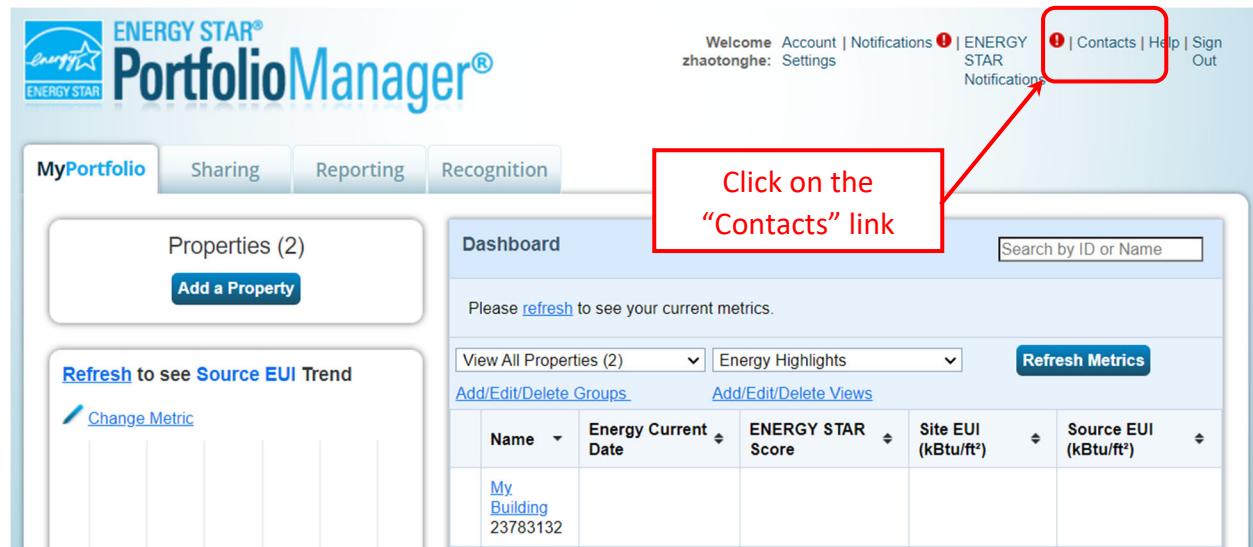


NJ Board of Public Utilities – Energy and Water Benchmarking

How to Share Your Property with NJBPU

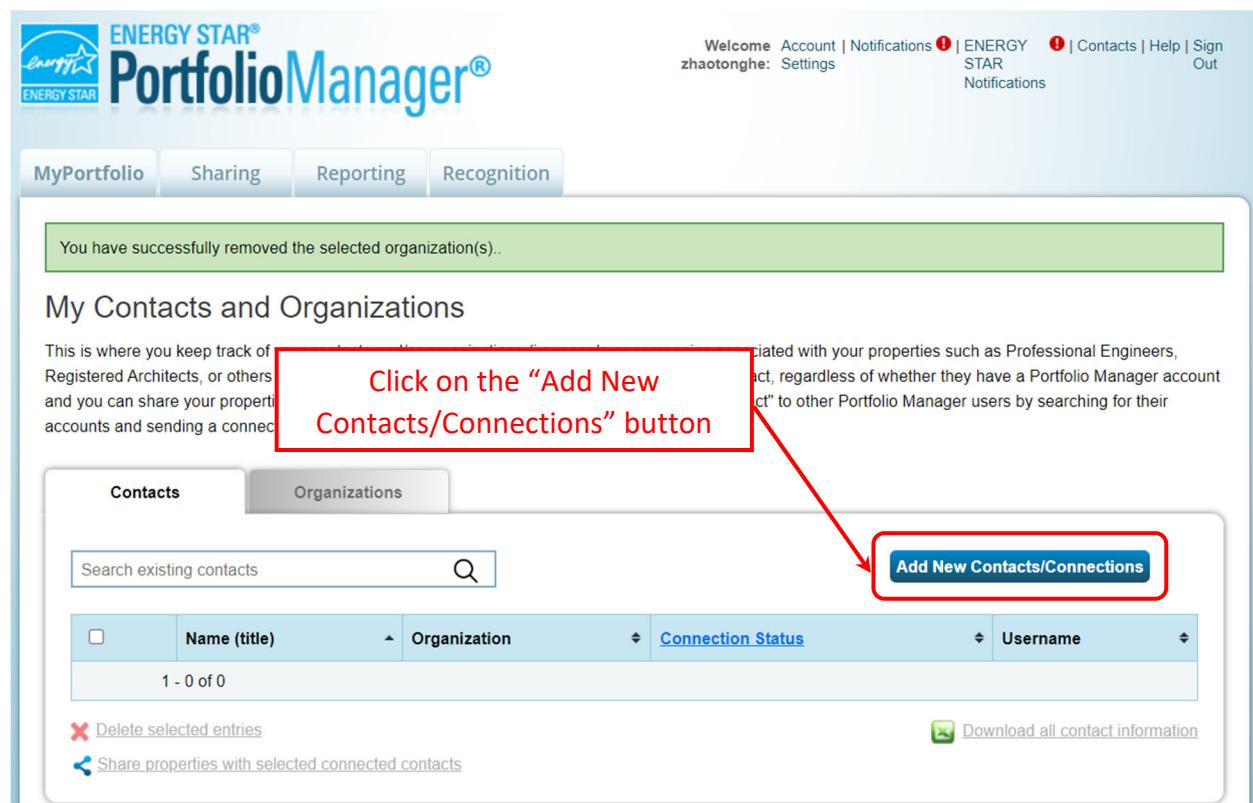
Step 1 - Login to your U.S. EPA Portfolio Manager Account. You will automatically be on the MyPortfolio page, as shown in Step 2.

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



The screenshot shows the ENERGY STAR Portfolio Manager dashboard. The top navigation bar includes links for 'Welcome', 'Account', 'Notifications', 'ENERGY STAR Notifications', 'Contacts', 'Help', and 'Sign Out'. The 'Sharing' tab is selected. A red box highlights the 'Contacts' link in the top right corner of the header. The main content area shows a 'Properties (2)' section with an 'Add a Property' button, a 'Dashboard' section with a table of metrics, and a 'Refresh' section with a 'Change Metric' link.

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



The screenshot shows the 'My Contacts and Organizations' page. The top navigation bar is identical to the previous screenshot. The main content area displays a message 'You have successfully removed the selected organization(s.)' in a green box. Below this, the heading 'My Contacts and Organizations' is followed by a descriptive text about managing contacts. A red box highlights the 'Add New Contacts/Connections' button in the bottom right corner of the content area. The page also includes a search bar, a table for managing contacts, and links for 'Delete selected entries' and 'Share properties with selected connected contacts'.

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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.

Add Contact

There are two ways to add a contact. First, search below to see if the contact you would like to add has a Portfolio Manager account. If you find the person, send a Connection Request, and when they accept the request, they will be added to your Contacts. Second, if the contact you would like to add does not have a Portfolio Manager account, then you can create an entry within your personal contacts.

Connect with an Existing User for Sharing

Search using any of the criteria below.

Name:

Organization:

Username: 

Email:

Search **Cancel**

Connecting with Other Users

- 1) Enter “NJBPUBenchmarking” in the “Username” field

they will be added to your Contacts. You can easily [share your property](#) information with your contacts.

Keep Portfolio

If the person you are trying to connect with does not have a Portfolio Manager account, you can add their information to your account. Sometimes you need to add a contact name that doesn't have a Portfolio Manager account to a report or certification application (ex: Signatory, Property Owner).

- 2) 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 Administrator 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.

Search Results

The results of your search are listed below. Clicking “Connect” will send a request to the person asking them to confirm your request to add them as your contact. If they accept, you will see them listed as a connected contact in your address book. If they do not accept, or have not accepted yet, you will see them as an unconnected contact in your address book. Connecting with contacts will make it easier to share property information within Portfolio Manager.

Your Search Criteria

Name:

Organization:

Username: 

Email Address:

Search

Profile	First Name	Last Name	Organization	Role	Actions
	New Jersey Board of Public Utilities Division of Clean Energy, Benchmarking (NJBPUBenchmarking)		State Benchmarker Administrator with New Jersey Board of Public Utilities		Connect

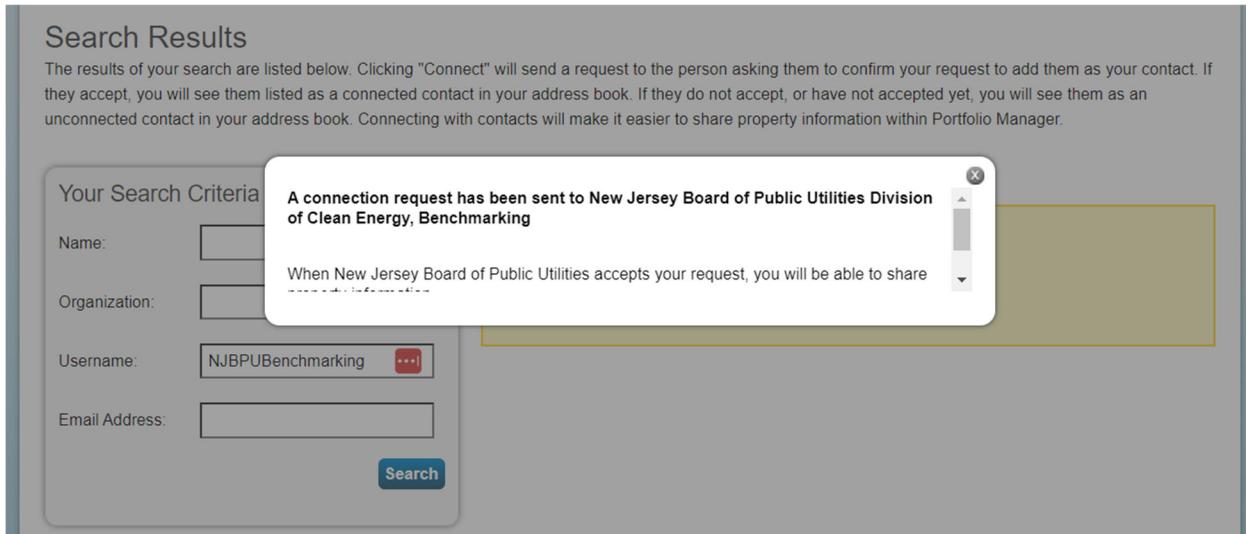
Click the “Connect” button

2

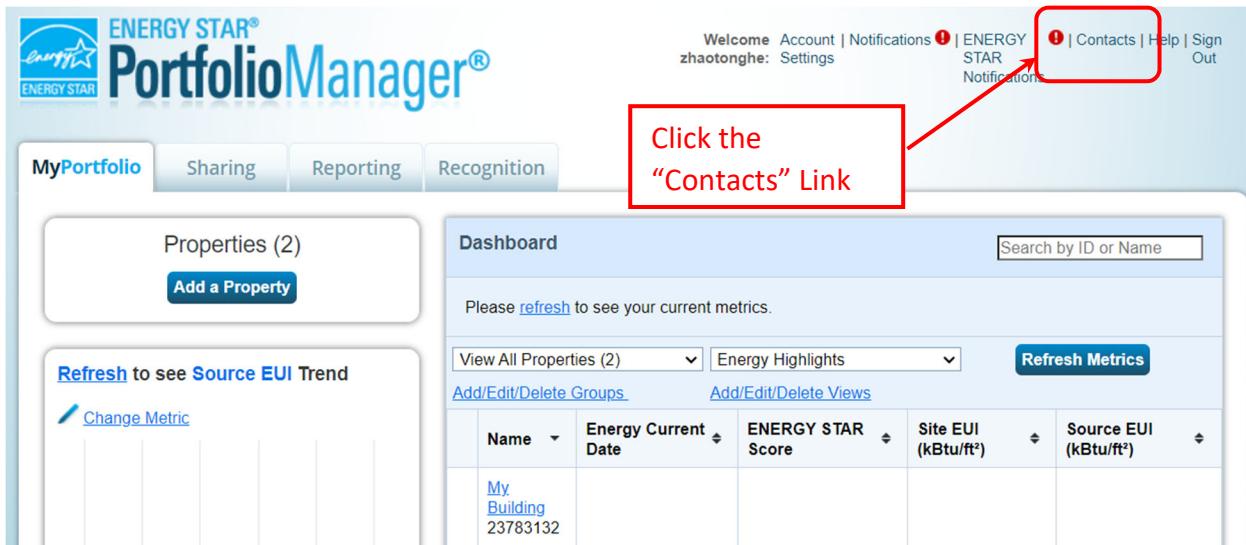
NJ Board of Public Utilities – Energy and Water Benchmarking

How to Share Your Property with NJBPU

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.”



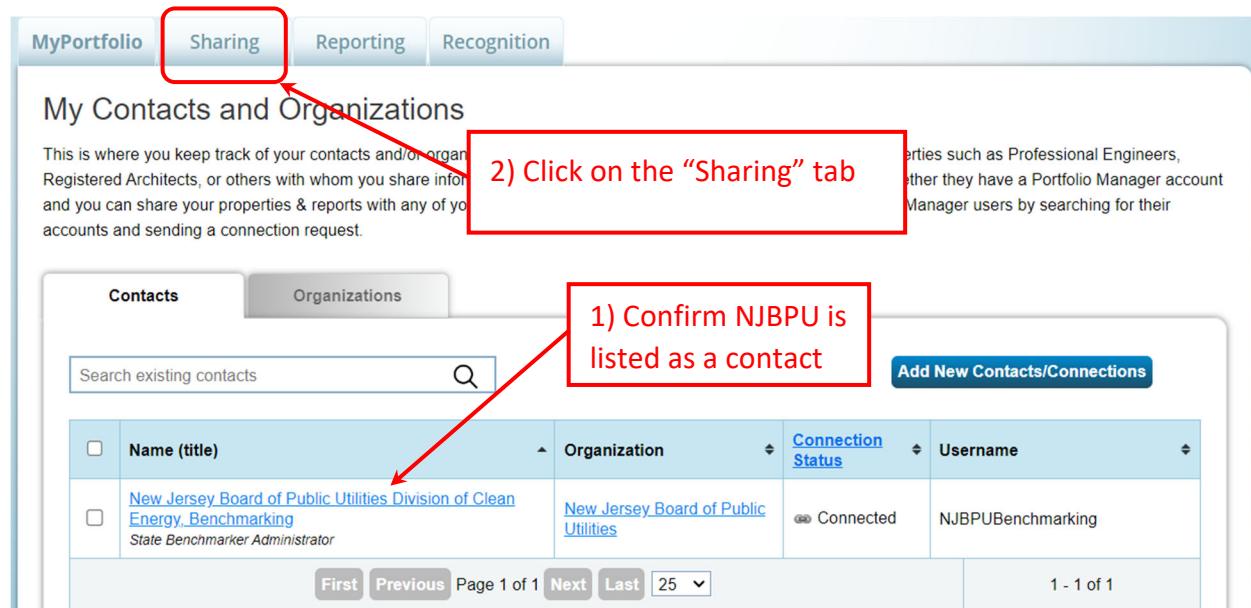
Step 7 – Once the New Jersey Board of Public Utilities (NJBPU) accepts your request, you will be able to share your property information with the state. NJBPU checks connection requests on roughly a weekly basis. To see if NJBPU has accepted your connection request, login to Portfolio Manager the week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



NJ Board of Public Utilities – Energy and Water Benchmarking

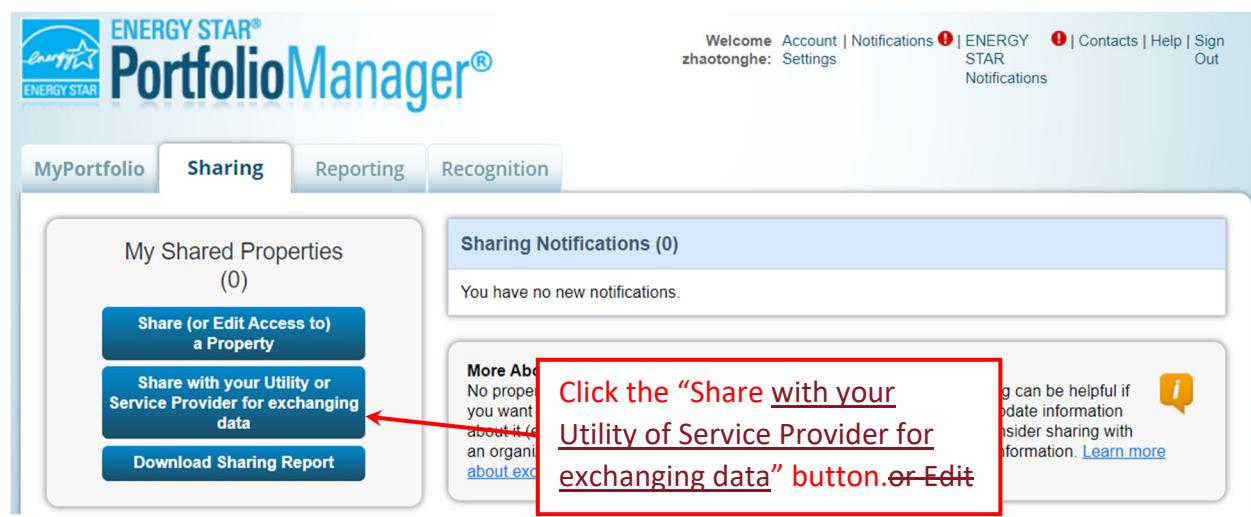
How to Share Your Property with NJBPU

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.



The screenshot shows the 'My Contacts and Organizations' page. At the top, there are tabs: 'MyPortfolio' (disabled), 'Sharing' (selected and highlighted with a red box), 'Reporting', and 'Recognition'. Below the tabs, the page title is 'My Contacts and Organizations'. A text box states: 'This is where you keep track of your contacts and/or organizations such as Professional Engineers, Registered Architects, or others with whom you share information and you can share your properties & reports with any of your accounts and sending a connection request.' A red box with the text '2) Click on the “Sharing” tab' is placed over the 'Sharing' tab. A red arrow points from this box to the 'Sharing' tab. Below this, there are two tabs: 'Contacts' (selected) and 'Organizations'. A search bar and a 'Add New Contacts/Connections' button are present. The main content is a table with columns: 'Name (title)', 'Organization', 'Connection Status', and 'Username'. One contact is listed: 'New Jersey Board of Public Utilities Division of Clean Energy, Benchmarking' (State Benchmark Administrator), 'New Jersey Board of Public Utilities', 'Connected', and 'NJBPUBenchmarking'. Navigation buttons at the bottom include 'First', 'Previous', 'Page 1 of 1', 'Next', 'Last', and a dropdown for '25'. A red box with the text '1) Confirm NJBPU is listed as a contact' is placed over the contact in the table. A red arrow points from this box to the contact in the table.

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.



The screenshot shows the 'Sharing' page. At the top, there are tabs: 'MyPortfolio' (disabled), 'Sharing' (selected and highlighted with a red box), 'Reporting', and 'Recognition'. The top navigation bar includes 'Welcome', 'Account', 'Notifications', 'ENERGY STAR', 'Contacts', 'Help', 'Sign Out', and 'Notifications'. Below the tabs, there are two main sections: 'My Shared Properties (0)' and 'Sharing Notifications (0)'. The 'My Shared Properties' section contains three buttons: 'Share (or Edit Access to) a Property', 'Share with your Utility or Service Provider for exchanging data' (highlighted with a red box and a red arrow pointing to it), and 'Download Sharing Report'. The 'Sharing Notifications' section shows a message: 'You have no new notifications.' A red box with the text 'Click the “Share with your Utility or Service Provider for exchanging data” button' is placed over the highlighted button. A red arrow points from this box to the button.

NJ Board of Public Utilities – Energy and Water Benchmarking

How to Share Your Property with NJBPU

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.

Sometimes it's really important to be able to share your property with someone else. Use this option to set up automatic exchange of data with your utility or service provider.

1 Select Web Services Provider (Account)

Which web services provider (account) do you want to share these properties with in order to exchange data? You can share multiple properties at once with a single provider.

Select web services provider from my contacts book:

New Jersey Board of Public Utilities Div ▾

2 Select Properties

Which Properties do you want to share? Note that while you can share properties that include unsupported meter types, those spec...

Select Properties

2) Click “Select Properties”

Selected Properties: 0

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.

	Name	Property Type	State/Province
<input checked="" type="checkbox"/>	My Building	Retail Store	NJ
<input type="checkbox"/>	My Vacation Home	Single-Family Home	NJ

Selected Properties: 1 (View Selection)

First Previous Page 1 of 1 Next Last 100 ▾

Selected Properties: 0 (View Selection)

1) Click on the checkbox to select a property

2) Click “Apply Selection”

Apply Selection Cancel

NJ Board of Public Utilities – Energy and Water Benchmarking

How to Share Your Property with NJBPU

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.

Choose Permissions

If you only need to choose one permission (because you are giving the same permissions for all your shares), you can choose that permission here. Otherwise, you may assign different permissions for different properties and/or contacts on the next screen.

Bulk Sharing (Simple Option) - I want to give all my properties and meters the same permissions.

Personalized Sharing ("Custom Orders") - I want to give different permissions for each property and/or meter.

1) Select "Personalized Sharing"

Set Permissions [Cancel](#)

2) Click on "Set Permissions"

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”.

MyPortfolio **Sharing** Reporting Recognition

Share Your Property(ies)

To finish up, tell us what type of access the people you have selected should have for each of the properties that you have selected. The option to exchange data is only available for authorized accounts.

4

Select Permissions for Each Contact

The access levels you select do not have to be the same for each property or each person.

Sort by: **Property Name** ▾

Name (ID)	No Access	Read Only Access	Full Access	Custom Access	Exchange Data
▼ My Building (23783132)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> Edit
New Jersey Board of Public Utilities Division of Clean Energy, Benchmarking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> Edit

2) Click on "Edit"

2) Click on "Share Property(ies)"

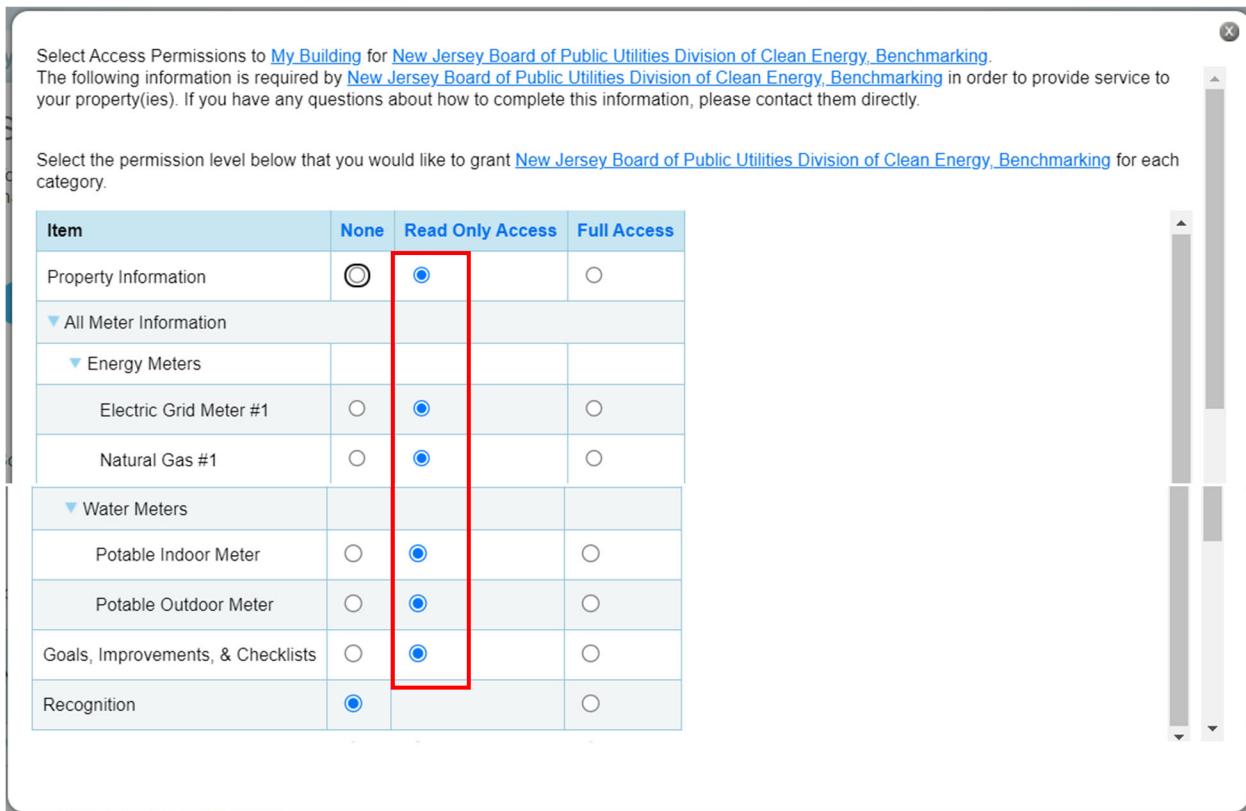
Share Property(ies) [Cancel](#)

i Some of your contacts already have access to the properties you selected. When you select "Share Propert(ies)" their access levels will be changed. No acceptance is required.

NJ Board of Public Utilities – Energy and Water Benchmarking

How to Share Your Property with NJBPU

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”.

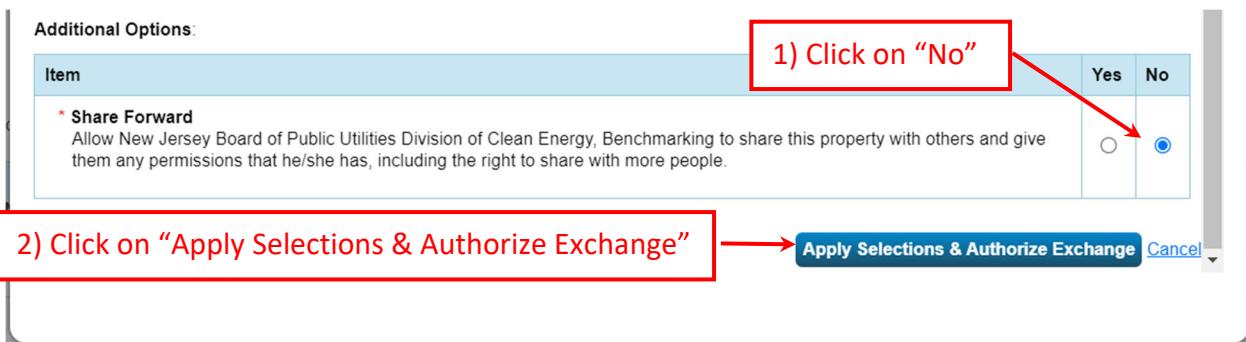


Select Access Permissions to [My Building](#) for [New Jersey Board of Public Utilities Division of Clean Energy, Benchmarking](#). The following information is required by [New Jersey Board of Public Utilities Division of Clean Energy, Benchmarking](#) in order to provide service to your property(ies). If you have any questions about how to complete this information, please contact them directly.

Select the permission level below that you would like to grant [New Jersey Board of Public Utilities Division of Clean Energy, Benchmarking](#) for each category.

Item	None	Read Only Access	Full Access
Property Information	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
▼ All Meter Information			
▼ Energy Meters			
Electric Grid Meter #1	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Natural Gas #1	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
▼ Water Meters			
Potable Indoor Meter	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Potable Outdoor Meter	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Goals, Improvements, & Checklists	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Recognition	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

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.



Additional Options:

*** Share Forward**
Allow New Jersey Board of Public Utilities Division of Clean Energy, Benchmarking to share this property with others and give them any permissions that he/she has, including the right to share with more people.

<input type="radio"/>	<input checked="" type="radio"/>
-----------------------	----------------------------------

1) Click on “No”

2) Click on “Apply Selections & Authorize Exchange”

Apply Selections & Authorize Exchange [Cancel](#)

NJ Board of Public Utilities – Energy and Water Benchmarking

How to Share Your Property with NJBPU

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

MyPortfolio **Sharing** Reporting Recognition

Share Your Property(ies)

To finish up, tell us what type of access the people you have selected should have for each of the properties that you have selected. The option to exchange data is only available for authorized accounts.

Select Permissions for Each Contact

The access levels you select do not have to be the same for each property or each person.



Sort by: **Property Name** ▾

Name (ID)	No Access	Read Only Access	Full Access	Custom Access	Exchange Data
▼ My Building (23783132) New Jersey Board of Public Utilities Division of Clean Energy, Benchmarking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> Edit

 Some of your contacts already have access to the properties you selected. When you select “Share Property(ies)” their access levels will be changed. No acceptance is required.

1) Click “Share Property(ies)” → **Share Property(ies)** [Cancel](#)

NJ Board of Public Utilities – Energy and Water Benchmarking

How to Share Your Property with NJBPU

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.

The screenshot shows the NJBPU portal interface. At the top, there are tabs: MyPortfolio, Sharing (which is selected and highlighted in blue), Reporting, and Recognition. Below the tabs, a message box states: "You have successfully shared/edited access to your property(ies). If you shared properties, you will receive a notification when your contact has accepted the share. If you edited access to current permissions, the edits have been made, no acceptance is required." Another message below says: "If you edited web services Custom ID fields, [read this](#)." On the left, a sidebar titled "My Shared Properties (1)" contains buttons for "Share (or Edit Access to) a Property", "Share with your Utility or Service Provider for exchanging data", and "Download Sharing Report". The main content area is divided into two sections: "Sharing Notifications (7) [View All](#)" and "Overview of Shared Properties [Learn more about Sharing Properties](#)". The "Sharing Notifications" section is highlighted with a red box and lists three items: "Natural Gas #1 - Share accepted by [New Jersey Board of Public Utilities Division of Clean Energy, Benchmarking](#)" (with a "Clear" button), "Electric Grid Meter #1 - Share accepted by [New Jersey Board of Public Utilities Division of Clean Energy, Benchmarking](#)" (with a "Clear" button), and "Portable Outdoor Meter - Share accepted by [New Jersey Board of Public Utilities Division of Clean Energy, Benchmarking](#)" (with a "Clear" button). The "Overview of Shared Properties" section is also highlighted with a red box and shows a table with one row. The table has columns: Name, Organization, Properties We Share, and Action. The row data is: "New Jersey Board of Public Utilities Division of Clean Energy, Benchmarking (NJBPUBenchmarking)" (highlighted with a red box), "New Jersey Board of Public Utilities", "1", and "I want to...". The table includes a search bar, a dropdown for "Filter By: All Sharing Contacts", and a "Search" button. At the bottom of the table are navigation buttons for page 1 of 1, and a link "View 1 - 1 of 1".

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.