

How to Upload Energy Data

A. Electricity Data Upload

Use BC Hydro's auto-upload service to aggregate 5+ accounts for residential and 3+ accounts for commercial buildings into your ESPM account.



STEPS:

1. Connect with BC Hydro in ESPM.
2. Share data with BC Hydro.
3. Request a MURB or COM code:
bchydro.com/powersmart/business/resources/energy-efficiency-benchmarking/request.html
4. Add MURB or COM code, account number, bill date, and billing amount information. For more details, visit the BC Hydro auto-upload guide:
bchydro.com/powersmart/business/resources/energy-efficiency-benchmarking/request.html
and resources:
bchydro.com/powersmart/business/resources/energy-efficiency-benchmarking.html?utm_source=direct&utm_medium=redirect&utm_content=benchmarking

B. District Energy

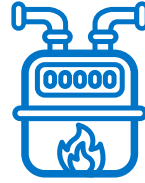
Buildings connected to Creative Energy should request their annual energy use and greenhouse gases emissions summary.



Note: BC Hydro provides an auto-upload service. Contact other utilities directly to request aggregated energy data or support with data sharing, including district energy systems and FortisBC.

C. Natural Gas Data Upload

Building owners and property managers can set up auto-upload by:



1. Create a natural gas meter in ESPM.
2. Connect with FortisBC's Portfolio Manager account.
3. Share the meter with FortisBC.

For setup instructions, refer to the FortisBC Quick Start Guide:

www.cdn.fortisbc.com/libraries/docs/default-source/services-documents/portfolio-manager-quick-guide.pdf?sfvrsn=9c3f3d8_2

and website:

www.fortisbc.com/services/commercial-industrial-services/energy-efficiency-tools-for-natural-gas-business-customers

UTILITY CONTACT INFORMATION

BC Hydro
ecr@bchydro.com

FortisBC
commercial.energy@fortisbc.com

Creative Energy
info@creative.energy

Neighbourhood Energy Utility
neighbourhood.energy@vancouver.ca

River District Energy
service@rdenergy.ca

FortisBC Alternative Energy Services
faes@fortisbc.com

ENERGY AND CARBON REPORTING

HOW TO REPORT

Commercial, multi-family, and hotel buildings $\geq 50,000$ ft² must submit building and energy use data to the City of Vancouver by June 1 each year.

For assistance, contact the Energy and Carbon Reporting Help Centre at:

energycarbonreport@vancouver.ca
or 604-330-3797



vancouver.ca/energy-and-carbon-reporting-steps



ENERGIZE VANCOUVER



ENERGIZE VANCOUVER

Energy and Carbon Reporting: How to Report

Commercial, multi-family, and hotel buildings $\geq 50,000$ ft² must submit building and energy use data to the City of Vancouver by June 1 each year.

Include energy use data for all 12 months of the previous calendar year.



1

DECIDE WHO WILL SUBMIT THE REPORT

This could be the building owner, property management company, a staff member or volunteer owner (for strata buildings), or a hired third-party service provider.

2

ACCESS ENERGY STAR PORTFOLIO MANAGER (ESPM)



Log in to your existing account or create a new ESPM Account:

portfoliomanager.energystar.gov/pm/login

FOR MORE DETAILED GUIDANCE:

Refer to the Compliance Guide:
Annual Energy and Carbon Reporting
vancouver.ca/files/cov/annual-energy-and-carbon-reporting-how-to-guide.pdf

3

UPLOAD DATA IN ESPM

a) Building Data

For first-time reporters only:

- Use the Building Lookup Tool to find your building ID and add it to your property in ESPM:

energycarbonreport.vancouver.ca/building-lookup

- Confirm building's gross floor area using blueprints or other documents.
- Add building use type and weekly operating hours.

Returning reporters: Confirm that building information is accurate and update if needed.

b) Energy Use Data

Upload 12 months of energy use data (both common areas and tenant spaces) from the previous calendar year using utility auto-upload, manual entry, or spreadsheet.



4

CONNECT AND SHARE ESPM PROFILE WITH CITY OF VANCOUVER

For first-time reporters only:

Before **Step 5**, share your building in ESPM with the username **CityofVancouver** to ensure data access and avoid submission issues.



5

ACCESS THE BUILDING PERFORMANCE REPORTING SYSTEM (BPRS)

Log in or register for a new account in BPRS:

vancouver.ca/report-building-performance



6

COMPLETE THE GHG BY-LAW REPORTING FORM IN BPRS

To submit your report, follow these steps:

- Claim your building(s).
- Complete and submit the GHG By-Law Reporting Form.

Please review compliance notifications carefully and follow up if we request any corrections or additional documents.

Retain your records for at least five years.

