



EBEWE Audits & Retro-Commissioning Compliance Instructions



Registration and Payment

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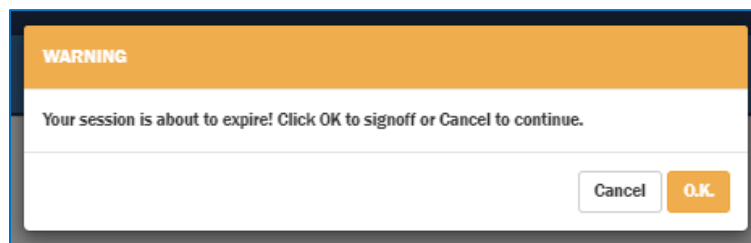
REGISTRATION AND PAYMENT

INTRODUCTION

The following instructions will serve as a guide for the registration and payment process for Audits and Retro-Commissioning (A/RCx).

BEFORE YOU BEGIN NOTES

- ✓ Registration and payment for buildings will not be open prior to the date listed on the first official Notice to Comply for a Compliance Year.
- ✓ American Express is not an accepted form of payment for City of Los Angeles fees.
- ✓ Credit Card payments are subject to an additional Non-Refundable Service Fee (NRSF). The NRSF is 2.7% when paying in person and 2.49% when paying online.
- ✓ There is no service fee associated with E-checks, however, if the e-check cannot be processed (e.g., no funds available, the wrong banking information was entered, etc.), a \$35 Return Check Fee will be issued
- ✓ For security purposes, idle sessions on this site will timeout after 30 minutes of inactivity and the message below will appear on the screen. At that point there will be a 3-minute period where the user can respond. If the user does not respond within this time frame, the user will be automatically logged out of the system.





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DEFINITION OF ROLES

It is important to understand the roles of the persons involved in achieving full compliance with the A/RCx requirements of the EBEWE ordinance so that the registration screens can be completed accurately. The owner can fulfill the Account Holder and Contact roles or they can be filled by different persons:

- Account Holder:** This is the person that establishes the A/RCx account (their email becomes the Username and they create an account password); registers the building(s); pays fees; and tracks the status of the buildings registered. This person will receive the payment receipt and status (approval and denial of requests) emails. Choose an email and password that is shared with the owner and others that are tasked by the owner to handle the online A/RCx compliance requirements of the EBEWE ordinance (e.g., contact). This will ensure that if the account holder leaves the company, the account credentials can be either used by their replacement or at least the password can be changed without creating a new account. Creating a new account means that the previous account transactions (e.g., compliance history) will not be accessible by the new account.
- Owner:** This is the legal owner of the building and is responsible for complying with all of the A/RCx requirements of the EBEWE ordinance. If they know the account name and password, they can access the Customer Status screen to track requests. Except for the payment receipt, all status emails will be sent to this person.
- Contact:** This person, if different from the owner, is tasked by the owner to submit information and documents on their behalf to comply with the A/RCx requirements. The Contact does not have to be the same as the Licensed Professional (see definition below). Except for the payment receipt, all status emails will be sent to this person.
- Licensed Professional:** *[For reference only since this role is not involved in the registration process.]* This is the engineer or architect that is licensed by the State of California who directly supervised or performed the Energy and/or Water A/RCx or requested an exemption from doing an Energy and/or Water A/RCx. They are required to attest to the process taken to perform an A/RCx for Energy and/or Water or the justification for an exemption(s) from performing an A/RCx for Energy and/or Water.



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INSTRUCTIONS

1. Go to the EBEWE Registration website: ladbsservices2.lacity.org/ebewe and either:
 - **Create an Account**, by following see **Steps 2-3** or
 - **Login** using an existing account and proceeding to **Step 4**.

Existing Buildings Energy & Water Efficiency (EBEWE) Program

The EBEWE Program was established through City of Los Angeles Ordinance No. 184674 which created Division 97 of the Los Angeles Municipal Code (LAMC). It is administered by the Department of Building and Safety (LADBS) and consists of two parts:

- 1) **Benchmarking**
This annual program requires you to create an account one time (may be used for multiple buildings) with LADBS. Then annually, register your building(s), pay a fee, and submit a benchmark report (using Portfolio Manager) for each building no later than June 1st each year.
- 2) **Audits & Retro-Commissioning (A/RCx)**
The same account that was created to benchmark can be used for A/RCx to: Register your building(s), pay fees, and submit Energy and Water Declarations of Completion or Exemption. A/RCx is due every 5 years by December 1st based on the A/RCx Compliance schedule in Division 97 of the LAMC.

Login for Existing Users

Username: **a**

Password:

Login

[Forgot Password?](#) **b**

OR

Create an Account for Benchmark and/or A/RCx

Create an Account

For assistance, email us regarding

- Benchmarking at ladbs.ebewe@lacity.org
- Audits & Retro-Commissioning at ladbs.arcx@lacity.org

Please include the Building ID on the subject line.

NOTES:

- a. Username must be an email address.
- b. If you have an account, but had forgotten your password, click the **Forgot Password** button. Please note that you will not receive a password recovery email if you do not have an account with us.



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2. Complete the required fields and click **Submit**.

Existing Buildings Energy & Water Efficiency Program

Create an account to start the process

Organization / Company (optional)	<input type="text"/>	<input type="checkbox"/>
First Name	<input type="text"/>	
Last Name	<input type="text"/>	
Owner, Architect or Engineer	<input type="text" value="Select an Option"/>	<input type="checkbox"/>
Professional License Number	<input type="text"/>	<input type="checkbox"/>
Address	<input type="text"/>	
	<input type="text"/>	
City	<input type="text"/>	
State	<input type="text" value="CA"/>	
Zip Code	<input type="text"/>	
Phone Number	<input type="text"/>	
Email / Username	<input type="text"/>	<input type="checkbox"/>
Password	<input type="text"/>	
Confirm Password	<input type="text"/>	

For assistance, please email us at lads.ebewe@lacity.org.

NOTES:

- a. The Professional License Number field is only required if you identify as an Architect or Engineer.
- b. We recommend using a corporate or generic email address that can be appropriately shared with others in your company or organization



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- The email address associated to your EBEWE Registration website account will receive an “account creation” confirmation email from EBEWE (ladbs.ebewe@lacity.org) (see example below).

LADBS EBEWE Login and Building Registration
1 message

ladbs.ebewe@lacity.org <ladbs.ebewe@lacity.org> Fri, Nov 3, 2023 at 1:09 PM
To:

Thank you for creating an account with the Department of Building and Safety’s EBEWE program. Please proceed to www.ladbs.org/ebeweregistration to login and register your building.

For more information regarding compliance of this ordinance, visit www.ladbs.org/ebewe or e-mail us at ladbs.ebewe@lacity.org.

- Once logged in, select **Register for Audits and Retro-Commissioning**.

Please select from one of the following actions:

- The following screen is the Customer Status Screen which is used to add buildings to an account, access the payment options, submit Declarations of Completion or Requests for Exemption, and track the status of them throughout the compliance process.

To register a building, Enter the **Building ID and Zip Code and Compliance Year** as they appear in the Official Notice to Comply and click **Submit**. Unlike Benchmarking, the Compliance Year is the same as the year of the building’s scheduled deadline. For example, if the compliance deadline is December 1, 2021, the Compliance Year is 2021.

LOS ANGELES

EBEWE: Audits & Retro-Commissioning

Building Zip Code
 Year

Guidelines for compliance:

- 1) Register your building: Enter information on top line or search for a previously-registered record
- 2) Submit payment of \$183 for Audits & Retro-Commissioning Compliance Year
- 3) Submit Energy Declaration of Completion or Exemption
- 4) Submit Water Declaration of Completion or Exemption

Search for Registered Buildings:



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6. If the building has already been registered, the following message will appear.

WARNING ✕

Based on our records, this building has already been registered for the Compliance Year selected. If the building address, ID and Compliance Year entered are correct, please contact the EBEWE Team via email at ladbs.arcx@lacity.org with this information on the subject line and a callback number inside the email.

Enter the building ID or address in the **Search for Registered Buildings** field OR **scroll down the list** to check if the building ID has already been registered under your own account. If you found the record, click **Submit** under the Payment column and skip to **Step 8**.

EBEWE: Audits & Retro-Commissioning

? LADBS Building ID

Building Zip Code

Year

Guidelines for compliance:

- 1) Register your building: Enter information on top line or search for a previously-registered record
- 2) Submit payment of \$183 for Audits & Retro-Commissioning Compliance Year
- 3) Submit Energy Declaration of Completion or Exemption
- 4) Submit Water Declaration of Completion or Exemption

Search for Registered Buildings:

Address	Year	Building ID	Payment	Energy Audit and Retro-Commissioning			Water Audit and Retro-Commissioning			Overall Status
				Declaration of Completion	Declaration of Exemption	Compliance Status	Declaration of Completion	Declaration of Exemption	Compliance Status	
1234 SOMEWHERE ST	XXXX	123456789453	<input style="border: 2px solid red; background-color: #0056b3; color: white; padding: 5px 10px; border: none;" type="button" value="Submit"/>	<input style="background-color: #0056b3; color: white; padding: 5px 10px; border: none;" type="button" value="Submit"/>	<input style="background-color: #0056b3; color: white; padding: 5px 10px; border: none;" type="button" value="Submit"/>	No Action	<input style="background-color: #0056b3; color: white; padding: 5px 10px; border: none;" type="button" value="Submit"/>	<input style="background-color: #0056b3; color: white; padding: 5px 10px; border: none;" type="button" value="Submit"/>	No Action	Not Complied

NOTE: If you do not find the record in your account, **do not proceed with this guide** and email the EBEWE Team at ladbs.ebewe@lacity.org.



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7. The following screen is called the Building Owner Contact Information screen. Do the following to proceed:
- Verify that the Owner Information is correct and complete the owner's **Primary Phone Number** and **Email** field.
 - Select the appropriate contact description: **I am the Owner** or **I am a representative of the Owner** and select the appropriate relationship to the owner.
- NOTE:** When you select **I am a representative of the Owner**, additional fields will appear for the representative to enter their Contact Information. We advise against using Auto-fill as it also modifies the Owner Information fields.
- Click **Save & Exit** to register the building and return to the Customer Status Screen or **Save & Pay** to register the building and proceed to the Shopping Cart screen.

EBEWE: Building Owner Contact Information

Below is the information we've associated with the LA City Building ID you provided. Please verify, and edit as needed.

LADBS Building ID 123456789098 **Year** 2017 **Building Address** 1234 SOMEWHERE

Do not modify the Owner Information fields. EBEWE notices are mailed to the owner's mailing address as recorded in the County Assessor's database. Changes to the Owner Name and Mailing Address must be requested through the County Assessor (assessor.lacounty.gov/homeowners/change-mailing-address). If the Owner Information on this screen doesn't match the County Assessor's record, email the EBEWE Team at ladbs.ebewe@lacity.org. Include your Building ID and Zip Code on the subject line.

Owner Information

Owner Name	OWNERNAME, TESTS		
Mailing Address	201 N FIGUEROA		
City	LOS ANGELES	State	CA
Zip Code	90012	Primary Phone Number	213-456-7890
Email	ladbs.ebewe@lacity.org		

I am the Owner and

- Have verified that the owner information is correct.
- Will pay the registration fee for each building that I am registering.

Note: You will pay the registration fees from LADBS' payment site once you have clicked on the "Save and Pay" button.

I am a representative of the Owner, and my relationship is

- I have certified that the owner information is correct.
- I will provide the Owner's Representative Contact Information.
- I will pay the registration fee for each building I am registering.

Note: You will pay the registration fees from LADBS' payment site once you have clicked on the "Save and Pay" button.



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8. The following message will be displayed when you click **Save & Pay** from the Building Owner Contact Information Screen or **Submit** from the Customer Status Screen. Click **Proceed to Payment** to continue to the Payment Screens. Clicking Cancel will return you to the Customer Status Screen.

Note: If an exemption is requested for both energy and water for a single building, please do not make a registration payment until LADBS notifies* you that both requests for exemptions have been approved. You will also be notified* if a request(s) has been denied. If either of the requests has been denied, the registration fee must be paid before the building will be considered in compliance with the A/RCx requirements of Division 97 of the Los Angeles Municipal Code (LAMC).

*It is the Department's intention to notify the Building Owner or, if the contact is different, the Contact by email. There may be occasions where email is not possible and it will be up to the Department to use another method of notification.

Cancel Proceed to Payment

9. Verify that the building address on the payment screen matches the building that needs to be paid and select a method of payment (a or b):

Address	Price
<input checked="" type="checkbox"/> Application: EBEWE Audits and Retro-Commissioning (Document ID: 14379) Address: 55555 S MAIN ST ARCx Year: 2021	\$ 193.98

Sub-Total : \$193.98

Total : \$193.98

Continue Shopping Check Out Print and Pay in Person

Click here to add more buildings to your cart. Repeat Steps 5-7

Click this icon to delete items from your cart.

- a. For credit card or e-check, select **Check Out**. Complete the billing information and once directed to Payment Methods, select one of the following:
- 1) For Credit Card, select Credit Card provide the required information.
 - 2) For e-check, select Checking Account and enter the banking information into the spaces provided. **If the e-check cannot be processed** (e.g., no funds available, the wrong banking information was entered, etc.), a **\$35 Return Check Fee** will be issued and the **building payment status will be returned to "Submit"** (meaning not paid) in the Payment column of the Customer Status screen.
- b. For paper check (mailed in or paid in person) or a printed (hard) copy of the invoice is needed for record keeping, select **Print and Pay in Person**. To mail a paper check, include the invoice with the check, make the check out to CITY OF LOS ANGELES and send it to the following address:

LA Dept of Building & Safety
 Financial Services Div
 201 N. Figueroa St, 7th Floor
 Los Angeles, CA 90012