Last update: December 4, 2023

GENERAL ELIGIBILITY

Step 1   Read the BenchmarkYYC [Terms and Conditions](#) and complete the [Registration Form](#).

UTILITY DATA REQUESTS

Step 2   Collect the addresses of all eligible properties to be included in the Data Request.

Step 3   For each property, identify all Site IDs and meter numbers that should be included in the aggregated utility data. This information is needed in Step 4 and Step 5.

Tip: Use UTILITYnet's search tool to find Site IDs and meter numbers
[Site Catalog - Utility Network and Partners](#)

For guidance and assistance through the data request process, include the Program Administrator at energybenchmarking@calgary.ca.

Step 4   To obtain aggregated electricity data, complete and submit the [Non-Retailer Authorization Form](#) to ENMAX Power.

Step 5   To obtain aggregated natural gas data, complete and submit the [Consent to a One Time Release of Information Form](#) to ATCO Gas.

Step 6/7   Pay the Data Aggregation Service Fee directly to the ENMAX Power and/or ATCO Gas.

Step 6/7   Receive aggregated utility data from ENMAX Power and/or ATCO Gas.

SHARE DATA WITH BENCHMARKYYC

Step 8   For each property included in the Data Request, upload the monthly energy consumption data to ENERGY STAR® Portfolio Manager. If assistance is needed with this process, please review the [How-to Guides | ENERGY STAR](#) or contact the Program Administrator at energybenchmarking@calgary.ca.

Step 9   Share the data with BenchmarkYYC using the [2022 Data Submission Link](#).

Step 10   Receive confirmation of Acceptance from the Program Administrator.

REBATE PAYMENT

Step 11   Complete and submit the [Rebate Request Form](#).

Step 12   If this is the first time your organization is transacting with the City of Calgary, complete the [Supplier Direct Deposit Form](#).

Step 13   Upon Acceptance of all required materials, the Program Administrator will process the rebate payment.