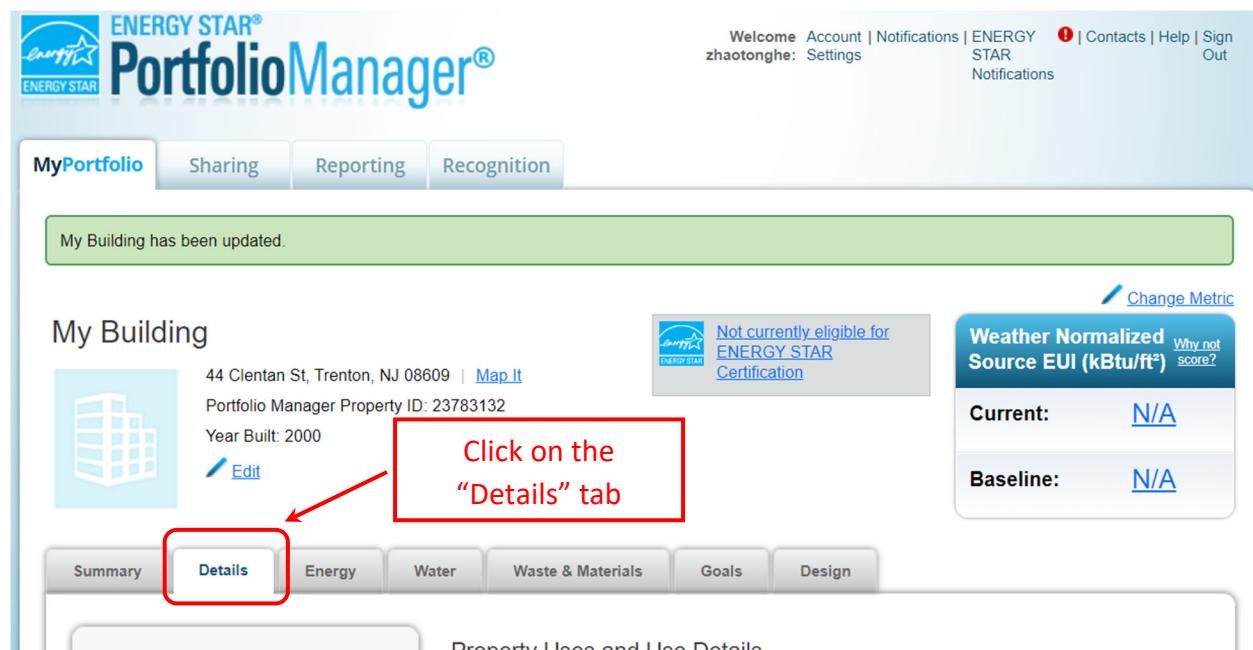


NJ Board of Public Utilities – Energy and Water Benchmarking

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.



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

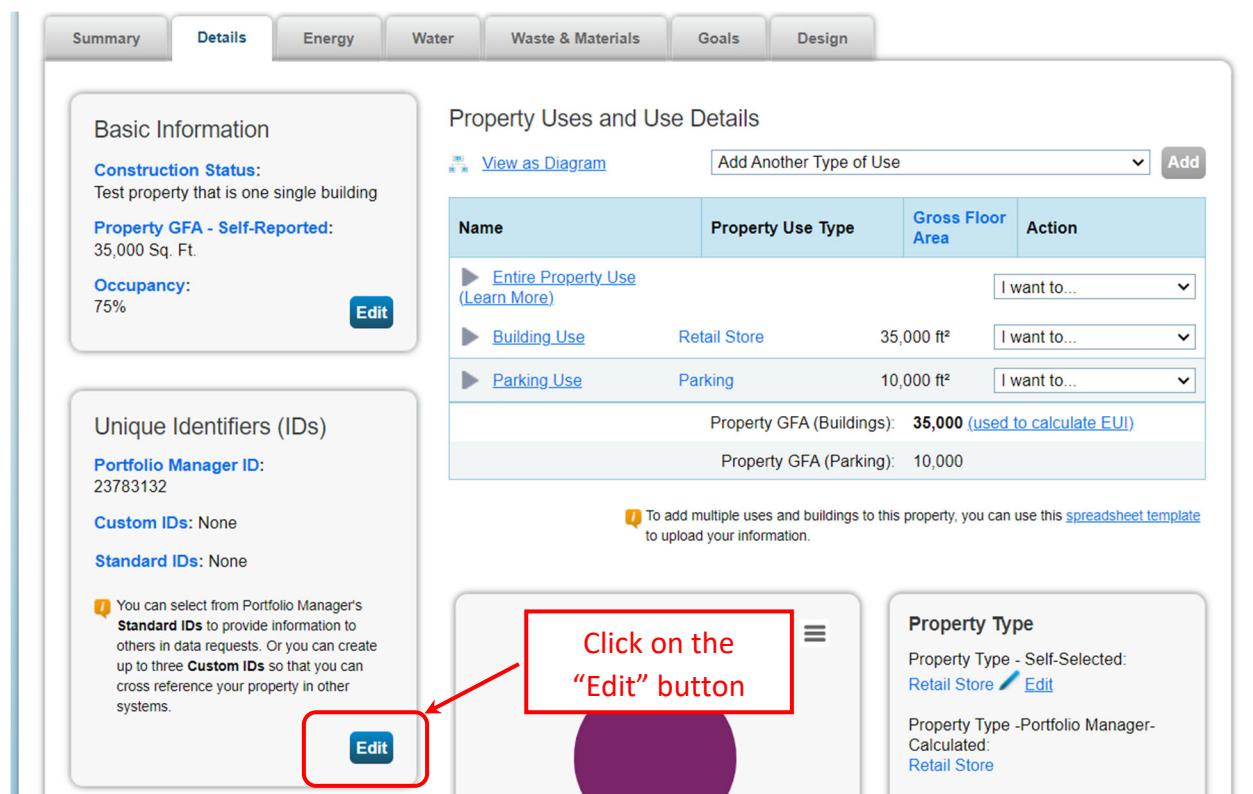
Weather Normalized Source EUI (kBtu/ft²) [Why not score?](#)

| | |
|-----------|-----|
| 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.



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 [Add](#)

| Name | Property Use Type | Gross Floor Area | Action |
|------------------------------------|-------------------|------------------------|------------------------------|
| ▶ Entire Property Use (Learn More) | | | I want to... |
| ▶ Building Use | Retail Store | 35,000 ft ² | I want to... |
| ▶ Parking Use | Parking | 10,000 ft ² | 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.

Click on the "Edit" button

Property Type

Property Type - Self-Selected: **Retail Store** [Edit](#)
Property Type - Portfolio Manager-Calculated: **Retail Store**

NJ Board of Public Utilities – Energy and Water Benchmarking

How to Assign a UBID to Your Property

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:

Cust Philadelphia Building ID
Pittsburgh Building Benchmarking ID
Not in Use - Portland, ME Building ID (use UBID)
Portland, OR Building ID
Cust 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
St 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)
My Unique Building Identifier (UBID)
St US Agency Designated Covered Facility ID
St US Federal Real Property Unique Identifier
USDA Property AMAS ID

Save [Cancel](#)

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.

The list of IDs are for internal tracking and each Standard ID has a unique identifier.