

CREATIVENERGY

ENERGY STAR® PORTFOLIO MANAGER QUICK START GUIDE

Request your Creative Energy consumption and emissions data

Step 1: Update your Creative Energy account information

Update basic information about your property. Contact info@creative.energy to ensure your email, building address, and Vancouver Building ID (BID) are accurate and up to date.

Step 2: Receive your energy consumption data and associated GHG emissions

Creative Energy will send a letter to your standard billing email address that contains annual energy consumption data by month and an associated emissions factor for the reporting year.

Step 3: Create a profile for your building on ENERGY STAR Portfolio Manager, add a 'district steam' meter on your building's profile and manually upload the monthly energy consumption data provided in the Creative Energy letter.

Step 4: Review Energize Vancouver's [Report your building's energy and greenhouse gas emissions data](#) webpage for resources on how to submit a complete energy and carbon report.

Questions?

We are here to help! If you still have questions, please email us at info@creative.energy.

For questions on Vancouver's Energy and Carbon Reporting requirement and the Annual Greenhouse Gas and Energy Limits By-law please email at energycarbonreport@vancouver.ca or call 604-330-3797.