
ENERGY PERFORMANCE PROGRAM PORTAL USER GUIDE

1. Welcome to the EPP Portal.....	1
2. Account Sign-Up and Creation	1
2.1 Super Administrator:	1
2.2 Individual Users:	5
3. Account Log In	9
4. Role Selection for Individual Users	10
4.1 Role Types and Intentions.....	11
4.2 Requesting to Join Company and Selecting Role	12
5. Changing Company View	14
6. User Management and Permissions	14
6.1 General User Account Management	14
6.2 Inviting Users to Company	15
6.3 Approving Users to Join Company	16
6.4 Deleting/Removing Users from Company	17
6.5 List of Permissions	18
7. Participant Agreement Management	19
7.1 Viewing and Downloading Participant Agreement.....	19
7.2 Electronic Signature of Participant Agreement.....	21
7.3 Manual Signature and Upload of Participant Agreement	21
7.4 Viewing and Downloading Signed Participant Agreement	22
8. Dashboard	23
9. Facility List	24

10. Adding Facilities.....	24
11. Facility Data Entry.....	26
11.1 Summary Tab	26
11.2 Details Tab	27
11.3 Energy and Water Tab	30
11.4 Adding Independent Variables.....	33
11.5 Savings Plan and Documents	37
11.6 Baseline Modelling	40
12. Submitting a Facility for Baseline Modelling	43
13. Submitting Documents for Your First Payment for Performance (P4P) Period	43
13.1 Uploading your Data	44
13.2 Non-routine Adjustments (NRA)	45
13.3 Submitting Your Pay for Performance Period.....	48
14. Tracking Your Performance Before the First Performance Period (“Interim Savings Summary”)	50
15. Customer Support.....	52

1. Welcome to the EPP Portal

Welcome to the EPP portal. Within this release of the portal, you will be able to do the following:

- Create an account
- If you are a super-administrator for a company:
 - Create the company account
 - Have access to all the permissions
 - Transfer super-administrator access to someone else
 - Invite or approve the second user for the company
- If you are a user with the applicable permissions:
 - Invite other people to join your company
 - Approve other people to join your company
 - Grant people different permissions
 - Manage the Participant Agreement process
 - Create, edit and delete facilities including completing data entry
 - Check the data sufficiency of your electricity and independent variable data for your facility
 - Run automated baseline energy modelling for your facility
 - Submit your facility for baseline model review
 - Run automated energy savings and incentive calculations anytime during the pay-for-performance periods

The full list of permissions can be found in Section 6 – User Management and Permissions.

Within subsequent releases, you will have access to more features such as access to data analytics and visualizations, benchmarking, new Participant Agreement management features and additional energy modelling approaches.

2. Account Sign-Up and Creation

There are two different types of accounts that you can sign up for:

- 1) Super Administrator
- 2) Individual User

2.1 Super Administrator:

If you will be responsible for creating the company account, please select

Super Administrator. **Please note that only one account can be a Super Administrator for a company.** Additionally, that user cannot be associated with (have permissions to access) another company.

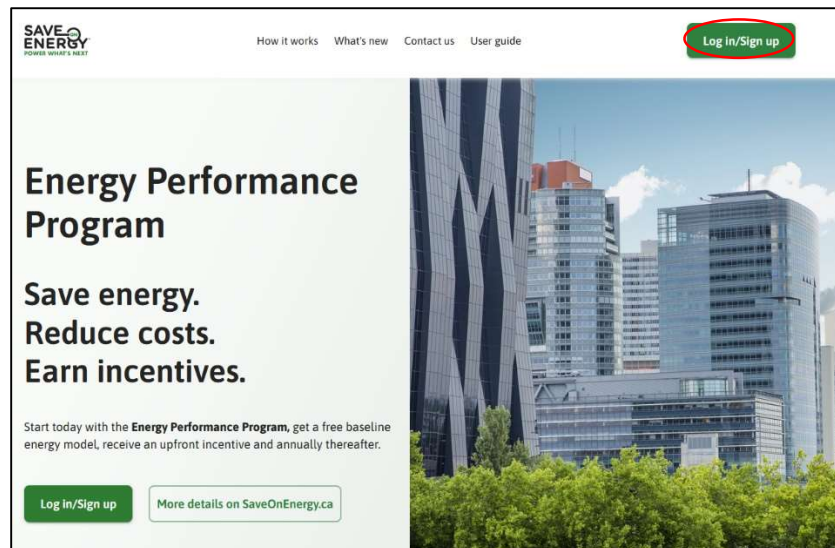
Tip: Super Administrators have access to all permissions within a company.

Tip: A Super Administrator can transfer their Super Administrator access to another user.

Super Administrators are responsible for inviting or approving the second user to a company. After that, they can enable other users to invite or approve subsequent users and provide them with the access to manage those users' permissions.

If you wish to sign up as a Super Administrator, please do the following:

- Press the "Login/Sign up" Button on the top right



- Press the "Sign Up" text on the top right or at the bottom

- Select the “Super Administrator” tab

- Enter your email and select “Send Verification code”. A code will be sent to your email inbox in 5 to 30 seconds

- Enter the code provided in the “Verification Code” text box, and select “Verify code”
- Enter your desired password and personal details, and select “Next”

The password needs to be at least 8 characters long, including at least 1 lowercase, 1 uppercase, 1 digit and 1 symbol

Your email address has been verified. You can now enter your name, password and phone number. You can also change the email you wish to sign up with.

Email Address *

Chenyang@enerva.ca

Change sign-up email

New Password *

New Password

Confirm New Password *

Confirm New Password

First Name *

First Name *

Last Name *

Last Name *

Business Mobile *

Business Mobile *

Business Landline

Business Landline

Next

- Complete the process by filling in details about your company, and agree to the terms and conditions

SAVE ENERGY
POWER WHAT'S NEXT

Already have an account? [Sign In](#)

Sign up and start saving

Super administrator Individual

Contact Information → Company Details

There can only be one super administrator per company. You will be required to verify your email first, then select a password and provide your name and phone number, and finally enter company information.

Company Name *

Company Name *

Website URL

Website URL

How did you hear about us? *

How did you hear about us? *

Unit Number

Unit Number

Street Number *

Street Number *

Street Address *

Street Address *

City *

City *

Province/State *

Province/State *

Country *

Canada

Postal Code *

Postal Code *

☐ I have read and agree to the provisions of the [Portal Services Agreement](#), which includes limitations on Enerva and IESO warranties and liability.

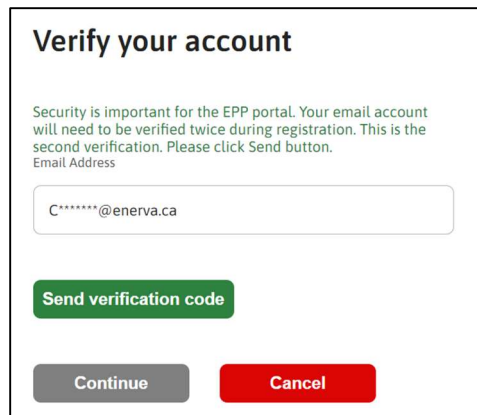
☐ I agree that the information submitted in the sign up form and in other communications and forms as part of the Program consists solely of business or commercial information and is not personal information of any individual.

☐ I consent to being contacted by IESO or Enerva (IESO Service Provider) by email, text or other electronic means for program-related matters or about energy efficiency and greenhouse gas reducing programs, technologies, products, and services that IESO or Enerva offers.

Create **Cancel**

Back

- For security reasons, confirm your email once more, and click “continue”



Verify your account

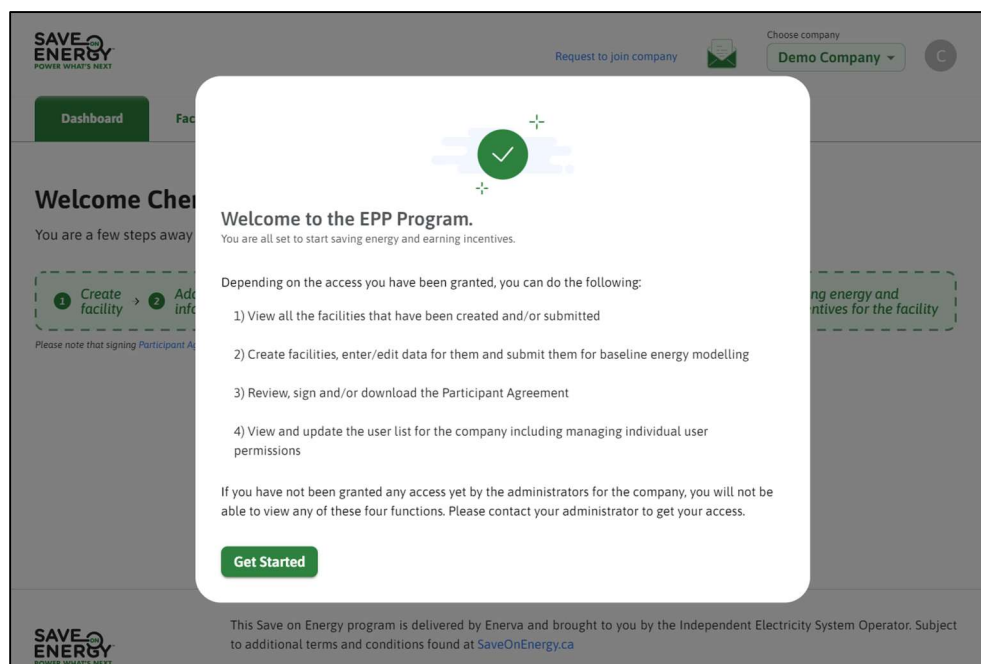
Security is important for the EPP portal. Your email account will need to be verified twice during registration. This is the second verification. Please click Send button.
Email Address

C*****@enerva.ca


Send verification code

Continue **Cancel**

- Congratulations! Your registration has been completed for the Energy Performance Program Portal. You should be able to see the pop window below and you will also receive an email confirming your registration.



SAVE ON ENERGY
POWER WHAT'S NEXT

Request to join company  Choose company
Demo Company

Welcome to the EPP Program.
You are all set to start saving energy and earning incentives.

Depending on the access you have been granted, you can do the following:

- 1) View all the facilities that have been created and/or submitted
- 2) Create facilities, enter/edit data for them and submit them for baseline energy modelling
- 3) Review, sign and/or download the Participant Agreement
- 4) View and update the user list for the company including managing individual user permissions

If you have not been granted any access yet by the administrators for the company, you will not be able to view any of these four functions. Please contact your administrator to get your access.

Get Started

SAVE ON ENERGY
POWER WHAT'S NEXT

This Save on Energy program is delivered by Enerva and brought to you by the Independent Electricity System Operator. Subject to additional terms and conditions found at [SaveOnEnergy.ca](https://www.saveonenergy.ca)

2.2 Individual Users:

If you will not be responsible for creating the company account and do not need access to all permissions within a company, then please sign up as an individual user.

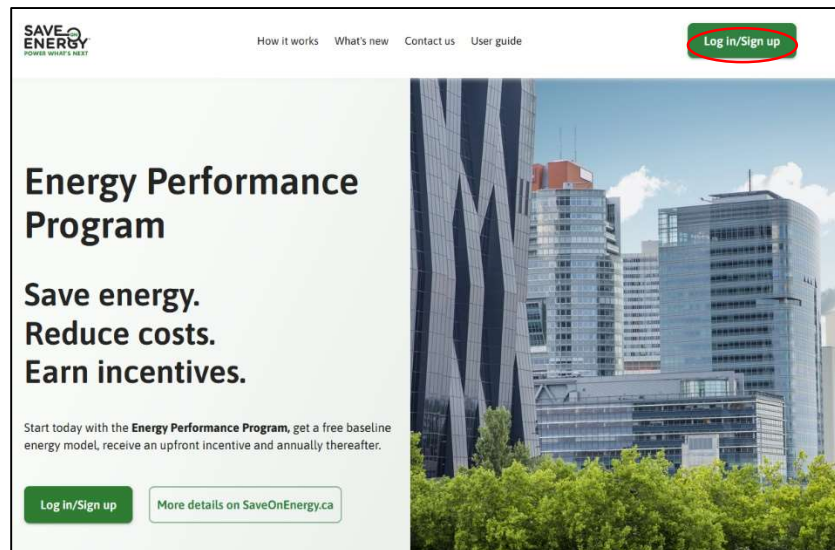
Tip: Individual users will have to be invited to companies or be approved after requesting to join them.

Tip: Individual users can be assigned different roles in different companies.

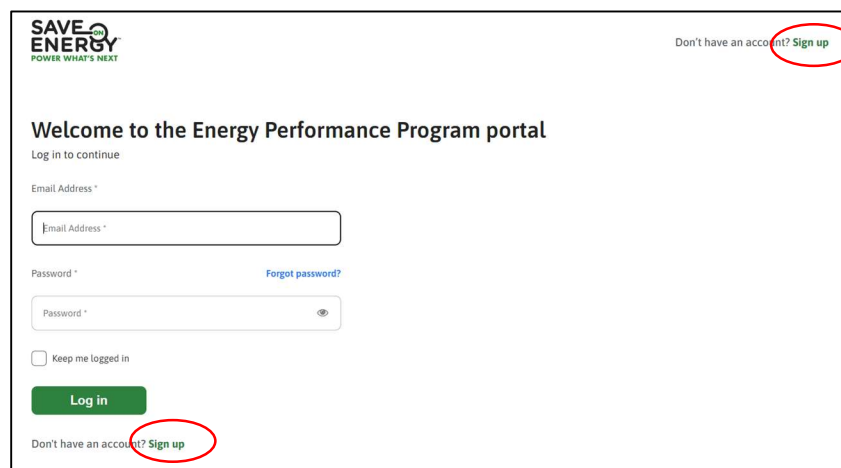
Tip: Individual users can have all, some or no permissions granted to them, including the permission to invite or approve other users and the permission to manage user permissions for other users.

If you wish to sign up as an Individual User, please do the following:

- Press the "Login/Sign up" Button on the top right



- Press the "Sign Up" text on the top right or at the bottom



- Select the "Individual" tab (should be selected by default)

Welcome to the Energy Performance Program portal
Sign up and start saving

Individual Super administrator

Individual accounts can work with multiple companies. You can join a company after creating your account.

Email Address *

Email Address *

Send verification code

- Enter your email and select “Send Verification code”. A code will be sent to your email inbox in 5 to 30 seconds

Verify your email address

Thanks for verifying your chenyang@enerva.ca account!

Your code is: 080193

Sincerely,
enervastg

- Enter the code provided in the “Verification Code” text box, and select “Verify code”
- Set your password, enter your personal information, and confirm that you consent to the terms and conditions The password needs to be at least 8 characters long, including at least 1 lowercase, 1 uppercase, 1 digit and 1 symbol

Your email address has been verified. You can now enter your name, password and phone number. You can also change the email you wish to sign up with.

Email Address *

harnoor.boparai@enerva.ca

Change sign-up email

New Password *

New Password

Confirm New Password *

Confirm New Password

First Name *

First Name *

Last Name *

Last Name *

Mobile *

Mobile *

☐ I have read and agree to the provisions of the [Portal Services Agreement](#), which includes limitations on Enerva and IESO warranties and liability.

☐ I agree that the information submitted in the sign up form and in other communications and forms as part of the Program consists solely of business or commercial information and is not personal information of any individual.

☐ I consent to being contacted by IESO or Enerva (IESO Service Provider) by email, text or other electronic means for program-related matters or about energy efficiency and greenhouse gas reducing programs, technologies, products, and services that IESO or Enerva offers.

Create **Cancel**

- For security reasons, confirm your email once more, and click “continue”

Verify your account

Security is important for the EPP portal. Your email account will need to be verified twice during registration. This is the second verification. Please click Send button.

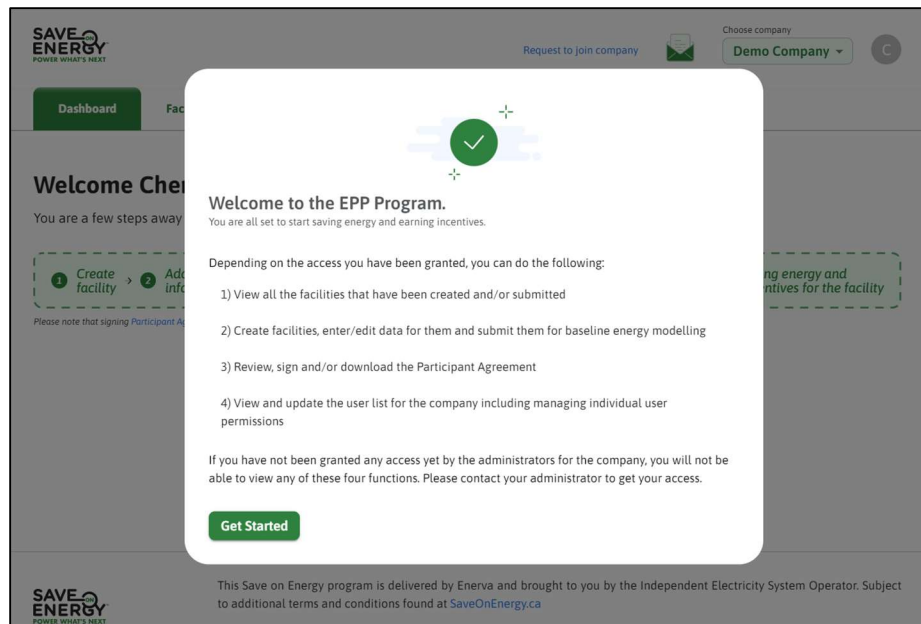
Email Address

C*****@enerva.ca

Send verification code

Continue **Cancel**

- Congratulations! Your registration has been completed for the Energy Performance Program Portal. You should be able to see the pop window below and you will also receive an email confirming your registration.

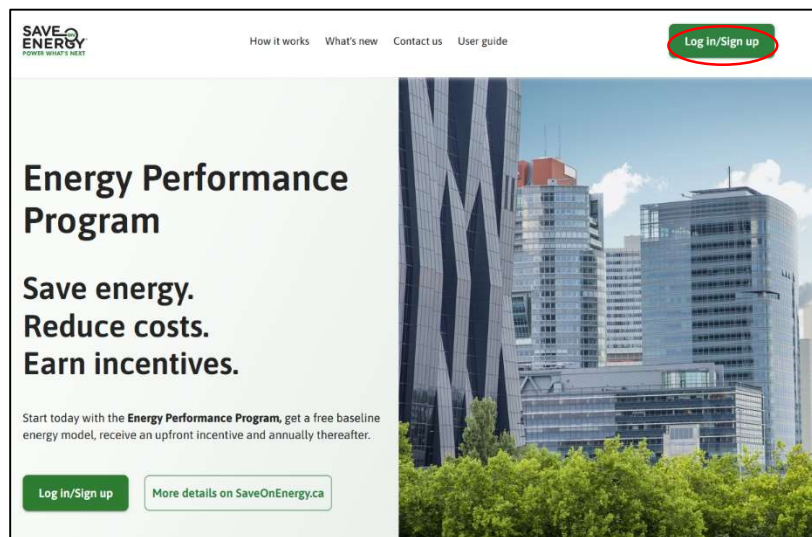


If you are not sure of what user account to sign up for or have any other questions, please contact EPP Support at info@energyperformanceprogram.ca or 1-888-852-2440 (Monday to Friday 9am - 5pm EST).

3. Account Log In

When you signed up successfully, you will be able to log in anytime you want.

- Press the "Login/Sign up" Button on the top right



- Input the Email Address and Password and click "Log in"

SAVE ENERGY
POWER WHAT'S NEXT

Don't have an account? [Sign up](#)

Welcome to the Energy Performance Program portal

Log in to continue

Email Address *

Password *

[Forgot password?](#)

☐ Keep me logged in

[Log in](#)

Don't have an account? [Sign up](#)

- You may be asked to verify your account – click “Send verification code” and input the code you received in your email. And the click “Verify code”
- With successful verification, you will see the notification below. Click “Continue” to go to the dashboard

Verify your account

Your account has been verified. Please click on continue button.

Email Address

C*****@enerva.ca

[Continue](#)

[Cancel](#)

4. Role Selection for Individual Users

Within the portal, there are four different roles within an Individual User account type that can be selected within a company for the EPP program:

- Sub-Administrator
- Employee
- Consultant
- Account Manager/Customer Support – *This is a role for Energy Performance Program Team Members to support with data entry and navigating the portal*

Tip: Individual users can have multiple roles approved for them. For example, an individual user can be an Employee of one company and a consultant for another company.

Roles are useful to define if you plan to set default permissions for groups. For example, if you do not wish to individually manage permissions for 10 different users, you can define a set of permissions for a role. Any users that have been assigned that role will then all have those permissions. The intentions behind the roles are included in the table below:

4.1 Role Types and Intentions

Role	Intention
Sub-Administrator	<p>This role type is intended for users who will assist with the management of the company account including the following:</p> <ul style="list-style-type: none">- Inviting and/or approving other users- Managing user permissions- Being able to view, create, edit, delete and submit facilities for baseline modelling- Being able to see all reports and visualizations- Being able to manage the Participant Agreement process (if granted permission to be a Binding Authority)
Employee	<p>This role type is intended for users who are employees of the company. They may only be required to:</p> <ul style="list-style-type: none">- Being able to create facilities if given access- Being able to view, edit, delete and submit facilities for baseline modelling where access has been granted to- Being able to see reports and visualizations where permission has been granted

	<ul style="list-style-type: none"> - Being able to manage the Participant Agreement process (if granted permission to be a Binding Authority)
Consultant	<p>This role type is intended for users who are consultants for the company. They may only be required to:</p> <ul style="list-style-type: none"> - Being able to create facilities if given access - Being able to view, edit, delete and submit facilities for baseline modelling where access has been granted to - Being able to see reports and visualizations where permission has been granted
Account Manager	<p>This role type was created to support situations where a company does not have individuals to create facilities and submit them for baseline modelling. As required, members of the Energy Performance Program Team can be assigned that role in the company and support the facility creation, data entry and submission process.</p>

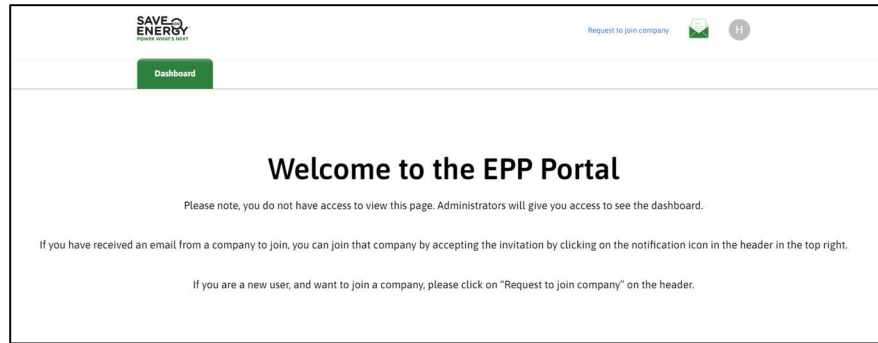
Tip: Please note that permissions can be granted for any role. A consultant can be given permission to be a Binding Authority and sign the Participant Agreement if needed.

If you are not sure of your role selection or have any other questions, please contact EPP Support at info@energyperformanceprogram.ca or 1-888-852-2440 (Monday to Friday 9am - 5pm EST).

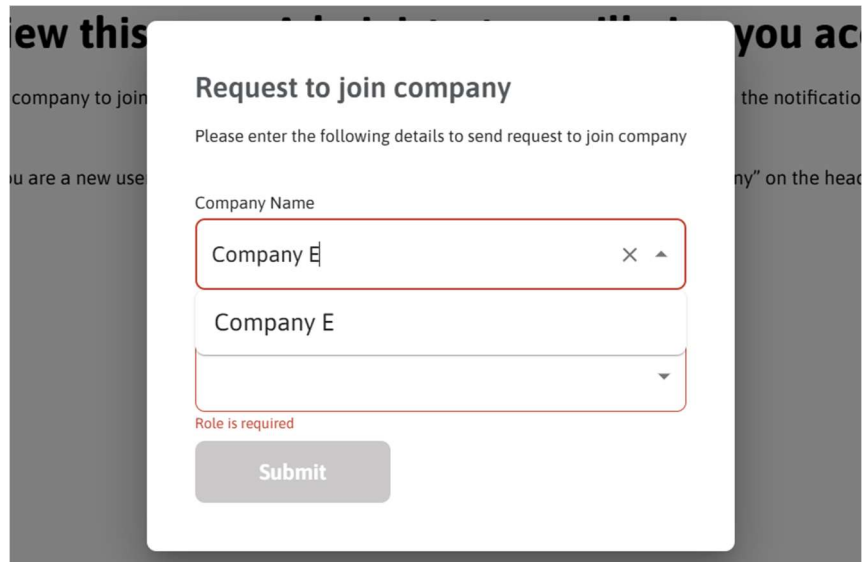
4.2 Requesting to Join Company and Selecting Role

To request to join a company and select a role, please do the following:

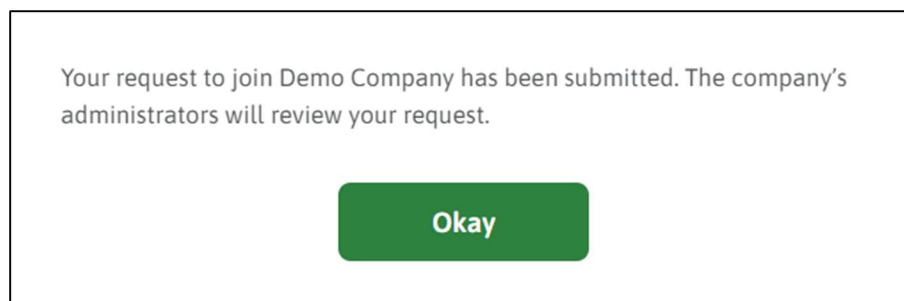
- Press the blue "Request to join company" in the top right corner



- Type in the Company Name. Only exact matches will allow you to continue with the process



- Select your desired role from the dropdown, press Submit, and you will get the pop-up window below

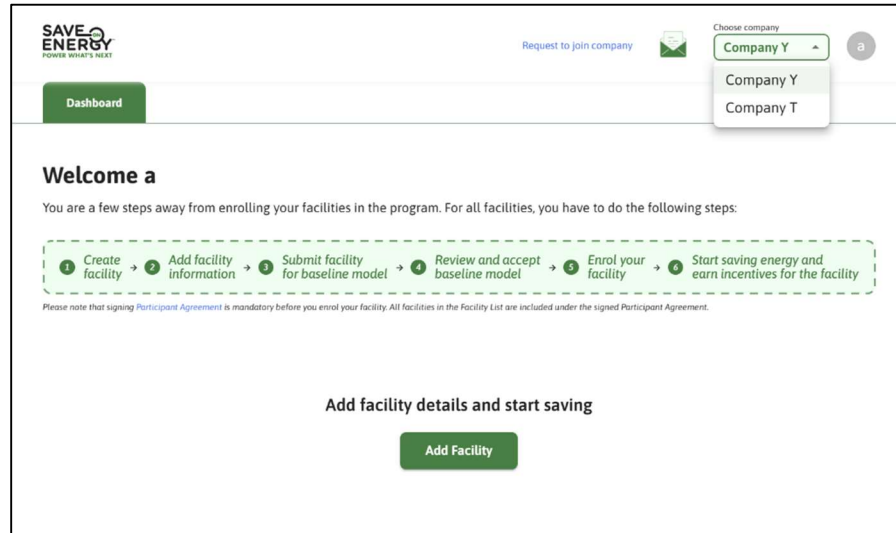


Tip: The roles and permissions can be changed by the Super-Admin when the invitation is accepted, and it can be also changed in the future.

5. Changing Company View

If you are part of multiple companies, you can change the company view by doing the following:

- Click the Company dropdown in the header, and select the company you want to use

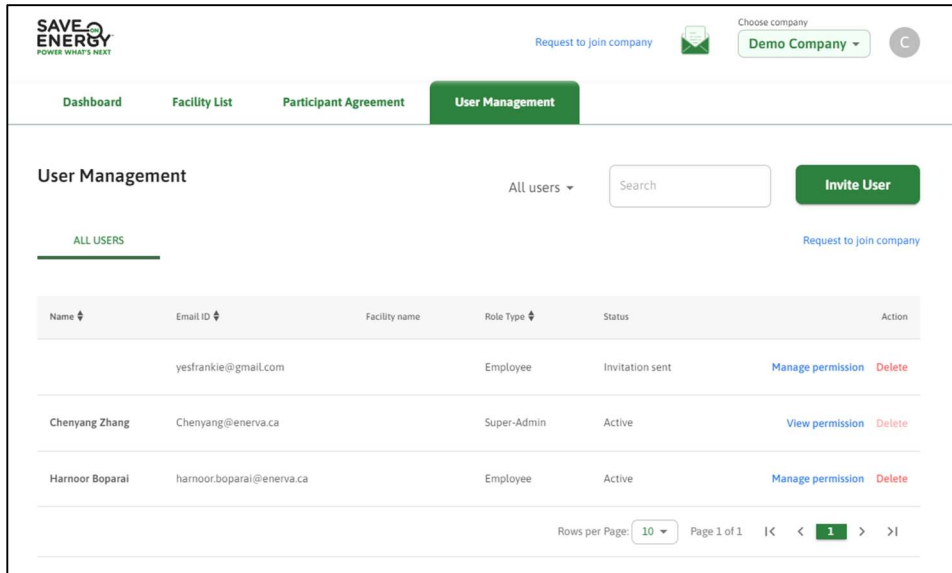


Tip: The look of dashboard and available functions may be varied when switching companies, this is because the user may have different roles and permissions given by the Super-Admin of that company

6. User Management and Permissions

6.1 General User Account Management

If you are the Super-Admin or you have been given permission, you can manage user accounts for the company via the "User Management" tab as shown below.



6.2 Inviting Users to Company

To invite a user and select a role for them, please do the following:

- Press the “User Management” tab, and select “Invite User”

- Enter the email of the individual you would like to invite, and select the role you wish for them to have, you will also choose to grant different permissions from the list

SAVE ENERGY
POWER. SMART. BETTER.

Request to join company Choose company **Demo Company**

Dashboard **Facility List** **Participant Agreement** **User Management**

Invite user and set permissions

Business Email* Role Type*

List of Permissions Toggle to grant

Inviting and adding other users to the company account	<input type="button" value="YES"/> <input type="button" value="NO"/>
Grant/revoke access to and from other users in the company account	<input type="button" value="YES"/> <input type="button" value="NO"/>
Updating the company account profile information and super administrator password	<input type="button" value="YES"/> <input type="button" value="NO"/>
Binding the company to sign and view the Participant Agreement	<input type="button" value="YES"/> <input type="button" value="NO"/>
Creating a facility <having access to the add facility button>	<input type="button" value="YES"/> <input type="button" value="NO"/>
Completing facility data entry <being able to complete the Details, Energy + Water, other facility data input tabs>	<input type="button" value="YES"/> <input type="button" value="NO"/>
Delete Facility	<input type="button" value="YES"/> <input type="button" value="NO"/>

Tip: The screen below will be popped up if you grant permission to the user for “Binding the company to sign and view the Participant Agreement”

Are you sure you want to change the binding authority permission and provide access to view and sign Participant Agreement?

6.3 Approving Users to Join Company

To approve a user who has requested to join the company and grant a role for them, please do the following:

- Head to the “User Management” tab, and select accept or reject on the

request you wish to approve or deny

SAVE ENERGY
POWER WHAT'S NEXT

Request to join company Choose company: Demo Company

Dashboard Facility List Participant Agreement **User Management**

User Management All users **Invite User**

ALL USERS [Request to join company](#)

Name	Email ID	Facility name	Role Type	Status	Action
Harnoor Boparai	harnoor.boparai@enerva.ca		Employee		Manage permission Delete
	yesfrankie@gmail.com		Employee	Invitation sent	Manage permission Delete
Chenyang Zhang	Chenyang@enerva.ca		Super-Admin	Active	View permission Delete

Rows per Page: 10 Page 1 of 1 < < 1 > >

- After clicking accept, the permissions management can be updated

SAVE ENERGY
POWER WHAT'S NEXT

Request to join company Choose company: Demo Company

Dashboard Facility List Participant Agreement **User Management**

Manage permission

Business Email* Role Type* **Update Permission**

List of Permissions Toggle to grant

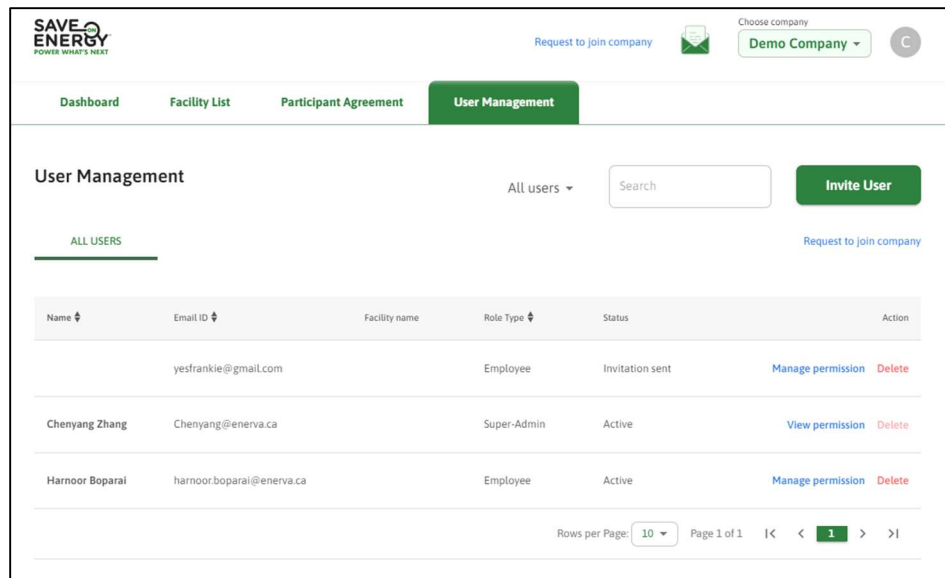
Inviting and adding other users to the company account	YES	NO
Grant/revoke access to and from other users in the company account	YES	NO
Updating the company account profile information and super administrator password	YES	NO
Binding the company to sign and view the Participant Agreement	YES	NO
Creating a facility <having access to the add facility button>	YES	NO
Completing facility data entry <being able to complete the Details, Energy + Water, other facility data input tabs>	YES	NO
Delete Facility	YES	NO

Update Permission

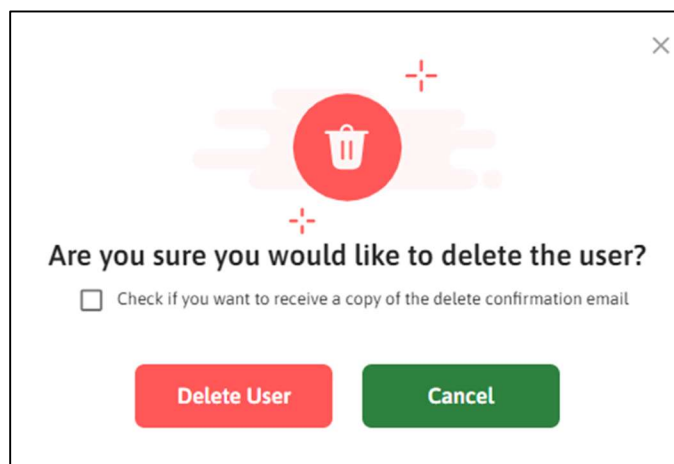
6.4 Deleting/Removing Users from Company

To delete or remove a user in the company list, please do the following:

- Head to the "User Management" tab, and press "delete" on the user you wish to remove



- Select "Delete User" to confirm the removal of the user



6.5 List of Permissions

Permission	Type of Access
Inviting and adding other users to the company account	<p>The ability to invite other users to the company account and select their role.</p> <p>The ability to review join requests from other users and approve them joining the company with the role they have selected.</p>

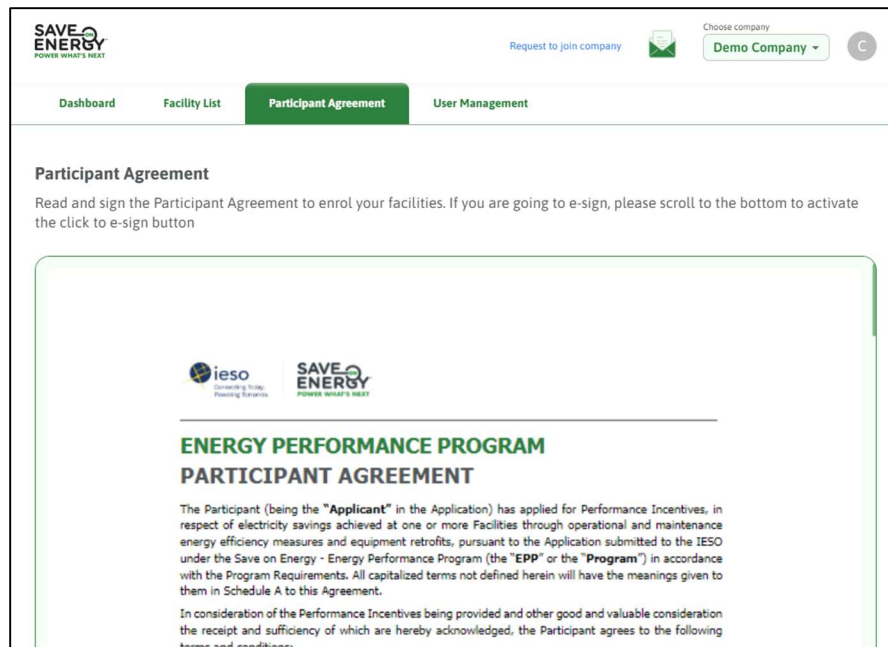
Grant/revoke access to and from other users in the company account	The ability to manage permissions for other users associated with the company.
Updating the company account profile information and super administrator password	The ability to change the company details and update the super administrator password.
Binding the company to sign and view the Participant Agreement	<p>The ability to view and download the Participant Agreement.</p> <p>The ability to electronically sign the Participant Agreement.</p> <p>The ability to upload a manually signed Participant Agreement.</p> <p>The ability to view and download the signed Participant Agreement.</p>
Creating a facility <having access to the add facility button>	The ability to create a facility for the company.
Completing facility data entry <being able to complete the Details, Energy + Water, other facility data input tabs>	<p>The ability to view, edit a created facility</p> <p>The ability to submit a facility for baseline modelling.</p>
Delete Facility	The ability to delete a created facility

7. Participant Agreement Management

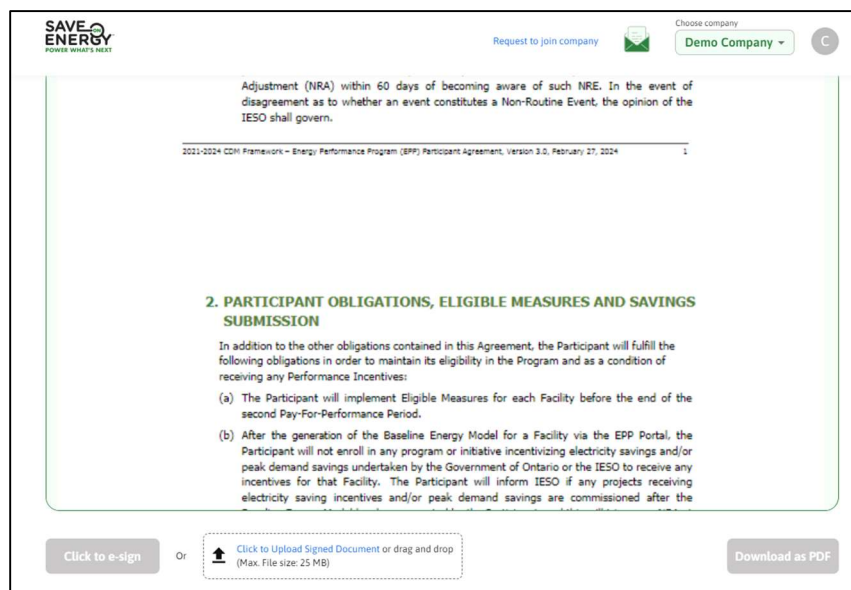
7.1 Viewing and Downloading Participant Agreement

To navigate to and view the Participant Agreement, please do the following:

- Head to the "Participant Agreement" tab. A copy of the Participant Agreement will be shown here.



- Scroll to the bottom of the User Management page. There will be two options here: "Click to e-sign", and "Download as PDF"



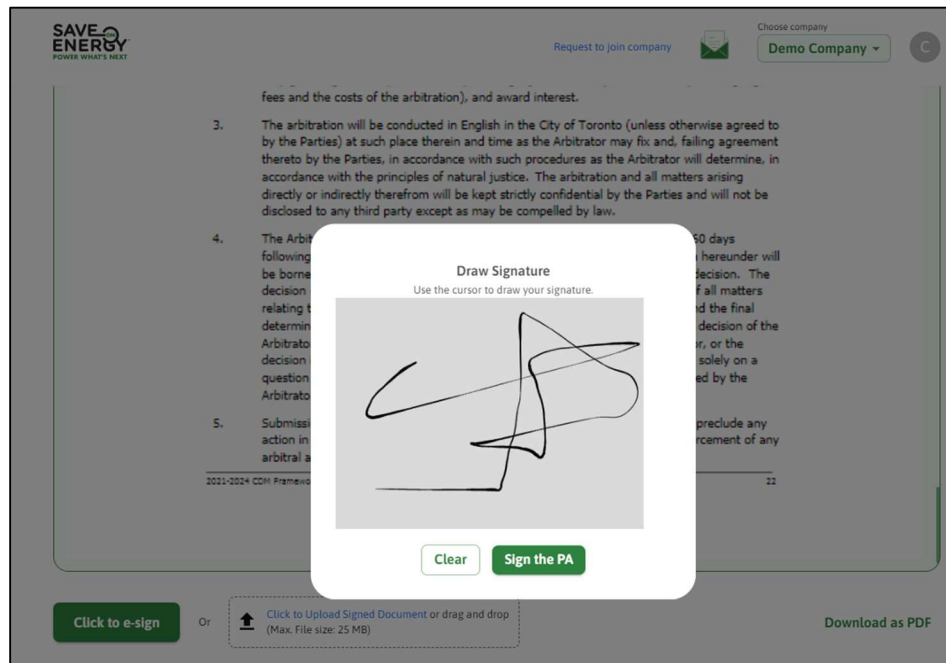
Tip: These two options will only be working when the PA is fully scrolled down.

There are two options to sign the Participant agreement.

7.2 Electronic Signature of Participant Agreement

To e-sign the Participant Agreement:

- Press on the "Click to e-sign" option and draw your signature within the grey popped-up box. If you wish to redo the signature, press the "Clear button". If you are happy with your signature, press the "Sign the PA" button.



7.3 Manual Signature and Upload of Participant Agreement

To manually sign the Participant Agreement:

- Press the download button in the bottom right corner to download it as a PDF file.
- Sign the Participant Agreement either manually or via your preferred document signing software.
- To Upload the signed Participant Agreement, Click the "Upload Signed Document" button, or drag the signed document into the space.

SAVE ENERGY
POWER WHAT'S NEXT

Request to join company

Choose company
Demo Company

fees and the costs of the arbitration), and award interest.

3. The arbitration will be conducted in English in the City of Toronto (unless otherwise agreed to by the Parties) at such place therein and time as the Arbitrator may fix and, failing agreement thereto by the Parties, in accordance with such procedures as the Arbitrator will determine, in accordance with the principles of natural justice. The arbitration and all matters arising directly or indirectly therefrom will be kept strictly confidential by the Parties and will not be disclosed to any third party except as may be compelled by law.

4. The Arbitrator's written decision will be delivered to each of the Parties within 60 days following the conclusion of the arbitration hearing. The costs of any arbitration hereunder will be borne by the Parties in the manner specified by the Arbitrator in his or her decision. The decision of the Arbitrator will be final and binding upon the Parties in respect of all matters relating to the arbitration, the conduct of the Parties during the proceedings and the final determination of the issues in the arbitration. There will be no appeal from the decision of the Arbitrator to any court, except on the grounds that the conduct of the Arbitrator, or the decision itself, violated the provisions of the *Arbitration Act, 1991* (Ontario), or solely on a question of law as provided for in such act. Judgment upon any award rendered by the Arbitrator may be entered in any court having jurisdiction thereof.

5. Submission to arbitration under this Schedule "C" is intended by the Parties to preclude any action in matters which may be arbitrated hereunder, save and except for enforcement of any arbitral award hereunder.

2021-2024 CDH Framework – Energy Performance Program (EPP) Participant Agreement, Version 3.0, February 27, 2024 22

Click to e-sign Or Click to Upload Signed Document or drag and drop (Max. File size: 25 MB) Download as PDF

7.4 Viewing and Downloading Signed Participant Agreement

To navigate to and view the signed Participant Agreement, please do the following:

- Head to the "Participant Agreement" tab. A copy of the Participant Agreement will be shown here. The signature will be on page 13. You will not be able to edit this signed document.
- To download a copy of this signed document, scroll to the bottom of the page, and press the "Download the signed participant agreement" button.


[Request to join company](#)

Choose company
Demo Company

enforceability as a manually executed signature, physical delivery thereof, or the use of a paper-based record-keeping system as the case may be.

(I) **No Binding Obligations.** Prior to the issuance of the Notice of Approval, no binding obligations are created between the IESO and the Participant, and the IESO is not bound in any way to pay any Performance Incentives. Upon the issuance of the Notice of Approval, this Agreement shall be binding upon both Parties.

I, the Participant, certify that I understand and agree to the terms and conditions as set forth above in this Agreement and agree to be bound by this Agreement upon the issuance of a Notice of Approval.

PARTICIPANT / LEGAL COMPANY NAME: Chenyang Zhang / Demo Company


AUTHORIZED SIGNATURE: 

DATE: 2024-08-01 20:24

Signed by: Chenyang Signed on: 2024-08-01 [Download signed participant agreement](#)

8. Dashboard

The dashboard is the homepage where you will be able to navigate through the platform. For release 1, you will just be able to add a facility on the screen if you have been given access. For future releases, this is where you will see all the reporting and visualization.


[Request to join company](#)

Choose company
Demo Company

Dashboard Facility List Participant Agreement User Management

Welcome Chenyang

You are a few steps away from enrolling your facilities in the program. For all facilities, you have to do the following steps:

1 Create facility → 2 Add facility information → 3 Submit facility for baseline model → 4 Review and accept baseline model → 5 Enrol your facility → 6 Start saving energy and earn incentives for the facility

Please note that signing [Participant Agreement](#) is mandatory before you enrol your facility. All facilities in the Facility List are included under the signed Participant Agreement.

Add facility details and start saving
Add Facility

9. Facility List

This is the screen where you will see all the facilities that have been created that you have access to. If you have the permissions to edit facilities, submit them for baseline modeling or give other people access to facilities, this is where you will do it.

Dashboard

Facility List

Participant Agreement

User Management

Facility List

Search by Facility name

Assign Access

Add Facility +

Name/Nick Name	Total Electricity Savings	% Energy Savings	Total Incentive Earned	Benchmarking EUI	Facility Status	Actions
Test Facility 1					Draft	<a>Edit <a>Delete
Test Facilit 2					Draft	<a>Edit <a>Delete

Rows per Page: 10

Page 1 of 1

< < 1 > >


10. Adding Facilities

First, in order to start your application, you need to create a facility:

- Head to the "Facility List" tab. Press on the "Add Facility +" button. Optionally, the dashboard tab also has the "Add Facility" button.

SAVE ENERGY POWER WHAT'S NEXT				Request to join company		Choose company	Demo Company	C
Dashboard	Facility List	Participant Agreement	User Management					
Facility List								
Search by Facility name								
Assign Access								
Add Facility +								
Name/Nick Name	Total Electricity Savings	% Energy Savings	Total Incentive Earned	Benchmarking EUI	Facility Status	Actions		

- You will be redirected to a page where you can enter basic facility details. Mandatory fields are identified with an asterisk (*). Once done with the data entry, press the "Add Facility" button at the bottom of the page.


[Request to join company](#)

Choose company

Demo Company

Dashboard
Facility List
Participant Agreement
User Management

Add Facility

Status: Draft

Facility Details

Facility construction status*

Existing Building

Facility name*

Facility category*

Facility type*

NAIC's code*

What is your target energy savings for this facility?

5

5 %

100 %

Facility photo

Upload

Address

Unit number

Street number*

Street name*

City*

Province*

Ontario

Country*

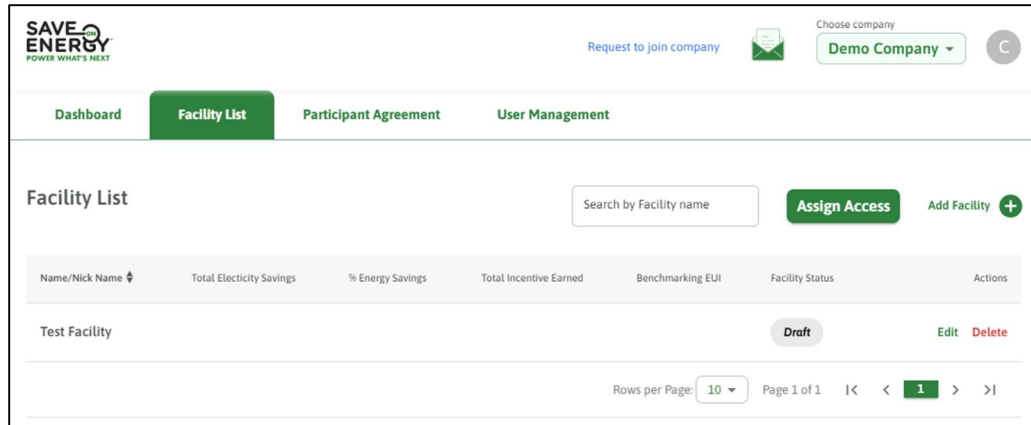
Canada

Postal code*

Add Facility

Tip: The facility needs to be an “Existing Building” in “Ontario, Canada” to participate in the EPP program. And the facility shall achieve a minimum of five percent (5%) of the Total Electricity Savings by the end of the second Pay-for-Performance Period (the “Minimum Savings”) as required in the Participant Agreement

- If you wish to edit the facility details that you have entered in this section, press the “Edit” button next to the facility you wish to edit.



11. Facility Data Entry

11.1 Summary Tab

The Summary tab is the landing page for your facility and is where your energy model will be displayed.

- Head to the "Facility List" tab. Hover over the facility you wish to view and click on it.
- If you have not submitted energy data yet, your summary page will not display a model yet. After you have submitted your data, the model will be displayed here.
- The Pending tabs will show the color Pink/Orange and the Completed tabs will show the color Green

SAVE ENERGY
POWER WHAT'S NEXT

Request to join company Choose company **Demo Company**

Dashboard **Facility List** Participant Agreement User Management

← **Create Facility** ✓ Enter Facility Data Submit Facility Accept Baseline Model Facility Enrolled

Test Facility
123, Test Road
Toronto, Canada
Ontario, T1E1S1
Draft
Edit Delete

Incentive Energy saving

Incentive	On-Peak	Off-Peak
Total Incentives	\$3255.00	
3rd P4P Incentives		\$750.00
2nd P4P Incentives	\$525.00	\$560.00
1st P4P Incentives		
Pre-Project Incentives	\$1500.00	

Facility UBI
87M2MG2M+54

Summary
NAIC's Code: 5311 Facility Category: Office

Either data has not been uploaded and verified yet or uploaded data is in processing state, so this visualization is not available.

Summary Details Energy and Water Weather & Independent Variables Savings Plan and Document

Legend: Pending (orange), Completed (green)

11.2 Details Tab

There are three sections in the Details Tab, which are Characteristics, Heating and cooling systems and Operational details

← **Create Facility** ✓ Enter Facility Data Submit Facility Accept Baseline Model Facility Enrolled

Test Facility
123, Test Road
Toronto, Canada
Ontario, T1E1S1
Draft
Edit Delete

Incentive Energy saving

Incentive	On-Peak	Off-Peak
Total Incentives	\$3255.00	
3rd P4P Incentives		\$750.00
2nd P4P Incentives	\$525.00	\$560.00
1st P4P Incentives		
Pre-Project Incentives	\$1500.00	

Facility UBI
87M2MG2M+54

Summary **Details** Energy and Water Weather & Independent Variables Savings Plan and Document

Characteristics +

Heating and cooling systems +

Operational details +

Save

Legend: Pending (orange), Completed (green)

- Press on the "+" button to expand each section. Mandatory fields are identified with an asterisk (*).

- Characteristics

Characteristics

Annual operational hours*

Year of construction*

YYYY

Year of construction is required

Gross floor area (Sq ft)*

Conditioned gross floor area including common area (Sq ft)

Unconditioned gross floor area such as parking lots (Sq ft)

Number of storeys*

Are there unique features of your facility that may impact energy usage?*

YES

NO

Facility electricity service size (Amps)

Facility service entrance voltage (Voltage)

- Heating and cooling systems

Heating and cooling systems

Space cooling energy source*

Space cooling technology*

Space heating energy source*

Space heating technology*

Water heating energy source*

Water heating technology*

Does the facility have energy-using equipment that is not standard HVAC? Please check all that apply.

☐ Industrial/Process
☐ Refrigeration
☐ Compressed air
☐ Commercial kitchen
☐ Swimming pool
☐ Other
☐ None

Space cooling technology description

Space cooling technology age (Years)

Space cooling technology capacity (Tons)

Space cooling efficiency (EER, SEER, COP)

Space heating technology description

Space heating technology age (Years)

Space heating technology capacity (MBH)

Space heating efficiency (% HSPF, COP)

Water heating technology description

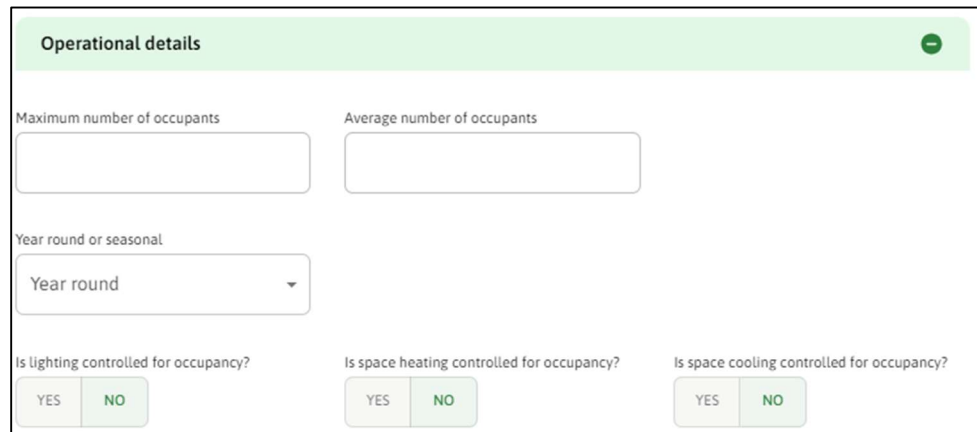
Water heating technology age (Years)

Water heating technology capacity (MBH)

Water heating efficiency (% COP)

Tip: If you choose "Other", another input box will appear and ask you to describe the specifications.

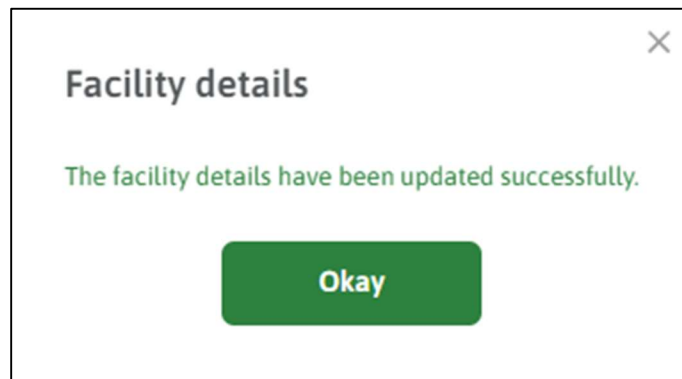
- Operational details



The screenshot shows a form titled "Operational details" with a green header bar. The form contains the following fields and controls:

- Maximum number of occupants:** A text input field.
- Average number of occupants:** A text input field.
- Year round or seasonal:** A dropdown menu currently showing "Year round".
- Is lighting controlled for occupancy?:** Radio buttons for "YES" and "NO", with "NO" selected.
- Is space heating controlled for occupancy?:** Radio buttons for "YES" and "NO", with "NO" selected.
- Is space cooling controlled for occupancy?:** Radio buttons for "YES" and "NO", with "NO" selected.

- Once done with the data entry, press "Save", and you will get the pop-up message below



11.3 Energy and Water Tab

Energy consumption data is required to determine eligibility and develop the baseline model. The applicant needs to add a meter to the facility to proceed.

- Press on the “Add Meter +” button

- Mandatory fields are identified with an asterisk (*). Once done with the data entry, press “Add Meter” to go to the next section

- Once you have submitted your meter, press “Add data” from the previous page.

Meter name	Meter type	Meter ID	Status	Most recent update	In use/(inactive date)	Actions
Meter	Electricity	112233	Active	08/01/2024		Add data Edit Delete

Rows per Page: 10 Page 1 of 1

- Press “Add entries” and upload electricity consumption data set for the baseline development. The format of this submission must follow the spreadsheet linked in the red circle below.

Summary Details Energy and Water Weather & Independent Variables Savings Plan and Document

Meter Name: Meter Meter ID: 112233 Meter type: Electricity Date meter became active: 2006-08-02 Revenue-grade meter Edit Delete

HOURLY OR SUB-HOURLY ENTRIES MONTHLY ENTRIES View entries Delete entries Add entries

Upload data in bulk for this meter
 You can upload a Green Button XML file or an Excel-compatible file. Use this [single meter spreadsheet](#) to upload the Excel file.

Choose File

☐ I hereby certify that this is the original file from the Utility.

Upload

- The Spreadsheet format, an example pictured below, needs to have the starting hour of the observation in the first column, the end hour in the second column, and the Meter reading (in kWh) in the third.

	A	B	C	D	E
	Start Date (Required)	End Date (Required)	Meter Reading (Required)		
1					
2	2022-03-02 0:00	2022-03-02 1:00	137.76		
3	2022-03-02 1:00	2022-03-02 2:00	141.36		
4	2022-03-02 2:00	2022-03-02 3:00	138.00		
5	2022-03-02 3:00	2022-03-02 4:00	137.52		
6	2022-03-02 4:00	2022-03-02 5:00	134.64		
7	2022-03-02 5:00	2022-03-02 6:00	144.24		
8	2022-03-02 6:00	2022-03-02 7:00	156.96		
9	2022-03-02 7:00	2022-03-02 8:00	182.64		
10	2022-03-02 8:00	2022-03-02 9:00	188.88		
11	2022-03-02 9:00	2022-03-02 10:00	191.04		
12	2022-03-02 10:00	2022-03-02 11:00	190.32		
13	2022-03-02 11:00	2022-03-02 12:00	192.00		

Tip: The Meter ID number can be found on the electricity bill. The electricity bill also provides information of service level (needs to be >50kW to be eligible) and facility address

11.4 Adding Independent Variables

Some facilities may have additional data that you can provide, which may increase the accuracy of the baseline model generated by the EPP Portal. This type of data are called Independent Variables. This is an optional feature and is not required for the creation of the baseline.

- On the facility page, press on the “Weather and Independent Variables” tab. By default, you can see that the portal considers outside air temperature as a variable.

Weather

Add Independent Variable +

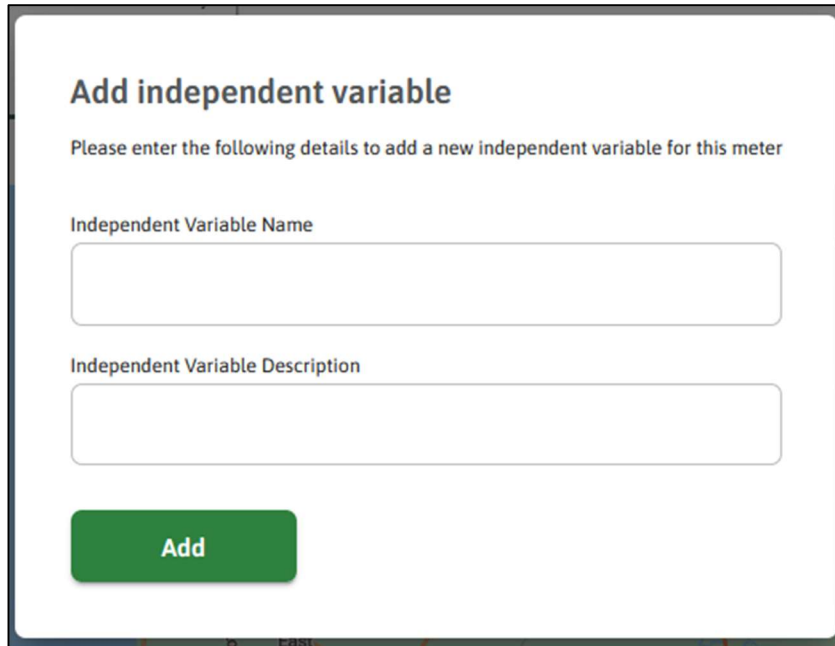
Legend: Pending (orange), Completed (green)

	Mount Forest (Aut) Weather Station	Elora Rcs Weather Station	Kitchener/Waterloo Weather Station
Latitude	43.98	43.65	43.46
Longitude	-80.75	-80.42	-80.38
Climate ID	6145504	6142286	6144239
Station ID	7844	41983	48569

Select checkboxes to see graphs

- ☒ Air temperature
- ☐ Relative humidity
- ☐ Precipitation
- ☐ Atmospheric pressure
- ☐ Wind speed

- In order to add additional variables, press on the “Add Independent Variable” button on the top right. A window will appear, prompting you to enter the variable name and a short description.



Add independent variable

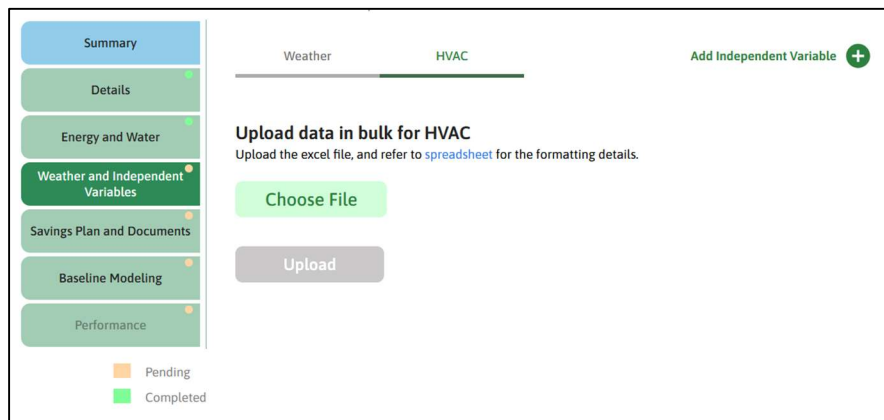
Please enter the following details to add a new independent variable for this meter

Independent Variable Name

Independent Variable Description

Add

- You will be redirected to a page where you can upload a spreadsheet with your independent variable data. You can create as many independent variables as you want. In the screenshot below, the independent variable data has been called HVAC. A spreadsheet template can once again be downloaded for your convenience.



Summary Details Energy and Water Weather and Independent Variables Savings Plan and Documents Baseline Modeling Performance

Weather HVAC Add Independent Variable +

Upload data in bulk for HVAC

Upload the excel file, and refer to [spreadsheet](#) for the formatting details.

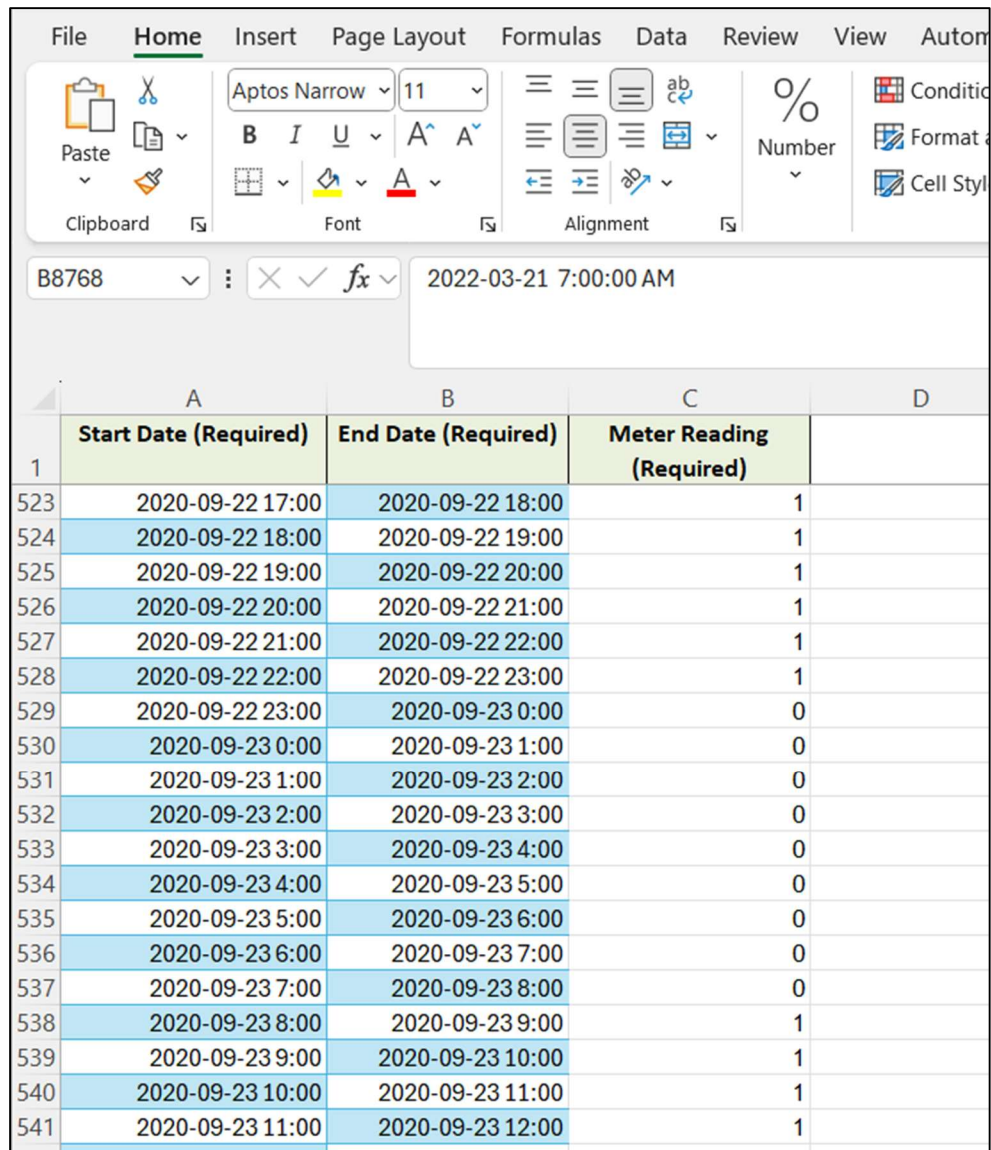
Choose File

Upload

☐ Pending
☒ Completed

- The formatting for the independent variable is similar to the format for baseline. Place the starting hour of the observation in the first column, the end hour in the second column, and independent variable in the third.

For the independent variable, there can be various formats. You may have a binary format, where 1 indicates the “on” state, when the consumption is actively affected by the variable, and 0 indicating the “off” state, where consumption is not being affected by the variable.



The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The ribbon includes options for Clipboard, Font, Alignment, and Number. The active cell is B8768, containing the date and time '2022-03-21 7:00:00 AM'. Below the ribbon, a table is displayed with the following data:

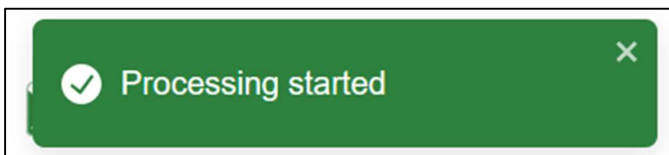
	A	B	C	D
1	Start Date (Required)	End Date (Required)	Meter Reading (Required)	
523	2020-09-22 17:00	2020-09-22 18:00	1	
524	2020-09-22 18:00	2020-09-22 19:00	1	
525	2020-09-22 19:00	2020-09-22 20:00	1	
526	2020-09-22 20:00	2020-09-22 21:00	1	
527	2020-09-22 21:00	2020-09-22 22:00	1	
528	2020-09-22 22:00	2020-09-22 23:00	1	
529	2020-09-22 23:00	2020-09-23 0:00	0	
530	2020-09-23 0:00	2020-09-23 1:00	0	
531	2020-09-23 1:00	2020-09-23 2:00	0	
532	2020-09-23 2:00	2020-09-23 3:00	0	
533	2020-09-23 3:00	2020-09-23 4:00	0	
534	2020-09-23 4:00	2020-09-23 5:00	0	
535	2020-09-23 5:00	2020-09-23 6:00	0	
536	2020-09-23 6:00	2020-09-23 7:00	0	
537	2020-09-23 7:00	2020-09-23 8:00	0	
538	2020-09-23 8:00	2020-09-23 9:00	1	
539	2020-09-23 9:00	2020-09-23 10:00	1	
540	2020-09-23 10:00	2020-09-23 11:00	1	
541	2020-09-23 11:00	2020-09-23 12:00	1	

- The independent variable can also be in a format where you have numbers indicating an activity, such as the amount of product being manufactured or the occupancy of a building.

The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The ribbon includes options for Clipboard, Font, Alignment, Number, and Styles. The active cell is G3. Below the ribbon, a data table is displayed with columns A, B, C, and D. Column A is labeled 'Start Date (Required)', Column B is labeled 'End Date (Required)', and Column C is labeled 'Meter Reading (Required)'. The data rows show a sequence of timestamps from 2020-07-01 0:00 to 2020-07-01 19:00 in Column A, corresponding timestamps in Column B, and a constant value of 4801.666667 in Column C.

	A	B	C	D
	Start Date (Required)	End Date (Required)	Meter Reading (Required)	
1				
2	2020-07-01 0:00	2020-07-01 1:00	4801.666667	
3	2020-07-01 1:00	2020-07-01 2:00	4801.666667	
4	2020-07-01 2:00	2020-07-01 3:00	4801.666667	
5	2020-07-01 3:00	2020-07-01 4:00	4801.666667	
6	2020-07-01 4:00	2020-07-01 5:00	4801.666667	
7	2020-07-01 5:00	2020-07-01 6:00	4801.666667	
8	2020-07-01 6:00	2020-07-01 7:00	4801.666667	
9	2020-07-01 7:00	2020-07-01 8:00	4801.666667	
10	2020-07-01 8:00	2020-07-01 9:00	4801.666667	
11	2020-07-01 9:00	2020-07-01 10:00	4801.666667	
12	2020-07-01 10:00	2020-07-01 11:00	4801.666667	
13	2020-07-01 11:00	2020-07-01 12:00	4801.666667	
14	2020-07-01 12:00	2020-07-01 13:00	4801.666667	
15	2020-07-01 13:00	2020-07-01 14:00	4801.666667	
16	2020-07-01 14:00	2020-07-01 15:00	4801.666667	
17	2020-07-01 15:00	2020-07-01 16:00	4801.666667	
18	2020-07-01 16:00	2020-07-01 17:00	4801.666667	
19	2020-07-01 17:00	2020-07-01 18:00	4801.666667	
20	2020-07-01 18:00	2020-07-01 19:00	4801.666667	
21	2020-07-01 19:00	2020-07-01 20:00	4801.666667	

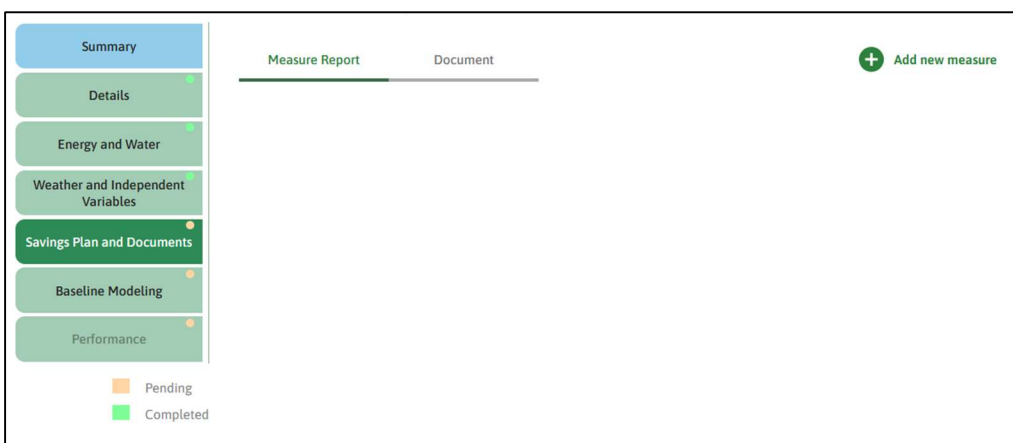
- Once you have uploaded the independent variable spreadsheet, please remember to press the upload button once more to confirm. You should see a “Processing started” notification on the top right of the screen.



11.5 Savings Plan and Documents

This is the location for you to store documents that outline your savings plan, any projects that you may have completed on the site, invoices, and any other documents you may want to save for the reviewer to access.

- Press on the “Savings Plan and Documents” tab. You can add a new measure by clicking on the “Add new measure” button on the top right.



- Here, you can fill a variety of fields detailing the measures that have been completed.

The screenshot shows a web form titled "Add measure" within a portal interface. The form contains several input fields and buttons. At the top, there is a "Measure name*" field. Below it are "Measure category" (a dropdown menu) and "Measure installation costs" (a numeric input field). Further down is a "Baseline conditional details" text area, followed by a larger "Measure description" text area. Below these are two date pickers: "Measure installation start date" and "Measure completion date", both showing the format "DD/MM/YYYY". At the bottom left, there is a "Measure details" section with an "Upload" button, and a "File description" text area. A large green "Add" button is positioned at the bottom center of the form. The portal's header and footer are partially visible, including a "Request to join company" link and a footer with contact information.

Request to join company

Add measure

Measure name*

Measure category

Measure installation costs

Baseline conditional details

Measure description

Measure installation start date

Measure completion date

Measure details

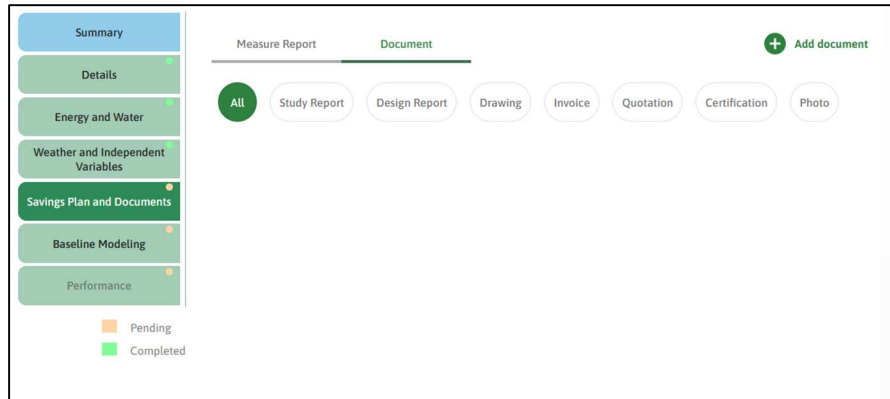
File description

Upload

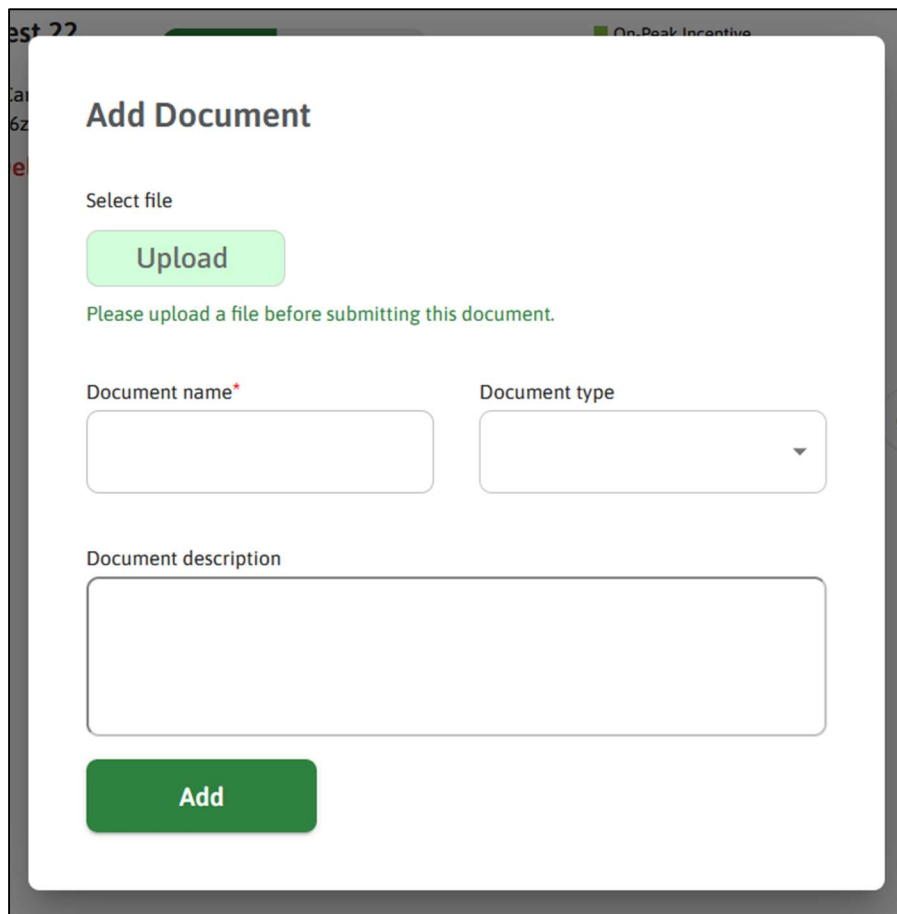
Add

need assistance, please contact Customer Support at info@energyperformanceprogram.ca

- To add a document, click on the “Document” tab on the top, and select the type of document you wish to upload. Then, press the “Add document” button on the top right.



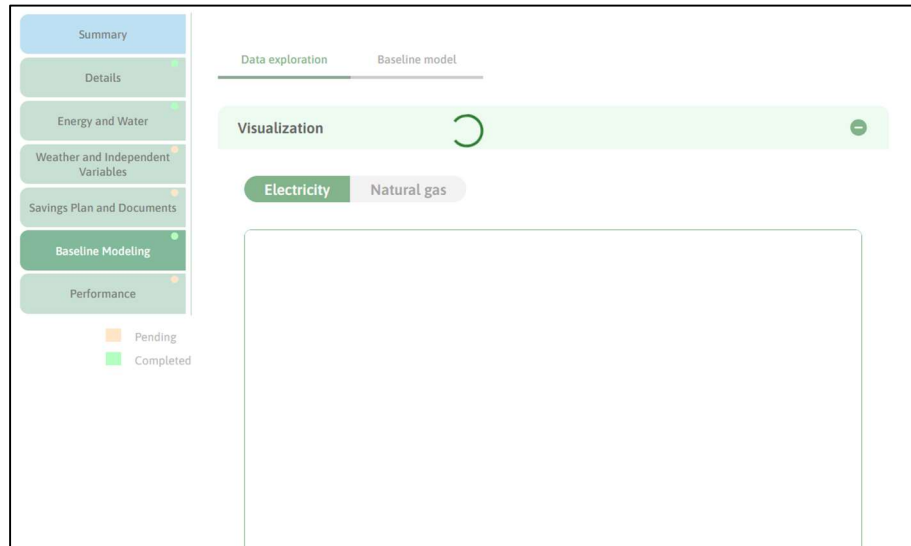
- Here, you can fill in details about the document you are uploading. Press the “Add” button to finalize the upload.



11.6 Baseline Modelling

Once you have finished filling out the other tabs, you can head over to the Baseline Modelling tab to generate your baseline model.

- Once you have pressed “Baseline Modelling”, the portal will clean up your baseline data. This will cause the page to load for a while, but this is normal. Please do not refresh the page.



- Once it has finished loading, press on the “Baseline model” tab. Here, you can select the period that you wish to create a baseline for and enable any independent variables that you have added. The model type will be automatically selected by the Portal to ensure that the model generated has the highest accuracy possible.

Once you are satisfied with your selection, press on the “Calculate baseline” button.

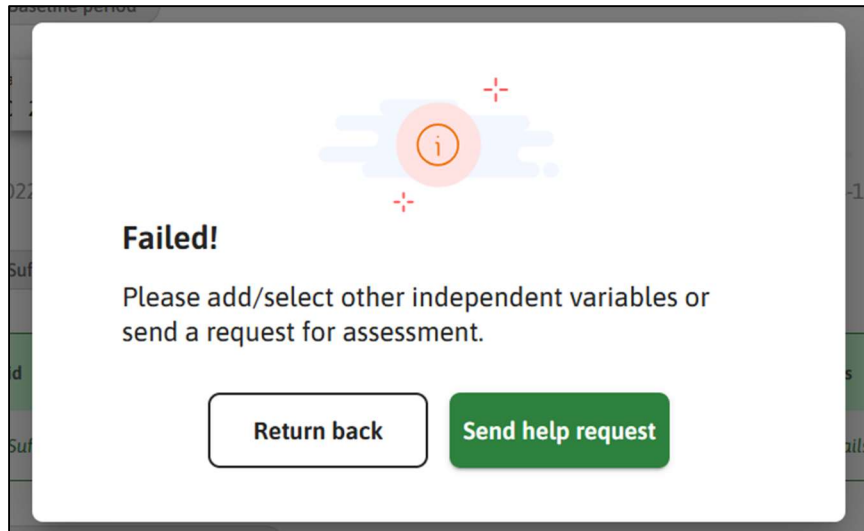
The screenshot displays the 'Baseline model' tab with the following components:

- Energy Type:** 'Electricity' (selected) and 'Natural gas'.
- Model constructor:** A green bar with a minus icon.
- Baseline period:** A slider showing 'Baseline Start' (2022-01-01) and 'Baseline End' (2022-12-31). The timeline ranges from 2022-01-01 to 2024-12-20.
- Sufficiency verification:** A table with columns for 'id', 'Hourly', 'Daily', 'Monthly', and 'details'.

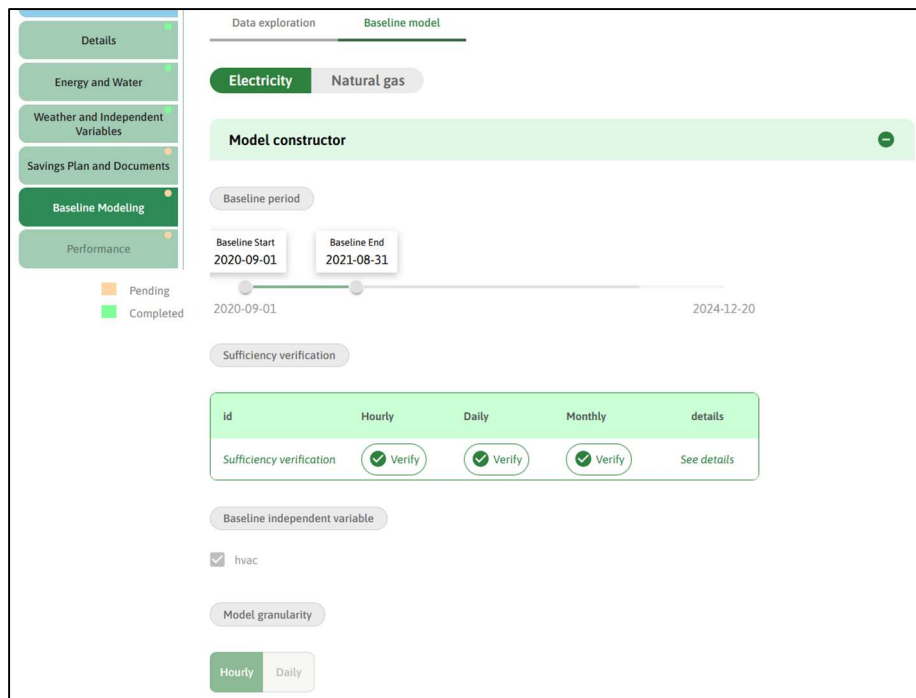
id	Hourly	Daily	Monthly	details
Sufficiency verification	<input checked="" type="checkbox"/> Verify	<input checked="" type="checkbox"/> Verify	<input checked="" type="checkbox"/> Verify	See details
- Baseline independent variable:** A section with a checkbox for 'HVAC' which is checked.
- Model granularity:** A section with 'Hourly' (selected) and 'Daily' options.
- Calculate baseline:** A green button at the bottom.

- If your baseline has failed, you will see the following message pop up. You can return to the sheet to continue tinkering with your baseline model by pressing the "Return back" button, or if you require assistance, you can press the "Send help request" button.

If you do decide to send a help request, an administrator will assist you in selecting parameters that will generate an acceptable baseline model.



- Please be aware that you will be locked out from further edits to your baseline model if you do choose to request assistance from an administrator.



- When an administrator has returned a model to you, you can accept by pressing a button on the top right, on the Baseline modeling page.

12. Submitting a Facility for Baseline Modelling

After providing all the information above, and generating a valid baseline model, you will be able to press the “Submit facility” button. Our technical review team will contact you if more information is needed. If not, you will receive an email with confirmation of your enrollment.

Details

- Energy and Water
- Weather and Independent Variables
- Savings Plan and Documents
- Baseline Modeling**
- Performance

Electricity
Natural gas

Electricity baseline has been successfully calculated on: 2024-12-20 03:57:39

Model constructor

Baseline period

Baseline Start: 2020-12-13, Baseline End: 2021-12-14

2019-01-01 to 2024-12-20

Sufficiency verification

id	Hourly	Daily	Monthly	details
Sufficiency verification	Verify	Verify	Verify	See details

Baseline independent variable

Model granularity

Hourly | Daily

Calculate baseline

Submit facility

13. Submitting Documents for Your First Payment for Performance (P4P) Period

Once you have completed implementing energy-saving improvements to your facility, and have collected a year's worth of data, you are ready to submit documents for your first pay for performance period.

- To begin, navigate back to the facility that you wish to submit your payment for performance (P4P) data for. A new tab named "Performance" should be available.

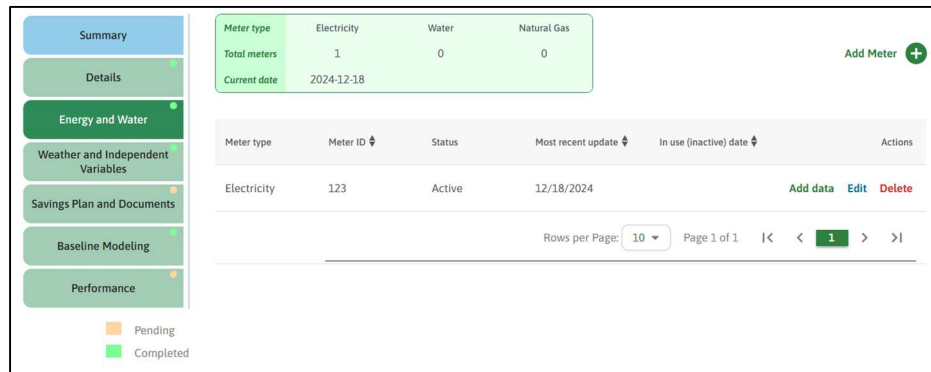


13.1 Uploading your Data

The process for uploading energy consumption data is identical to uploading the data for the baseline.

- Select the Energy and Water tab, select the meter you wish to upload data for, and press "add data". Then, press on the "Add entries" button on the top right, and upload your data.

Remember that the formatting must follow the sheet that is linked on the upload page, which is once again identical to the baseline upload.



Meter type	Meter ID	Status	Most recent update	In use (inactive) date	Actions
Electricity	123	Active	12/18/2024		Add data Edit Delete

13.2 Non-routine Adjustments (NRA)

During the duration of a P4P period, you may encounter one-time events that may have led to extra energy consumption. Non-routine adjustments allow you to account for this during your P4P period. These are done on a case-by-case basis, so please contact us at info@energyperformanceprogram.ca if you believe that you need a non-routine adjustment for your application.

- To upload NRA data, head over to the performance tab on the left. Here, you can see various information about your baseline and performance period. Select the “Performance period reporting information” dropdown.

- On the top right, you can press the “Add non-routine event” button to submit your NRA data.

- Here, you can fill in the basic details of your event, as well as the duration of the event.

Non-routine event

Event period from*

Event period to*

Event name*

Comment

Create non-routine event

- Once you have created an event, there are two ways you can add the non-routine adjustment data:
- First, you can add the data via the filled data option in the portal. Press "Add more row", and a new row should be added. Fill in the start and end date of your non-routine adjustment and the **total** amount of energy added during the non-routine adjustment. Once you are done adding rows, you can press "Done" to submit your data.

Add Non-routine Event Data

Filled data Upload data in bulk

Start date*	End date*	Non-routine adjustment*	Action
<input type="text" value="MM/DD/YY"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text"/>	Delete

Done Add more row

- You can also submit non-routine adjustment data by uploading a file. Select the "Upload data in bulk" option, and you can upload a spreadsheet of your extra energy consumption during the period. As always, please follow the formatting of the spreadsheet linked on the page.

Edit non-routine event data

Filled data **Upload data in bulk**

Upload data in bulk
Upload the excel file, and refer to [non-routine adjustment spreadsheet](#) for the formatting details.

Select File

Upload

- If you want to edit your non-routine adjustment data, press on the name of the NRA data you wish to edit, press "edit", and then press "Edit non-routine data".

Performance period reporting Information

FIRST PAY-FOR-PERFORMANCE SECOND PAY-FOR-PERFORMANCE THIRD PAY-FOR-PERFORMANCE

Legend: Pending (orange), Completed (green)

Pay-for-performance period: From 10-21-2022, to MM/DD/YYYY

Adjusted baseline electricity consumption (kWh): Estimated

Reporting period:

Non-routine event name: Tornado


Event detail


Event period: 10-26-2022 to 10-31-2022 Event name: Tornado

No data is there, please add non routine data.

Edit Delete

Edit non-routine event

Event period from* 

Event period to* 

Event name*

Comment

13.3 Submitting Your Pay for Performance Period

Now that you have entered all the information required to complete your pay for performance period, you can start the process of submitting the data.

- Head over to the performance tab on the left and select the "Performance period reporting information" dropdown.

Summary

Details

Energy and Water

Weather and Independent Variables

Savings Plan and Documents

Baseline Modeling

Performance

Electricity

Natural gas

Submit Savings Report

Baseline summary

Performance period data summary

Performance period reporting Information

FIRST PAY-FOR-PERFORMANCE

SECOND PAY-FOR-PERFORMANCE

THIRD PAY-FOR-PERFORMANCE

Pay-for-performance period

Adjusted baseline electricity consumption (kWh)

From 10-21-2022, to

MM/DD/YYYY

-

Estimated

Non-routine event name

Tornado


Pending

Completed

Add non-routine event

- The start date of the pay for performance period should already be selected by the reviewer that approved your baseline. If you need this to be changed, please contact customer support.

You will need to select the end date for the pay for performance period.

Pay-for-performance period	From 10-21-2022, to	MM/DD/YYYY 	Non-routine event name
Adjusted baseline electricity consumption (kWh)	-		
Reporting period electricity consumption (kWh)	-		
Non-routine adjustment (kWh)	-		
On-peak electricity savings (kWh)	-		
Off-peak electricity savings (kWh)	-		
Total electricity savings (kWh)	-		

October 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Clear OK

- The details of your pay for performance period should be automatically filled out below. Once you are satisfied, you can press the “Submit Savings Report” button on the top right, and your pay for performance report will be submitted.

Electricity

Natural gas

Submit Savings Report

Baseline summary

Performance period data summary

Performance period reporting Information

FIRST PAY-FOR-PERFORMANCE

SECOND PAY-FOR-PERFORMANCE

THIRD PAY-FOR-PERFORMANCE

Pay-for-performance period

From 10-21-2022, to 10/20/2023

Adjusted baseline electricity consumption (kWh)

1,879,537

Estimated

Reporting period electricity consumption (kWh)

1,798,807

Estimated

Non-routine adjustment (kWh)

120

Estimated

On-peak electricity savings (kWh)

5,070

Estimated

Off-peak electricity savings (kWh)

75,781

Estimated

Add non-routine event

Non-routine event name

Tornado

- When your pay for performance report has been approved, you will receive an email confirming that your information has been accepted.

14. Tracking Your Performance Before the First Performance Period (“Interim Savings Summary”)

The portal can be used to track your energy savings progress before the first performance period. To do this, you can upload the data that you do have available. All you have to do is select the end date, and the table will auto-populate your energy savings and incentive progress.

Pay-for-performance period	From 10-21-2022, to	MM/DD/YYYY	Non-routine event name																																										
Adjusted baseline electricity consumption (kWh)	-	<div>October 2023</div> <table border="1"> <tr> <td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td> </tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td> </tr> <tr> <td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td> </tr> <tr> <td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td> </tr> <tr> <td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td> </tr> <tr> <td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td> </tr> </table> <div>Clear OK</div>		S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
S	M			T	W	T	F	S																																					
1	2			3	4	5	6	7																																					
8	9			10	11	12	13	14																																					
15	16			17	18	19	20	21																																					
22	23			24	25	26	27	28																																					
29	30	31																																											
Reporting period electricity consumption (kWh)	-																																												
Non-routine adjustment (kWh)	-																																												
On-peak electricity savings (kWh)	-																																												
Off-peak electricity savings (kWh)	-																																												
Total electricity savings (kWh)	-																																												

Electricity

Natural gas

Submit Savings Report

Baseline summary

Performance period data summary

Performance period reporting Information

FIRST PAY-FOR-PERFORMANCE

SECOND PAY-FOR-PERFORMANCE

THIRD PAY-FOR-PERFORMANCE

Add non-routine event

Pay-for-performance period	From 10-21-2022, to	10/20/2023	Non-routine event name
Adjusted baseline electricity consumption (kWh)	1,879,537	Estimated	Tornado
Reporting period electricity consumption (kWh)	1,798,807	Estimated	
Non-routine adjustment (kWh)	120	Estimated	
On-peak electricity savings (kWh)	5,070	Estimated	
Off-peak electricity savings (kWh)	75,781	Estimated	

15. Customer Support

If you need any help, please contact us at EPP Support at info@energyperformanceprogram.ca or 1-888-852-2440 (Monday to Friday 9am - 5pm EST).