



### **General Steps for Applying for BOMA 360 & TOBY Awards – 2024/2025**

1. Begin at <https://recognition.boma.org/>
2. Login or create new user profile if one doesn't exist. Users who created a profile prior to 2023 need to create a new one.
3. Click "My Buildings" if previous profile exists or "Add My Building" to create a new profile (located under the "Buildings" tab in the content ribbon.)
  - 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.*
4. Select "Start 360 Application" from the "Actions" drop-box (seen next to your building name on the "My Buildings" dashboard.)
5. After you begin work on your BOMA 360 application, you will be able to upload documentation and save your progress.
6. You may return to your application prior to submittal by selecting "Edit 360 Application" from the "Actions" drop-box.
7. After you have achieved the minimum point requirements for all listed sections, 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).
8. ***Applicants may elect to work on their TOBY submission concurrently with the BOMA 360 application.***
  - a. ***BOMA 360 is not required for the TOBY competition at the local level for 2024, however BOMA 360 is a prerequisite for submitting to the Regional & International TOBY program.***
  - b. ***Utilization of the portal is required for the Local Association TOBY competition.***
9. After BOMA 360 recognition is achieved start a TOBY application by selecting: "Create TOBY Entry" from the "Actions" drop-box
10. Complete the requested information for the TOBY entry & proceed with documentation (submission may only occur when BOMA360 is confirmed)
  - a. You may select "Edit TOBY Entry" from same drop-box to return to work on an existing and saved application.

### **ACTIVE BOMA 360 Buildings Applying for TOBY**

**These steps apply only to buildings with existing BOMA 360 designations which are valid at least through June of 2024 or within 3 years of initial designation date. –Properties MUST be managed by the same management company and a current BOMA member to proceed with TOBY.**

11. After your building has been added to the portal, ***please email [recognition@boma.org](mailto:recognition@boma.org)*** and inform the team you added your building and are a current BOMA 360 designee ready 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).***
12. 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.
13. After buildings are confirmed as BOMA 360 buildings in the system, applicants will be able to finalize their TOBY application and submit after satisfying the criteria.