
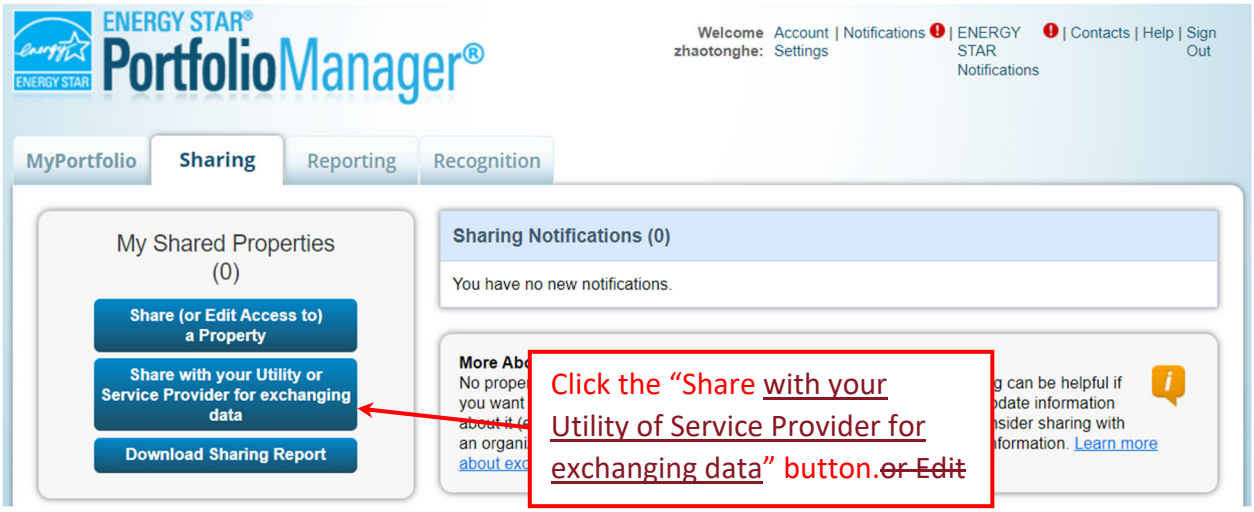
Step 8 – You will now be on the "Contacts" sub-page of the main "My Contacts and Organizations" page. In the table, under the "Name (title)" column, you will see "New Jersey Board of Public Utilities Division of Clean Energy, Benchmarking" as a new contact. Then, click the "Sharing" button at the top of the page.



Step 9 – You will now be on the "Sharing" page. Within the "My Shared Properties" box on the left, click the "Share with your Utility or Service Provider for exchanging data" button.



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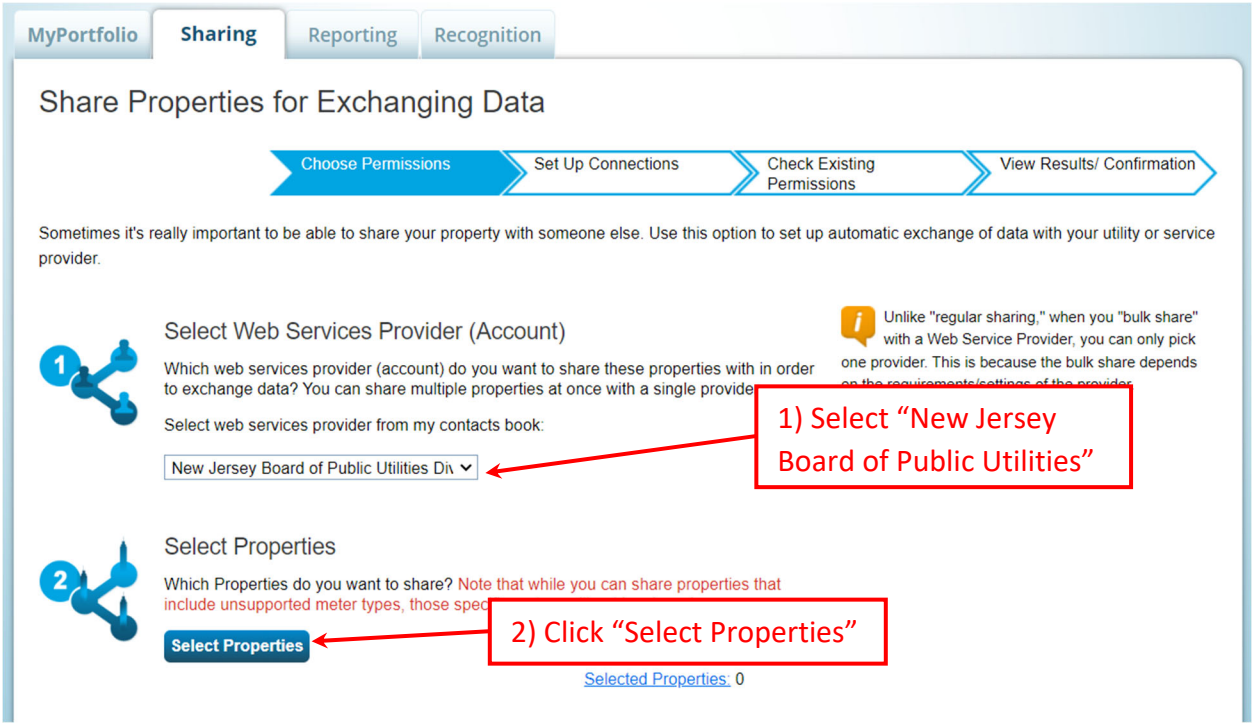
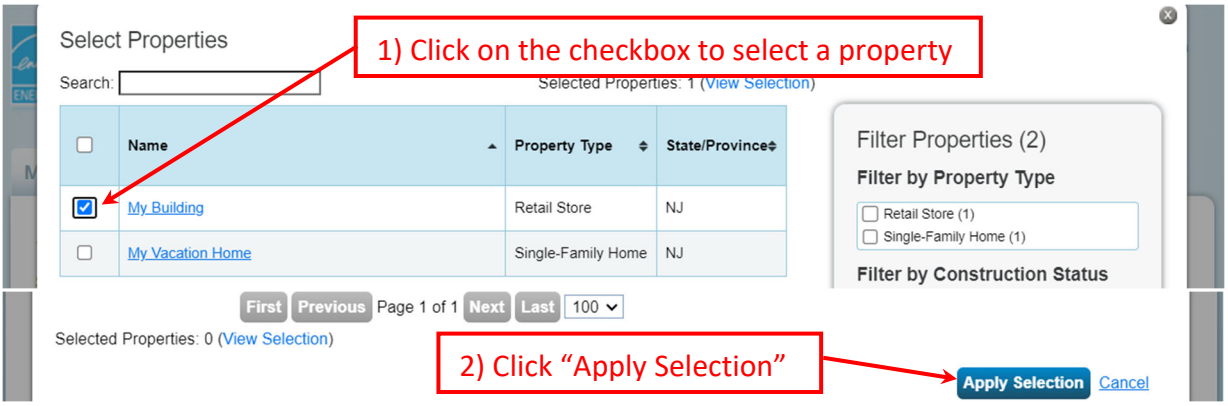
Step 10 – You will be on the "Share Properties for Exchanging Data" page. First, select "New Jersey Board of Public Utilities" from the dropdown list. Second, click on the "Select Properties" button.



Step 11 – You will see a list of your properties under the heading "Select Properties." Click on the box to the left of your property's name. If you have more than one covered building, click on the boxes next to all properties whose information you would like to report to the NJBPU. Then, click on the "Apply Selection" button on the right side of the page.



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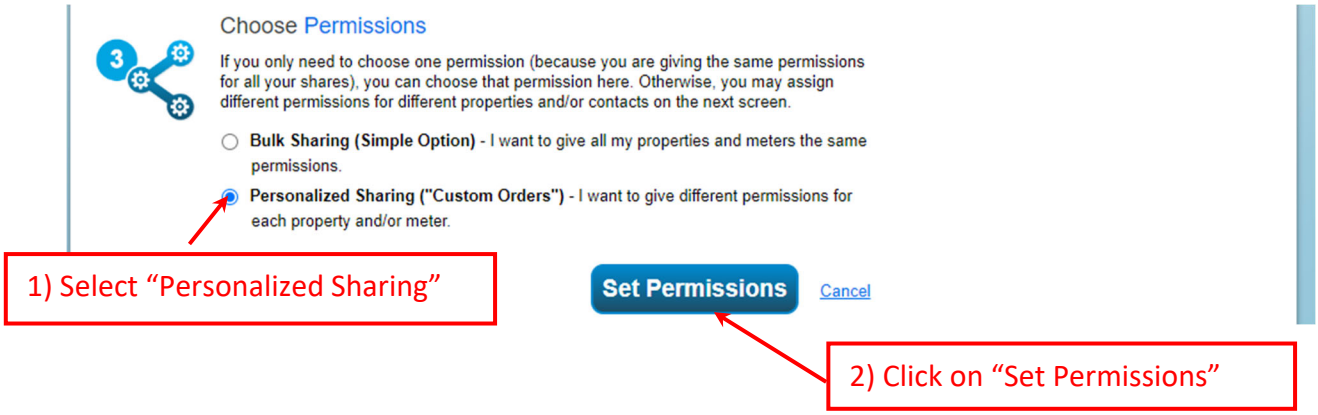
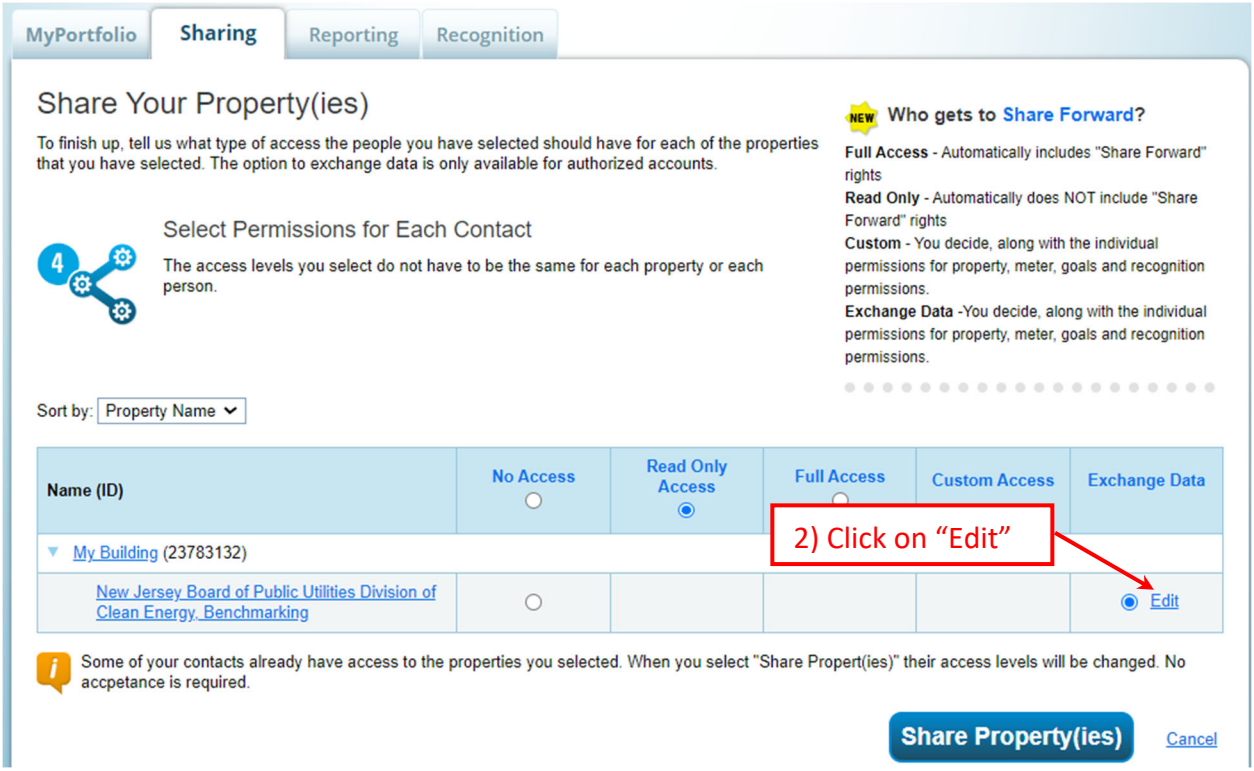
Step 12 – You will be brought back to the "Share Properties for Exchanging Data" page. Then,

1. Select the circle to the left of the "Personalized Sharing ("Custom Orders")
2. Click on the "Set Permissions" button at the bottom of the page.



Step 13 – You will be on the "Share Your Property(ies)" page. Then for each building,

1. Click on the "Edit" link at the right of the contact "NJ BPU Division of Clean Energy, Benchmarking".



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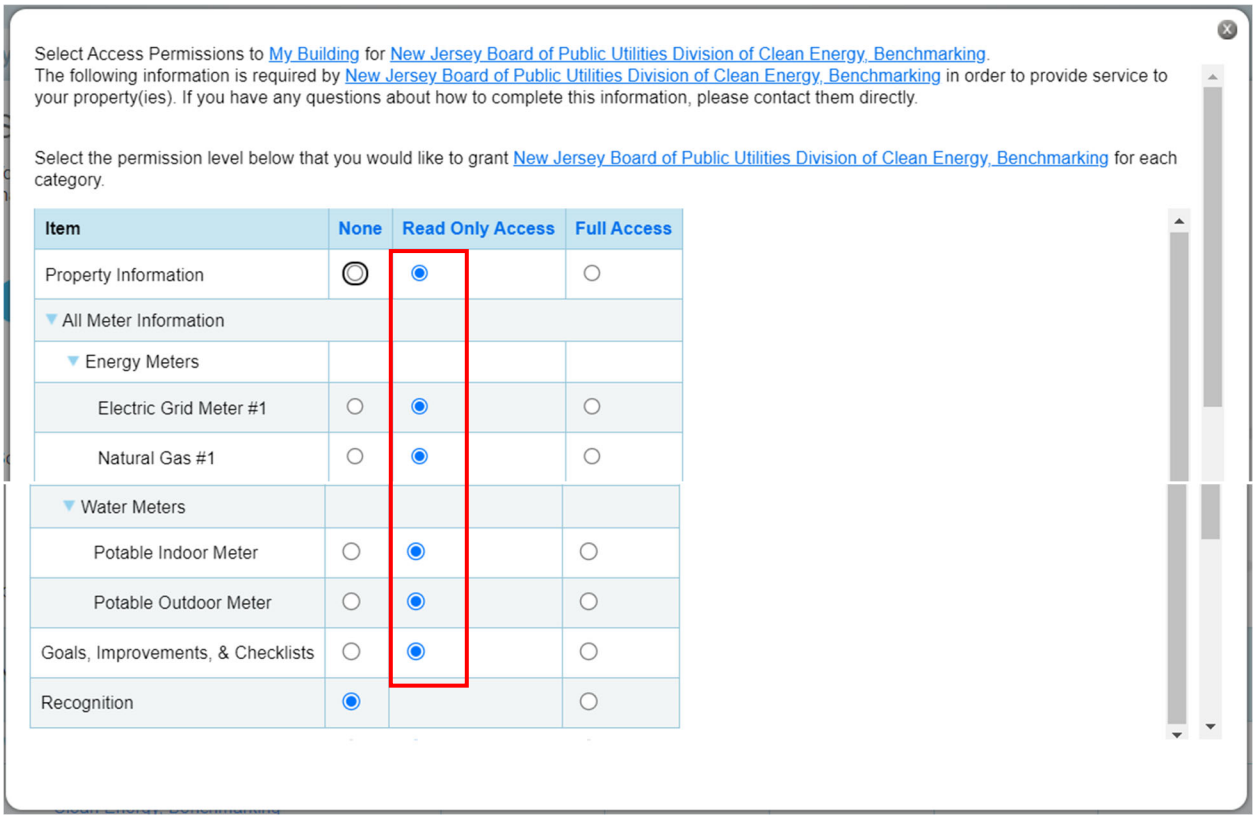
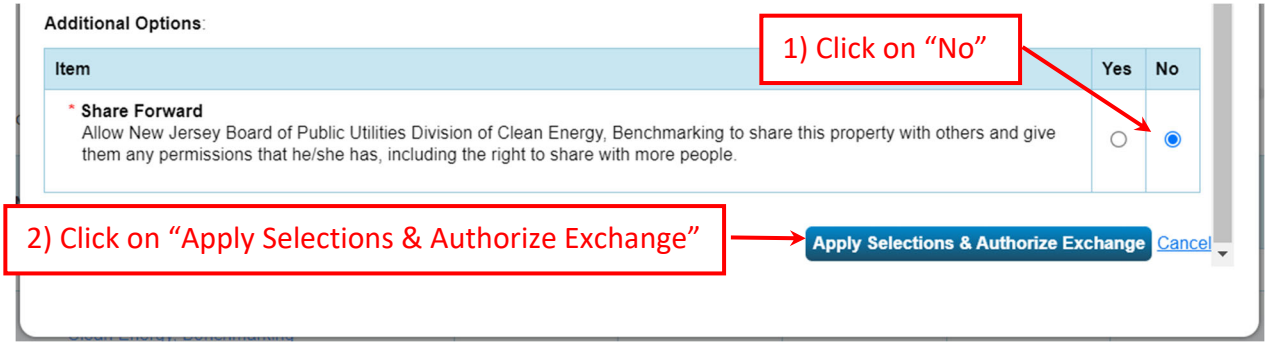
Step 14 – A pop-up window will show the access permissions options for the property. Select "Read Only Access" for all items, except for "Recognition".



Step 15 – From the same pop-up window, use the right-most scroll bar to scroll down to the "Share Forward" section of the pop-up window. Click "No" for Share Forward.



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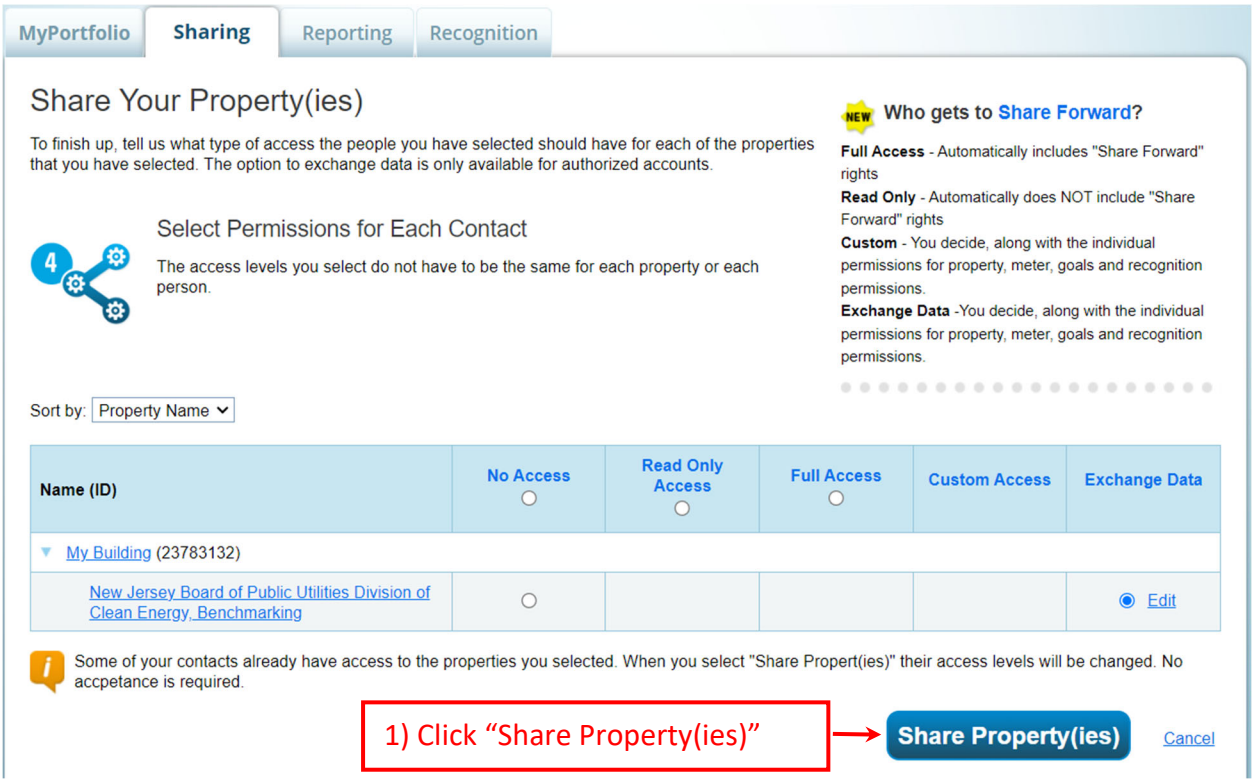
Step 16 - You will be brought back to the main Sharing page. Click on "Share Property(ies)".



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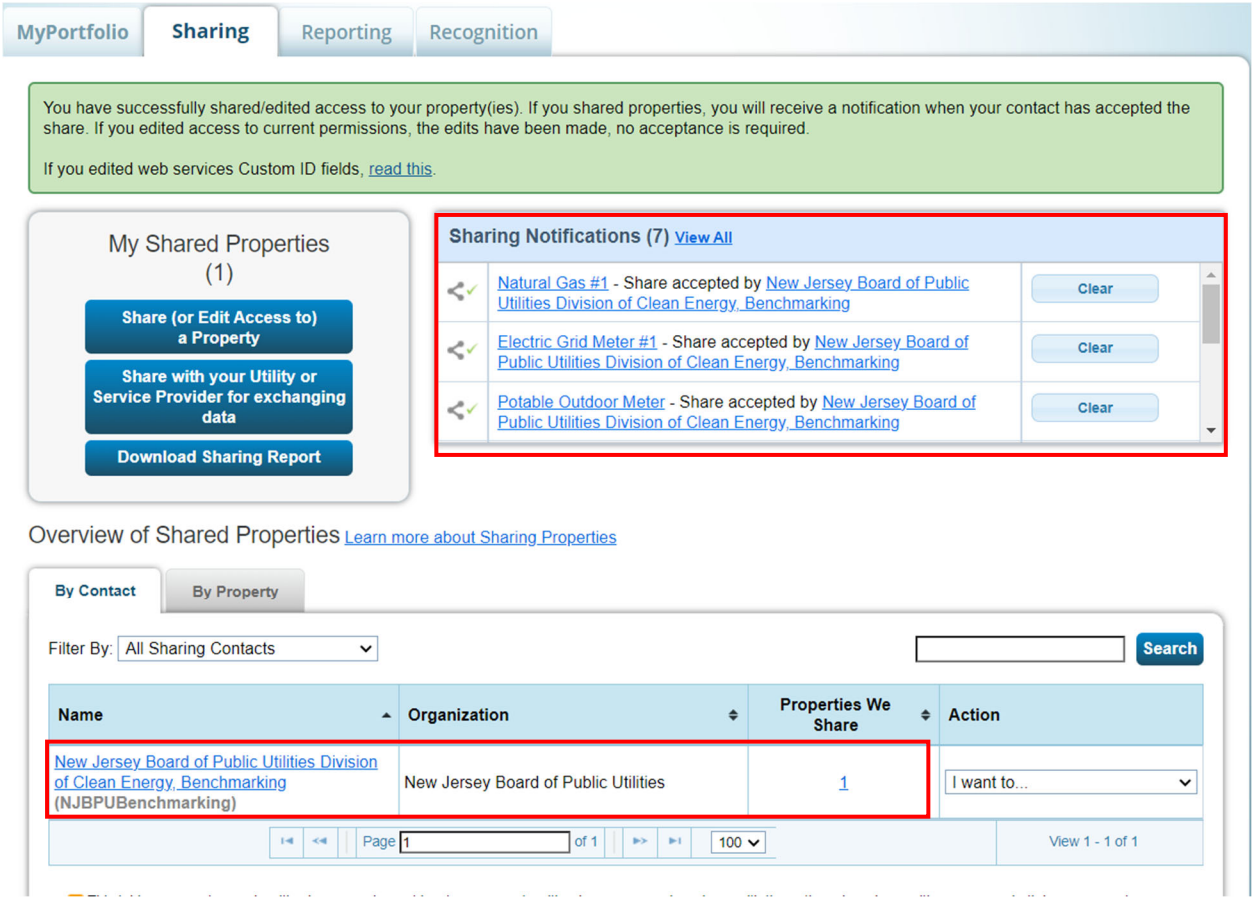
Step 17 - Under the heading "Sharing Notifications", you'll see a list of sharing requests sent to NJBPU. NJBPU will respond and accept your requests. Under the heading "Overview of Shared Properties", you should see "New Jersey Board of Public Utilities" as one of the Organizations. This means that the profile data that you posted for your property(ies) will be shared automatically with the NJBPU.



NJ BPU will do a quality assurance check of your property and email confirmation that your property is in compliance with the law. If there is a problem with the data, you will be notified of the issue and asked to correct the data.