

## Annual GHG By-Law Reporting Steps: 2025 Return Reporters

If you already submitted your report for last year's 2024 reporting season (2023 energy data), you will only need to follow the steps below to submit your 2025 report (2024 energy data):

### 1. Portfolio Manager

- Login to your [ENERGY STAR® Portfolio Manager®](#) (ESPM) account.

### 2. Confirm Building Information is Correct

- Update any building information in ESPM that may have changed from 2023 to 2024. For example, building use type or percentage occupancy changes, energy outage, construction, etc.

### 3. Utility Data

- Ensure all energy use data (electric, natural gas, steam, etc.) has been entered from January 1 - December 31, 2024.

### 4. Run the Data Quality Checker

- In the "Summary" tab, run ENERGY STAR Portfolio Manager's Data Quality Checker. Select December 31, 2024, from the dropdown. Resolve any errors.
- Water and waste data are not required.

### 5. Submit your report using the Building Performance Reporting System (BPRS) Owner Dashboard

After you have updated your building's energy data and property use details (if applicable), you are ready to submit your report.

- Log in to the [Building Performance Reporting System](#)
- Navigate to "My Buildings", and select "Submit" next to your building
- For office and retail buildings 100,000 square feet and larger ONLY: Update section 3, Qualified Energy Adjustments, before submitting your 2025 report
- Submit your report

Within 24 hours, you will receive an email from the ECR Help Centre letting you know the building is either "Pending Revisions" or "In Compliance." Your building is not in compliance until you have received confirmation from the City of Vancouver.