

Registering a new Local Government Project in LEED v4.1 for Cities & Communities: Existing Cities

Please follow the steps below to register and get started in LEED v4.1 for Existing Cities.

Step 1: Create an Account

If you do not already have a USGBC account, go to [USGBC.org](https://www.usgbc.org) and create a new user account.

If your local government is a USGBC Member, navigate to the membership section of your account page. If you are not already connected to your organization (local government) connect to your organization using the search field.

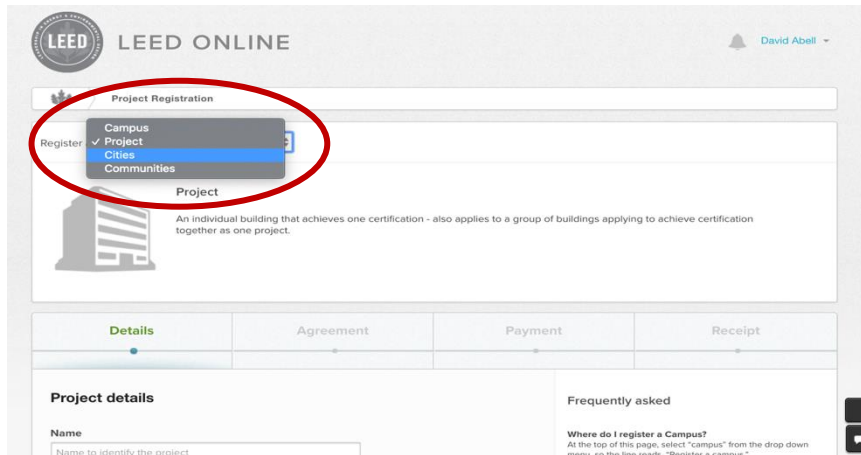
Step 2: Register on LEED Online

Go to <https://www.leedonline.com/> and register your project. Once logged in, click the green “Create New Project” button.

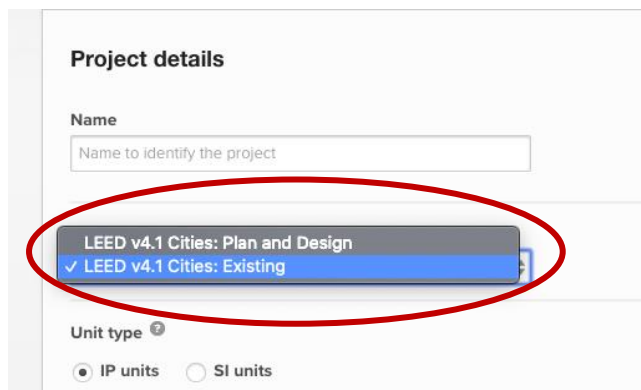
On the next page, you will select what type of project you would like to register from the drop down menu at the top.

Getting Started: LEED v4.1 for Existing Cities Registration

Please select 'Cities' **even if you are a county or other form of local government**; the 'Cities' path to points applies to all local government projects in the rating system.



Proceed to fill out the project details. Project names are typically written as “City of X” or “County of X.” This is how your jurisdiction will appear in the online project directory. For Rating System, **be sure and select LEED v4.1 Cities: Existing.**



Keep the selection of IP units. Once complete, select Continue. Click through the agreement on the next page. On the payment page, select the payment option you would like to use and then finish the registration process.

Send your Project ID to leedcitiesandcomm@gbci.org to obtain your offline application with the subject line New LFC Registration with your city/county name included.

Step 3: Download Tools & Resources

Go to our program's home page, <https://www.usgbc.org/leed/rating-systems/leed-for-cities-communities#tools> (a good one to bookmark) and download the LEED v4.1

Existing Cities and Communities: Existing Cities Guide; the LEED v4.1 Existing Cities and Communities: Existing Cities Scorecard and the LEED for Cities Crosswalk Tool - Local Governments. Overview videos are also available on this site to help you get started. Check out our You Tube playlist here,

<https://www.youtube.com/playlist?list=PL9WycnSNJ7sSnDuvVXXP2T3z9WloCUOzT>

