How to Report Energy Use to the California Energy Commission

Guide developed by FPPS Facilities Planning & Program Services, Inc.

The Building Energy Benchmarking Program requires owners of large commercial and multifamily buildings (>50,000 sqft served by a single electric or gas meter) to report energy use to the California Energy Commission (CEC) by June 1 annually.

To sign up to receive email compliance notifications and reminders from the CEC, fill out this form.

Check Compliance Status

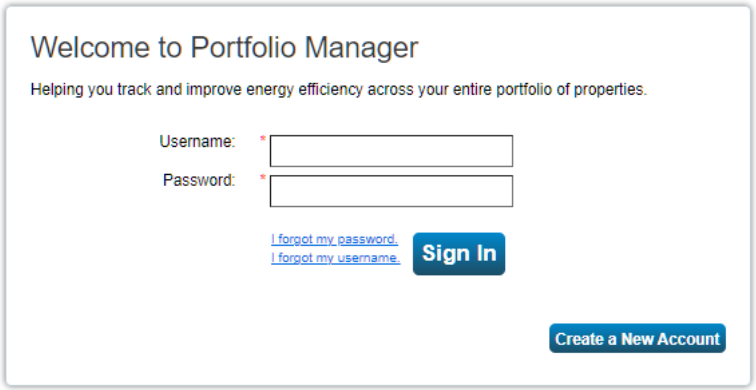
Check your property's compliance status here: BenchmarkingCA.com.

All properties that are required to comply have a Benchmarking Reference Number (BRN). Before you submit your report, ensure BRN is in Energy Star Portfolio Manager under the property's 'Details' tab, in the 'Unique Identifiers (IDs)' box on the left, labeled Standard ID - State/Province California Building ID. If your property is missing a BRN, follow the instructions to add a BRN in the CEC's FAQs here: "Do I Need a Building Identification Number From The Energy Commission to Report My Building?"

If your status is 'Not Submitted', follow the steps below to submit your energy usage to the California Energy Commission.

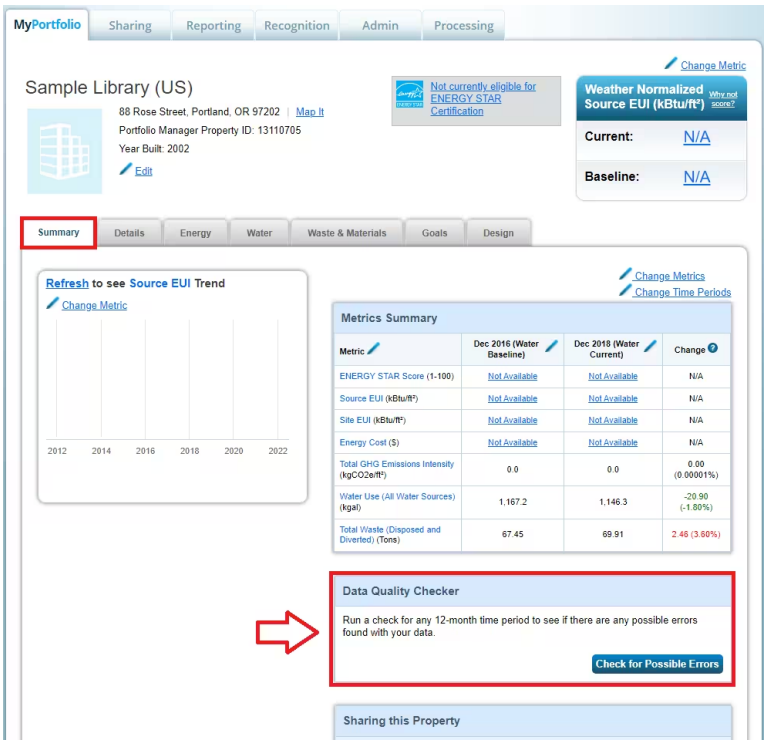
Run the Data Quality Checker

1. Log in to ENERGY STAR Portfolio Manager

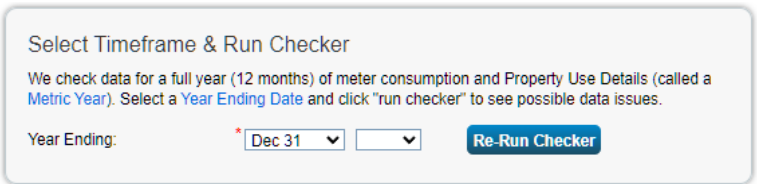


2. From the Dashboard, select your property.

3. In the 'Summary' tab, scroll down to 'Check for Possible Errors' to run the Data Quality Checker

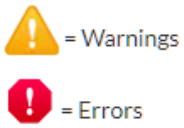


4. Set the timeframe for 'Dec 31' of the prior year, then click 'Run Checker'.



5. Correct any errors in the report.

Warnings about waste and water can be ignored.



6. Repeat the Data Quality Checker for all reporting properties.

Generate and Submit the Report

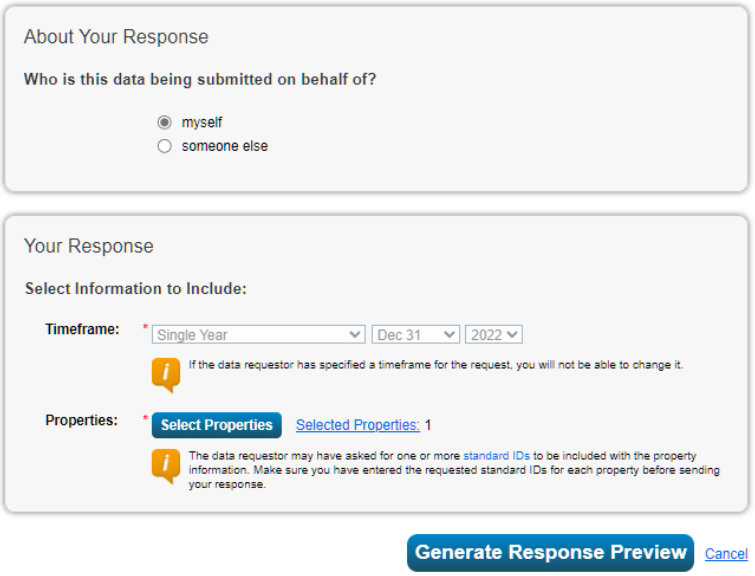
7. Open the report through the appropriate link: Report Benchmarking Data

8. Scroll to the bottom of the page. Click 'Select Properties'.

Check the boxes for all reporting properties.

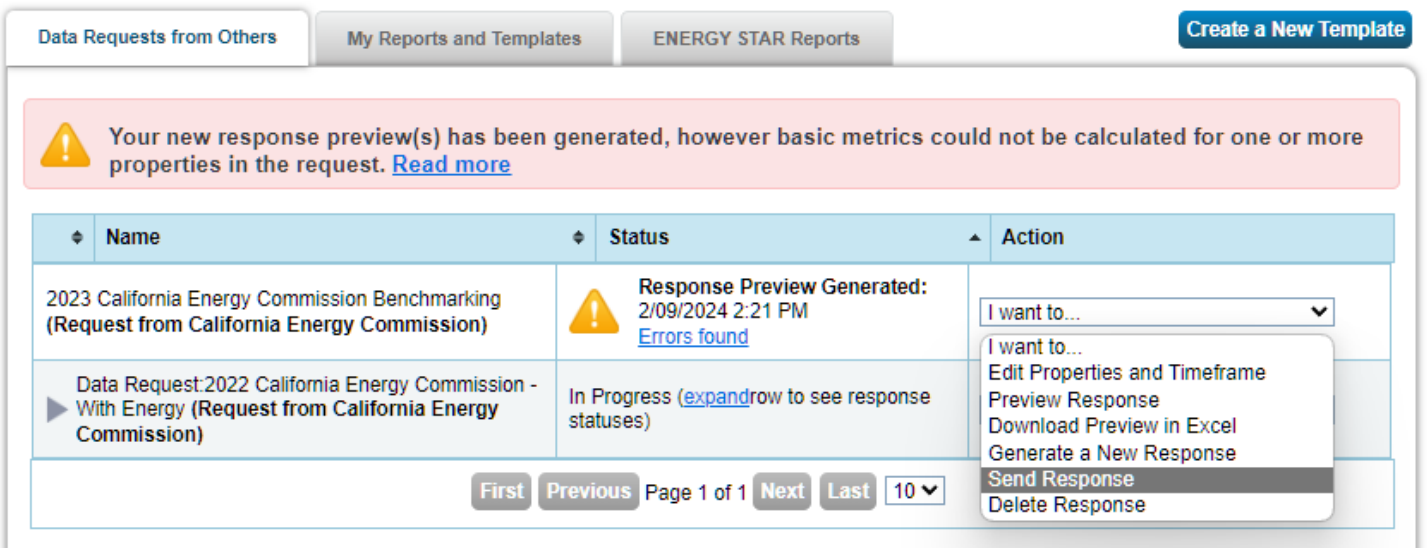
Click 'Apply Selection' in the bottom right.

9. Click 'Generate Response Preview'.



10. Refresh the Reporting page.

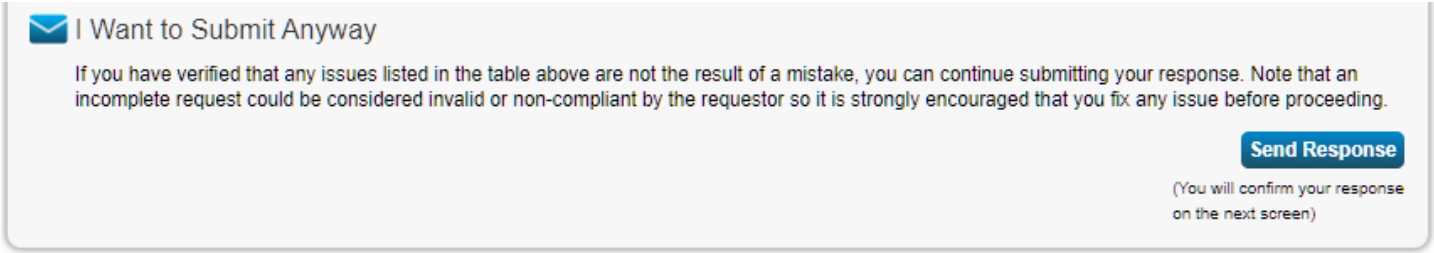
Scroll down to the 'Data Requests from Others' and check that the 'Status' shows 'Response Preview Generated'.



11. Under ‘Action’, click “I want to...’ then select ‘Send Response’.

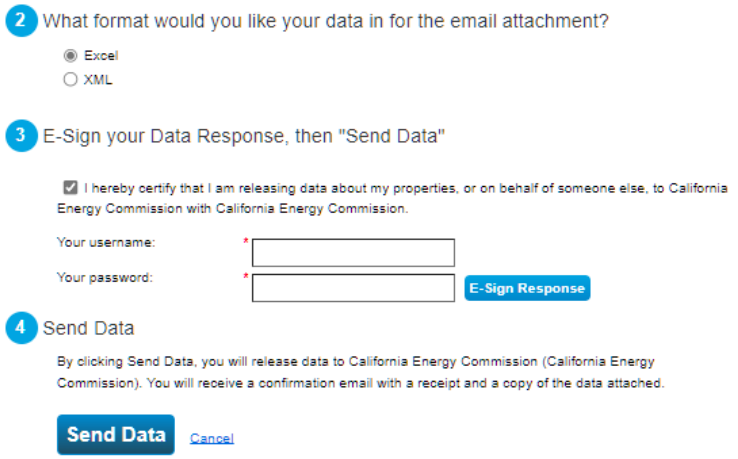
The next page will show any errors the report found and how to correct them. Errors about water can be ignored.

12. Scroll down to ‘I Want to Submit Anyway’ and click ‘Send Response’.



13. E-Sign the response by checking the box and entering your username and password. Then click ‘E-Sign Response’.

14. Click ‘Send Data’ then ‘Continue’ to complete the response. You will receive a confirmation email from Energy Star with a copy of the data submitted.



Within a few days, you will receive another email with an official letter from the California Energy Commission confirming your compliance status or asking for corrections to be made to your report. The compliance status will also be updated on BenchmarkingCA.com.

For additional support, search Portfolio Manager’s FAQs or contact Lisa Imai at limai@fpps.us.