# Building Benchmarking
## Compliance Checklist

## Step One: Getting Started
- Determine if your building is subject to benchmarking ordinance
- Assign a primary contact person for benchmarking

## Step Two: Get Started with Portfolio Manager
- Set up an account using EPA's ENERGY STAR Portfolio Manager
- Create a new property for your building in the Portfolio Manager account

## Step Three: Enter Your Utility Meter Data
- Set up your utility meters in Portfolio Manager account
- Obtain and enter utility data into Portfolio Manager account

## Step Four: Add Additional Property Information
- Enter City of Pittsburgh Building ID
- Add building narrative
- Verify Portfolio Manager information

## Step Five: Report Data to the City of Pittsburgh
- Review building information for accuracy
- Access the data request form on the City of Pittsburgh Benchmarking website *(Link to be added)*
- Complete and submit the data request form