

# Montgomery County Building Energy Benchmarking

## QUICK GUIDE: SUBMIT YOUR BENCHMARKING REPORT TO DEP



*A quick guide to submitting your energy benchmarking report. Additional instructions are available in the full [benchmarking how-to-guide](#).*

***Last Updated: Dec 2024***

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# INTRODUCTION

**What is Energy Benchmarking?** Energy Benchmarking is the process of tracking a building's energy use and using standard metrics to compare the building's performance against past performance and to its peers nationwide.

The Law requires the County and commercial building owners to:

- Track the energy use of buildings 25,000 gross square feet and greater in the county in [ENERGY STAR Portfolio Manager](#),
- Have data verified by a Recognized Data Verifier the first year and every three years thereafter, and
- **Report data to the County by June 1st annually for public disclosure.**
- Meet long-term site energy use intensity performance standards.

This quick-guide provides instructions for **submitting your benchmarking report once all required data has been entered into ENERGY STAR Portfolio Manager**. Instructions on the full benchmarking process are available in the full [Benchmarking How-To-Guide](#).

**All of the following information MUST be entered in ESPM before submitting data to DEP:**

- Montgomery County Building ID (MBID)
- Energy bills covering January through December 31 for all fuels for the calendar year being reported, including onsite renewable energy
- All property use types and GFA
- Data Verification (if reporting for the first time or last verified three years ago)

# 1: SHARE YOUR BUILDING WITH MONTGOMERY COUNTY DEP WITHIN ENERGY STAR PORTFOLIO MANAGER

Montgomery County uses [ENERGY STAR Portfolio Manager's \(ESPM\)](#) data sharing capabilities. This allows DEP to pull data directly from ESPM and run basic data checks.

Once you have entered all of the required information into ENERGY STAR Portfolio Manager, the following two actions are required of all building owners in order to correctly share your energy use with the County.

1. **Connect** your Portfolio Manager account with Montgomery County's Portfolio Manager account.
2. **Share** read-only access for your covered buildings.

**Please note: You will only need to complete these actions once. Unlike previous reporting years, you will not receive a separate reporting link to submit your energy data, you will use the Montgomery County Benchmarking Reporting Portal to submit your data each year.**

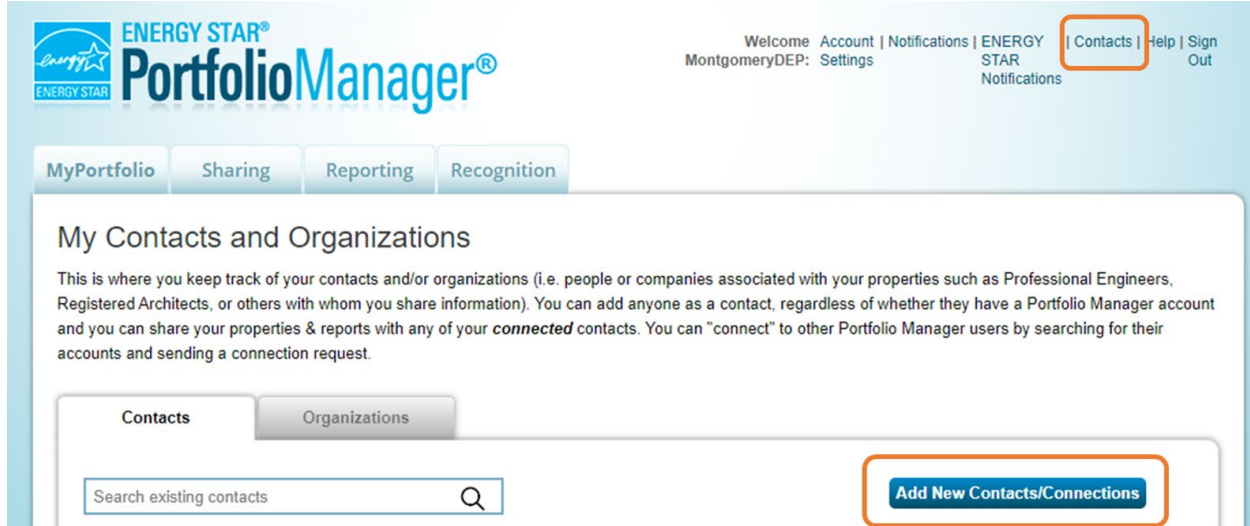
Please follow the steps below to confirm that your building is correctly shared with Montgomery County within ENERGY STAR Portfolio Manager and that your MBID has been entered correctly. If you failed to enter your MBID in Portfolio Manager, you will continue to receive an error message.

## CONFIRM YOUR ACCOUNT INFORMATION

1. Confirm that your email address in your Portfolio Manager account is correct. Click on "Account Settings" in the upper right-hand corner of the screen.
2. Confirm that your unique [Montgomery County Building IDs](#) have been entered correctly for your buildings.

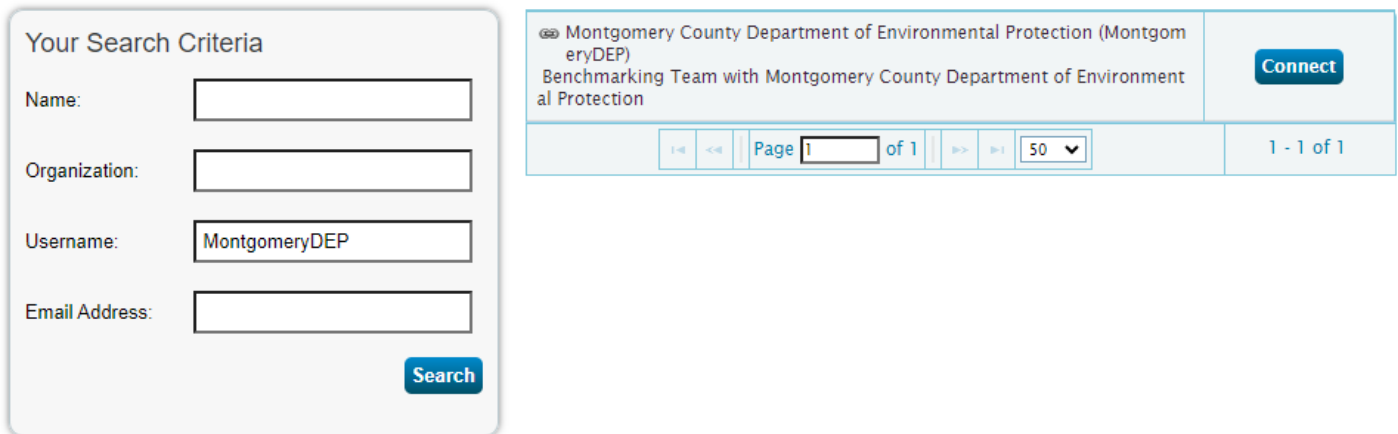
## STEP 1 - CONNECT YOUR PORTFOLIO MANAGER ACCOUNT WITH MONTGOMERY COUNTY

1. Click "Contacts" in the upper right-hand corner of the screen.
2. Click "Add New Contacts".



The screenshot shows the 'My Contacts and Organizations' page in Energy Star Portfolio Manager. The page title is 'My Contacts and Organizations'. Below the title is a descriptive paragraph: 'This is where you keep track of your contacts and/or organizations (i.e. people or companies associated with your properties such as Professional Engineers, Registered Architects, or others with whom you share information). You can add anyone as a contact, regardless of whether they have a Portfolio Manager account and you can share your properties & reports with any of your **connected** contacts. You can "connect" to other Portfolio Manager users by searching for their accounts and sending a connection request.' There are two tabs: 'Contacts' (selected) and 'Organizations'. Below the tabs is a search bar with the placeholder text 'Search existing contacts' and a magnifying glass icon. To the right of the search bar is a blue button labeled 'Add New Contacts/Connections'.

3. Search for the username "MontgomeryDEP".
4. Click "Connect".



The screenshot shows the search criteria and search results. On the left is a 'Your Search Criteria' form with four input fields: 'Name', 'Organization', 'Username' (containing 'MontgomeryDEP'), and 'Email Address'. A blue 'Search' button is at the bottom right of the form. On the right is the search results table. The table has one row with the following text: 'Montgomery County Department of Environmental Protection (MontgomeryDEP) Benchmarking Team with Montgomery County Department of Environmental Protection'. To the right of this text is a blue 'Connect' button. Below the table is a pagination bar showing 'Page 1 of 1' and a dropdown menu set to '50'. The total count is '1 - 1 of 1'.

5. A pop-up window will appear. Click "Send Connection Request"



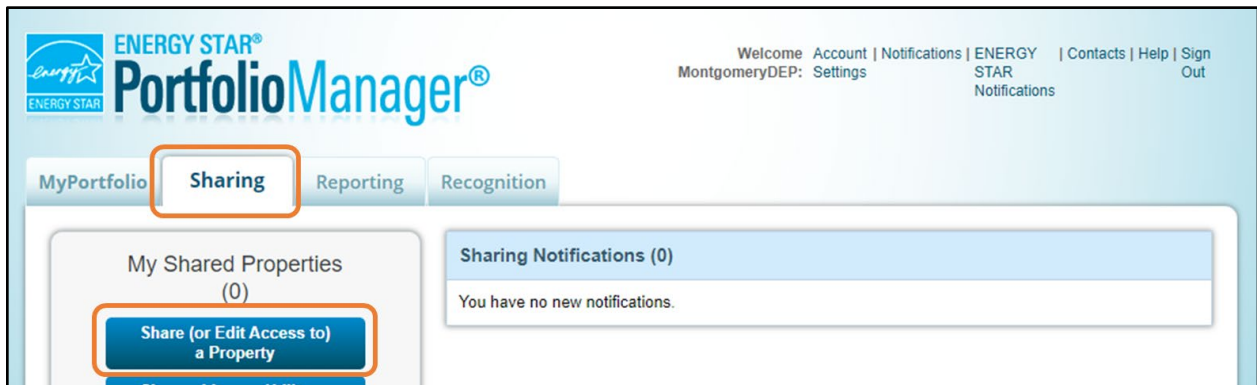
The screenshot shows a pop-up window titled 'Send a Connection Request to [Montgomery County Department of Environmental Protection](#) to Begin Exchanging Data'. Below the title is a paragraph of text: 'Montgomery County Department of Environmental Protection requires the following information in order to exchange data with your property(ies). If you have any questions about how to complete this information, please contact [Montgomery County Department of Environmental Protection](#). Once your connection request has been accepted, you can share individual properties and/or meters with them to get started exchanging data.' Below the text is a 'Terms of Use:' field with the value 'None Provided'. At the bottom right is a blue button labeled 'Send Connection Request' and a blue link labeled 'Cancel'.

**Please note:** Connection requests must be approved before you can share your buildings. Portfolio Manager will approve these requests in cycles of a few minutes. If you have not received a connection confirmation email within one hour of submitting a request, please contact [Energy@MontgomeryCountyMD.gov](mailto:Energy@MontgomeryCountyMD.gov).

## STEP 2 - SHARE READ-ONLY ACCESS TO YOUR DATA WITH MONTGOMERY COUNTY

Once your account is connected with Montgomery County DEP, you can start sharing properties.

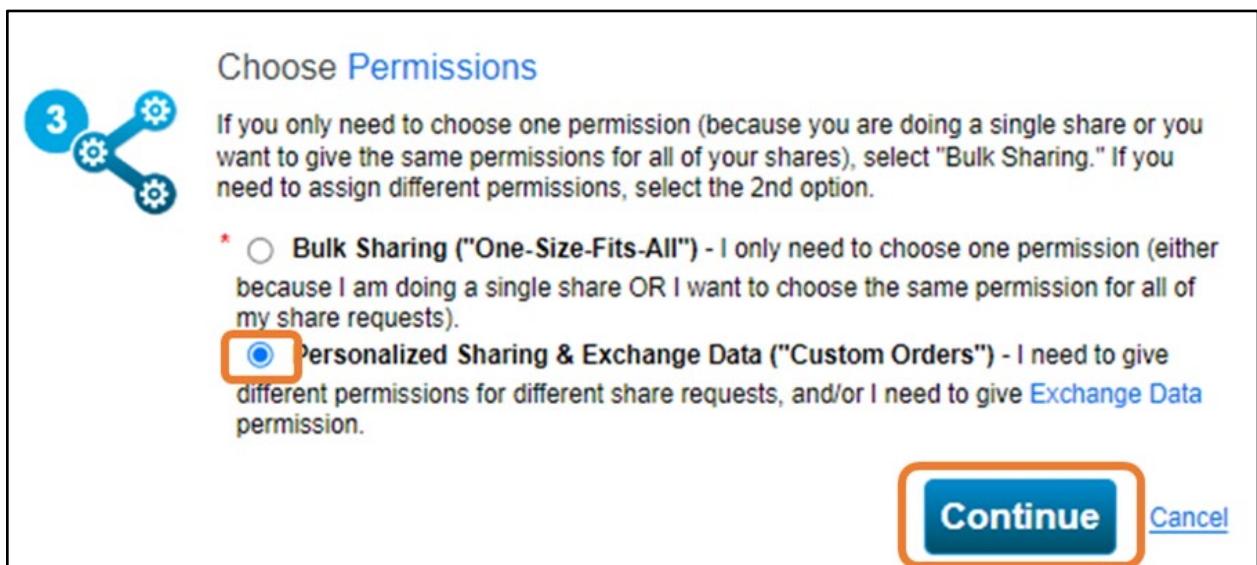
1. Go to the “Sharing” tab at the top of the page in Portfolio Manager.
2. Click "Share (or Edit Access) to a property":



3. Select your covered buildings and click “Apply Selection”.

**Please note:** If you are sharing a campus with multiple buildings, share **both** the campus and the individual buildings within the campus.

4. Select “**MontgomeryDEP**” as the recipient.
5. Select "Personalized Sharing & Exchange Data ("Custom Orders")" and click “Continue”:



6. Select "Exchange Data" for each property.

Sort by: Property Name ▾

Name (ID)	No Access	Read Only Access	Full Access	Custom Access	Exchange Data
▼ <a href="#">Marriott Bethesda Downtown Hotel</a> (21646097)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<a href="#">Montgomery County Department of Environmental Protection</a>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. A pop-up window will appear. Specify data attributes and permissions for each property.

- Select "Read Only Access" for "Property Information" and "All Meter Information."
- Select "None" for "Goals, Improvements, & Checklists" and "Recognition".
- Select "Yes" for "Share Forward".

Select the permission level below that you would like to grant [Montgomery County Department of Environmental Protection](#) 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"/>
Electric Grid Meter #2	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Natural Gas	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

8. Click "Apply Selections & Authorize Exchange".

9. Once you've completed Exchange Data access for each property, click "Share Property(ies)".

Once the County accepts the shared properties, you'll receive a confirmation email.

**Please note:** Portfolio Manager will approve these building share requests every few minutes. If you have not received a connection confirmation email within one hour of submitting a request, please contact [Energy@MontgomeryCountyMD.gov](mailto:Energy@MontgomeryCountyMD.gov).

For additional guidance on sharing properties within Portfolio Manager, click [here](#).

10. To confirm sharing, you should see "MontgomeryDEP" in the Sharing this Property table at the bottom of the Summary Tab.

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

**Sharing this Property**

4 People Have Access to this Property Share

Name	Permissions	Action
<a href="#">Montgomery County Department of Environmental Protection</a> (MontgomeryDEP)	Exchange Data Shared by	I want to... ▾

## 2: CLAIM YOUR BUILDING(S) VIA THE MONTGOMERY COUNTY BUILDING ENERGY BENCHMARKING REPORTING PORTAL

The [Montgomery County Building Energy Benchmarking Reporting Portal](#) allows you to claim the buildings you are responsible for benchmarking. Once you claim your buildings, you can manage or edit contact info, file extension, exemption, or waiver requests, submit your annual benchmarking report to Montgomery County, and view your reporting status and disclosed data. To begin:

### STEP 1 - CREATE AN ACCOUNT

If you are reporting through the Montgomery County Building Energy Benchmarking Reporting Portal for the first time, follow these instructions to create a username and password:

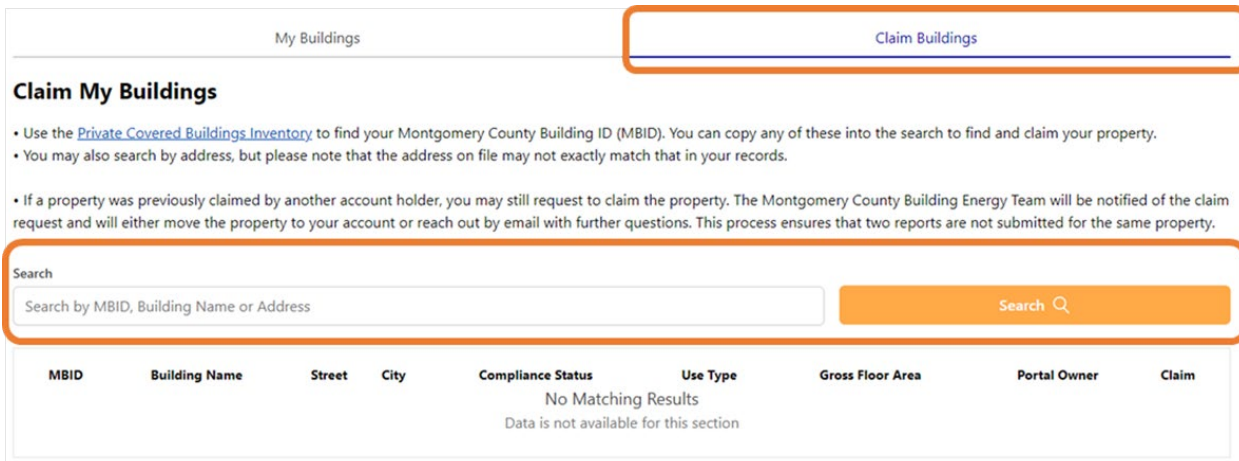
1. Navigate to the [Montgomery County Building Energy Benchmarking Reporting Portal](#)
2. Click “Sign Up” under the login fields
3. Fill out the required information. Your username will be your email address.
4. Click “Submit”.

### STEP 2 - CLAIM YOUR BUILDINGS

Once you have a login, you may sign in and begin claiming buildings to add them to your account. This will allow you to see all of your buildings in one place and will allow you to submit your benchmarking report for each building or submit extensions, exemptions, or waivers.

To add properties to your account:


1. Click “Claim Buildings”.



My Buildings Claim Buildings

### Claim My Buildings

- Use the [Private Covered Buildings Inventory](#) to find your Montgomery County Building ID (MBID). You can copy any of these into the search to find and claim your property.
- You may also search by address, but please note that the address on file may not exactly match that in your records.
- If a property was previously claimed by another account holder, you may still request to claim the property. The Montgomery County Building Energy Team will be notified of the claim request and will either move the property to your account or reach out by email with further questions. This process ensures that two reports are not submitted for the same property.

Search Search 

Search by MBID, Building Name or Address

MBID	Building Name	Street	City	Compliance Status	Use Type	Gross Floor Area	Portal Owner	Claim
No Matching Results Data is not available for this section								

2. Search the table by entering either the Montgomery County Building ID or property address. These are listed in the [Covered Building Inventory](#). *We recommend searching by Montgomery County Building ID.* When you have found your property, click 'Claim' under the 'Claim Property' column.

**Search**

Search 🔍

MBID	Building Name	Street	City	Compliance Status	Use Type	Gross Floor Area	Portal Owner	Claim
99999999	Montgomery County Test Office	2425 Reedie Dr	Wheaton	Pending Revisions	Office	51000	Rob.Harris.Mogo.*****.Com	<span style="font-size: 12px;">Claim</span> <span style="font-size: 18px;">⊕</span>

- a. If the property was not previously claimed, it will be added to your account.
- b. If the property was previously claimed by another user, the Montgomery County DEP team will be notified of the claim request. The team will either move the property to your account or reach out by email with further questions. This process ensures that two reports are not submitted for the same property.

**Please note:** If you are not able to find your property, please contact [Energy@MontgomeryCountyMD.gov](mailto:Energy@MontgomeryCountyMD.gov) for assistance or so that we may add your building to the covered buildings inventory or provide you with your Montgomery County Building ID.

**Resources:**

- DEP's [Covered Buildings Inventory](#).
- [Online GIS map](#) created from current Maryland tax assessment records to locate the parcel that your building sits on, access tax record data, and see what other buildings share your parcel.

**Special cases:**

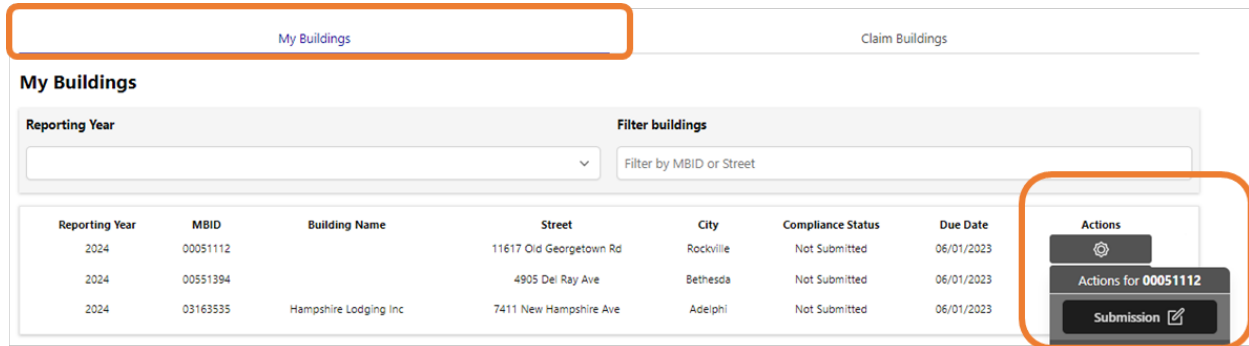
- If you have a submission spanning multiple tax parcels, contact us for guidance on which MBID to use in your submission.
- If you are separately reporting multiple buildings on one parcel, please refer to the Covered Buildings Inventory for each building's ID or [contact DEP](#) for guidance on which MBID to use in your submission.



## 3: SUBMIT YOUR COMPLETED REPORT

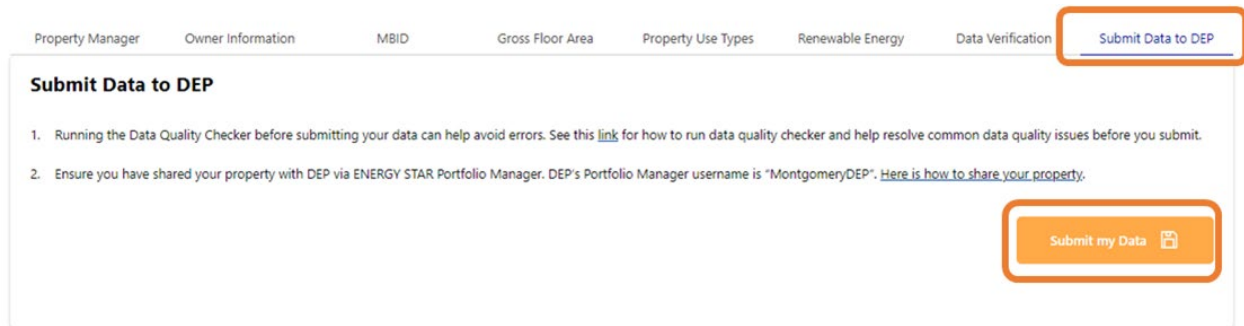
Once your data has been entered in ENERGY STAR Portfolio Manager you **must** take the final step to fill out the required forms and submit your data via the [Montgomery County Building Energy Benchmarking Reporting Portal](#) for each building.

1. Navigate to the [Montgomery County Building Energy Benchmarking Reporting Portal](#) and log in.
2. Click the gear icon in the Actions Column and choose Submission for the building you are ready to submit.



Reporting Year	MBID	Building Name	Street	City	Compliance Status	Due Date
2024	00051112		11617 Old Georgetown Rd	Rockville	Not Submitted	06/01/2023
2024	00551394		4905 Del Ray Ave	Bethesda	Not Submitted	06/01/2023
2024	03163535	Hampshire Lodging Inc	7411 New Hampshire Ave	Adelphi	Not Submitted	06/01/2023

3. The reporting portal will walk you through several screens to confirm that all data has been properly entered.
4. Once you have answered all of the questions, click “Submit my Data”



Property Manager   Owner Information   MBID   Gross Floor Area   Property Use Types   Renewable Energy   Data Verification   **Submit Data to DEP**

**Submit Data to DEP**

1. Running the Data Quality Checker before submitting your data can help avoid errors. See this [link](#) for how to run data quality checker and help resolve common data quality issues before you submit.
2. Ensure you have shared your property with DEP via ENERGY STAR Portfolio Manager. DEP's Portfolio Manager username is "MontgomeryDEP". [Here is how to share your property.](#)

**Submit my Data**

**Note:** If your building is successfully shared with the Montgomery County DEP Team within ENERGY STAR Portfolio Manager, the below message will appear at the top of your Montgomery County Reporting page.

✔ This building is shared correctly!

If your building is **not** connected through Portfolio Manager or has INCORRECT MBID entered, you will see the below message at the top of on your Montgomery County Reporting page.

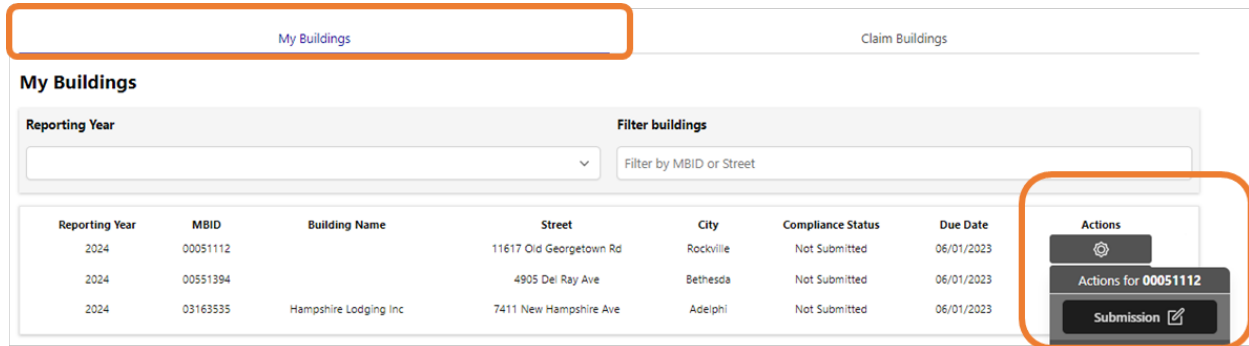
⊗ This property has not been shared with the Montgomery account in Energy Star Portfolio Manager yet. [How to Report Guide](#)

If you see this error, double check your MBID and go back to task 1 and ensure you are connected with DEP via ENERGY STAR Portfolio Manager and that you have shared your buildings.

## 4: RESUBMIT IF YOU HAVE CORRECTED DATA

If you have made any updates or corrections to your benchmarking report in ENERGY STAR Portfolio Manager, you must **RESUBMIT** your benchmarking report via the [Montgomery County Building Energy Benchmarking Reporting Portal](#) for DEP to capture your updates. To do so:

1. Navigate to the [Montgomery County Building Energy Benchmarking Reporting Portal](#) and log in.
2. Click the gear icon in the Actions Column and choose Submission for the building you are ready to submit.



My Buildings

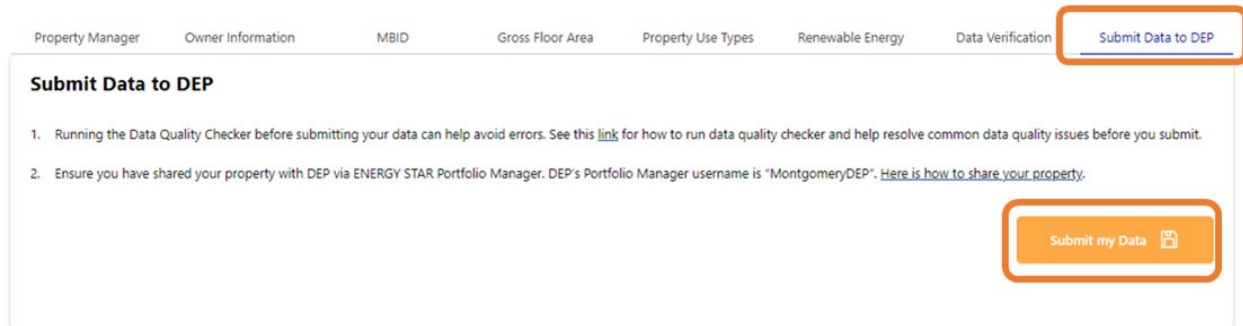
Reporting Year: 2024

Reporting Year	MBID	Building Name	Street	City	Compliance Status	Due Date
2024	00051112		11617 Old Georgetown Rd	Rockville	Not Submitted	06/01/2023
2024	00551394		4905 Del Ray Ave	Bethesda	Not Submitted	06/01/2023
2024	03163535	Hampshire Lodging Inc	7411 New Hampshire Ave	Adelphi	Not Submitted	06/01/2023

Actions for 00051112

Submission

3. The reporting portal will have saved all of your previous answers and you may simply navigate to the last tab and click “Submit my Data”



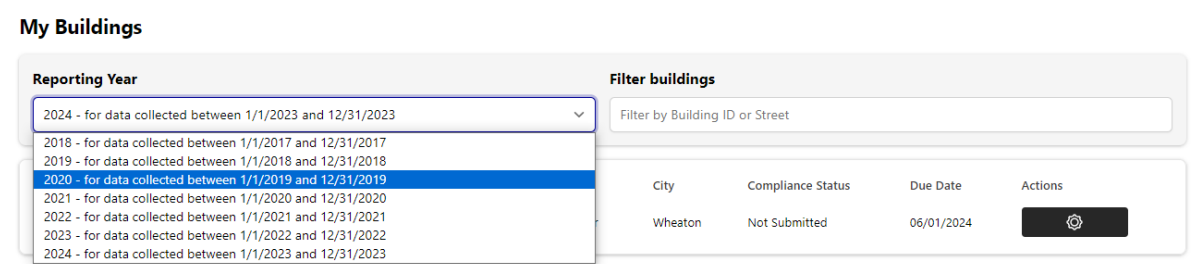
Property Manager | Owner Information | MBID | Gross Floor Area | Property Use Types | Renewable Energy | Data Verification | **Submit Data to DEP**

**Submit Data to DEP**

1. Running the Data Quality Checker before submitting your data can help avoid errors. See this [link](#) for how to run data quality checker and help resolve common data quality issues before you submit.
2. Ensure you have shared your property with DEP via ENERGY STAR Portfolio Manager. DEP's Portfolio Manager username is "MontgomeryDEP". [Here is how to share your property.](#)

Submit my Data

If you are resubmitting data for prior years, you may do so by selecting a different reporting year from the drop-down menu:



My Buildings

Reporting Year: 2024 - for data collected between 1/1/2023 and 12/31/2023

- 2018 - for data collected between 1/1/2017 and 12/31/2017
- 2019 - for data collected between 1/1/2018 and 12/31/2018
- 2020 - for data collected between 1/1/2019 and 12/31/2019**
- 2021 - for data collected between 1/1/2020 and 12/31/2020
- 2022 - for data collected between 1/1/2021 and 12/31/2021
- 2023 - for data collected between 1/1/2022 and 12/31/2022
- 2024 - for data collected between 1/1/2023 and 12/31/2023

Filter buildings: Filter by Building ID or Street

City	Compliance Status	Due Date	Actions
Wheaton	Not Submitted	06/01/2024	⚙️