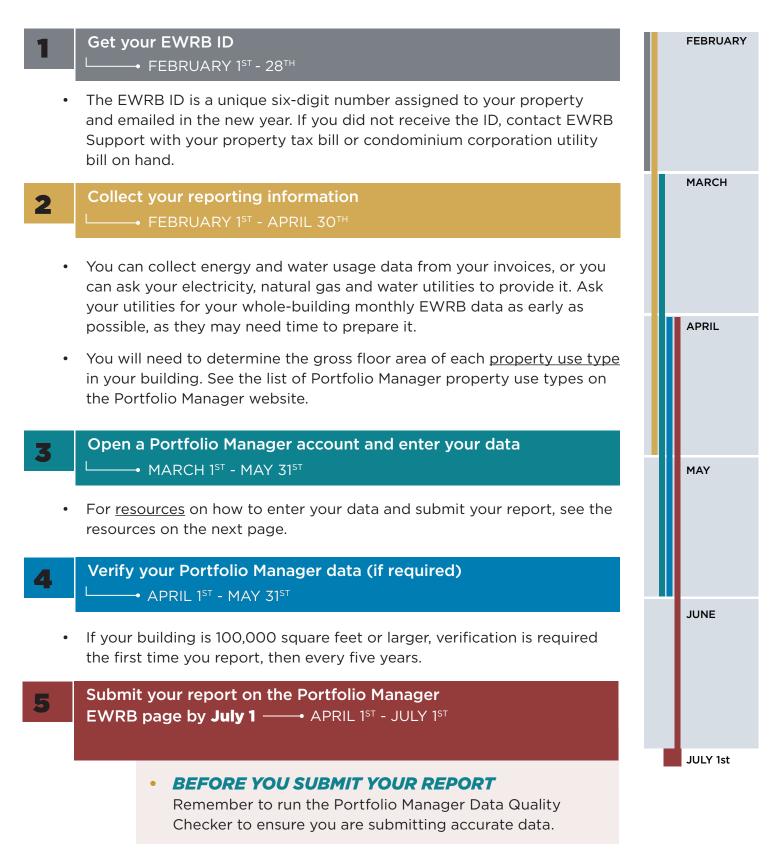


REPORTING CHECKLIST

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



RESOURCES

In addition to the <u>EWRB homepage</u>, 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 <u>https://www.ontarioenergyreport.ca/pdfs/PM-Guide-for-Property-</u> <u>Owners.pdf</u>

STAY INFORMED

The best way to stay informed about EWRB is to <u>update your organization's EWRB</u> <u>Reporting Lead contact information</u>. 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 <u>ontario.ca/reportenergywater</u> 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**

