

# Energy Star Portfolio Manager Submission Instructions - 2026

New York State Homes and Community Renewal of New York State Homes and Community Renewal has requested a report of your properties' energy and water use data. Please respond to this request using EPA's ENERGY STAR Portfolio Manager tool (Learn more about [Portfolio Manager](#)). A report template named "Data Request:HCR - Benchmarking Report - Filing Year 2026" has been created for this purpose and is available at the following link.

<https://portfoliomanager.energystar.gov/pm/reports/dataRequest/accept/61b0d76f-ed33-4251-8376-66b6a451a123>

Please review these instructions carefully before submitting your report to Portfolio Manager.

**THESE INSTRUCTIONS ARE FOR NEW YORK STATE HOMES AND COMMUNITY RENEWAL SUBMISSIONS. Submitting to NYC for Local Law 84 Compliance is separate.**

**STEP 1: Identify Your Property(ies)** that needs to share data with **New York State Homes and Community Renewal (HCR)** by reviewing the "covered building" criteria and the Covered Building List on the HCR website [hcr.ny.gov/benchmarking](http://hcr.ny.gov/benchmarking). If the HCR property indicated on the Covered Buildings List includes multiple sites, all included sites must submit benchmarking data (even if the Covered Buildings List indicates a single address).

**STEP 2: Enter or confirm key property details.** If you are benchmarking for the first time, you must enter required building characteristics such as gross floor area, completion status, and year built. Enter key multifamily housing property use details, such as the number of residential living units and number of bedrooms.

**STEP 3: Enter the unique HCR property ID** (e.g. HID number, SHARS-SAMIS, or HFA number) in the *Custom ID 2* field under the **Unique Identifiers (IDs)** section of the "Details" tab.

The unique HCR property ID can be found in the following places:

- Covered Building List on the HCR website [www.hcr.ny.gov/benchmarking](http://www.hcr.ny.gov/benchmarking)
- HCR Asset Map here (search by address):  
<https://nyshcr.maps.arcgis.com/apps/webappviewer/index.html?id=4b9035d3a79d408a9e4bba9e9d5507f6>

**STEP 4: Enter all Energy and Water Data for Your Property(ies)**

Enter energy use and water use data for the entire year 2025 (January 1 to December 31 inclusive) for each meter associated with the property. All tenant and common area meters should be included.

**Non-NYC properties must submit whole building, aggregated energy use data. If whole building data is not available or cannot be obtained from the utility company, please contact HCR at [hcr.sustainability@hcr.ny.gov](mailto:hcr.sustainability@hcr.ny.gov).**

**NYC properties must submit whole building energy use data, in accordance with NYC LL84. Please be sure to submit data to both HCR and the City of New York for LL84.**

On the "Energy" tab of your Portfolio Manager account, Click "Change Meter Selections"

- Select the Active Meters that account for the energy consumption of the building.

- If the meters account for the **whole building energy use**, then select **"These meters account for the total energy consumption"**
- If the meters account only for the **owner paid energy use**, then select **"These meters do not account for the total energy consumption"**
- Then under **"These meters only account for"** select the **third option "Tenant and/or common areas (partial energy loads)"**
- Now select **all the relevant energy loads** that the meters account for, from the options displayed.

## **STEP 5: Check Data Quality**

### **5A. Use the Portfolio Manager data quality checker**

Check your submitted data by clicking the "Check Data Quality" button on the "Summary" tab of each of your properties. Review and/or resolve all alerts. This step may greatly improve the accuracy of the data submitted in Portfolio Manager.

### **5B. Review your portfolio for common errors**

To ensure completeness, check the following:

- Check that you have entered a full year (2025) of data (covering January 1 to December 31 inclusive) for each meter.
- Make sure that your Energy Use Intensity (EUI) is realistic; an unrealistic EUI is below 5 or above 1,000 kBtu/sf
- Check the basic information and property uses in the "Details" tab for each building to be sure that gross floor area for the building is greater than zero and all property uses add up to the total gross floor area.

## **STEP 6: Release Data to HCR**

### **6A. Submit Your Report**

Once you have entered all your data and checked for errors, navigate to the "Reporting" tab in Portfolio Manager and locate the "HCR – Benchmarking Report – Filing Year 2026" reporting link.

- Under "Action" next to the report name, select "Respond to Data Request"
  - Scroll to the bottom of the page and fill in the fields in the "About Your Response" and "Your Response" sections.
  - Press the "Generate Response Preview" button.
- Navigate back to the "Reporting" tab. You may preview your response, download your response to a spreadsheet, or modify or delete your response from the "Reporting" tab.
- When you are ready to submit your report, select "Send Response."
  - If Portfolio Manager flags errors, correct them.
  - In the "Reporting" tab choose "Generate an Updated Response."
- Once all errors are corrected and an error-free updated report is generated:

- Select "Send Response;"
- Enter any contacts who should also receive a confirmation email;
- E-sign the response; and
- Press the "Send Data" button.

**6B. Save a copy of your response for your records.**

**6C: Share your Property**

Once you've submitted your data and saved a copy of your responses, you must share your property with HCR. Property sharing allows for HCR to view all of your monthly data for the purposes of benchmarking. Please see steps below on how to share your property:

1. Go to the "Sharing" tab in Portfolio Manager
  2. Click "Share (or Edit Access) to a property"
  3. Select your properties and click "Apply Selection".
    - a. **Please note:** If you are sharing a campus with multiple buildings, share **both** the campus and the individual buildings within the campus.
  4. Under "Select People (Accounts)" click/highlight "**HCRProperty**" as the recipient.
  5. Under "Choose Permissions" select "Bulk Sharing (One-Size-Fits-All)".
  6. Once you select "Bulk Sharing" a dropdown list of permissions will appear. Please select "Read Only Access."
  7. Click "Share Property(ies)."
- a. You will receive a confirmation email within an hour once the property share request has been accepted. If you do not receive an email, please check you "spam" or "junk" folder.

**New to Portfolio Manager?**

After you create a [Portfolio Manager](#) account, review the [Quick Start Guide](#) to learn how to enter your property's energy data. Once you've entered your property information, open the "Data Request:HCR - Benchmarking Report - Filing Year 2026" report template to create and submit your report.

**How to Access "Data Request:HCR - Benchmarking Report - Filing Year 2026" report template after you created an account**

- To access the data request for the first time, click the link "Data Request:HCR - Benchmarking Report - Filing Year 2026" and then log in to Portfolio Manager as prompted. You will be directed to the Respond to Data Request page.
- Once you have initially accessed the data request by clicking on the external link above, the data request will always appear within your Portfolio Manager account in the Reporting tab and can be accessed at any time in the future by following these steps:
  - Log into your Portfolio Manager account at: [www.energystar.gov/buildings](http://www.energystar.gov/buildings)
  - Go to the Reporting tab
  - Under Templates and Reports, find "Data Request:HCR - Benchmarking Report - Filing Year 2026"
  - From the Action Menu, select "Respond to Data Request"