

How to Report Energy Use to the California Energy Commission

Guide developed by



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

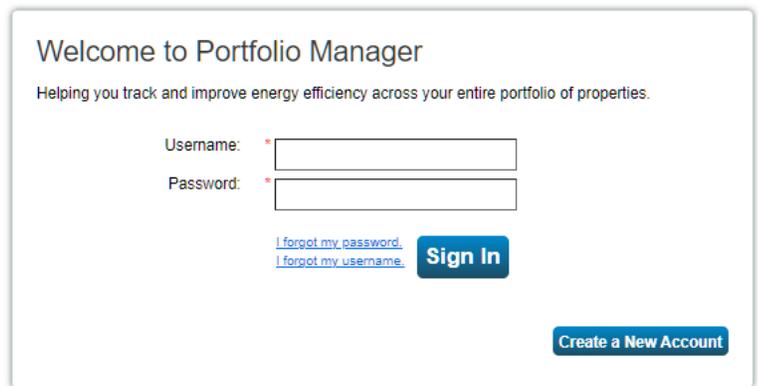
Check your property's compliance status here: [BenchmarkingCA.com](#).

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?"](#)

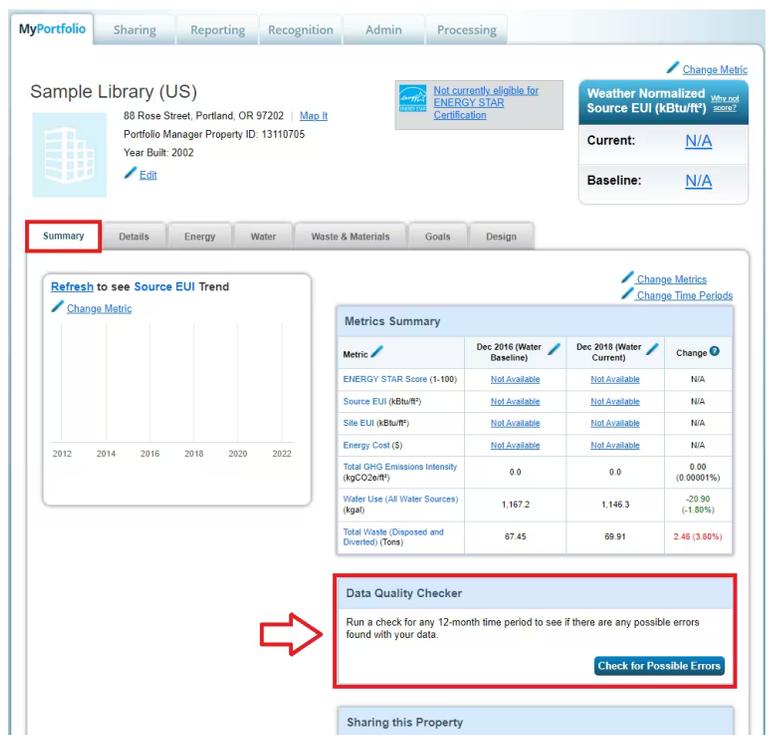
If your status is 'Not Submitted', follow the steps below to submit your energy usage to the California Energy Commission.

Run the Data Quality Checker

1. Log in to [ENERGY STAR Portfolio Manager](#)



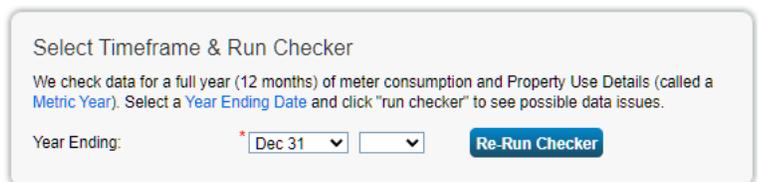
2. From the Dashboard, select your property.



Metric	Dec 2016 (Water Baseline)	Dec 2018 (Water Current)	Change
ENERGY STAR Score (1-100)	Not Available	Not Available	N/A
Source EUI (kBtu/ft ²)	Not Available	Not Available	N/A
Site EUI (kBtu/ft ²)	Not Available	Not Available	N/A
Energy Cost (\$)	Not Available	Not Available	N/A
Total GHG Emissions Intensity (kgCO ₂ e/ft ²)	0.0	0.0	0.00 (0.00001%)
Water Use (All Water Sources) (kgal)	1,167.2	1,146.3	-20.90 (-1.80%)
Total Waste (Disposed and Diverted) (Tons)	67.45	69.91	2.46 (3.60%)

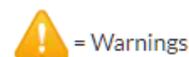
3. In the 'Summary' tab, scroll down to 'Check for Possible Errors' to run the [Data Quality Checker](#)

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'.

2023 Link (For Reporting 2022 Calendar Year Data) ✕

- Use this link to report 2022 energy use data and optional water use data. [🔗](#)

About Your Response

Who is this data being submitted on behalf of?

myself
 someone else

Your Response

Select Information to Include:

Timeframe: * Single Year Dec 31 2022
! If the data requestor has specified a timeframe for the request, you will not be able to change it.

Properties: * Select Properties Selected Properties: 1
! The data requestor may have asked for one or more [standard IDs](#) to be included with the property information. Make sure you have entered the requested standard IDs for each property before sending your response.

Generate Response Preview
Cancel

Data Requests from Others
My Reports and Templates
ENERGY STAR Reports
Create a New Template

! Your new response preview(s) has been generated, however basic metrics could not be calculated for one or more properties in the request. [Read more](#)

Name	Status	Action
2023 California Energy Commission Benchmarking (Request from California Energy Commission)	! Response Preview Generated: 2/09/2024 2:21 PM Errors found	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">I want to... ▾</div> <div style="border: 1px solid #ccc; padding: 5px;"> I want to... Edit Properties and Timeframe Preview Response Download Preview in Excel Generate a New Response Send Response Delete Response </div>
▶ Data Request:2022 California Energy Commission - With Energy (Request from California Energy Commission)	In Progress (expand row to see response statuses)	

First
Previous
Page 1 of 1
Next
Last
10 ▾

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'.

 I Want to Submit Anyway

If you have verified that any issues listed in the table above are not the result of a mistake, you can continue submitting your response. Note that an incomplete request could be considered invalid or non-compliant by the requestor so it is strongly encouraged that you fix any issue before proceeding.

Send Response

(You will confirm your response on the next screen)

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.

2 What format would you like your data in for the email attachment?

Excel
 XML

3 E-Sign your Data Response, then "Send Data"

I hereby certify that I am releasing data about my properties, or on behalf of someone else, to California Energy Commission with California Energy Commission.

Your username:

Your password:

E-Sign Response

4 Send Data

By clicking Send Data, you will release data to California Energy Commission (California Energy Commission). You will receive a confirmation email with a receipt and a copy of the data attached.

Send Data [Cancel](#)

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](https://www.benchmarkingca.com).

For additional support, search [Portfolio Manager's FAQs](#) or contact Lisa Imai at limai@fpms.us.