

Pittsburgh Building Benchmarking

How to enter your PBB ID in Portfolio Manager:

Step 1: on the home page of your building go to the tab “details”

The screenshot shows the Energy Star Portfolio Manager interface for the City County Building-City. The URL is <https://portfoliomanager.energystar.gov/pm/property/3609444#summary>. The page displays the building's name, address (414 Grant St, Pittsburgh, PA 15219), Portfolio Manager Property ID (3609444), and Year Built (1917). A green circle highlights the 'Details' tab in the navigation bar. Other tabs include Summary, Energy, Water, Waste & Materials, Goals, and Design. A 'Property Profile' section is visible at the bottom left, and a 'Metrics Summary' table is at the bottom right.

Step 2: in the Unique Identifier box, select “Edit”

The screenshot shows the 'Details' page for the City County Building-City. The URL is <https://portfoliomanager.energystar.gov/pm/property/3609444#details>. The page displays various sections including Basic Information, Unique Identifiers (IDs), Property Uses and Use Details, and Property GFA by Use. A green circle highlights the 'Edit' button in the Unique Identifiers (IDs) section. The 'Unique Identifiers (IDs)' section shows the Portfolio Manager ID (3609444) and Custom IDs (1 view). The 'Property GFA by Use' section shows a pie chart with 'Office' at 100%.

Step 3: Go to the Standard IDs box

Secure | <https://portfoliomanager.energystar.gov/pm/property/editIDs/3609444>

Portfolio Manager Property ID

Your Portfolio Manager Property ID was assigned when your property was entered into Portfolio Manager and identifies your property to EPA.

Portfolio Manager Property ID: 3609444

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

Standard IDs are those typically used as part of a data request by an organization (such as a State or local government or LEED). If you know your property is going to be part of a data request, you may need to select and specify the relevant ID here.

Standard ID(s):

ID:

[+ Add Another](#)

Your Portfolio

Your Portfolio Manager Property ID is unique to your property and is used for communicating with EPA about this property.

Custom IDs

The Custom IDs are in addition to your Portfolio Manager Property ID. Only people who have access to this property data will be able to see these custom IDs.

Standard IDs

The list of standard IDs are for use by an organization (such as a State or local government) to be part of a data request, you may need to select and specify the relevant ID here.

Save [Cancel](#)

Step 4: From the drop down menu, select "Pittsburgh Building Benchmarking" and enter your PBB ID

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