

# Submit your form on the [BEPS Portal](#)

## How to Find Forms

To get started,

List of Buildings **←** Map of Buildings Submitted Forms

Action	UBID	Building Name	Street Address	City	County	Zip Code
To filter the list of buildings, type in the desired column, then press "Enter"						
Search			1800 washington			
	<a href="#">87F579G4+G36-56-64-46-57</a>		1800 WASHINGTON BLVD	MORRELL PARK	Baltimore City	21230

Locate your building in the "List of Buildings."\*

List of Buildings Map of Buildings Submitted Forms

Action	UBID	Building Name	Street Address	City	County	Zip Code
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Click the blue magnifying glass icon next to the UBID to enter your building's dashboard.

LOG IN  
PLEASE SIGN IN

Email

Password

Remember Me?

[Forgot your password](#)

[Register a new user](#)

[Login Help](#)

Login using your email and password to view building dashboard.

BEPS Portal Home HELP Logout

**Building Dashboard**

UBID: 87F579G4+G36-56-64-46-57		Building Name: No building name available	
Street Address: 1800 WASHINGTON BLVD	City: MORRELL PARK	County: Baltimore City	Zip Code: 21230
Primary Use Type: Office		Gross Floor Area: 1,204,810	
Building Status: No building status available		Building Status Date: No status date available	

In the dashboard, to submit a new form, click "Add New Form."

Select the appropriate form from the dropdowns. Submit it with supporting documents; you'll receive email updates from MDE when your form's review status changes.

\*You can also search the List of Buildings with the UBID found on the Map of Buildings.

# Form Types

Below is a list of all the forms available to submit on the BEPS Portal. *(See the appendix for more details on the forms.)*

## Categorical Exemption Form Types

- Historic Building
- School Building
- Manufacturing Building
- Agricultural Building
- Federal Building
- Under 35,000 square feet
- Demolished Building
- Food Service Facility

## Annual Exemption Form Types

- Exemption Request Financial Distress
- Request for Reduced Alternative Compliance Fee for Affordable Housing Provider
- Unoccupied Building
- Fuel-Fired Equipment

## Benchmarking Request Form Types

- Request for a Unique Building Identifier (UBID)
- Data Correction Request
- Change of Ownership Form
- Less than 50% Occupied
- Request for Target Re-Calculation

## Campus Compliance Form Types

- Pathway Selection
- Request to Benchmark as a Campus for Buildings on a Campus not Owned by the Principal Campus Owner
- Changes to Campus Buildings

## District Energy Form Types

- Building Owner Reporting District Energy Emissions Factors
- District Energy Providers' Emissions Factors

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