

# REPORTING CHECKLIST

The annual reporting deadline is **JULY 1**.

## 1 Get your EWRB ID

└───┬───> FEBRUARY 1<sup>ST</sup> - 28<sup>TH</sup>

- The EWRB ID is a unique six-digit number assigned to your property and emailed in the new year. If you did not receive the ID, contact EWRB Support with your property tax bill or condominium corporation utility bill on hand.

## 2 Collect your reporting information

└───┬───> FEBRUARY 1<sup>ST</sup> - APRIL 30<sup>TH</sup>

- You can collect energy and water usage data from your invoices, or you can ask your electricity, natural gas and water utilities to provide it. Ask your utilities for your whole-building monthly EWRB data as early as possible, as they may need time to prepare it.
- You will need to determine the gross floor area of each property use type in your building. See the list of Portfolio Manager property use types on the Portfolio Manager website.

## 3 Open a Portfolio Manager account and enter your data

└───┬───> MARCH 1<sup>ST</sup> - MAY 31<sup>ST</sup>

- For resources on how to enter your data and submit your report, see the resources on the next page.

## 4 Verify your Portfolio Manager data (if required)

└───┬───> APRIL 1<sup>ST</sup> - MAY 31<sup>ST</sup>

- If your building is 100,000 square feet or larger, verification is required the first time you report, then every five years.

## 5 Submit your report on the Portfolio Manager EWRB page by July 1

└───┬───> APRIL 1<sup>ST</sup> - JULY 1<sup>ST</sup>

- BEFORE YOU SUBMIT YOUR REPORT**

Remember to run the Portfolio Manager Data Quality Checker to ensure you are submitting accurate data.

FEBRUARY

MARCH

APRIL

MAY

JUNE

JULY 1st

## RESOURCES

In addition to the [EWRB homepage](#), the following resources are designed to help you report successfully:

1. The **Guide to Energy and Water Reporting** gives you more details on the steps listed above and information on how your specific building will report.

Visit this page at <https://www.ontario.ca/page/guide-energy-and-water-reporting>

2. The **Guide to Submitting Data Through Portfolio Manager for Ontario's Energy and Water Reporting and Benchmarking Initiative** shows you step-by-step instructions on how to add a building in Portfolio Manager, include your building's meters, enter the energy and water usage data, and submit the report required for EWRB.

See this guide at <https://www.ontarioenergyreport.ca/pdfs/PM-Guide-for-Property-Owners.pdf>

## STAY INFORMED

The best way to stay informed about EWRB is to [update your organization's EWRB Reporting Lead contact information](#). The reporting lead is the contact who will receive EWRB emails for each of the buildings that a corporation owns. This information can be updated any time the contact information for your corporation's reporting lead changes.

## HAVE QUESTIONS?

Visit [ontario.ca/reportenergywater](https://www.ontario.ca/reportenergywater) to find useful information about EWRB, including whether your building needs to report and how to submit your data.

If you have further questions, please call the EWRB Support line at **1-844-274-0689**, or email [EWRBSupport@ontario.ca](mailto:EWRBSupport@ontario.ca)