

JCP&L

NJ Energy Benchmarking
User Guide

JCP&L NJ Energy Benchmarking User Guide

Table of Contents

[Introduction](#)

[Getting Started](#)

1. [Create an account in Portfolio Manager](#)
2. [Create a property in Portfolio Manager](#)
3. [Create Meters in Portfolio Manager](#)
4. [Set up an account in the JCP&L Benchmarking Tool.](#)
5. [Return to Portfolio Manager and connect your account](#)
6. [Share your property and meter with FirstEnergy](#)
7. [Log back into JCP&L's Benchmarking Tool to submit a usage request](#)

[Registering with JCP&L Benchmarking Tool](#)

[Logging in](#)

[Forgot Username or Password](#)

[Energy Benchmarking Portal](#)

1. [Manage Tenants](#)
 - a. [Add Tenants](#)
 - b. [Remove Tenants](#)
2. [Remove Building](#)
3. [Usage Request](#)
4. [Add Building](#)
5. [Manage My Account](#)

[Contact Us](#)

JCP&L NJ Energy Benchmarking User Guide

Introduction

This guide is intended to be a walk through using JCP&L's Energy Benchmarking Tool. This tool was developed to enable building owners to request whole building aggregate data for Commercial buildings over 25,000 square feet, allowing the data to be shared directly with ENERGY STAR Portfolio Manager.

This guide provides an overview of the features and steps for building owners or their representative using this application.

Clean Energy Act

On May 23, 2018, Governor Phil Murphy signed the Clean Energy Act into law as L. 2018, c. 17 ("Clean Energy Act of 2018" or "CEA"). 1 The CEA mandates the following ("Benchmarking Requirement"): No later than five years after the date of enactment of P.L.2018, c.17 (C.48:3-87.8 et al.), the board shall require the owner or operator of each commercial building over 25,000 square feet in the State to benchmark energy and water use for the prior calendar year using the United States Environmental Protection Agency's Portfolio Manager tool.

4/50 Rule:

If there are four or more tenants in a particular building or no one tenant exceeds 50% of the energy consumption in a particular building, data collected from all meters in a particular building will be aggregated absent affirmative tenant consent.

If, on the other hand, there are fewer than four tenants in a particular building or if one tenant exceeds 50% of the energy consumption in a particular building, then the building owner shall request each tenant's written consent to allow the utility to provide energy data to the building owner.

JCP&L NJ Energy Benchmarking User Guide

Getting Started

1. Create an account in Portfolio Manager

Portfolio Manager website: [ENERGY STAR Portfolio Manager: Login](#)

2. Create a property in Portfolio Manager

1. Click Add a property.



2. Enter general property characteristics.

3. Click on Get Started!

Get Started!

4. Enter property information.

5. Click Continue.

Continue

6. Enter values or leave blank for now (optional).

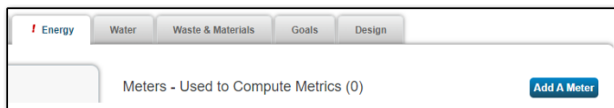
7. Click on Add Property.

Add Property

3. Create Meters in Portfolio Manager

Once you have created your property in Portfolio Manager, you can create a virtual meter. FirstEnergy requires you to create one virtual meter for each property. The aggregated whole building energy data will then be uploaded into the meter you created for each energy type when you submit a usage request from the FirstEnergy Benchmarking Portal.

1. Click on the Energy tab. Once you are in this tab select Add a Meter



2. Select all energy sources for your property.

Note: FirstEnergy only supports the transfer of electricity purchased from the grid at this time

JCP&L NJ Energy Benchmarking User Guide

3. Click on Get Started!



4. Enter fields for meters. NOTE: To set up meters, you need to enter units and the date when the meter became active. Enter values in these fields by clicking in the black space under that field heading. FirstEnergy will provide electric data in “kWh.” It is important to use these measurement units when setting up your meters in Portfolio Manager.

<input type="checkbox"/>	Meter Name	Type	Other Type	Units	Date Meter became Active	In Use?	Date Meter became Inactive	Enter as Delivery?	C
<input type="checkbox"/>	Electric Grid Met	Electric - Grid		kWh (thousan	07/25/2023	<input checked="" type="checkbox"/>		<input type="checkbox"/>	1

5. Click on Create Meters.



6. Skip usage entries and click on Continue.



7. Select These meter(s) account for the total energy consumption for this property.

<input type="checkbox"/>	Name Meter ID	Type
<input checked="" type="checkbox"/>	Electric_Grid_Meter	Electric - Grid

Total of 1 meter(s). Tell us what this represents:

- These meter(s) account for the total energy consumption for [My_Test_Building](#) (a single building).
- These meter(s) do not account for the total energy consumption for [My_Test_Building](#) (a single building).

8. Click on Apply Selections



Congratulations, you've successfully set up your property and meters in Portfolio Manager. Now you're ready to connect to our benchmarking service.

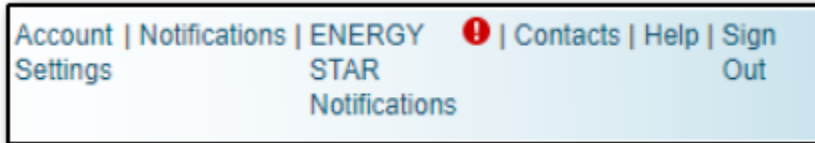
JCP&L NJ Energy Benchmarking User Guide

4. SET UP AN ACCOUNT IN THE JCP&L BENCHMARKING Tool

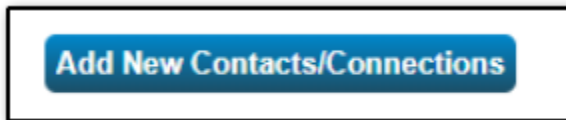
Follow this link for the steps to [Register with JCP&L Benchmarking Tool](#)

5. Return to Portfolio Manager, Connect your account with FirstEnergy.

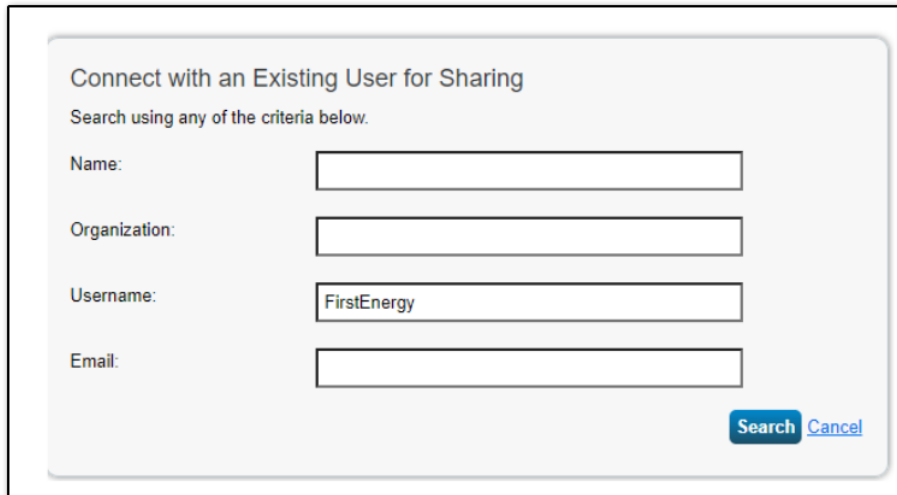
1. In Portfolio Manager, click on Contacts.



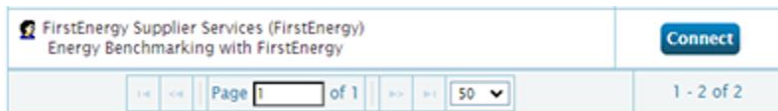
2. Click on Add New Contacts/Connections.



3. Under Connect with an Existing User for Sharing username, type: FirstEnergy and click on Search.

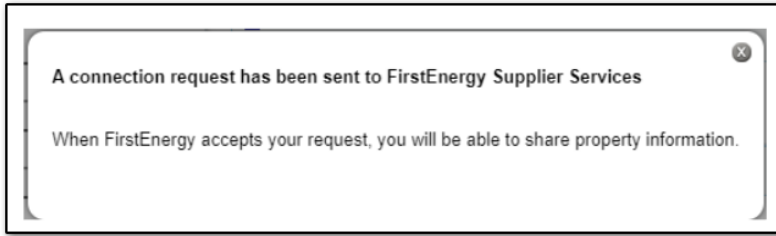


When submitting a connection request, please ensure that you are connecting with the Portfolio Manager account with username “FirstEnergy,” display name “FirstEnergy Supplier Services,” and role “Energy Benchmarking with FirstEnergy.”

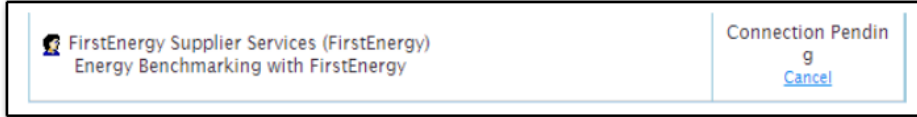


4. Select Connect for the FirstEnergy Supplier Services contact.

JCP&L NJ Energy Benchmarking User Guide



5. Request will show as pending.

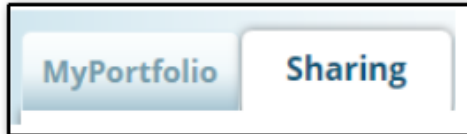


6. The user will receive an item in their PM “Notifications” that the Connection was accepted or declined by FirstEnergy. Allow 60 minutes.

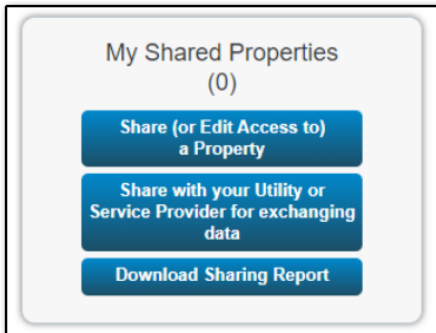
7. When the notification arrives, continue into your Portfolio Manager account.

6. Share your property and meters with FirstEnergy

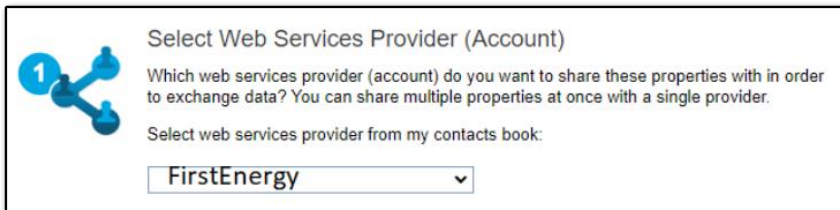
1. Click on the Sharing tab.



2. Click on Share with your Utility or Service Provider for exchanging data.



3. Select FirstEnergy from the drop-down menu for your contacts book



4. Select which Property you want to share.

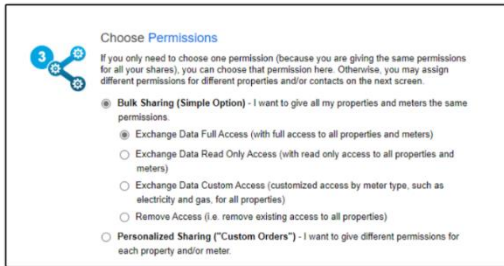
<input type="checkbox"/>	Name	Property Type	State/Province
<input checked="" type="checkbox"/>	My Test Building	Other - Utility	NJ

5. Click Apply Selection.

JCP&L NJ Energy Benchmarking User Guide

Apply Selection

- The preferred method is to share with full access. If you do not want to provide full access, you can personalize your sharing and provide Read/Write access. In order to send usage data to Portfolio Manager you must provide read/write access to the specific Property ID and Meter ID you want to share. Select your options.

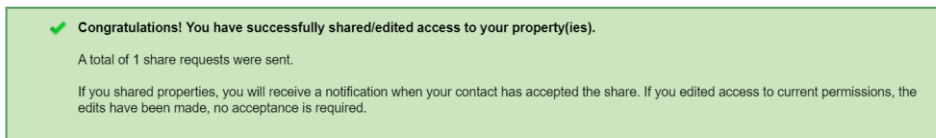


- Click Authorize Exchange.

Authorize Exchange

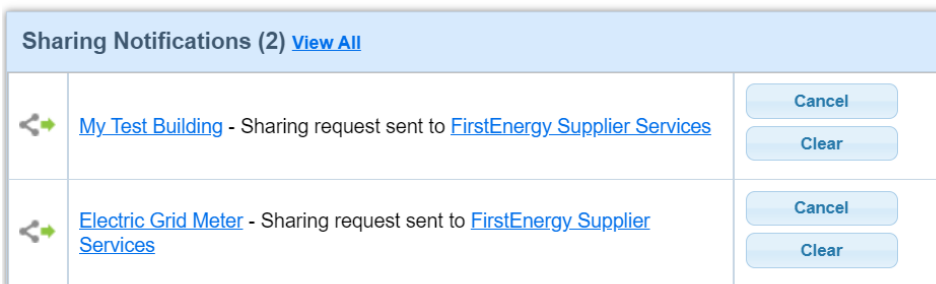
- Congratulations!

Bulk Share Properties for Exchanging Data: Results



Close

- Verify Sharing Requests have been sent. Your sharing notifications will automatically appear in the Sharing Notifications section of the Sharing Tab under your Portfolio Manager account.



- FirstEnergy retrieves share requests. When FirstEnergy has retrieved the share requests, they will be automatically accepted, and an item in their PM "Notifications" that the Share was accepted by FirstEnergy. Allow up to an hour for the initial share requests.
- If your requests were declined for any reason, go back to Step 6, and ensure that the appropriate permission levels have been set for both the Property and Meters or that your Property ID/Meter ID that was provided in Portfolio Manager matches what is on the FirstEnergy Benchmarking site.

JCP&L NJ Energy Benchmarking User Guide

7. Log back into JCP&L’s Benchmarking Tool to submit a usage request.

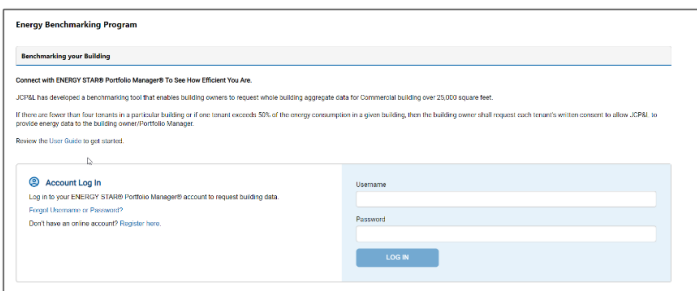
Follow this link for instruction on how to submit a [Usage Request](#).

Registering with JCP&L’s Benchmarking Tool

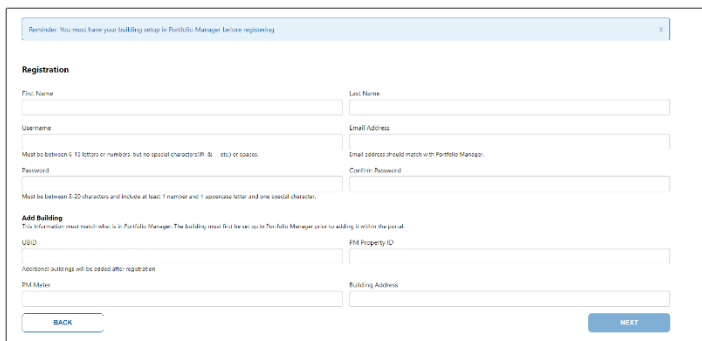
****** You must have your building set up in Portfolio Manager before Registering ******

Link directly to the page: <https://energybenchmarking.firstenergycorp.com/login>

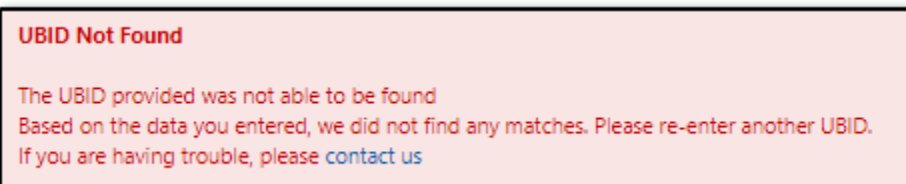
1. Go to <https://energybenchmarking.firstenergycorp.com/login>
2. Select the Register here link.



3. Fill in all fields. **Note: It is extremely important to make sure the email address used is exactly the same as what you have set up in Portfolio Manager and it is case sensitive. Also, your PM Property ID and PM Meter must match exactly in Portfolio Manager, or it will cause issues when trying to submit a Share Request or Usage Request.**



4. If the UBID (Unique Building ID) is not valid, the following message will show:



****If you have misplaced your UBID, you may contact the BPU (Board of Public Utilities) via email benchmarking@bpu.nj.gov to request the UBID.**

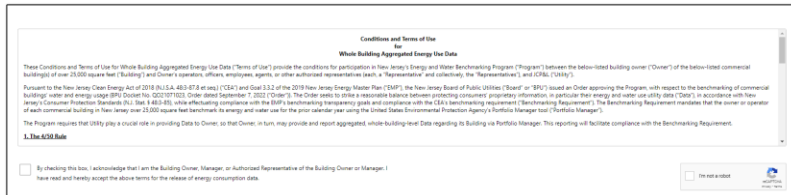
5. Select “Next.”

JCP&L NJ Energy Benchmarking User Guide

6. This is the review and submit page. Please review all information for accuracy.



7. Read the terms and conditions and check the box to acknowledge. Also, you will need to check the reCAPTCHA box before submitting.

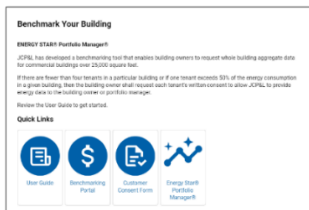


8. You are now registered with the JCP&L Benchmarking Tool and are taken to the “Add Tenants” screen to complete the setup of your initial building.

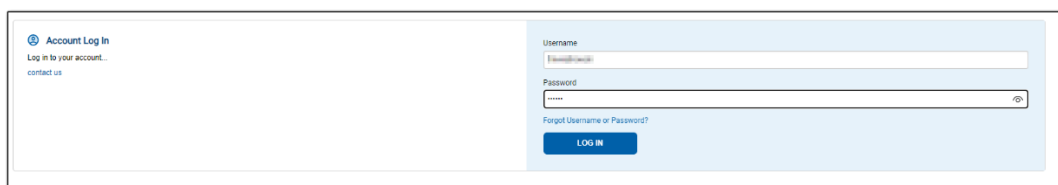
Note: Even if there is only one tenant in the building, you must add that tenant to the building. (Refer to the “Add tenants” section for additional instructions)

Logging in

1. Go to <https://energybenchmarking.firstenergycorp.com/login>
2. You will see quick links at the bottom.
 - a. User Guide - A complete guide on how to use the benchmarking tool.
 - b. Benchmarking Portal - This is where you would log in
 - c. Customer Consent Form - This is required if the 4/50 rule fails.
 - d. Energy Star Portfolio Manager – Link to Energy Star Portfolio Manager



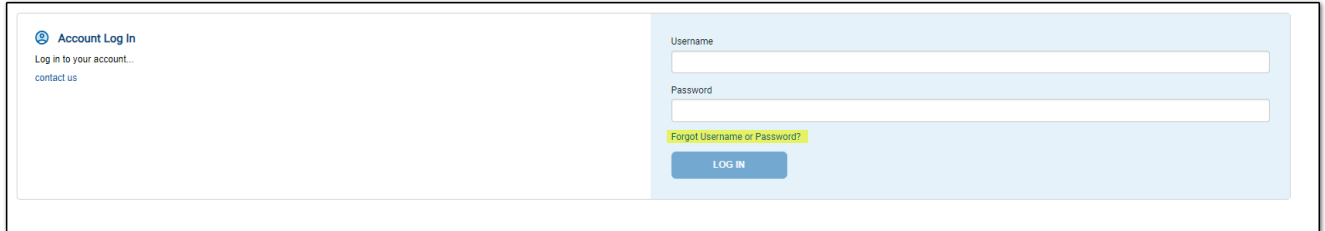
3. Enter your Username and password and select “Login.”



JCP&L NJ Energy Benchmarking User Guide

Forgot Username or Password

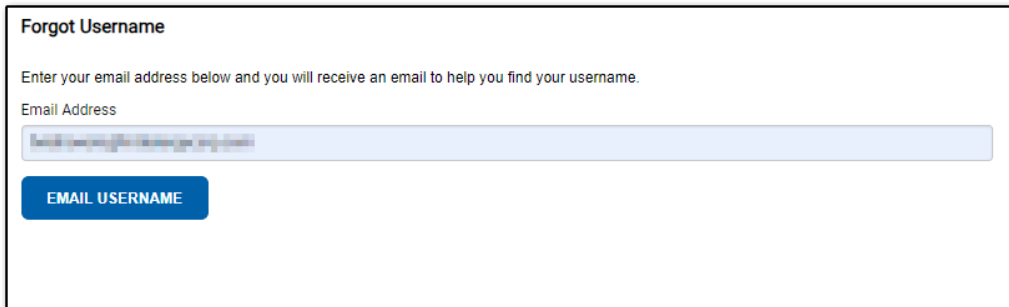
1. Select “Forgot Username or Password?”



The screenshot shows the 'Account Log In' section of the user interface. It includes a 'Username' input field, a 'Password' input field, and a 'LOG IN' button. A yellow highlight is placed over the 'Forgot Username or Password?' link located below the password field.

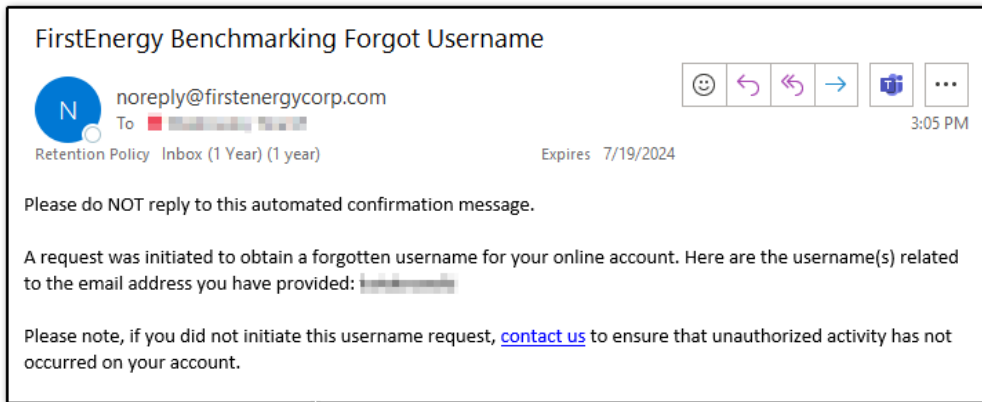
a. Forgot Username:

- i. Enter your email address that was used to register your account and select “Email Username.”



The 'Forgot Username' form contains the following elements: a title 'Forgot Username', a brief instruction 'Enter your email address below and you will receive an email to help you find your username.', an 'Email Address' label, a text input field with a placeholder email address, and a blue button labeled 'EMAIL USERNAME'.

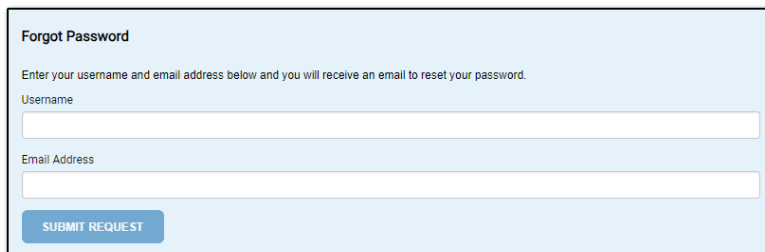
- ii. If an account was found an email will be sent with your username.



The email notification is titled 'FirstEnergy Benchmarking Forgot Username' and is from 'noreply@firstenergycorp.com'. It includes a retention policy of 'Inbox (1 Year) (1 year)', an expiration date of 'Expires 7/19/2024', and a timestamp of '3:05 PM'. The main body of the email states: 'Please do NOT reply to this automated confirmation message. A request was initiated to obtain a forgotten username for your online account. Here are the username(s) related to the email address you have provided: [redacted]'. It concludes with: 'Please note, if you did not initiate this username request, [contact us](#) to ensure that unauthorized activity has not occurred on your account.'

b. Forgot Password:

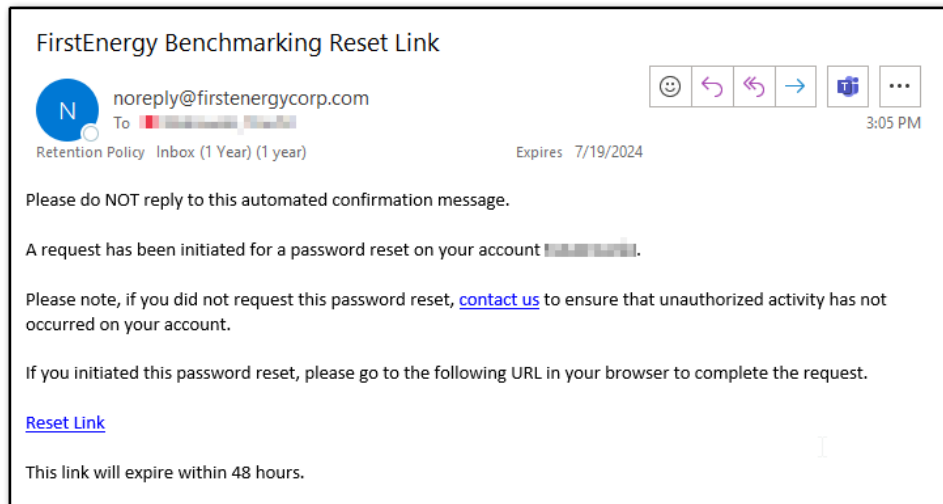
- i. Enter your username and Email address and select “Submit Request.”



The 'Forgot Password' form contains the following elements: a title 'Forgot Password', a brief instruction 'Enter your username and email address below and you will receive an email to reset your password.', a 'Username' label, a text input field, an 'Email Address' label, a text input field, and a blue button labeled 'SUBMIT REQUEST'.

JCP&L NJ Energy Benchmarking User Guide

- c. If an account was found, an email will be sent to complete the password reset process.



- d. Click on the Reset Link, enter a new password, and select "Log In." This will take you back to the log-in screen.

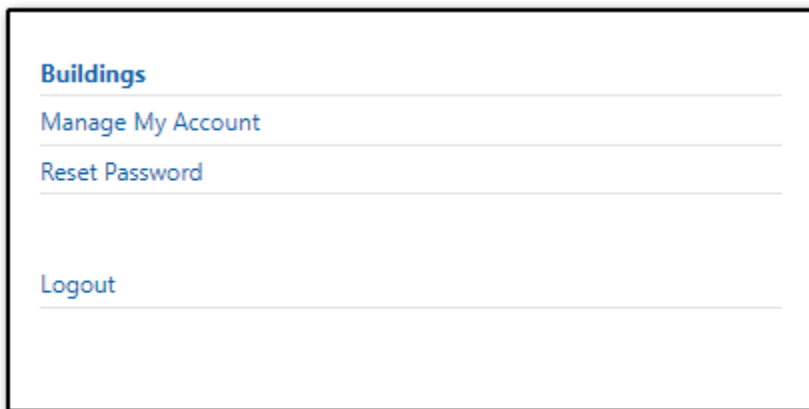
The screenshot shows a web form titled "Forgot Password Reset". On the left side, there is a pink box with the heading "Password Guidelines" containing a bulleted list: "Must not be a previous password.", "Must be between 8-20 characters, include at least 1 number, 1 uppercase, 1 lowercase, 1 special character (only the following are acceptable @ # \$ % ^ & * () . ,) and contain no spaces.", and "Username and password cannot be the same." Below this, under the heading "When resetting your password, please follow these best practices:", there is another bulleted list: "Do not reuse old passwords.", "Do not reveal your password to others.", "Do not use words that can be found in the dictionary.", "Do not use the same password for multiple online accounts. Every password should be unique.", "Follow the complexity requirements of the website (e.g., length of password, required use of special characters).", and "Do not use passwords that contain information about you (e.g., your birthday)." On the right side, there are two input fields: "Password" and "Confirm Password". Below the "Confirm Password" field is a blue button labeled "LOG IN".

JCP&L NJ Energy Benchmarking User Guide

Energy Benchmarking Portal

From the Portal you will be able to:

- View a list of your buildings including UBID, PM (Portfolio Manager) Property ID, PM Meter, and Building Address
- You will be able to do the following:
 - Manage your account, via Manage My Account.
 - Reset Password
 - Manage tenants
 - Edit the building
 - Delete Building
 - Usage request
 - Add a building
 - Log out



Buildings				
				ADD BUILDING
UBID	PM Property ID	PM Meter	Building Address	Actions
				Manage Tenants Delete Usage Request

JCP&L NJ Energy Benchmarking User Guide

Add Tenants

When “Add Tenants” is selected, you will be presented with the option to search by Account Number, Premise Number or Premise Address.

The screenshot shows the 'Add Tenants' page. At the top, it says 'Add Tenants' and 'Enter the account number, premise number or premise address of the building to manage tenants'. Below this is a 'Tenant Search' section with three buttons: 'ACCOUNT NUMBER', 'PREMISE NUMBER', and 'PREMISE ADDRESS'. The 'ACCOUNT NUMBER' button is highlighted. Below the buttons is an 'Account Number' input field. At the bottom of the form are 'BACK' and 'NEXT' buttons.

1. Add Tenants by Account Number

- a. Enter the 12-digit JCP&L account number and select “Next”

This screenshot shows the 'Add Tenants' form with a 12-digit account number entered into the 'Account Number' field. The 'NEXT' button is now highlighted in blue, indicating it is the active selection.

- b. The results will populate. Select the address and hit “Confirm.”

This screenshot shows the 'Add Tenants' results page. It displays a table with columns for 'Premises' and 'Meter Number'. A single row is visible with a highlighted 'Premises' cell. Below the table, there is a section for 'ADD ADDITIONAL PREMISE ADDRESS' and a 'CONFIRM' button.

Premises	Meter Number
[Highlighted]	

- c. If there are additional tenants not shown on the list, you can select “Add Additional Premise Address” and perform an additional search. This is particularly helpful if the building is on a corner or has multiple addresses associated with it. When Next is selected, you will be presented with a list of premises to choose from.
- d. Once the service addresses are selected, click confirm. If there are fewer than 4 tenants in the building, the following message will appear. This is an informational message only to advise that consent forms will be needed and to confirm the tenants added to the building.

This screenshot shows a confirmation message box. It contains the following text: 'If there are fewer than 4 tenants in a particular building or if one tenant exceeds 50% of the energy consumption in a given building, then the building owner shall request each tenant's written consent to allow JCP&L to provide energy data to the building owner/Portfolio Manager. To view the tenants needing consent forms for this building, visit [Manage Tenants](#)'. Below this, it says 'The following tenants have been added:' followed by a list of tenant identifiers.

JCP&L NJ Energy Benchmarking User Guide

2. Add Tenant by premise number.

- a. The premise number identifies the property in JCP&L's system. It is nine (9) digits long and is the second set of numbers in the customer number. This can be located on the customer's bill under charges from JCP&L.

Add Tenants

Enter the account number, premise number or premise address of the building to manage tenants

Tenant Search

ACCOUNT NUMBER PREMISE NUMBER PREMISE ADDRESS

Premise Number

The premise number identifies the property in JCP&L's system. It is nine(9) digits long and is the second set of numbers in the customer number. This can be located on the customer's bill under charges from JCP&L.

BACK NEXT

- b. The results will populate. Select the address and hit "Confirm."

Add Tenants

From the profile you created, our records indicate that there are the following premises in this building. Please select all that apply.

If there are fewer than four accounts in this building, a consent form is required from each tenant

Building Search

<input type="checkbox"/>	Premises	Meter Number
<input checked="" type="checkbox"/>	5000 BROADWAY	

If there are tenants not represented in this list, you may add an additional premise address
If you need assistance locating additional tenants, contact us

ADD ADDITIONAL PREMISE ADDRESS

BACK CONFIRM

- c. If there are additional tenants not shown on the list, you can select "Add Additional Premise Address" and perform an additional search. This is particularly helpful if the building is on a corner or has multiple addresses associated with it. When Next is selected, you will be presented with a list of premises to choose from.
- d. Once the service addresses are selected, click confirm. If there are fewer than 4 tenants in the building, the following message will appear. This is an informational message only to advise that consent forms will be needed and to confirm the tenants added to the building.

Add Tenants

If there are fewer than 4 tenants in a particular building or if one tenant exceeds 50% of the energy consumption in a given building, then the building owner shall request each tenant's written consent to allow JCP&L to provide energy data to the building owner/Portfolio Manager.

To view the tenants needing consent forms for this building, visit [Manage Tenants](#)

The following tenants have been added:

JCP&L NJ Energy Benchmarking User Guide

3. Add Tenant by address.

1. Fill in the House number, Street Name, City and Zip/Postal Code and select “Next.”

NOTE: You may use a * as a wildcard. For instance, if the address is 123 route 987, you can put the street name as *987*. Sometimes the street name may be abbreviated differently, such as RTE, RT, or Route. Using the wildcard will eliminate the need to have to try to figure out which way it is spelled out.

The screenshot shows the 'Add Tenants' form with the following fields and options:

- Tenant Search** section with three buttons: ACCOUNT NUMBER, PREMISE NUMBER, and PREMISE ADDRESS.
- House Number: [text input]
- Street Name: [text input]
- City: [text input]
- State: [dropdown menu, currently showing 'NJ']
- Zip/Postal Code: [text input]
- Navigation buttons: BACK and NEXT.

2. The results will populate. The select all function can be used or each unit can be selected individually.

The screenshot shows the 'Add Tenants' form displaying a list of premises. The table has the following structure:

<input type="checkbox"/>	Premises	Meter Number
<input type="checkbox"/>	[Premises Address]	[Meter Number]
<input type="checkbox"/>	[Premises Address]	[Meter Number]
<input type="checkbox"/>	[Premises Address]	[Meter Number]
<input type="checkbox"/>	[Premises Address]	[Meter Number]
<input type="checkbox"/>	[Premises Address]	[Meter Number]
<input type="checkbox"/>	[Premises Address]	[Meter Number]
<input type="checkbox"/>	[Premises Address]	[Meter Number]
<input type="checkbox"/>	[Premises Address]	[Meter Number]
<input type="checkbox"/>	[Premises Address]	[Meter Number]
<input type="checkbox"/>	[Premises Address]	[Meter Number]

Additional details from the screenshot:

- Text: "From the profile you created, our records indicate that there are the following premises in this building. Please select all that apply."
- Text: "If there are fewer than four accounts in this building, a consent form is required from each tenant"
- Page 1 of 2
- Text: "If there are tenants not represented in this list, you may add an additional premise address"
- Text: "If you need assistance locating additional tenants, contact us"
- Buttons: BACK, ADD ADDITIONAL PREMISE ADDRESS, CONFIRM

3. If there are additional tenants not shown on the list, you can select “Add Additional Premise Address” and perform an additional search. This is particularly helpful if the building is on a corner or has multiple addresses associated with it. When Next is selected, you will be presented with a list of premises to choose from.
4. Once the service addresses are selected, click confirm. If there are fewer than 4 tenants in the building, the following message will appear. This is an informational message only to advise that consent forms will be needed and to confirm the tenants added to the building.

JCP&L NJ Energy Benchmarking User Guide

Add Tenants

If there are fewer than 4 tenants in a particular building or if one tenant exceeds 50% of the energy consumption in a given building, then the building owner shall request each tenant's written consent to allow JCP&L to provide energy data to the building owner/Portfolio Manager.

To view the tenants needing consent forms for this building, visit [Manage Tenants](#)

The following tenants have been added:

Remove Tenant

There may be times where you may need to remove a tenant that was added in error.

- e. To do this simply go to Manage tenants and select "Remove Tenant" next to the one you want removed.

Building [REDACTED] - Add or Edit Tenants - JCP&L Energy Services				
Address	Premise Number	Consent Required	Consent Status	Action
[REDACTED]	[REDACTED]	No	Not Needed	Remove Tenant

- f.
- g. You will get confirmation of deleting this tenant. This is a safeguard to make sure you really want to remove this tenant from your building.

Delete Tenant

Confirm Delete of Tenant

Address:
[REDACTED]

Premise:
[REDACTED]

- h. Select "Delete" if you are sure you want to delete the tenant or "Back" to go back to the Manage Tenants screen.

Remove Building

Select Remove Building" next to the building address you choose.

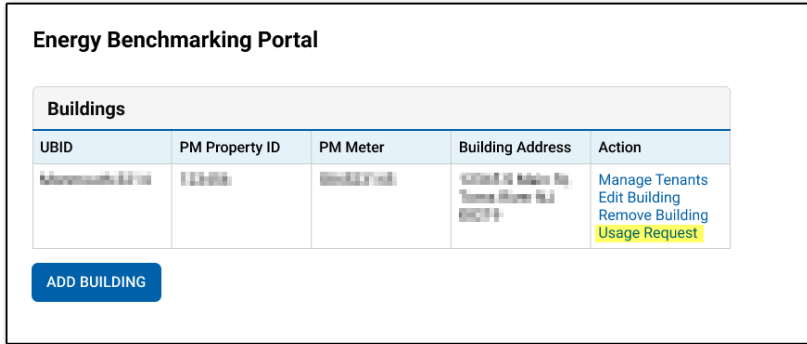
UBID	PM Property ID	PM Meter	Building Address	Actions
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Manage Tenants Edit Delete Usage Request

Removing the building would only be used if you no longer own this building. Once "Delete" is selected, a message will pop up asking you to confirm that you would like to remove this building. Once this building is removed, if it needs to be added back you would have to start with adding the building and then adding the tenants back.

JCP&L NJ Energy Benchmarking User Guide

Usage Requests

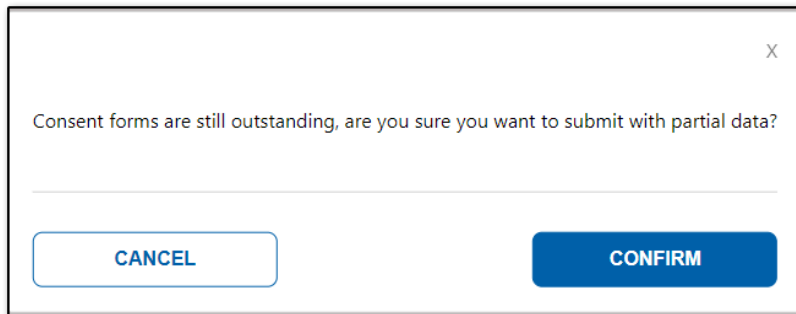
1. Select “Usage Requests” next to the building you would like to either request usage or check the status of the request.



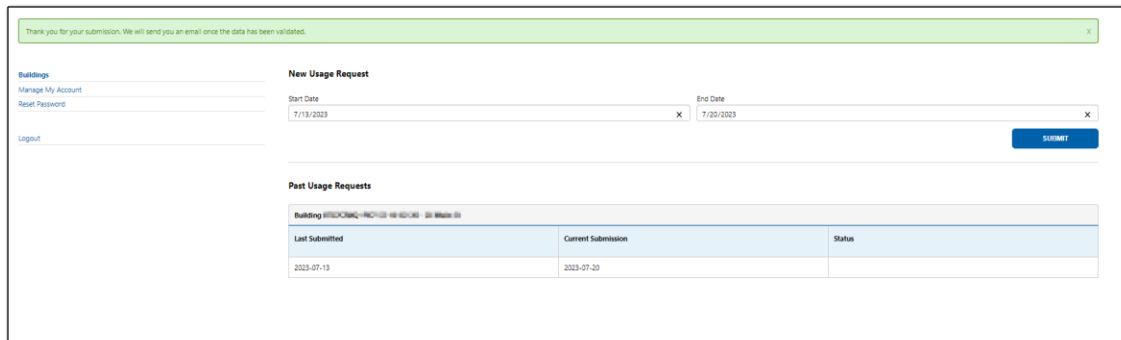
2. Enter the start and end date of the usage request and select “Submit.”

The screenshot shows the 'New Usage Request' form. It has two input fields: 'Start Date' with the value '7/13/2023' and 'End Date' with the value '7/20/2023'. There are small 'x' icons to the right of each field. A blue 'SUBMIT' button is located at the bottom right of the form.

3. A reminder message will pop up. This reminder message is just letting you know that if consent forms are needed but not all are received, partial data would be sent to PM.
 - a. Select “Cancel” to cancel the request and upload any remaining consent forms.
 - b. Select “Confirm” if you wish to proceed without any outstanding consent forms.



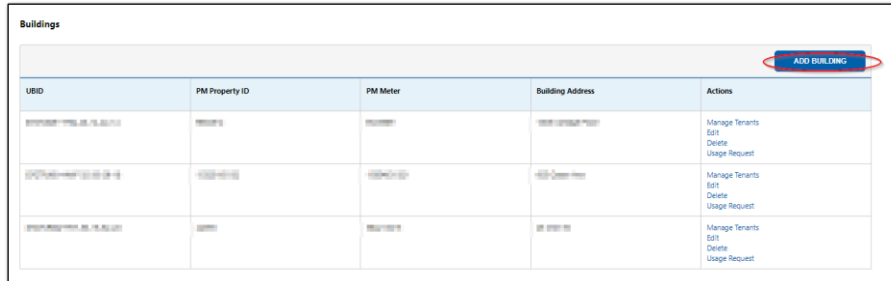
4. A confirmation message will appear at the top of the screen that says “Thank you for your submission. We will send you an email once the data has been validated.” You will see your building below now in the past usage requests with the last submission date, current submission date and status.



JCP&L NJ Energy Benchmarking User Guide

Add Building

1. Select “Add Building” on the Energy Benchmarking Portal



UBID	PM Property ID	PM Meter	Building Address	Actions
XXXXXXXXXX-XX-XX-XX-XX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Manage Tenants Edit Delete Usage Request
XXXXXXXXXX-XX-XX-XX-XX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Manage Tenants Edit Delete Usage Request
XXXXXXXXXX-XX-XX-XX-XX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Manage Tenants Edit Delete Usage Request

2. Enter the UBID and select “Next.”



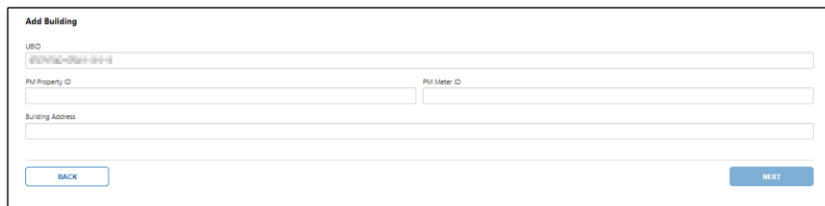
Add Building

UBID:

3. If the UBID is invalid, a message will be received.

The UBID provided was not able to be found based on the data you entered. Please enter another UBID.

4. Enter the PM Property ID, PM Meter ID, and Building Address, select “Next.”



Add Building

UBID:

PM Property ID: PM Meter ID:

Building Address:

5. Review the building information and select “Submit.”



Review - Add Building

UBID:

Portfolio Manager Property ID:

Portfolio Manager Meter ID:

Building Address:

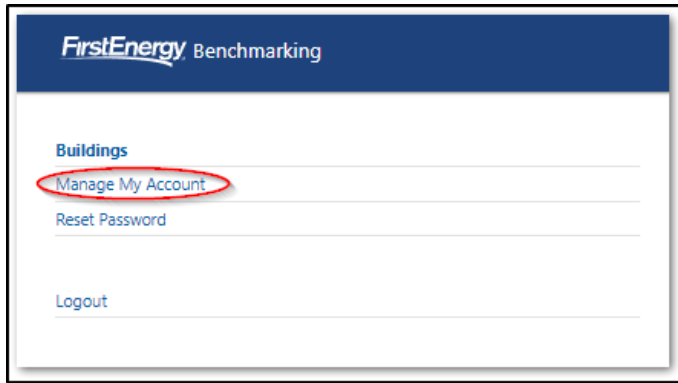
6. A message will appear at the top that says “Successfully added building: (UBID)”
7. You will then need to add tenants. For additional help, review the [“Add Tenant”](#) section of this guide.

**If you have misplaced your UBID, you may contact the BPU (Board of Public Utilities) via email benchmarking@bpu.nj.gov to request the UBID.

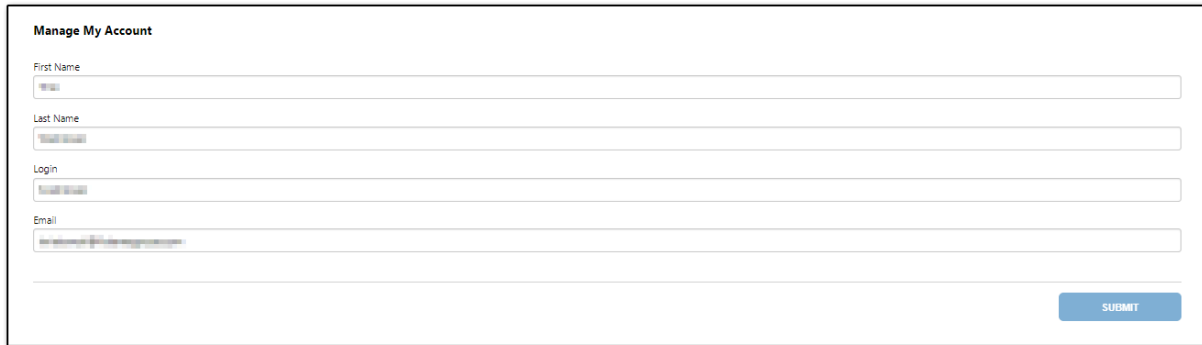
JCP&L NJ Energy Benchmarking User Guide

Manage My Account

1. Select Manage My Account



2. You will be able to see your First Name, Last Name, Username, and Email address. You can update these fields and select submit when finished.

A screenshot of the 'Manage My Account' form. The form is titled 'Manage My Account' and contains four input fields: 'First Name', 'Last Name', 'Login', and 'Email'. Each field has a small 'X' icon in the top right corner, indicating that the current value can be cleared. At the bottom right of the form, there is a blue button labeled 'SUBMIT'.

3. A message will appear at the top of the screen confirming the changes were saved.

Successfully saved

JCP&L NJ Energy Benchmarking User Guide

Uploading and viewing consent form status

1. Log in and find your building.
2. Select Manage Tenants

Buildings				
UBID	PM Property ID	PM Meter	Building Address	Actions
827462-074444	1118 118	888888	88888888	Manage Tenants Edit Delete Usage Request

3. Your list of tenants will be shown. You can select “Choose File” to upload a consent form for a tenant with a status of “Required.”

Building 827462-074444 - 888 888888 88888888				
Address	Premise Number	Consent Required	Consent Status	Action
88888888 888888888888	88888888	Yes	Required	Remove Tenant Consent Form <input type="button" value="Choose File"/>
88888888 888888888888	88888888	No	Requested	Remove Tenant

4. Once the form is uploaded the status will be changed to “Requested” while it is waiting for review by JCP&L.

Statuses and definitions:

Not Needed – The 4/50 rule passes, and consent forms are not needed.

Required – The 4/50 rule fails, and consent forms are required.

Requested – Consent form was uploaded and waiting JCP&L review.

Accepted – The consent form was accepted by JCP&L.

Rejected – There was an issue with the consent form, and it was rejected.

Rescinded – The tenant has rescinded their consent.

JCP&L NJ Energy Benchmarking User Guide

Contact Us

The contact us link can be used for the following reasons:

- Unable to add a building.
- Unable to locate and add all tenants in a building.

Additional questions regarding the program, how to get a waiver, etc. can be directed to the BPU (Board of Public Utilities) via email benchmarking@bpu.nj.gov

When sending us a request, please be sure all pertinent information is included for timely processing.

Contact Us

Please use the forms provided on the Benchmark Your Building pages to make a formal request for aggregate data. General questions can be answered by referring to our frequently asked questions. If you have additional questions, use this form to contact us. We will respond to all inquiries within three business days.

Building Owner/Representative/Other

State

New Jersey ▾

Operating Company

JCP&L

Type of Request

Energy Benchmarking ▾

Requestor Name

Unique Building ID (UBID)

Email Address

Confirm Email Address

Phone Number

Extension

Attachments - Consent Forms / Letter of Authorization

[Add Consent Forms](#) , [Letter of Authorization](#) , [Other](#)

Comments

SUBMIT

JCP&L NJ Energy Benchmarking User Guide

1. All requests will need the following information:
 - a. Building Owner/Representative/Other (Name)
 - b. State
 - c. Operating company needs to be selected.
 - d. Type of request – Energy Benchmarking
 - e. Requestor Name
 - f. Email address
 - g. Confirm Email address.
 - h. Phone Number
 - i. Comments - Please tell us what your inquiry is regarding. Provide as much detail as possible to ensure a timely response.

2. If assistance is needed adding a building, you must include the following:
 - a. UBID
 - b. PM Property ID
 - c. PM Meter ID
 - d. Building Address

**** You must have your building set up in Portfolio Manager before we can add it to your profile****

3. If assistance is needed adding tenants to your building, you must include the following:
 - a. The UBID and address of the building (that you have already added to your profile)
 - b. A complete list of all premise addresses that you need to have added to this building. If there are apartments, suites, or any other identifying information, include that as well.

Once your request is submitted you will receive a message:

Thank You

We have received your request for information. We will respond to your inquiry within 3 business days. Thank you.

A confirmation email will be received:

****PLEASE DO NOT REPLY TO THIS AUTOMATED MESSAGE****

FirstEnergy has received your inquiry. If you need to contact us prior to our response, please create a new email using EnergyBenchmarking@firstenergycorp.com and include your original request number (**Moxie Incident Number**) in the subject line.

Thank you for visiting FirstEnergy's website at www.firstenergycorp.com

Please refer to request number (**Moxie Incident Number**) in any future correspondence.