



Energy Usage Data Not Included

Your submission did not include energy data covering a full calendar year. Please verify that 12 full months of energy usage data have been added for the reporting year to cover the dates from January 1 through December 31, totaling 365 days. If your December bill ends mid-month, you can add the bill for the next period to cover the remaining days. Please see below for an example.

	Start Date	End Date	Usage kWh (thousand Watt-hours)
<input type="checkbox"/>	11/15/2023	12/15/2023	110,443
<input type="checkbox"/>	12/15/2023	1/15/2024	111,334

After you have entered all applicable energy use data, double-check that it was entered correctly by using the Data Quality Checker. For information on the Data Quality Checker, visit [What is the Data Quality Checker](#).

To use the Data Quality Checker, please follow the steps:

1. Log in to your [ENERGY STAR Portfolio Manager](#) account and select the profile for your building.

ENERGY STAR® Portfolio Manager®

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Welcome to Portfolio Manager
Helping you track and improve energy efficiency across your entire portfolio of properties.

Username:

Password:

[I forgot my password.](#)
[I forgot my username.](#) **Sign In**

Or: **Sign in with LOGIN.GOV**

Create a New Account

ENERGY STAR Buildings Homepage

Take a Training

Learn More About Portfolio Manager

These links provide more information from ENERGY STAR and are not available in French.

You are accessing a U.S. Government information system. System usage may be monitored, recorded, and subject to audit. Unauthorized use of the system is prohibited and subject to criminal and civil penalties. Use of the system indicates consent to monitoring and recording.

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2. In the “Summary” tab, scroll down and find the “Data Quality Checker” box, then select the “Check for Possible Errors” button.

Data Quality Checker

Run a check for any 12-month time period to see if there are any possible errors found with your data.



Check for Possible Errors

3. In the “Select Timeframe & Run Checker” box, set the timeframe for ‘Dec 31’ and ‘the reporting year’, and click ‘Run Checker’. This will identify red stop sign errors in the report and suggest corrections.

Data Quality Checker for [001 Testing Site](#)

The Data Quality Checker will help you find potential errors and unusual data within a given year. Select your year of interest, review your alerts, and follow the links to view or correct your data as needed.

Select Timeframe & Run Checker

We check data for a full year (12 months) of meter consumption and Property Use Details (called a [Metric Year](#)). Select a [Year Ending Date](#) and click “run checker” to see possible data issues.

Year Ending:

[Cancel](#)

7 About Timeframes

The Data Quality Checker needs one full calendar year of [Property Use Details](#) and [meter](#) information for most checks. Otherwise, we will show you basic alerts to let you know what's missing.



NOTE: Yellow hazard error warnings regarding missing waste and water can be ignored.

If you need additional assistance on steps 1–3, visit [Portfolio Manager 201: Editing Property Details, Data Quality Checker, and Sharing Property Data 2023](#). If not, please move to step 4.

4. After reviewing and correcting error messages, you will need to resubmit your data to CEC.
5. To resubmit, please select the appropriate reporting link below:
 - [Use this link to report 2024 energy use data.](#)
 - [Use this link to report 2024 energy use data and optional water use data.](#)

6. Follow the instructions on the page to resubmit your data to the CEC.
7. You will receive a receipt email immediately following your submission and a confirmation email the next morning.

NOTE: You must still be logged into your account to access the links.