



## San José Energy and Water Building Performance Ordinance (BPO)

### Compliance Instructions

Please submit your annual benchmarking report to the City of San José by **May 1**. The benchmarking process consists of 6 steps:

- Step 1:** Create a property profile in ENERGY STAR Portfolio Manager®
- Step 2:** Gather and input energy use data
- Step 3:** Gather and input water use data
- Step 4:** Identify your San José Building ID(s)
- Step 5:** Confirm your data is complete and accurate
- Step 6:** Submit electronic benchmarking report to the City of San José
- Step 7:** Submit annual reporting fee to the City of San José

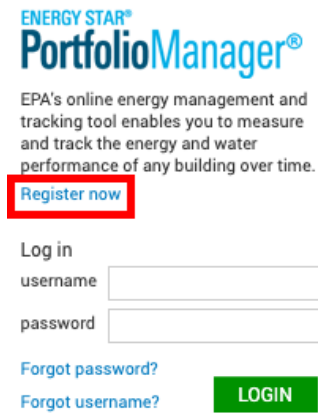
Please allow adequate time for each of these steps. The compliance process may take as little as one sitting, but can often require more time to find property details, enter data, allow for utility data authorizations, etc. If you need to benchmark in multiple sessions, you can save your work in ENERGY STAR Portfolio Manager®.

### **If you are having issues with the ENERGY STAR Portfolio Manager platform:**

- [Ask a Question](#): you can contact Energy Star's helpdesk by submitting your question; a representative will then reach out to you.
- [Search their FAQ](#) for Energy Star related questions.

## Step 1: Create a property profile in ENERGY STAR Portfolio Manager®

- 1) To create an account in ENERGY STAR Portfolio Manager (Portfolio Manager), go to the login page [www.energystar.gov/portfoliomanager](http://www.energystar.gov/portfoliomanager) and click **Register Now**. Return to this webpage to log in to your account in the future.



ENERGY STAR®  
**PortfolioManager**®

EPA's online energy management and tracking tool enables you to measure and track the energy and water performance of any building over time.

**Register now**

Log in

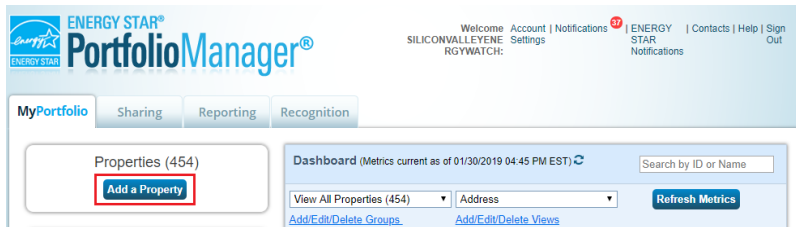
username

password

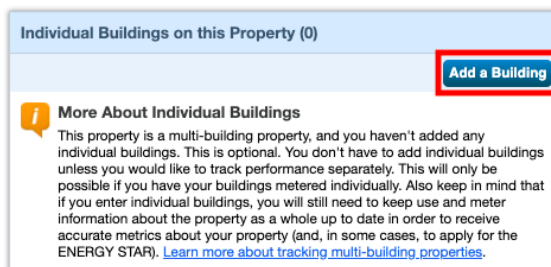
[Forgot password?](#)

[Forgot username?](#) **LOGIN**

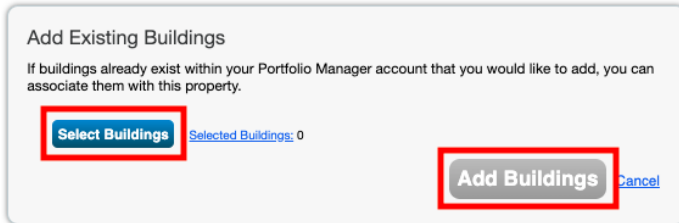
- 2) Fill out the required information (username, password, email address, job title, organization, etc.) and click **Create My Account**. Please note:
  - i. All fields with red asterisks (\*) are required;
  - ii. Your username cannot be changed once an account has been created;
  - iii. Remember to write down the username and password for the account;
  - iv. The email address associated with the account can be updated, but should be one that is checked regularly, so that City staff can contact you if there are issues with your submission. If the City is unable to contact you to correct reporting errors, your property may be subject to noncompliance penalties or fines;
  - v. You can benchmark and report multiple properties from one account.
- 3) You will receive an email from Portfolio Manager shortly after creating your account; click on the URL in that email to activate your account.
- 4) Once you have created and activated your account, you can create a profile for your building by clicking **Add a Property** under the **My Portfolio** tab.



- a) For properties with one building, start by entering the required information (property type, number of buildings, construction status). Then click **Get Started**.
  - i. Enter the basic property information (property name, address, gross floor area, etc.) and click **Continue**.
  - ii. Next, enter the building use information (weekly operating hours, workers on main shift, etc.). For buildings with multiple uses, click **Add Another Type of Use** and enter the corresponding information for this use. When you have added information for all uses in your building, click **Continue**.
  - iii. Please note: Default and temporary values for these fields will not be accepted, and if left uncorrected in submitted reports, may result in noncompliance.
  - iv. To finalize your entries, click **Add Property**.
  - v. Add or edit property details at any time by returning to the property **Details** tab.
- b) For properties with more than one building, you will then associate additional buildings (“child properties”) to the first building (“parent property”) you created. If your property is only comprised of one building, skip to *Step 2: Gather and input energy use data* on page 5.
  - i. To create a child property, repeat all steps in #4, starting on the previous page.
  - ii. Once you have created the child property(ies), you can associate them with your parent property by clicking on the **My Portfolio** tab, and then clicking on the **Summary** tab.
  - iii. Scroll down and click **Add a Building**.



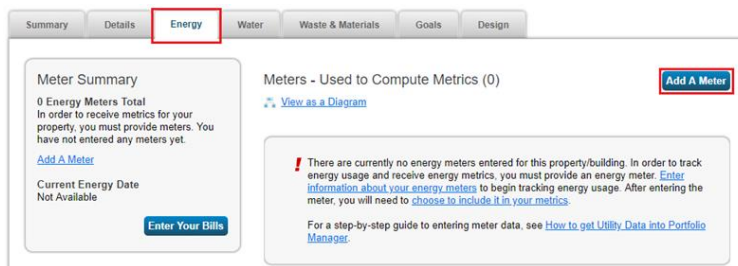
- iv. Under **Add Existing Buildings**, click **Select Buildings**.



- v. A new screen will appear, in which you will select the child property(ies) you'd like to add. Then, click **Apply Selection**.
- vi. Finally, click **Add Buildings**.

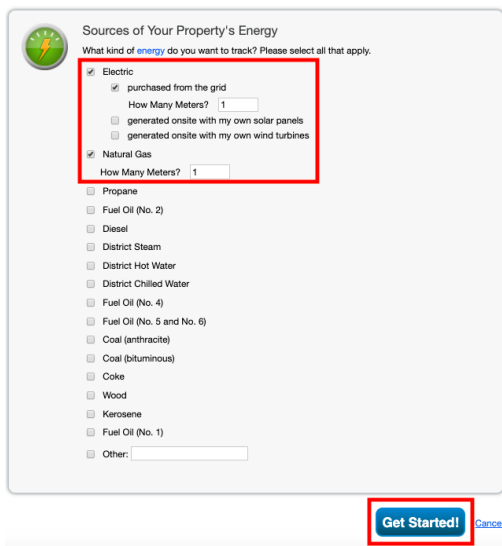
## Step 2: Gather and input energy use data

- 1) To input your energy use data, first you will have to have an accurate count of all energy meters that serve the property. Please note: The BPO requires you to benchmark ALL types of energy consumed on your property (e.g. electricity, gas, etc.) and what is generated on-site (e.g. solar), both in common areas and tenant areas.
- 2) Once you have this information, you can create your energy meter(s).
- 3) To add a meter, click on the property's **Energy Tab**, and click **Add A Meter**.



The screenshot shows a software interface with a navigation bar at the top containing tabs: Summary, Details, Energy (highlighted with a red box), Water, Waste & Materials, Goals, and Design. Below the navigation bar, there are two main sections. The left section is titled "Meter Summary" and contains the text: "0 Energy Meters Total. In order to receive metrics for your property, you must provide meters. You have not entered any meters yet." Below this text are links for "Add A Meter" and "Enter Your Bills". The right section is titled "Meters - Used to Compute Metrics (0)" and includes a link "View as a Diagram" and a red warning icon with the text: "There are currently no energy meters entered for this property/building. In order to track energy usage and receive energy metrics, you must provide an energy meter. Enter information about your energy meters to begin tracking energy usage. After entering the meter, you will need to choose to include it in your metrics." Below the warning is a link to "How to get Utility Data into Portfolio Manager" and a red-bordered "Add A Meter" button.

- 4) Check the boxes for all type(s) of energy you wish to track (e.g. electricity, gas, solar). Click **Get Started**. Please note: Most properties can use PG&E's aggregated whole-building benchmarking services, so will only need to select one meter of each type. Instructions on setting these services up begin below in #6 Option 1.



The screenshot shows a form titled "Sources of Your Property's Energy" with a sub-header "What kind of energy do you want to track? Please select all that apply." The form contains a list of energy sources with checkboxes and input fields. The "Electric" section is highlighted with a red box and includes: "purchased from the grid" (checked), "How Many Meters?" (input field with value 1), "generated onsite with my own solar panels" (unchecked), and "generated onsite with my own wind turbines" (unchecked). The "Natural Gas" section is also checked and includes "How Many Meters?" (input field with value 1). Other energy sources listed include Propane, Fuel Oil (No. 2), Diesel, District Steam, District Hot Water, District Chilled Water, Fuel Oil (No. 4), Fuel Oil (No. 5 and No. 6), Coal (anthracite), Coal (bituminous), Coke, Wood, Kerosene, Fuel Oil (No. 1), and Other (with an input field). At the bottom of the form, there is a red-bordered "Get Started!" button and a "Cancel" link.

- 5) Next, you must specify the Units (e.g. kWh) and Date Meter became Active for each meter. You can do so simply by clicking in the cells and typing the information. Please note: The Date Meter became Active must match the date of the first bill entered. When you are finished, click **Create Meters**.

<input type="checkbox"/>	Meter Name	Type	Other Type	Units	Date Meter became Active	In Use?	Date Meter became Inactive	Enter as Delivery?	Custom Meter ID 1 Name
<input type="checkbox"/>	Natural Gas	Natural Gas				<input checked="" type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Electric Grid Meter	Electric - Grid				<input checked="" type="checkbox"/>		<input type="checkbox"/>	

[X Delete Selected Entries](#)  
[+ Add Another Entry](#)

[Back](#)

[Create Meters](#) [Cancel](#)

- 6) To ensure accurate analysis, there must be at least **12 full consecutive calendar months** of whole building energy use data for all active meters and all fuel types. There are two ways to get this data:

Option 1: If you do not have your monthly data on hand, you can request whole building energy use data directly from PG&E. Start with this option if you are not the account holder for all the meters in the building; if you have a large number of meters (e.g. an apartment complex or plaza in which tenants are responsible for their own energy bills); or if you do not wish to manually enter your data. With this option, PG&E will import the previous year's data, and continue to upload new data regularly, saving time year after year.

For detailed instructions, visit [pge.com/benchmarking](http://pge.com/benchmarking) and click **Building Benchmarking Portal - Guidance & Instructions PDF** under the section "How to request energy usage data from the Building Benchmarking Portal."

Option 2: Compile energy data directly from utility bills and enter it to Portfolio Manager. This option is best for building owners who are also the account holder for all meters in the building, and where there are not multiple energy and gas meters.

Once you have gathered 12 months of whole building energy use data, upload that data into Portfolio Manager through one of the two following options:

- a. Enter energy use data manually.
  - i. Select **Click to Add an entry**.
  - ii. Enter the billing **Start Date**, **End Date**, and **Usage** for each billing period. You can do so again by clicking in the cells and typing in your information.

▼ Electric Grid Meter

Start Date	End Date	Usage kWh (thousand Watt-hours)	Total Cost (\$)	Estimation	Green Power	Demand (kW)	Demand Cost (\$)
<a href="#">Click to add an entry</a>							

[Delete Selected Entries](#)  
[Add Another Entry](#)  
[Learn how to copy/paste](#)

- iii. Repeat for all meters and energy sources and click **Continue** to save the information.
- b. OR upload all energy use data at once via spreadsheet.
  - i. Click on the **Spreadsheet Template** hyperlink to download a standard template. Enter data from all bills into the template. Do not reformat the spreadsheet template. Doing so will likely result in an unsuccessful upload of the document.
  - ii. Save the file onto your computer.

Start Date	End Date	Usage kWh (thousand Watt-hours)	Total Cost (\$)	Estimation	Green Power	Demand (kW)	Demand Cost (\$)
<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>		

[Delete Selected Entries](#)  
[Add Another Entry](#)  
[Learn how to copy/paste](#)

Upload data in bulk for this meter:

 You can use the single-meter spreadsheet to either: "Upload" the file below, or copy and paste the data from the spreadsheet into the table above ([instructions in this FAQ](#)). Use this single-meter [spreadsheet template](#).

No file chosen

- iii. Go back to the meter setup page on Portfolio Manager, click **Choose File**, and select the file you just created.
- iv. Click **Upload**. Repeat for all meters and energy sources, and click **Continue** to save.
- c. For BOTH manual entry options, please note: You must enter all bills for the reporting year. In some cases, this means that you may need to enter additional bills, spanning the end of the previous year, or the beginning of the next (e.g. a billing period from Dec. 20, 2018 – Jan. 20, 2019).
- d. Next, select the meters that contribute to the property energy load by checking the boxes next to all meters you created. Then, confirm whether the meter(s) entered account for total or partial energy consumption for your property, then click **Apply Selections**.

### Energy Meters

Select all meters to be included in your metrics. (Hint: Most meters should be included unless they are [sub-meters](#).)

<input checked="" type="checkbox"/>	Name Meter ID	Type
<input checked="" type="checkbox"/>	<a href="#">Natural Gas</a> 76708056	Natural Gas
<input checked="" type="checkbox"/>	<a href="#">Electric Grid Meter</a> 76708057	Electric - Grid

**Total of 2 meter(s).** Tell us what this represents:

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



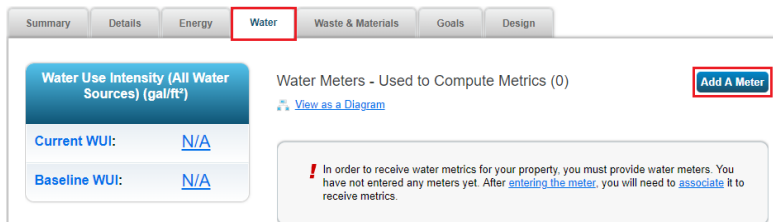
### Step 3: Gather and input water data

Unlike energy usage data, water usage data can only be entered manually. If you do not have your water usage data on hand, you may request it by contacting your water provider directly. If you are not the account holder for all water meters serving your building, you will need the account holder to request this data for you.

#### Water Providers

San Jose Water Company	<a href="mailto:customer.service@sjwater.com">customer.service@sjwater.com</a> 408-279-7900
San Jose Municipal Water	408-535-3500
Great Oaks Water Company	<a href="mailto:customerservice@greatoakswater.com">customerservice@greatoakswater.com</a> 408-227-9540

- 1) To input your water use data, first you will have to have an accurate count of all water meters that serve the property. Please note: The BPO requires you to benchmark ALL water consumed on your property (indoor, landscaping, etc.), both in common areas and tenant areas.
- 2) Once you have this information, you can add your water meter(s).
- 3) To add a meter, click on the property's **Water Tab**, and click **Add A Meter**



- 4) Check the boxes for all of the property's water sources (Municipally Supplied Potable Water, Municipally Supplied Reclaimed Water, Well Water, and/or Other) and the areas they serve (Indoor, Outdoor, Mixed Indoor/Outdoor) and click **Get Started**.

- 5) Next, you must specify the Units (e.g. ccf) and Date Meter became Active for each meter. You can do so simply by clicking in the cells and typing the information. Please note: The Date Meter became Active must match the date of the first bill entered. When you are finished, click **Create Meters**.

<input type="checkbox"/>	Meter Name	Type	Other Type	Units	Date Meter became Active	In Use?	Date Meter became Inactive	Custom Meter ID 1 Name	Custom Meter ID 1 Value
<input type="checkbox"/>	Potable Indoor Meter	Potable Indoor				<input checked="" type="checkbox"/>			

[X Delete Selected Entries](#)  
[+ Add Another Entry](#)

[Back](#)

[Create Meters](#) [Cancel](#)

- 6) To ensure accurate analysis, there must be a full year of whole building water use data for all active meters. To enter this water use data, you can use one of two options:
- a) Option 1: Enter water use data manually
    - i. Select **Click to Add an entry**.

- ii. Enter the billing **Start Date**, **End Date**, and **Usage** for each billing period. You can do so again by clicking in the cells and typing in your information.

- iii. Repeat for all meters, and click **Continue** to save the information.

- b) Option 2: Upload all water use data at once via spreadsheet.
  - i. Click on the **Spreadsheet Template** hyperlink to download a standard template. Enter data from all bills into the template. Do not reformat the spreadsheet template. Doing so will likely result in an unsuccessful upload of the document.

- ii. Save the file onto your computer.
- iii. Go back to the meter setup page on Portfolio Manager, click **Choose File**, and select the file you just created.
- iv. Click **Upload**. Repeat for all meters and click **Continue** to save.
- c) For BOTH options, please note: You must enter all bills for the reporting year. In some cases, this means that you may need to enter additional bills, spanning the end of the previous year, or the beginning of the next (e.g. a billing period from Dec. 20, 2018 – Jan. 20, 2019).

- d) Next, select the meters that contribute to the property water load by checking the boxes next to all meters you created. Then, confirm whether the meter(s) entered account for total or partial water consumption for your property, then click **Apply Selections**.

**Water Meters**

Select all meters to be included in your metrics. (Hint: Most meters should be included unless they are [sub-meters](#).)

<input checked="" type="checkbox"/>	Name Meter ID	Type
<input checked="" type="checkbox"/>	<a href="#">Potable: Mixed Indoor/Outdoor Meter</a> 76960851	Potable: Mixed Indoor/Outdoor

**Total of 1 water meter(s).** Tell us what these meter(s) measure:

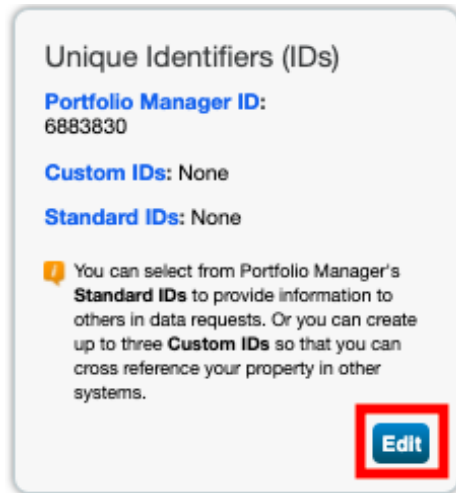
These meter(s) account for the total water consumption for [Sample Property](#) (a single building).

These meter(s) do not account for the total water consumption for [Sample Property](#) (a single building).

## Step 4: Identify your San José Building ID Number(s)

Each building has been assigned a San José Building ID, which you will use for reporting. This will allow the City to keep track of your building's compliance over time. To find your ID, download the PDF from the program website. You can search by building address or tax assessor parcel number. Please note: Different addresses may be associated with one building (e.g. a building in which tenants all have their own addresses, or a building on a corner lot at two cross-streets), you may need to search all potential addresses to find your building.

- 1) To add your Unique Building Identification (UBID) to your building profile, go to the **Details** tab for your building and click **Edit** in the **Unique Identifiers** box on the left-hand side.



- 2) In the next **Property Identifiers** page, select San Jose Building ID from the **Standard IDs dropdown**, and enter your unique San José Building ID into the following field. Enter the ID exactly as it is shown on the Covered Buildings List, including all zeros and dashes. Click **Save**.

## Step 5: Confirm your data is complete and accurate

Building owners are required to submit accurate and complete benchmark reports to be in compliance. Benchmarks submitted with errors may inaccurately represent your buildings energy and water use and will not be approved.

- 1) To check for possible data errors, click on the properties **Summary** tab and select **Check for Possible Errors**.

Summary Details Energy Water Waste & Materials Goals Design

Change Metrics  
Change Time Periods

### Metrics Summary

Metric	Not Available (Energy Baseline)	Not Available (Energy Current)	Change
ENERGY STAR Score (1-100)	Not Available	Not Available	N/A
Source EUI (kBtu/ft²)	Not Available	Not Available	N/A
Site EUI (kBtu/ft²)	Not Available	Not Available	N/A
Energy Cost (\$)	Not Available	Not Available	N/A
Total GHG Emissions Intensity (kgCO2e/ft²)	Not Available	Not Available	N/A
Water Use (All Water Sources) (kgal)	Not Available	Not Available	N/A
Total Waste (Disposed and Diverted) (Tons)	Not Available	Not Available	N/A

Check for Possible Data Errors

Run a check for any 12-month time period to see if there are any possible errors found with your data.

**Check for Possible Errors**

- 2) Select the previous calendar year ending in December 31 and click **Run Checker**.
- 3) If there is an error, an alert icon will appear in the field that contains the error.

- 4) Review the list of alerts (if any) and follow Portfolio Manager’s suggestions to address the issue(s).

#### Data Quality Checker for [Sample Property](#)

The Data Quality Checker will help you find potential errors and unusual data within a given year. Select your year of interest, review your alerts, and follow the links to view or correct your data as needed.

#### Select Timeframe & Run Checker

We check data for a full year (12 months) of meter consumption and Property Use Details (called a **Metric Year**). Select a **Year Ending Date** and click "run checker" to see possible data issues.

Year Ending:

#### About Timeframes

The Data Quality Checker needs one full calendar year of **Property Use Details** and **meter** information for most checks. Otherwise, we will show you basic alerts to let you know what's missing.

#### There is not 12 full months of meter data.

**Problem:** The following meters do not have 12 full calendar months of meter entries for the year selected (01/01/2017 - 12/31/2017).

- Reclaimed Outdoor Meter (missing bills for 01/01/2017 - 01/01/2018)
- Potable Indoor Meter (missing bills for 01/01/2017 - 01/01/2018)

**What to do:**

- If you think this is a mistake, click the links above to review the entries for each meter and make corrections if necessary.

#### About Alerts

**!** Indicates data is incomplete or missing. Most likely at least some metrics are not able to be calculated as a result. Issue should be resolved as soon as possible.

**!** Indicates data is atypical for the type of property and its associated use. Data should be checked for errors to ensure metrics are correct for the property.

- Check **Property Uses** and **Use Details** fields to verify that the information entered is correct, and that there are no default or temporary values.
- Once you have made all necessary changes, run the data checker again to ensure that all alerts have been addressed.

If there is any additional property information you wish to be made publicly available—for instance, to provide context for extremely high Energy Use Intensity—please enter the information into the **Property Notes** section on the **Details** tab.

## Step 6: Send Electronic Benchmarking Report to the City of San José





- 1) An annual Energy Benchmarking Report is required by the City of San José every year. To generate your annual benchmarking report, you need to click on or copy and paste the San José reporting link, which is located on our [webpage](#) under Step 5 of section **READY TO COMPLY? START HERE**, into your browser to submit your benchmarking data to the City.
  - a) **IMPORTANT!** This link will not work until after you have entered all required data, for the entirety of the previous calendar year, into your ENERGY STAR Portfolio Manager® account.
- 2) You will be brought to an ENERGY STAR Portfolio Manager® page and one of the following will happen:
  - a) If you are already logged into ENERGY STAR Portfolio Manager®: you will be brought to a page that says **Respond to Data Request: San Jose BPO Template**.
  - b) If you are *not* already logged into ENERGY STAR Portfolio Manager®: you will be asked to log in. Once you log in, you will be brought to a page that says **Respond to Data Request: San Jose BPO Template**.
- 3) In the following window, fill in the **About Your Response** section, indicating that you are submitting on behalf of yourself or someone else.
- 4) In the **Your Response** box, select the properties you wish to report.
- 5) Click **Generate Response Preview**.

Commented [GH1]: Insert link:  
[www.sanjoseca.gov/benchmarking](http://www.sanjoseca.gov/benchmarking)

The screenshot shows two sections of the ENERGY STAR Portfolio Manager interface. The top section, titled 'About Your Response', contains the question 'Who is this data being submitted on behalf of?' with two radio button options: 'myself' (which is selected and highlighted with a red box) and 'someone else'. The bottom section, titled 'Your Response', contains the heading 'Select Information to Include:'. It features a 'Timeframe:' dropdown menu set to 'Current Year' and a 'for:' dropdown menu set to 'Energy'. Below these is an information icon and a note: 'If the data requestor has specified a timeframe for the request, you will not be able to change it.' The 'Properties:' dropdown menu is set to '- Select Number of Property(ies) -' and is also highlighted with a red box. Below this is another information icon and a note: 'The data requestor may have asked for one or more standard IDs to be included with the property information. Make sure you have entered the requested standard IDs for each property before sending your response.' At the bottom of the form is a blue button labeled 'Generate Response Preview' with a 'Cancel' link next to it.

- 6) Send your report to the City of San José by clicking the drop-down menu for your report and select **Send Response**.



Name	Status	Action
 San Jose BPO Template 2021 (Request from City of San Jose Environmental Services Department)	 <b>Response Preview Generated:</b> 4/28/2021 5:21 PM	<ul style="list-style-type: none"> <li>✓ I want to...</li> <li>Edit Properties and Timeframe</li> <li>Preview Response</li> <li>Download Preview in Excel</li> <li>Generate an Updated Response</li> <li><b>Send Response</b></li> <li>Delete Response</li> <li>View Errors</li> </ul>
		
		

- 7) On the following page, enter your login credentials, and click **E-Sign Response**. This will refresh the page.
- 8) Once the page refreshes and your credentials have been accepted, click **Send Data**, and then **Continue**.
- 9) Confirmation: The email registered to your ENERGY STAR Portfolio Manager® account will receive a confirmation email from [donotreply@energystar.gov](mailto:donotreply@energystar.gov), with subject **Receipt for Data Request Submittal**, once your data has been successfully submitted to the City of San José.
- 10) You will receive a confirmation email from the City of San José once your benchmarking report has been reviewed.

## Step 7: Submit Annual Reporting Fee to the City of San José

- 1) Invoices are mailed out to all covered building list owners annually in early April. You will receive an invoice that contains a 7-digit dash-free **Invoice Number** listed in the top right corner (*highlighted in red box of example invoice below; actual invoices are not highlighted*). **Your Invoice Number is required to process your payment. Note that it is unique to each invoice, and is a different number than your San Jose Building ID.**

**City of San José**  
 200 E Santa Clara St, 13<sup>th</sup> Floor  
 San Jose, CA 95113

Owner Name  
Mailing Address  
City, State, Zip

Debtor Number: #####  
**Invoice Number: #####**  
 Invoice Date: MM/DD/YYYY

**TERM NET - PAYMENT BECOMES DELINQUENT 30 DAYS AFTER INVOICE DATE UNLESS OTHERWISE NOTED. FAILURE TO PAY THE TOTAL AMOUNT DUE BY THE DUE DATE CAN BE SUBJECT TO PENALTIES, INTEREST, AND FEES.**

**ENERGY AND WATER BUILDING PERFORMANCE ORDINANCE (BPO)**

PROPERTY ADDRESS:  
SAN JOSE BUILDING ID: #### - . - ##

PROGRAM REQUIREMENTS DUE BY MAY 1, 2020:

- BENCHMARKING REPORT, SUBMITTED THROUGH ENERGY STAR PORTFOLIO MANAGER, INCLUDING ALL BUILDING ELECTRICITY, GAS AND WATER USAGE FROM CALENDAR YEAR 2019 (THE OPEN REPORTING PERIOD IS FROM MARCH 1 TO MAY 1, 2020)
- \$150 BENCHMARKING REPORT SUBMISSION FEE

Account: Environmental Services  
001420763007086

BPO ANNUAL FEES	\$150.00	
<b>Balance:</b>	<b>\$150.00</b>	

Questions regarding the bill call: Environmental Services: 408-975-2540, [www.sanjoseca.gov/benchmarking](http://www.sanjoseca.gov/benchmarking)  
 Questions regarding payment call: Revenue Management (408) 535-7055

*Please return this portion with your payment in the enclosed envelope*

**Payment Options:**  
 Pay online: Go to [www.csjfinance.org](http://www.csjfinance.org) and select the appropriate link under the **Make A Payment** section.  
 By Mail: 200 E Santa Clara St., 13<sup>th</sup> Floor, San Jose, CA 95113 **Make check payable to: City of San Jose**  
 In Person: City Hall 200 E. Santa Clara Street, Tower, 1<sup>st</sup> Floor, Cashier's Window  
 By Phone: 408-535-7055 Credit or Debit Cards accepted

Debtor Number: #####

Owner Name  
Mailing Address  
City, State, Zip

Invoice No.	Citation No.	Amount Due	Amount Enclosed
#####	#####	\$150.00	

- 2) To pay your annual reporting fee online, please visit <http://www.csifinance.org>
- a) Under the **Make a Payment** section, click **Pay Invoices for City Services and Fees**

#### MAKE A PAYMENT

- [Pay Business Tax](#)
- [Pay Administrative Citations](#)
- [Pay Invoices for City Services and Fees](#)
- [Pay Commercial Fire Permits](#)
- [Pay Utility Bills: Water, Garbage, and Recycling](#)

- b) Enter your invoice number, found on the top right corner of the invoice sent by mail, into the appropriate fields, and click **Pay Now**.

Invoice/Citation #

Confirm Invoice/Citation #

[Pay Now](#)

- c) If you did not receive an invoice, or need to request an updated invoice, please contact the BPO Help Desk and one can be re-issued.
- 3) To pay by mail, make checks payable to the City of San José, and send to 200 E Santa Clara St., 13th Floor, San Jose, CA 95113. Please list your invoice or citation number on the check.
- 4) To pay over the phone, call 408-535-7055. Credit and Debit Cards are accepted. Please have your invoice or citation number ready.

**Note: City Hall is currently closed due to COVID-19; in-person payment is not available at this time.**

**If you have questions about the BPO or your specific building, please contact us; we're here to help.**

- Visit [www.sanjoseca.gov/benchmarking](http://www.sanjoseca.gov/benchmarking)
- Email: [benchmarking@sanjoseca.gov](mailto:benchmarking@sanjoseca.gov)
- Phone: (408) 975-2540

Thank you for complying with the San José Energy and Water Building Performance Ordinance!