



General Steps for Applying for BOMA 360 & TOBY Awards

- **All other buildings will need to follow steps 1-4 and then proceed with BOMA 360 application.**
- 1. Begin at <https://recognition.boma.org/>
- 2. Login or create new user profile if one doesn't exist (previous users may still need to create new profile).
- 3. Click "My Buildings" under the "Buildings" tab.
- 4. Click "Add New Building" button and complete building information setup (same for new or renewal buildings).
 - a. *All non-industrial buildings should select the "OFFICE" category on the building setup screen and will only report on the office portion of their property.*
 - b. *Additional TOBY Categories will be available to select from on the TOBY entry form.*
- 5. Select "Start 360 Application" from the "Actions" drop-box (seen next to your building name on the "My Buildings" dashboard).
- 6. Once you begin work on your BOMA 360 application, you will be able to upload documentation and save your progress as you go along.
- 7. You may return to your application by selecting "Edit 360 Application" from the "Actions" drop-box.
- 8. Once you have achieved the minimum point requirements for each listed section, a "Submit Application" button will appear at the top of the application overview screen.
 - a. Proceed with payment and complete submission (a confirmation email will be sent).
- 9. ***Buildings may elect to work on their TOBY submission simultaneous to their BOMA 360 application, but will not be able to submit using the online portal unless first confirmed as a BOMA 360 Building.***
 - a. ***BOMA 360 is not required for TOBY competition at the local level, however it is for use with the BOMA Recognition Portal and for Regional & International TOBY Applicants.***
 - b. ***Locals may elect to hold their TOBY competition outside of the BOMA Recognition portal, but any building moving on to Regional competition must be a BOMA 360 Building and use the portal.***
- 10. To start a TOBY application, select "Create TOBY Entry" from the "Actions" drop-box
- 11. Setup your TOBY entry & proceed with documentation (submission may only occur when BOMA 360 confirmed)
 - a. You may select "Edit TOBY Entry" from same drop-box to return to work on an existing application.

CURRENT BOMA 360 Buildings Applying for TOBY

These steps apply only to buildings with existing BOMA 360 designations (valid for 3 years from initial designation date) –MUST be under same managing company listing and a current BOMA member to proceed with TOBY.

- 12. Once your building has been added to the portal, ***please email recognition@boma.org*** and inform the team you added your building and are a current BOMA 360 designee looking to submit your TOBY application.
 - a. ***Please provide the building name/address/designation date (this will help speed up confirmation of information in our system.***
- 13. While awaiting confirmation of BOMA 360 status, applicants may begin work on their TOBY submission by selecting "Create TOBY Entry" from the "Actions" drop-box on their Buildings dashboard.
- 14. Once buildings have been confirmed as BOMA 360 buildings in the system, they will be able to finalize their TOBY application and submit upon satisfying the criteria.