

How to Upload FortisBC Natural Gas Data to ESPM

There are two ways to obtain energy data from FortisBC:

1. using the single-meter auto-upload feature, or
2. manually entering data obtained from internal records, tenants, or FortisBC.

Detailed instructions for each method are provided below.

Buildings with One FortisBC Account

If a building is served by a single FortisBC natural gas account, FortisBC can automatically upload the building's utility data directly to the owner's ENERGY STAR® Portfolio Manager® (ESPM) account.

How to set up auto-upload:

1. Log in to your ESPM account.
2. Under the **Energy** tab, add a natural gas meter.
3. Connect with FortisBC. Click **Contacts** in the upper-right corner and select **Add New Contacts/Connections**. In the Name field, enter *FortisBC natural gas*. Click **Connect**. FortisBC typically accepts the connection request within 24 hours.
4. Once the connection is accepted, go to the **Sharing** tab in ESPM and select the property and natural gas meter to receive the upload. Set custom permissions and ensure **Full Access** is selected. Validate each meter using your FortisBC account number, last bill date, and billed amount.
5. Within 1–2 business days, FortisBC will upload up to 36 months of historical consumption data to ESPM and provide ongoing automatic monthly updates.

For detailed instructions, see **FortisBC's [QuickStart guide](#)**. If you have questions about FortisBC natural gas data, email commercial.energy@fortisbc.com.

Buildings with Two or More FortisBC Accounts

If a building has two or more FortisBC accounts, the owner must gather **full calendar-year usage data** from each FortisBC account and upload it into ESPM.

Choose the option below that best fits your situation:

Option 1: Manually Enter Bills Yourself

1. Gather all FortisBC natural gas bills for each account serving the building during the reporting year (January 1 - December 31).
2. Enter the consumption data into ESPM, either through manual data entry or by spreadsheet upload.

Option 2: Request Bills from Tenants or Account Holders

1. Ask each tenant or FortisBC account holder to provide copies of their natural gas bills covering the full reporting year.
2. Tenants can download bills directly from their FortisBC Account Online by logging in, opening the **Billing** menu, and selecting **Export billing information** to download a full year of data as a single file.
3. Once collected, enter the energy data into ESPM, using manual data entry or spreadsheet upload.

Option 3: Contact FortisBC Customer Service

Email Gas.CustomerService@fortisbc.com and request total usage data for your building. FortisBC Customer Service may be able to help locate bills or compile the required information.

Note: For buildings with tenants, consider adding a green lease clause that requires tenants to share energy use data with the building owner to meet by-law requirements.