



# BESO GUIDE: HOW TO SUBMIT THE 2024 ENERGY BENCHMARK

The [Building Emissions Saving Ordinance \(BESO\)](#) requires annual building energy benchmarking through Energy Star Portfolio Manager for all buildings larger than 15,000 ft<sup>2</sup> as well as an energy assessment for buildings larger than 25,000 ft<sup>2</sup> every 5 years.

## Step 1: Verify Energy Data

Before submitting the 2024 Benchmark, please verify that all energy data for your building has been inputted into ENERGY STAR for the full 2024 calendar year and no months are missing data.

1. Log-in to ENERGY STAR Portfolio Manager:  
<https://www.energystar.gov/buildings/benchmark/portfolio-manager-login>
2. Click on the “Energy” tab of your property
3. Scroll down to the “Meters—Used to Compute Metrics”.
4. Click on **each meter (Gas and Electric)** and confirm that all months for 2024 are included

	Start Date	End Date	Usage kWh (thousand Watt-hours)	Total Cost (\$)	Estimation	Demand (kW)	Demand Cost (\$)	Last Updated
<input type="checkbox"/>	12/1/2023	1/1/2024	10,000		<input type="checkbox"/>			4/3/2025 BESOHelpdes
<input type="checkbox"/>	1/1/2024	2/1/2024	10,000		<input type="checkbox"/>			4/3/2025 BESOHelpdes
<input type="checkbox"/>	2/1/2024	3/1/2024	10,000		<input type="checkbox"/>			4/3/2025 BESOHelpdes
<input type="checkbox"/>	3/1/2024	4/1/2024	10,000		<input type="checkbox"/>			4/3/2025 BESOHelpdes
<input type="checkbox"/>	4/1/2024	5/1/2024	10,000		<input type="checkbox"/>			4/3/2025 BESOHelpdes
<input type="checkbox"/>	5/1/2024	6/1/2024	10,000		<input type="checkbox"/>			4/3/2025 BESOHelpdes
<input type="checkbox"/>	6/1/2024	7/1/2024	10,000		<input type="checkbox"/>			4/3/2025 BESOHelpdes
<input type="checkbox"/>	7/1/2024	8/1/2024	10,000		<input type="checkbox"/>			4/3/2025 BESOHelpdes
<input type="checkbox"/>	8/1/2024	9/1/2024	10,000		<input type="checkbox"/>			4/3/2025 BESOHelpdes
<input type="checkbox"/>	9/1/2024	10/1/2024	10,000		<input type="checkbox"/>			4/3/2025 BESOHelpdes
<input type="checkbox"/>	10/1/2024	11/1/2024	10,000		<input type="checkbox"/>			4/3/2025 BESOHelpdes
<input type="checkbox"/>	11/1/2024	12/1/2024	10,000		<input type="checkbox"/>			4/3/2025 BESOHelpdes
<input type="checkbox"/>	12/1/2024	1/1/2025	10,000		<input type="checkbox"/>			4/3/2025 BESOHelpdes



If you've set up an automatic data transfer from PG&E and are missing 1 or more months of data or have overlapping entries, see the guide for [How to Correct Energy Data Issues](#). See the next page for how to resolve a duplicate entry error.

### Troubleshooting: Duplicated Monthly Data Error

A data sharing issue may have resulted in the duplication of monthly data. ESPM highlights the issue with an Overlap error message between the duplicated records as shown below:

<input type="checkbox"/>	4/1/2023	4/30/2023	564.4	1,100.7	<input type="checkbox"/>	6/17/2023 <a href="#">Pacific Gas and Electric Whole Building</a>
<p><b>⚠️</b> Natural Gas has an overlap of 30 days between 04/01/2023 and 04/30/2023. Please confirm this is correct or remove the overlap by adjusting the dates per your meter entries and saving your changes. For more help, see <a href="#">this FAQ</a>.</p>						
<input type="checkbox"/>	4/1/2023	4/30/2023	564.4	1,100.7	<input type="checkbox"/>	6/17/2023 <a href="#">Pacific Gas and Electric Whole Building</a>

The duplicated entry will need to be deleted. To delete a duplicated/overlap entry:

1. Select the checkbox to the left of the record that you want to delete
2. Scroll to the bottom of the monthly records and select "Delete Selected Entries"
3. Confirm that you would like to delete
4. Select "Save Bills"

<input checked="" type="checkbox"/>	04/01/2023	04/30/2023	564.4	1,100.7	<input type="checkbox"/>	6/17/2023 <a href="#">Pacific Gas and Electric Whole Building</a>
<p><b>⚠️</b> Natural Gas has an overlap of 30 days between 04/01/2023 and 04/30/2023. Please confirm this is correct or remove the overlap by adjusting the dates per your meter entries and saving your changes. For more help, see <a href="#">this FAQ</a>.</p>						
<input type="checkbox"/>	4/1/2023	4/30/2023	564.4	1,100.7	<input type="checkbox"/>	6/17/2023 <a href="#">Pacific Gas and Electric Whole Building</a>

**Delete Selected Entries**
 [Download to Excel](#)

[+ Add Another Entry](#)  
[📄 Learn how to copy/paste](#)  
 [Delete \\*\\*\\*ALL\\*\\*\\* Meter data for this meter](#)



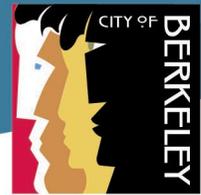
## Step 2: Submit the 2024 Benchmark

1. Open the [2024 benchmark link](#)
2. Sign-in to ENERGY STAR Portfolio Manager
3. Scroll down to the bottom of the page "Your Response"
  - o Select "One Property"
4. Choose your property
5. Click "Generate Response Preview"

The screenshot shows two sections of the ENERGY STAR Portfolio Manager interface. The top section, titled "About Your Response", asks "Who is this data being submitted on behalf of?" with two radio button options: "myself" (selected) and "someone else". The bottom section, titled "Your Response", has a heading "Select Information to Include:". Under "Timeframe:", there are dropdown menus for "Single Year", "Dec 31", and "2024". A warning icon indicates that if the data requestor has specified a timeframe, it cannot be changed. Under "Properties:", there is a "Select Properties" button and a "Selected Properties: 0" indicator. Another warning icon notes that standard IDs must be entered for each property. At the bottom, a "Generate Response Preview" button is highlighted with a red box, with a "Cancel" link next to it.

6. Click on the "Data Requests from Others" tab
7. Scroll down to the 2024 Data Request template
8. Click the "I want to..." on the row labeled with the "City of Berkeley - Annual Energy Benchmark Summary for 2024 Data"
9. Click "Send Response"

The screenshot shows the "Data Requests from Others" tab in the ENERGY STAR Portfolio Manager interface. A green notification bar at the top states "Your new response preview(s) has been generated." Below this is a table with columns for Name, Status, and Action. The first row is highlighted with a red box and contains the text "Data Request: City of Berkeley - Annual Energy Benchmark Summary for 2024 (Request from BESO Helpdesk)" and "Response Preview Generated: 4/03/2025 2:53 PM No errors found". The "Action" column for this row has a dropdown menu open, with "Send Response" highlighted in a red box. Other rows in the table include "Data Request: 2022 California Energy Commission - With Energy (Request from California Energy Commission)" and "Data Request: City of Berkeley - Annual Energy Benchmark Summary for 2017 & 2018 Data (Request from BESO Helpdesk)".



10. Scroll down to "3 - E-Sign your Data Response"
11. Check the box next to the line that says "I hereby certify..."
12. Sign your username and password
13. Click the box that says "E-Sign Response"
14. Click "Send Data"

**2** What format would you like your data in for the email attachment?

- Excel  
 XML

**3** E-Sign your Data Response, then "Send Data"

**1**  I hereby certify that I am releasing data about my properties, or on behalf of someone else, to BESO Helpdesk with City of Berkeley.

Your username:

**2** \*

BESOHelpdesk

Your password:

\*

\*\*\*\*\*

**3**

E-Sign Response

**4** Send Data

By clicking Send Data, you will release data to BESO Helpdesk (City of Berkeley). You will receive a confirmation email with a receipt and a copy of the data attached.

**4**

Send Data

[Cancel](#)

(A popup will ask you to confirm the data request, click continue)

**The benchmark has now been sent to the City of Berkeley. Please reach out to the BESO Team (BESO@BerkeleyCA.gov) if you have any questions about the process or the status of your submittal.**