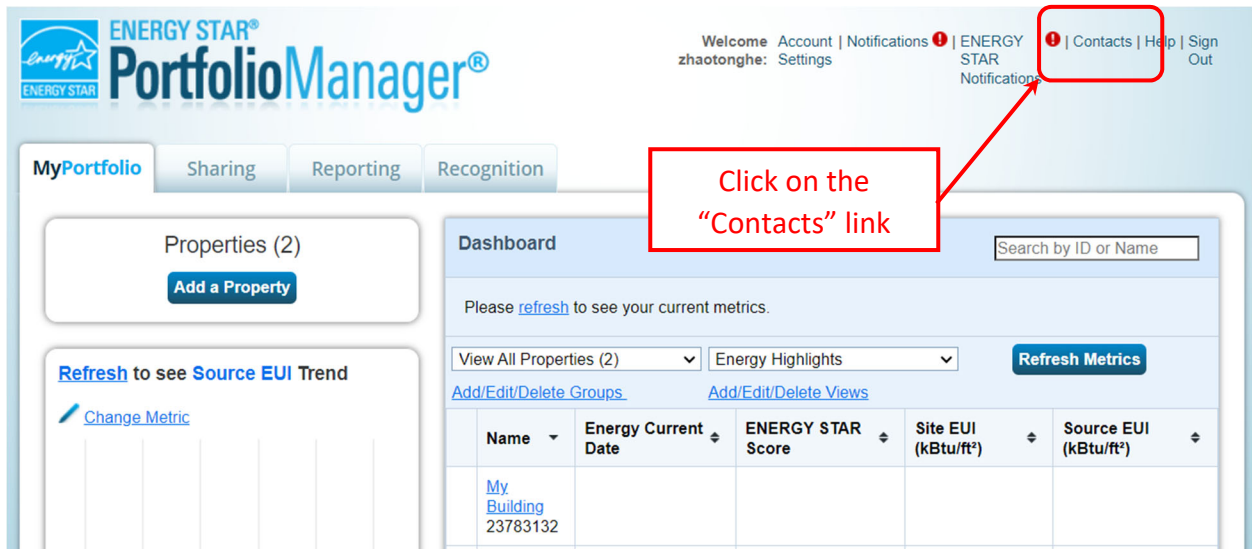


NJ Board of Public Utilities – Energy and Water Benchmarking

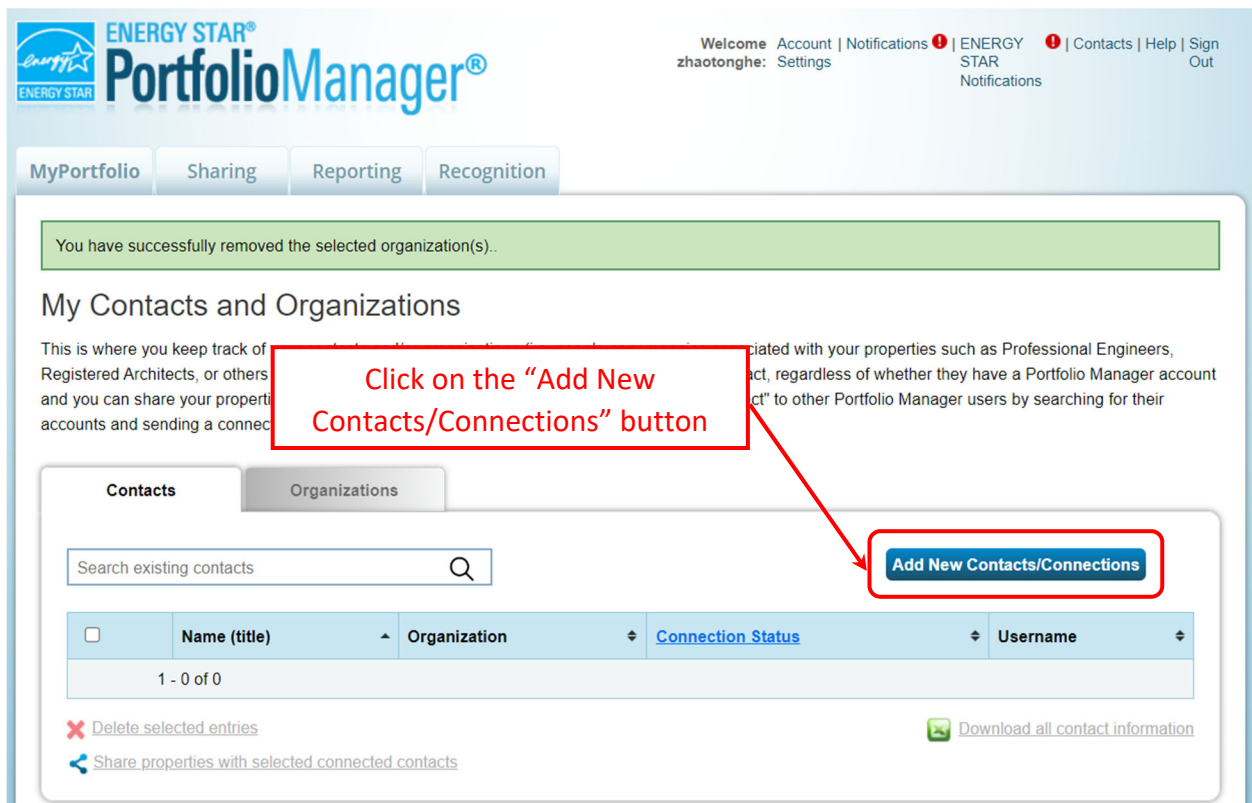
How to Share Your Property with NJBPU

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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How to Share Your Property with NJBPU

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:

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

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 Benchmark 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:

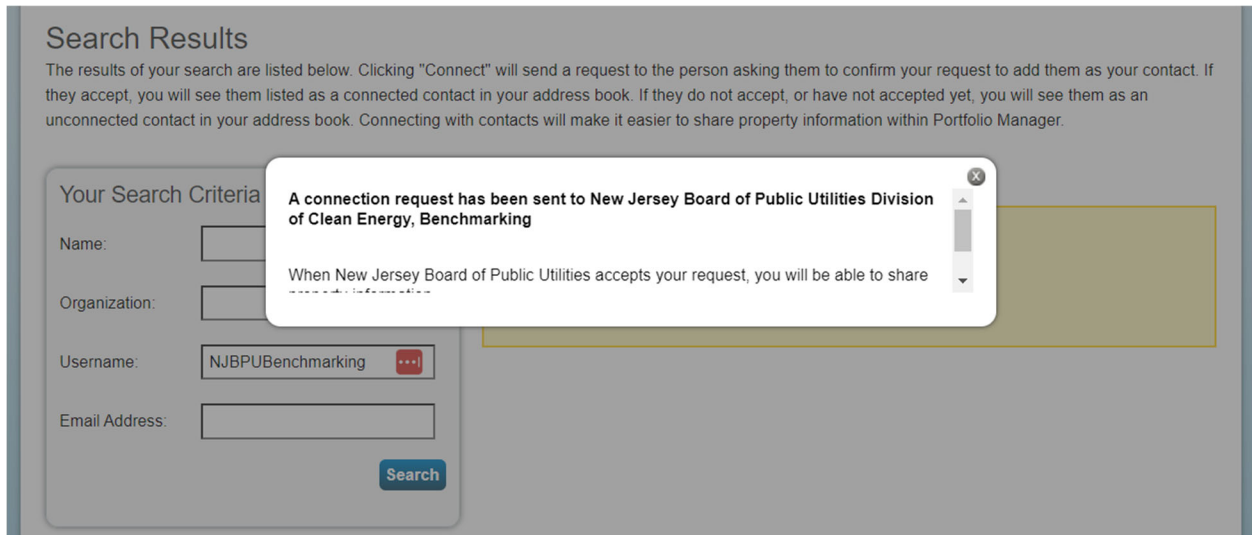
 New Jersey Board of Public Utilities Division of Clean Energy, Benchmarking (NJBPUBenchmarking) State Benchmark Administrator with New Jersey Board of Public Utilities	<input type="button" value="Connect"/>
--	--

Click the “Connect” button

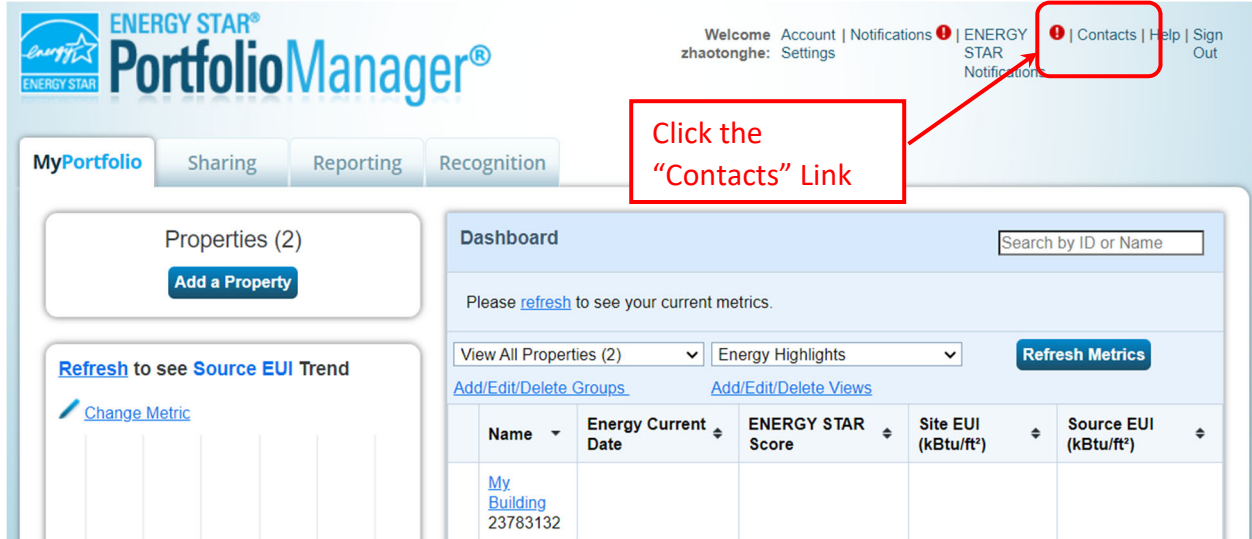
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How to Share Your Property with NJBPU

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”.



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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', 'Sharing' (highlighted with a red box and an arrow pointing to it with the annotation '2) Click on the “Sharing” tab'), 'Reporting', and 'Recognition'. Below the tabs, the page title 'My Contacts and Organizations' is followed by a descriptive paragraph. Below this, there are two tabs: 'Contacts' (selected) and 'Organizations'. A search bar labeled 'Search existing contacts' is present. Below the search bar is a table with the following columns: 'Name (title)', 'Organization', 'Connection Status', and 'Username'. The table contains one entry: 'New Jersey Board of Public Utilities Division of Clean Energy, Benchmarking' (with a red box around it and an arrow pointing to it with the annotation '1) Confirm NJBPU is listed as a contact'), 'New Jersey Board of Public Utilities', 'Connected', and 'NJBPUBenchmarking'. At the bottom of the table are pagination controls: 'First', 'Previous', 'Page 1 of 1', 'Next', 'Last', and a dropdown menu showing '25'. To the right of the table is a button labeled 'Add New Contacts/Connections'.

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', 'Sharing' (selected), 'Reporting', and 'Recognition'. Below the tabs, the page title 'ENERGY STAR® PortfolioManager®' is followed by a navigation bar with links: 'Welcome zhaotonghe: Account Settings', 'Notifications', 'ENERGY STAR Notifications', 'Contacts', 'Help', and 'Sign Out'. Below the navigation bar, there are two main sections. On the left, there is a box titled 'My Shared Properties (0)' with 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 an arrow pointing to it with the annotation 'Click the “Share with your Utility or Service Provider for exchanging data” button. or Edit'), and 'Download Sharing Report'. On the right, there is a box titled 'Sharing Notifications (0)' with the text 'You have no new notifications.' Below this, there is a box titled 'More About' with the text 'No properties you want to share about it (or an organization about exchanging data)'. To the right of this box is a button labeled 'Learn more'.

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.

The screenshot shows the 'Share Properties for Exchanging Data' page with a progress bar at the top: Choose Permissions (active) > Set Up Connections > Check Existing Permissions > View Results/ Confirmation. Below the progress bar is a note: '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 ▼

1) Select “New Jersey Board of Public Utilities”

2) Select Properties

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

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.

1) Click on the checkbox to select a property

Select Properties

Search:

Selected Properties: 1 ([View Selection](#))

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

Filter Properties (2)

Filter by Property Type

☐ Retail Store (1)

☐ Single-Family Home (1)

Filter by Construction Status

First Previous Page 1 of 1 Next Last 100 ▼

Selected Properties: 0 ([View Selection](#))

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:

Who gets to Share Forward?

- Full Access** - Automatically includes “Share Forward” rights
- Read Only** - Automatically does NOT include “Share Forward” rights
- Custom** - You decide, along with the individual permissions for property, meter, goals and recognition permissions.
- Exchange Data** - You decide, along with the individual permissions for property, meter, goals and recognition permissions.

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 type="radio"/>
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”

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.

Share Property(ies) [Cancel](#)

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:

Item	Yes	No
* 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.

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
<div>▼ My Building (23783132)</div>					
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

i

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.

NEW Who gets to [Share Forward](#)?

Full Access - Automatically includes "Share Forward" rights

Read Only - Automatically does NOT include "Share Forward" rights

Custom - You decide, along with the individual permissions for property, meter, goals and recognition permissions.

Exchange Data - You decide, along with the individual permissions for property, meter, goals and recognition permissions.

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.

MyPortfolio

Sharing

Reporting

Recognition

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.

If you edited web services Custom ID fields, [read this](#).

My Shared Properties
(1)

Share (or Edit Access to) a Property

Share with your Utility or Service Provider for exchanging data

Download Sharing Report

Sharing Notifications (7) [View All](#)

✓	Natural Gas #1 - Share accepted by New Jersey Board of Public Utilities Division of Clean Energy Benchmarking	Clear
✓	Electric Grid Meter #1 - Share accepted by New Jersey Board of Public Utilities Division of Clean Energy Benchmarking	Clear
✓	Potable Outdoor Meter - Share accepted by New Jersey Board of Public Utilities Division of Clean Energy Benchmarking	Clear

Overview of Shared Properties [Learn more about Sharing Properties](#)

By Contact

By Property

Filter By: All Sharing Contacts

Search

Name	Organization	Properties We Share	Action
New Jersey Board of Public Utilities Division of Clean Energy Benchmarking (NJBPUBenchmarking)	New Jersey Board of Public Utilities	1	I want to...

Page 1 of 1

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.