

NJ Board of Public Utilities – Energy and Water Benchmarking

How to Assign a UBID to Your Property

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 “Details” tab along the gray ribbon.

ENERGY STAR Portfolio Manager®

Welcome Account | Notifications | ENERGY STAR Notifications | Contacts | Help | Sign Out

MyPortfolio | Sharing | Reporting | Recognition

My Building has been updated.

My Building

44 Clentan St, Trenton, NJ 08609 | [Map It](#)

Portfolio Manager Property ID: 23783132

Year Built: 2000

[Edit](#)

Not currently eligible for ENERGY STAR Certification

Change Metric

Weather Normalized Source EUI (kBtu/ft²)

Current: N/A

Baseline: N/A

Summary | **Details** | Energy | Water | Waste & Materials | Goals | Design

Property Uses and Use Details

Step 3 - Click on the “Edit” button, under the Unique Identifiers (ID) Section.

Summary | **Details** | Energy | Water | Waste & Materials | Goals | Design

Basic Information

Construction Status:
Test property that is one single building

Property GFA - Self-Reported:
35,000 Sq. Ft.

Occupancy:
75%

[Edit](#)

Unique Identifiers (IDs)

Portfolio Manager ID:
23783132

Custom IDs: None

Standard IDs: None

You can select from Portfolio Manager's Standard IDs to provide information to others in data requests. Or you can create up to three Custom IDs so that you can cross reference your property in other systems.

[Edit](#)

Property Uses and Use Details

[View as Diagram](#)

Add Another Type of Use

Name	Property Use Type	Gross Floor Area	Action
▶ Entire Property Use (Learn More)			I want to...
▶ Building Use	Retail Store	35,000 ft²	I want to...
▶ Parking Use	Parking	10,000 ft²	I want to...

Property GFA (Buildings): 35,000 (used to calculate EUI)

Property GFA (Parking): 10,000

To add multiple uses and buildings to this property, you can use this [spreadsheet template](#) to upload your information.

Property Type

Property Type - Self-Selected:
Retail Store [Edit](#)

Property Type -Portfolio Manager- Calculated:
Retail Store

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Step 4 –

- (1) Go to the “Standard IDs” dropdown menu. Select “Unique Building Identifier (UBID)” in the drop down menu.
- (2) In the box at the bottom of the “Standard IDs” box, enter the UBID for your property/building that you received in the notification letter from NJ BPU.
- (3) After Clicking “Save”, your Unique Building ID will be linked with your property in Portfolio Manager.

Custom IDs

You can add up to three custom IDs as long as they have different names. Only people who have access to this property data will be able to see these custom IDs.

Custom ID 1:

Name: ID:

Custom ID 2:

Name: ID:

Custom ID 3:

Name: ID:

Standard IDs

Philadelphia Building ID
Pittsburgh Building Benchmarking ID
Not in Use - Portland, ME Building ID (use UBID)
Portland, OR Building ID
REALPac Energy Benchmarking Program Building Name
Reno Building ID
Saint Paul Parcel ID -Archived
Salt Lake City Building ID
San Diego Building ID
San Francisco Building ID
San Jose Building ID
Seattle Building Energy Benchmarking Reporting ID
Not in Use - South Portland, ME Energy Reporting ID (use UBID)
St. Louis Building ID
State of Washington Clean Buildings Standard
State of Washington Unique Facilities Identifier (UFI)
Unique Building Identifier (UBID)
US Agency Designated Covered Facility ID
US Federal Real Property Unique Identifier
USDA Property AMAS ID

Custom IDs

The Custom IDs are for you to use as you wish. In addition to your Portfolio Manager Property ID, you may have internal tracking numbers you use in your organization that you want to cross-reference to facilitate reporting. Only people who have access to this property data will be able to see these custom IDs.

1) Select UBID

2) Enter your UBID

3) Click "Save"

Save [Cancel](#)