



General Steps for Applying for BOMA 360 & TOBY Awards

Expired or Non-BOMA360 Buildings Applying for TOBY

Steps 1-10 are for those who have not completed, or must renew, BOMA360 accreditation. BOMA 360 designations are valid for 3 years from initial designation date & MUST be under same managing company listing and a current BOMA member to proceed with TOBY.

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 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've begun your BOMA 360 application, upload documentation and save your progress as you go.
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 or above for each listed section, a "Submit Application" button will appear.
9. Proceed with payment and complete submission (a confirmation email will be sent).
10. ***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. ***While BOMA 360 is not required for TOBY competition at the local level, it is required for Regional & International TOBY Applicants & use of the online portal.***

CURRENT BOMA 360 Buildings Applying for TOBY

11. To start a TOBY application, select "Create TOBY Entry" from the "Actions" drop-box
12. Setup your TOBY entry & proceed with documentation (submission may only occur when BOMA 360 is confirmed)
 - a. You may select "Edit TOBY Entry" from same drop-box to return to work on an existing application.
13. 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.***
14. 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.
15. 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.