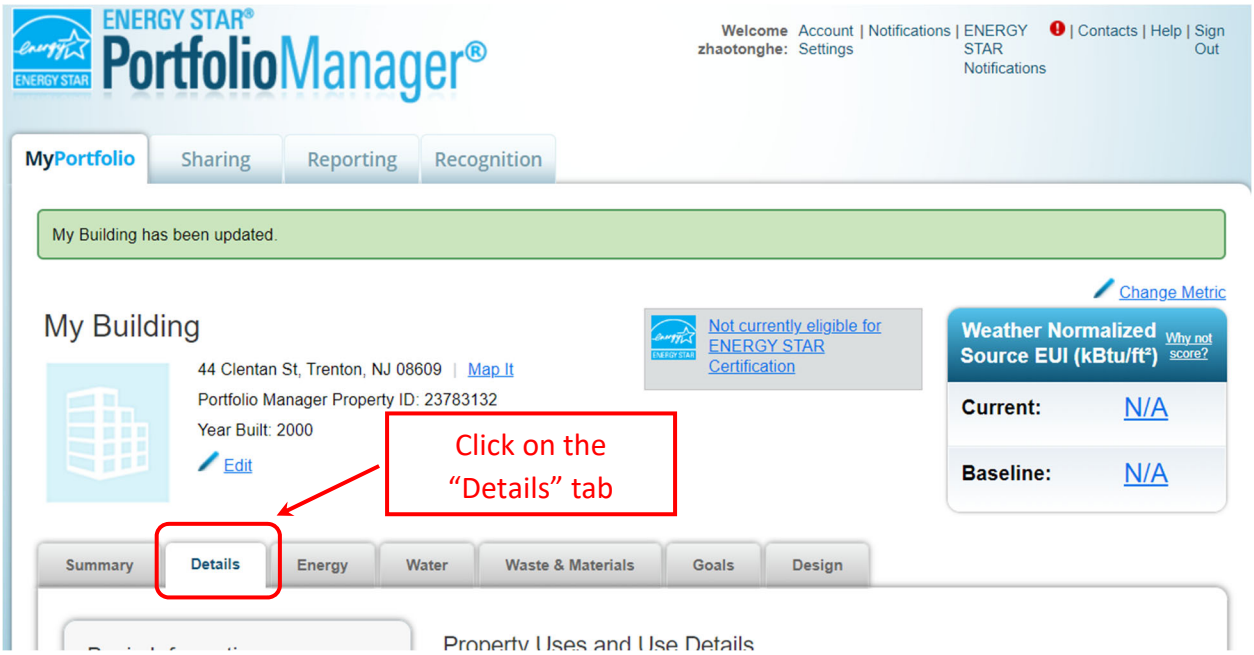
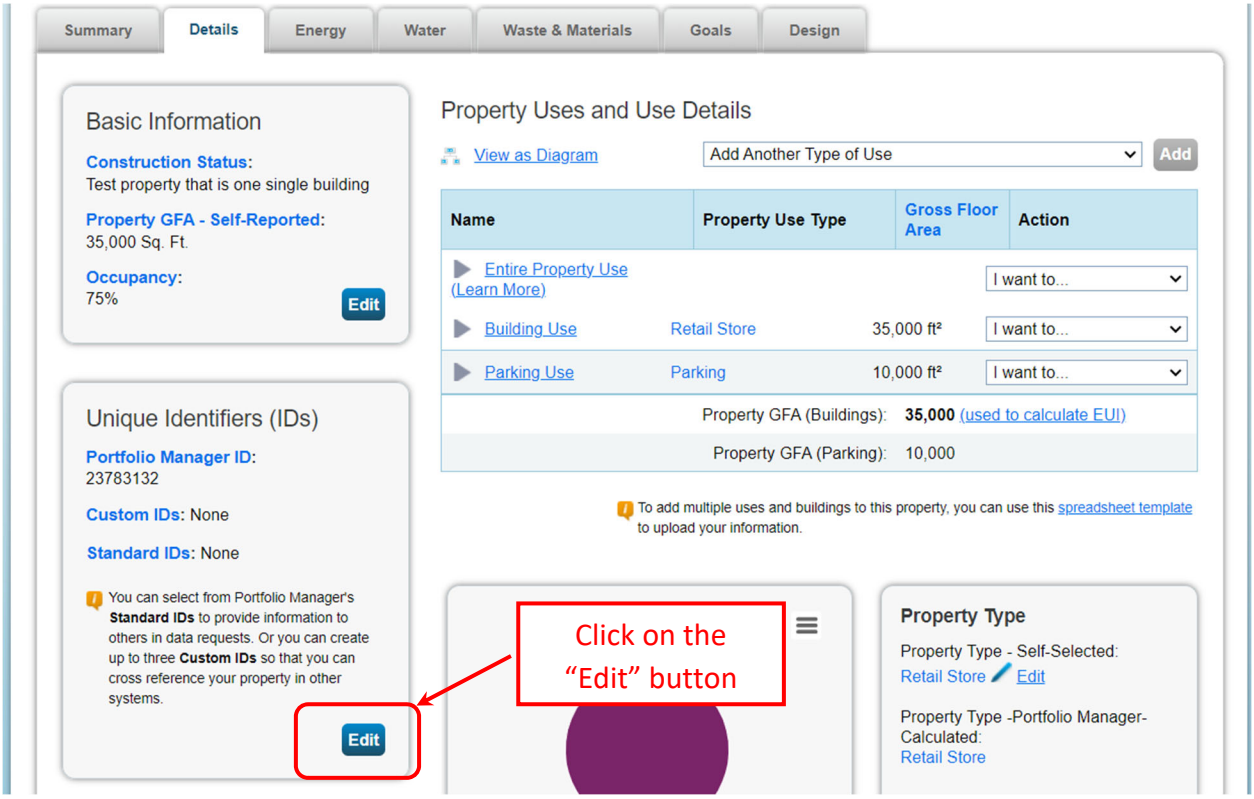
NJ Board of Public Utilities – Energy and Water Benchmarking
How to Assign a UBID to Your Property

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.



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



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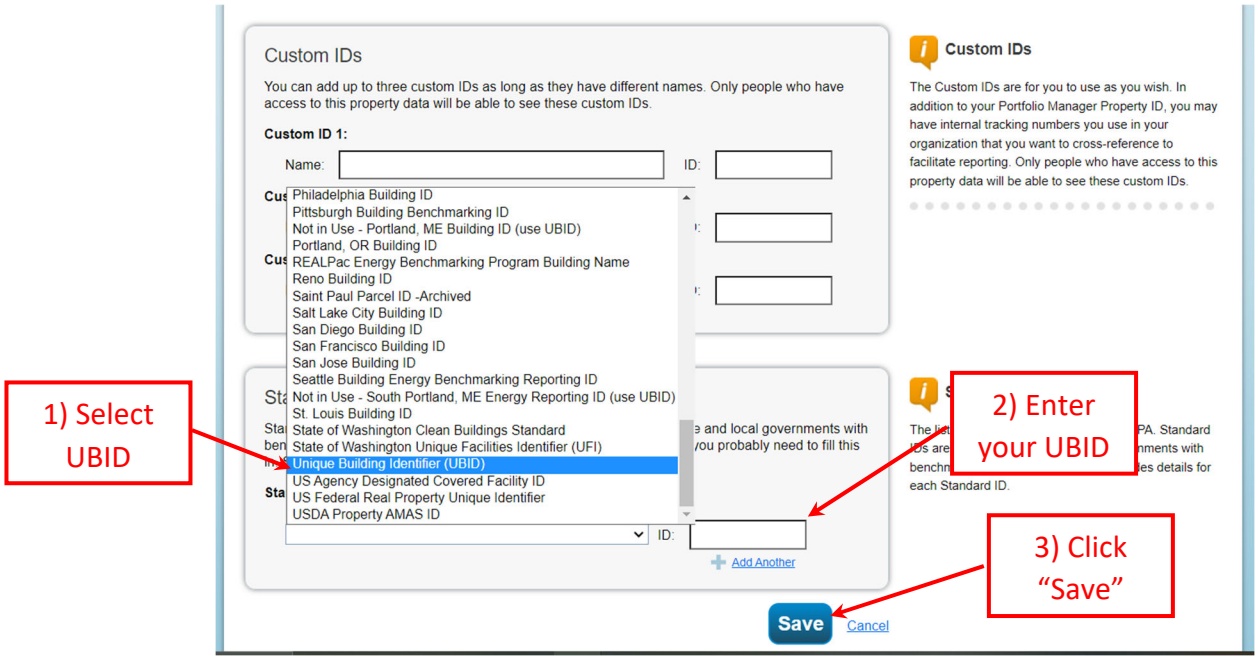
Step 4 –

(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.