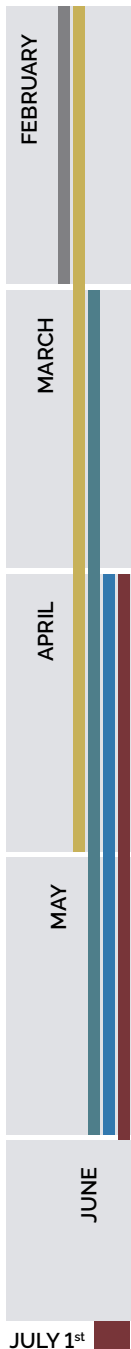


REPORTING CHECKLIST

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

If you own, manage, or represent a building that's 50,000 square feet or larger, you are required by the Ontario government to report its energy and water use annually by July 1. Visit ontario.ca/energyreporting to find if you qualify for a reporting exemption.



Get your EWRB ID

————→ FEBRUARY 1ST - 28TH

- 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.



Collect your reporting information

————→ FEBRUARY 1ST - APRIL 30TH

- 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.



Open a Portfolio Manager account and enter your data

————→ MARCH 1ST - MAY 31ST

- For [resources](#) on how to enter your data and submit your report, see the resources on the next page.



Have your Portfolio Manager data verified by a certified professional (IF REQUIRED)

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



Submit your report through the Portfolio Manager EWRB page by July 1 —→ APRIL 1ST - JULY 1ST

BEFORE YOU SUBMIT YOUR REPORT

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

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 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