



G R E S B

2024 Portal Guide



GRESB Portal

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Introduction

- **Introduction**
- Getting started
- Managing assessments
- Assessment response

This is a guide for the GRESB Portal that will take you through the steps needed to create a reporting entity, explain basic Portal functionalities and provide tips to streamline the reporting process.

The GRESB Portal is a collaborative work environment for companies, fund managers and asset operators reporting to the GRESB Assessments. It also provides a platform for GRESB Investor Members and participants to analyse and benchmark ESG performance.

For more in-depth information on the GRESB Assessments and indicator-specific guidance, please see:



Unless indicated otherwise, this guide applies to all GRESB Assessments.

[GRESB's free online training platform](#)



Access the Training Platform

[GRESB's Helpdesk](#)



Contact the GRESB Helpdesk

[GRESB Partners](#)



Find a GRESB Partner

RESOURCES

You can access the free **GRESB Training Platform** directly through the GRESB website. Links to specific training videos are included throughout this guide.

For any questions from invoicing to the assessment process you can contact the **GRESB Helpdesk**.

GRESB's Partners are also able to assist with the reporting and submission process.

- Introduction
- **Getting started**
- Managing assessments
- Assessment response

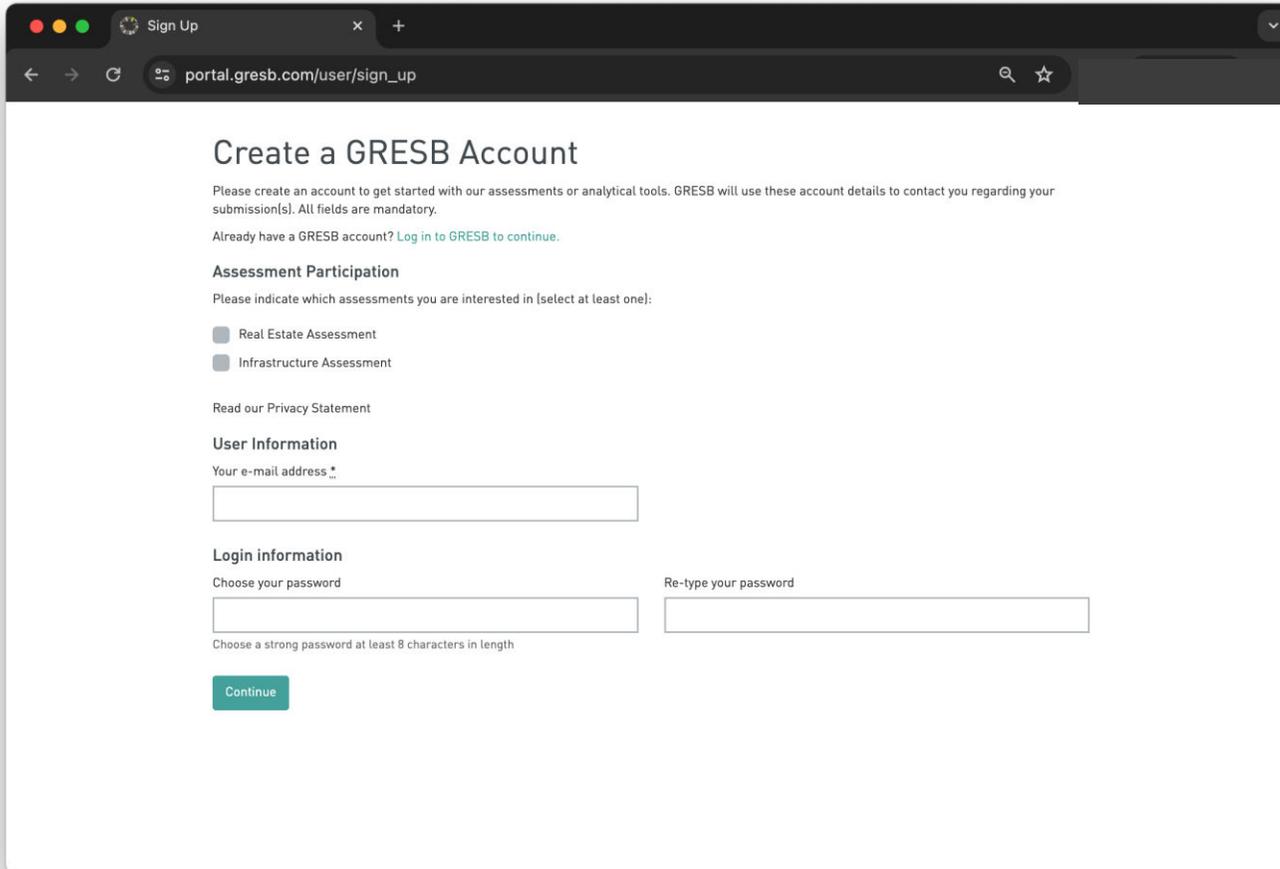
0. Registration
1. Logging in
2. Assessment portal
3. Creating an entity
4. Intent to submit



GRESB Portal

0. Registration

GETTING STARTED



The screenshot shows a web browser window with the URL `portal.gresb.com/user/sign_up`. The page title is "Create a GRESB Account". Below the title, there is a paragraph: "Please create an account to get started with our assessments or analytical tools. GRESB will use these account details to contact you regarding your submission[s]. All fields are mandatory." Below this is a link: "Already have a GRESB account? [Log in to GRESB to continue.](#)".

The form is divided into sections:

- Assessment Participation**: "Please indicate which assessments you are interested in (select at least one):"
 - Real Estate Assessment
 - Infrastructure Assessment
- User Information**: "Your e-mail address *"
 -
- Login information**: "Choose your password" and "Re-type your password"
 -
 -

At the bottom, there is a note: "Choose a strong password at least 8 characters in length" and a green "Continue" button.

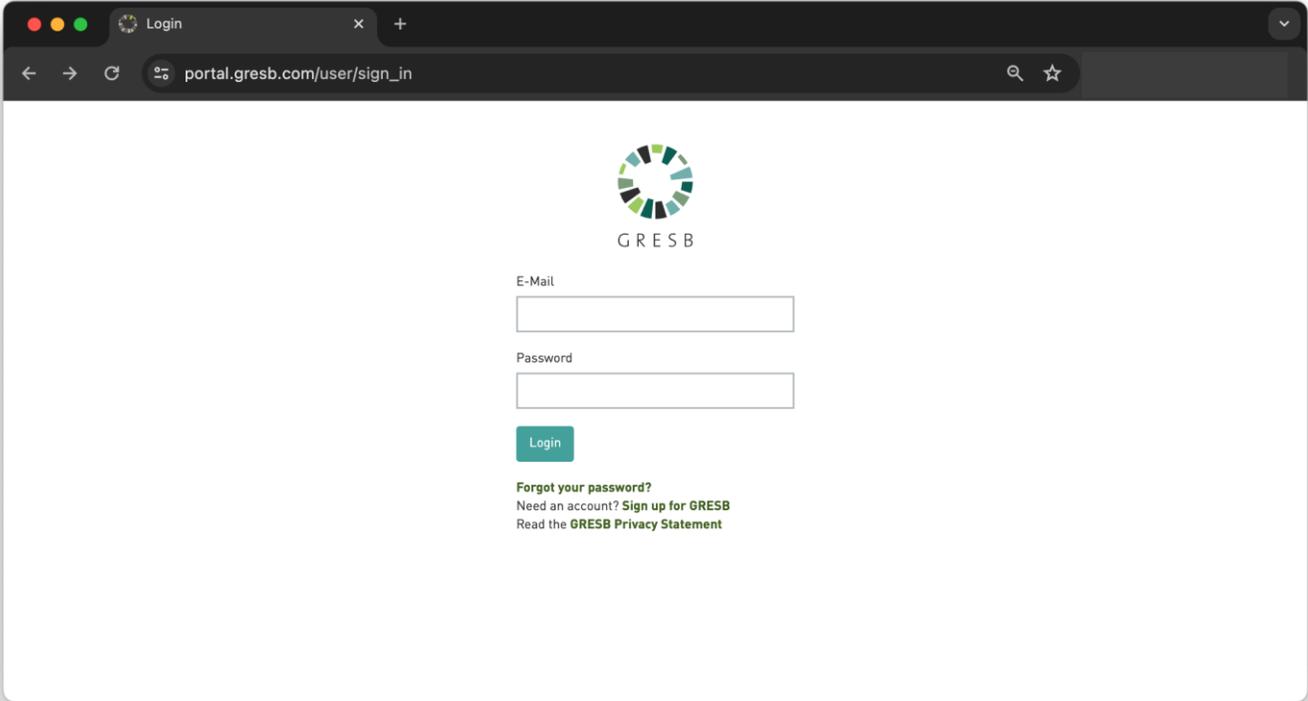
If you don't have a GRESB account already, you can sign up to create one for free.

You can select which Assessments you are interested in.

GETTING STARTED

1. Logging In

Once you've created a user account, you can log into the GRESB Portal.



2. Assessment Portal

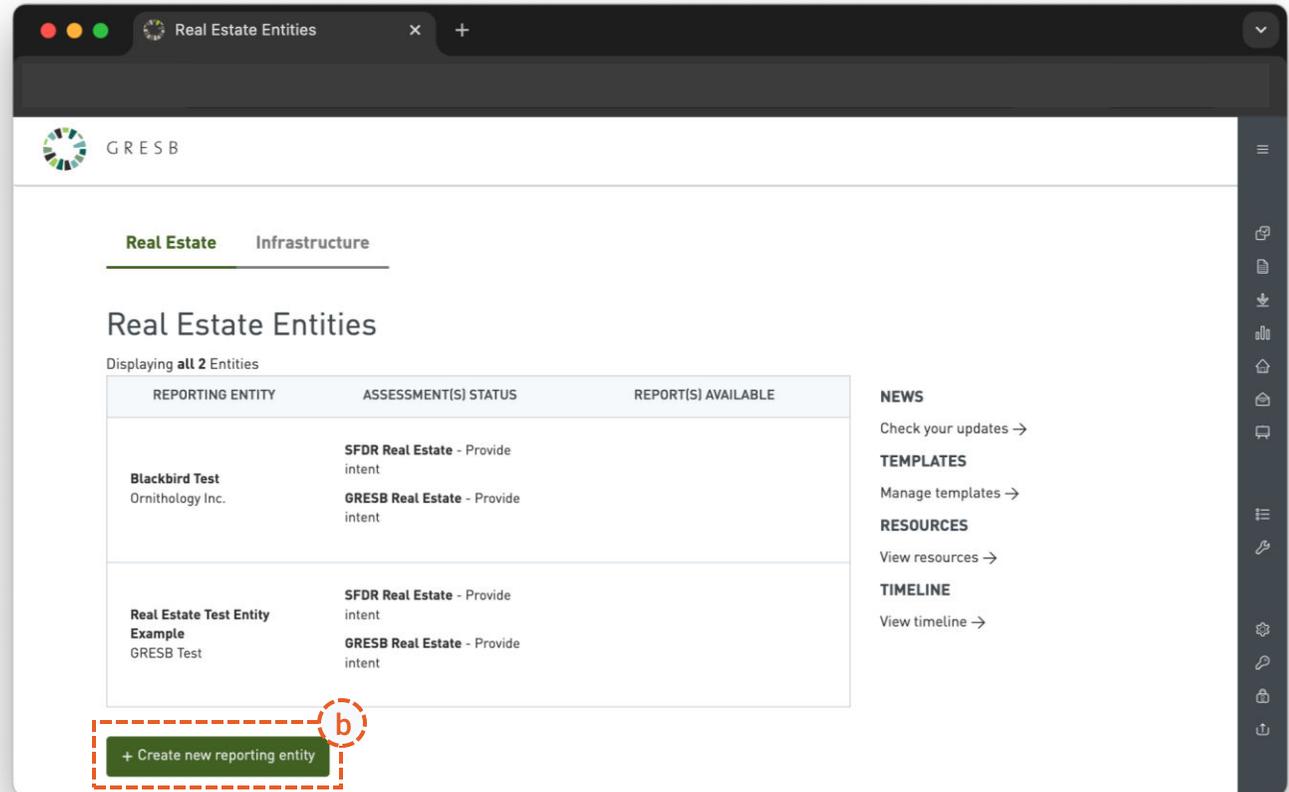
GETTING STARTED

The screenshot displays the 'Real Estate Entities' page. At the top, there are two tabs: 'Real Estate' and 'Infrastructure', both enclosed in a dashed orange box labeled 'g'. Below the tabs, the page title is 'Real Estate Entities' and it indicates 'Displaying all 2 Entities'. A table lists the reporting entities, with the first row highlighted by a dashed orange box labeled 'f'. The table has three columns: 'REPORTING ENTITY', 'ASSESSMENT(S) STATUS', and 'REPORT(S) AVAILABLE'. The first row contains 'Blackbird Test' (Ornithology Inc.), 'SFDR Real Estate - Provide intent', and 'GRESB Real Estate - Provide intent'. The second row contains 'Real Estate Test Entity Example' (GRESB Test), 'SFDR Real Estate - Provide intent', and 'GRESB Real Estate - Provide intent'. A green button at the bottom left says '+ Create new reporting entity'. On the right side, a sidebar menu is visible with four items: 'NEWS' (Check your updates →), 'TEMPLATES' (Manage templates →), 'RESOURCES' (View resources →), and 'TIMELINE' (View timeline →). These items are grouped by a dashed orange box labeled 'b, c, d, e'.

REPORTING ENTITY	ASSESSMENT(S) STATUS	REPORT(S) AVAILABLE
Blackbird Test Ornithology Inc.	SFDR Real Estate - Provide intent GRESB Real Estate - Provide intent	
Real Estate Test Entity Example GRESB Test	SFDR Real Estate - Provide intent GRESB Real Estate - Provide intent	

- Each entity that you have access to is shown on the Assessment Portal landing page.
- Updates from GRESB can be found under **News**.
- Any templates can be accessed via **Templates**.
- Guidance materials are found under **Resources**.
- The assessment timeline is available via **Timeline**.
- Open the assessment overview by clicking on the **reporting entity**.
- Alternate between your **Real Estate and Infrastructure** entities.

- a. Once logged in, if you have already participated in the GRESB Assessments, you will see a list of the reporting entities you manage or contribute to.
- b. If you are a new user or would like to set up a new reporting entity, click on **Create new reporting entity**.
- c. This will open the 'New Entity' page.



3. Creating an Entity

GETTING STARTED

New Real Estate entity

Reporting Entity

Entity Name *

Fund Manager (Organization) Name *

Entity Address *

Country of Entity's Headquarters *

Entity characteristics

Nature of ownership

Listed entity

Please specify ISIN

Legal status

Property company

Real Estate Investment Trust (REIT)

Non-listed entity

Government entity

a. All information on the New Entity page is required. This information will be communicated to GRESB Investor Members.

b. It is possible to edit the information later.

c. Click Save.

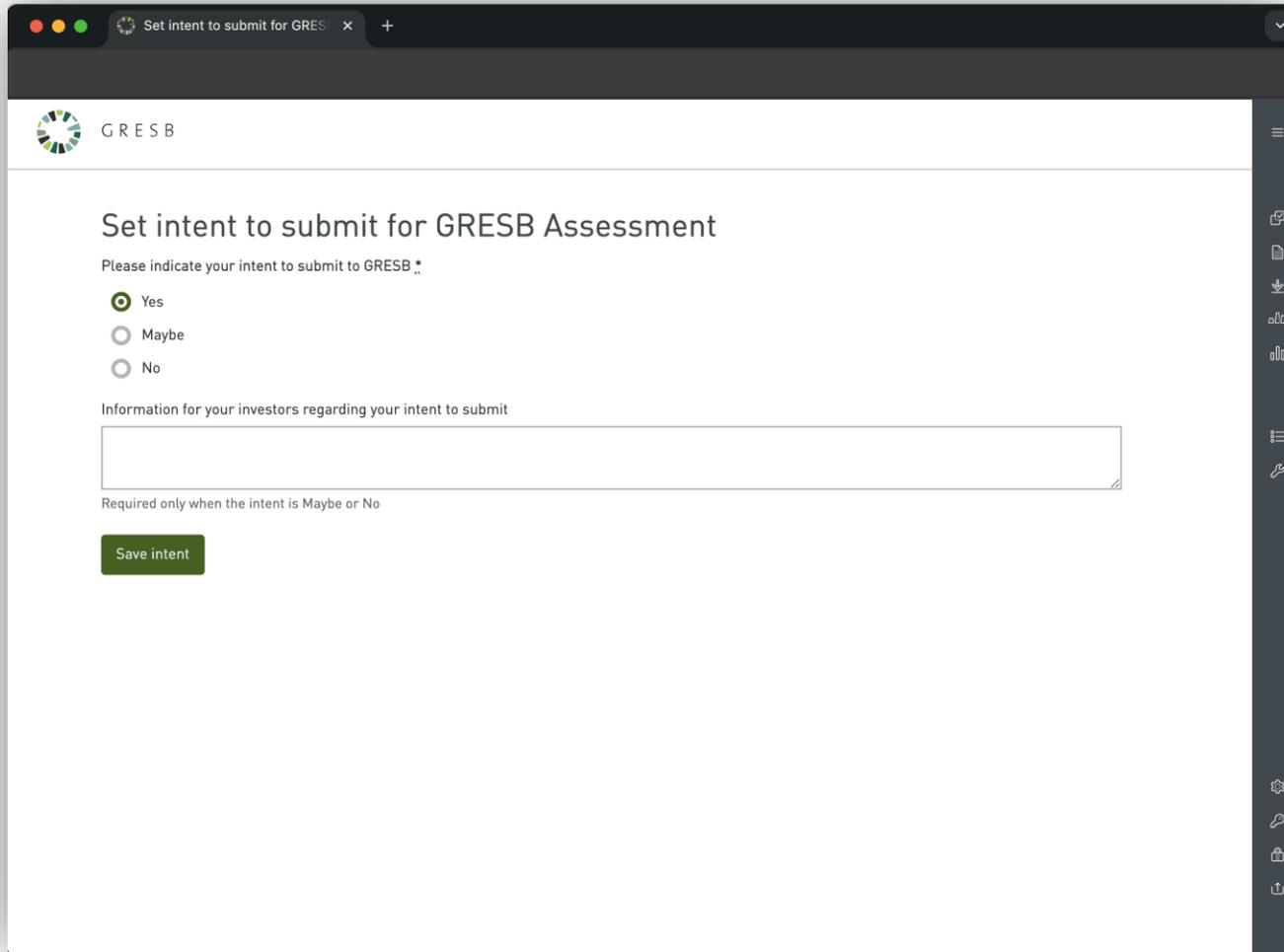
i Use the full name when creating an entity to make sure that investors and GRESB can identify the entity from the name provided.

i The entity characteristics that need to be provided differ slightly by assessment.

4. Intent to Submit

Real Estate & Infrastructure Fund

GETTING STARTED



The screenshot shows a web browser window with the title 'Set intent to submit for GRESB'. The page header features the GRESB logo and the text 'GRESB'. The main heading is 'Set intent to submit for GRESB Assessment'. Below this, a prompt asks the user to 'Please indicate your intent to submit to GRESB *'. There are three radio button options: 'Yes' (which is selected), 'Maybe', and 'No'. Below the radio buttons is a text input field labeled 'Information for your investors regarding your intent to submit'. A note below the field states 'Required only when the intent is Maybe or No'. At the bottom left of the form is a green button labeled 'Save intent'. The browser's address bar shows the URL 'Set intent to submit for GRESB'.

- Select 'Yes' if you fully intend to submit. Otherwise, select 'Maybe' or 'No.'
- It is possible to edit the information later.
- Click Save.

i The clarification text box is shared with GRESB Investor Members.

4. Intent to Submit

Infrastructure Asset and Development Asset

GETTING STARTED

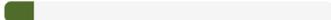
The screenshot shows a web browser window with the URL 'Set intent to submit for GRESB'. The page title is 'Set intent to submit for GRESB Assessment'. The GRESB logo is in the top left. The form contains the following elements:

- A heading: 'Set intent to submit for GRESB Assessment'.
- A prompt: 'Please indicate your intent to submit to GRESB *'.
- Three radio button options: 'Yes' (selected), 'Maybe', and 'No'.
- A text input field for 'Information for your investors regarding your intent to submit'.
- A note: 'Required only when the intent is Maybe or No'.
- A prompt: 'Please indicate the GRESB Assessment you intent to submit *'.
- A note: 'An asset entity has the possibility to choose between the GRESB Infrastructure Asset Assessment and the GRESB Infrastructure Development Asset Assessment.'
- Two assessment options, each with a radio button:
 - GRESB Infrastructure Asset Assessment** (selected): 'The Asset Assessment is suitable for any infrastructure company, asset or operator. This assessment focuses on management at the organizational level and the operating performance of assets.'
 - GRESB Infrastructure Development Asset Assessment**: 'The Development Asset Assessment is suitable for any infrastructure company, asset or developer in the pre-operational phase. This assessment is suitable for those in pre-construction or construction phases of development.'
- A 'Save intent' button at the bottom left.

- Select 'Yes' if you fully intend to submit. Otherwise, select 'Maybe' or 'No.'
 - If 'Yes', select which Assessment you intend to complete.
 - It is possible to edit the information later.
 - Click Save.
- i** The assessment selection will determine which components are available to complete.

- Introduction
- Getting started
- **Managing assessments**
- Assessment response

5. Assessment overview
6. Assessment collaborators
7. Template tool
8. Asset portal (Real Estate)
9. Fund-asset links (Infrastructure)
10. Investor access

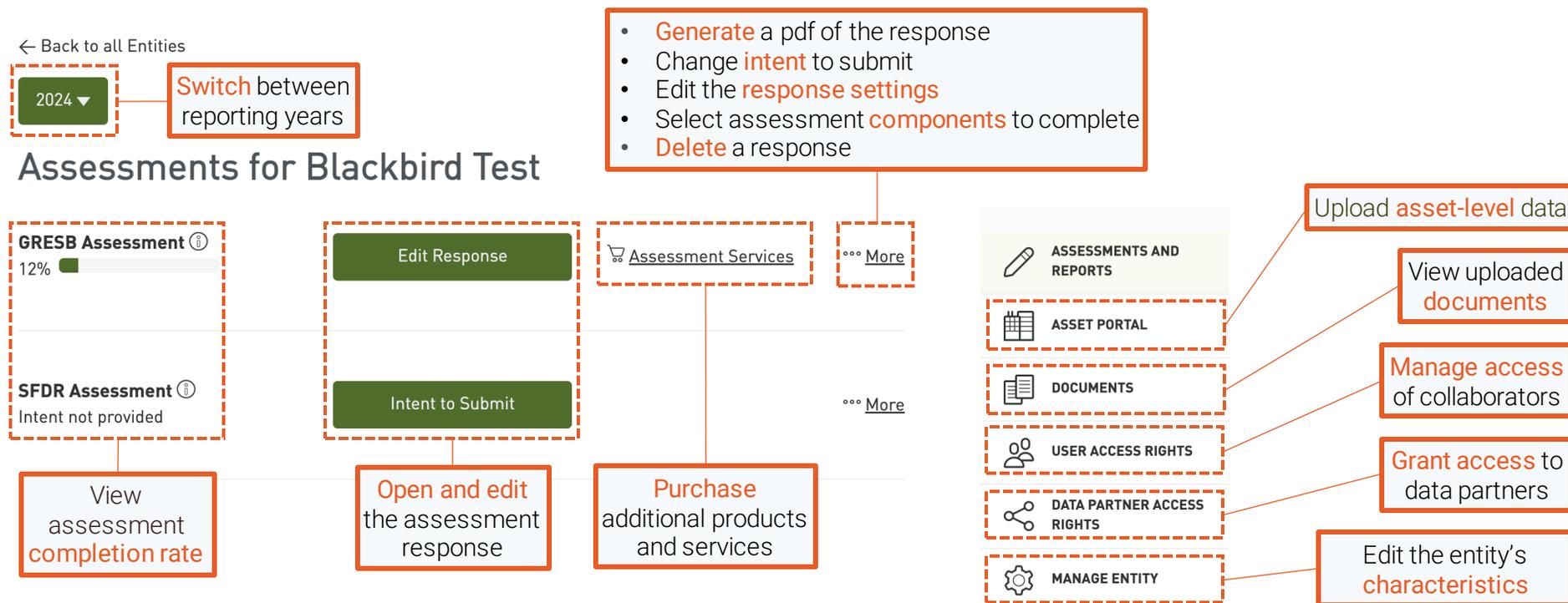
REPORTING ENTITY	ASSESSMENT(S) STATUS	REPORT(S) AVAILABLE
Anemone Test Flowers Ltd.	GRESB Real Estate - 9%  SFDR Real Estate - Provide intent	Benchmark Report - Pre-ordered TCFD Alignment Report - Pre-order Transition Risk Report - Pre-order

5

5. Assessment Overview

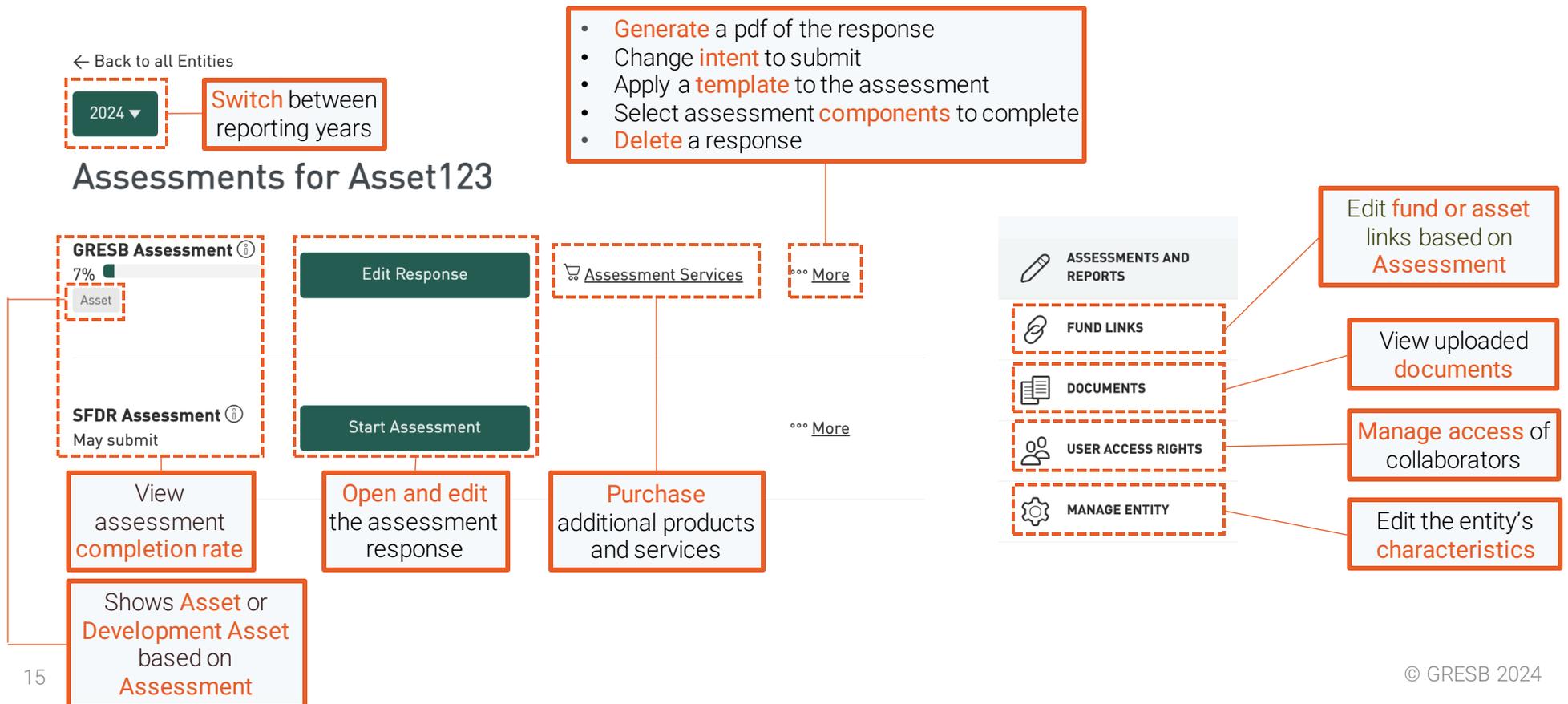
Real Estate

Click on the name of the reporting entity to see the assessment overview.



Infrastructure

Click on the name of the reporting entity to see the assessment overview.



6. User Access Rights

MANAGING ASSESSMENTS

Manage user access rights for Anemone Fund Test

User Permission

ASSESSMENT COLLABORATOR	ACCESS LEVEL	STATUS	REVOKE
Test User t.user@gresb.com	Account Manager	Active 6 August 2020	
Test User 2 t.user2@gresb.com	Internal Contributor External Contributor ✓ Investor Relations Manager Account Manager	Active 28 November 2022	Revoke access
Test User 3 t.user3@gresb.com	Account Manager	Active 28 November 2022	Revoke access

+ Invite new collaborator

ASSESSMENTS AND REPORTS
ASSET LINKS
DOCUMENTS
USER ACCESS RIGHTS
MANAGE ENTITY

- The **User access rights** page can be opened from the panel on the right.
- All collaborators are listed in the overview, and their **access levels** can be managed.
- Only Account Manager users can add a collaborator by clicking **+ Invite new collaborator**
- After selecting 'Invite', an email with a weblink is sent to the collaborator. This weblink will be valid for two weeks.
- Account Managers can **Revoke access** at all times.

6. User Access Rights

- a. Scroll down on the user access rights page for an overview of user access levels. Different levels of access rights have different permissions.
- b. Every reporting entity needs at least one **Account manager**. Only they can invite users, revoke user access and submit assessments.

Rights	External Contributor	Internal Contributor	Investor Relations Manager	Account Manager
Use as template	✓	✓	✓	✓
Edit response	✓	✓	✓	✓
View other users	✓	✓	✓	✓
Change entity settings	✓	✓	✓	✓
Upload documents		✓	✓	✓
View reports		✓	✓	✓
Purchase products and assessment related services		✓	✓	✓
View access requests			✓	✓
Invite users				✓
Submit assessment				✓
Grant data partners access				✓

7. Template Tool

MANAGING ASSESSMENTS

Infrastructure Templates

The Template Tool provides an easy way to complete answers for sections of the Assessment that are applicable across several entities. You can complete the template to the degree suited for your organization. Note that indicators specific to the performance of the reporting entity's portfolio are not included in the Template Tool. The complete list of indicators included in the Template Tool can be found [on the GRESB website](#).

To generate a new template you can either:

- Build a new template from scratch by selecting the option "Create template"; or
- Create a template based on an Assessment that has already been filled out by selecting the option "Create template from assessment".

To edit a template, you can click on the template name and make amendments to the indicator answers. Indicators for which answers are not provided in the template will not be affected in the Assessments to which the template is applied.

To manage access to the template, you can click on the "Manage" menu and select "Access Rights". There you can invite other users to collaborate on the content, manage access to the template, or use it for other users' Assessments. Users who have been invited to use the template will be able to apply it to the Assessment(s) they are connected to.

To apply a template to other Assessments:

- Go to the Assessment Portal;
- Click on the reporting entity;
- Click on "More", and;
- Select "Apply a template" from the dropdown menu.

TEMPLATE	ASSESSMENT	LAST UPDATED	MANAGE
Flower Test Template GRESB B.V.	2024 Asset	21 February 2024	

← ALL REPORTING ENTITIES

Create template ... **a**

Create template from assessment ... **b**

c

- Start a blank template via **Create template**.
- Create a template from an existing response through **Create template from assessment** and select the assessment you wish to template.
- Templates can be managed just like regular assessments with access rights and document management under **Manage**.

i Not all assessment indicators can be templated.

8. Asset Portal (Real Estate only)

- Upload assets via the GRESB Asset Spreadsheet through **Import asset spreadsheet**.
- Use the **Export asset spreadsheet** function to download data to the GRESB Asset Spreadsheet.
- Use the **Aggregate asset data** function to sync data in the Asset Portal with the Assessment Portal.
- It is possible to add assets via **+New asset**

The screenshot shows the GRESB Asset Portal interface for 'Assets for Blackbird Test'. The page includes a navigation bar with the GRESB logo and a 'BACK TO ASSESSMENT PORTAL' link. Below the navigation bar, there are tabs for 'Data' and 'Analytics'. The main content area features a 'Validation Scope' dropdown set to 'GRESB Assessment', a 'Search assets' input field, and a 'Filter assets' dropdown set to 'All assets'. A dashed orange box highlights four buttons: 'Import Asset Spreadsheet' (labeled 'a'), 'Export Asset Spreadsheet' (labeled 'b'), 'Aggregate Asset Data' (labeled 'c'), and '+ New Asset' (labeled 'd'). Below the buttons, there is a red text link: 'Please click here to learn how to avoid duplicate assets.' The table below displays one asset:

ASSET NAME ↓	PROPERTY TYPE	COUNTRY	CITY/STATE ↑	SIZE (M ²) ↑	GRESB ASSESSMENT ERRORS	OUTLIERS	READY TO SUBMIT ↑	MANAGE
Bird's nest	Retail: Restaurant s/Bars	United Kingdom of Great Britain and Northern Ireland	Swansea Wales	500	4		×	⚙️

9. Fund-Asset Links (Infrastructure Funds only)

MANAGING ASSESSMENTS

Manage assets for Eucalyptus Fund Test

Assessment

- ✓ GRESB Assessment
- SFDR Assessment

ASSET ENTITY	SECTOR	ASSET WEIGHT	CONNECTION STATUS	GRESB ASSESSMENT ASSET STATUS
Tulip Asset Test	Environmental Services	5%	Connect	Connection Required
Peony Asset Test	Environmental Services	50%	Rejected	
Orchid Asset Test	Energy and Water Resources	50%	Connected	5%

+ Add Asset

Remove

Remove

Remove

- Different assets can be linked for each **Assessment**.
- New assets can be added via **+ Add Asset**.
- Assets can be removed via the **Remove** button.
- Only assets that are successfully **connected** contribute to the fund's Performance or Development Component.
- The **completion rate** of the asset's assessment can be monitored once the asset is successfully connected.

9. Fund-Asset Links (Infrastructure Funds only)

- a. Funds can **connect** to assets participating in the GRESB Assessments.
- b. Funds can add assets that do not (yet) participate in the GRESB Assessments and send an invite to the asset.
- c. If a fund adds an existing asset, the fund can find the asset through its **name or unique fund ID**.
- d. After **requesting the connection**, the asset receives a notification to confirm or reject the link.

Manage assets for Eucalyptus Fund Test

Assessment
GRESB Assessment

ASSET ENTITY	SECTOR	ASSET WEIGHT	CONNECTION STATUS	GRESB ASSESSMENT STATUS
Tulip Asset Test	Environmental Services	10%	Connect	Connection Required
Orchid Asset Test	Energy and Water Resources	50%	Connected	

Create a connection to an existing GRESB Asset Assessment / GRESB Development Asset Assessment or invite someone to respond

Select the most applicable option below:

- ✓ Please select
- The asset entity has reported to GRESB in prior year
- The asset entity has started filling out this year's assessment
- The asset entity has never reported to GRESB
- I am not sure

Tulip Asset Test (ID: 17423)

Request Connection Cancel

For Assets that have already reported to GRESB in prior years, or have already started reporting for this year, use the search box to find the asset entity by name or ID. Clicking 'request connection' will send an email to the asset's account managers, requesting them to confirm the connection.

9. Fund-Asset Links (Infrastructure Assets only)

MANAGING ASSESSMENTS

Manage Links to Funds

← Back to Entity

Manage Links to Funds

To link your entity to a corresponding fund entity you may share you asset's ID with the responsible person on the fund side

By confirming this relationship status, the entity will give access to its reported information in the assessment(s) and contribute to the score(s) and/or aggregations of the Fund entity"

Your asset's ID is: 17830

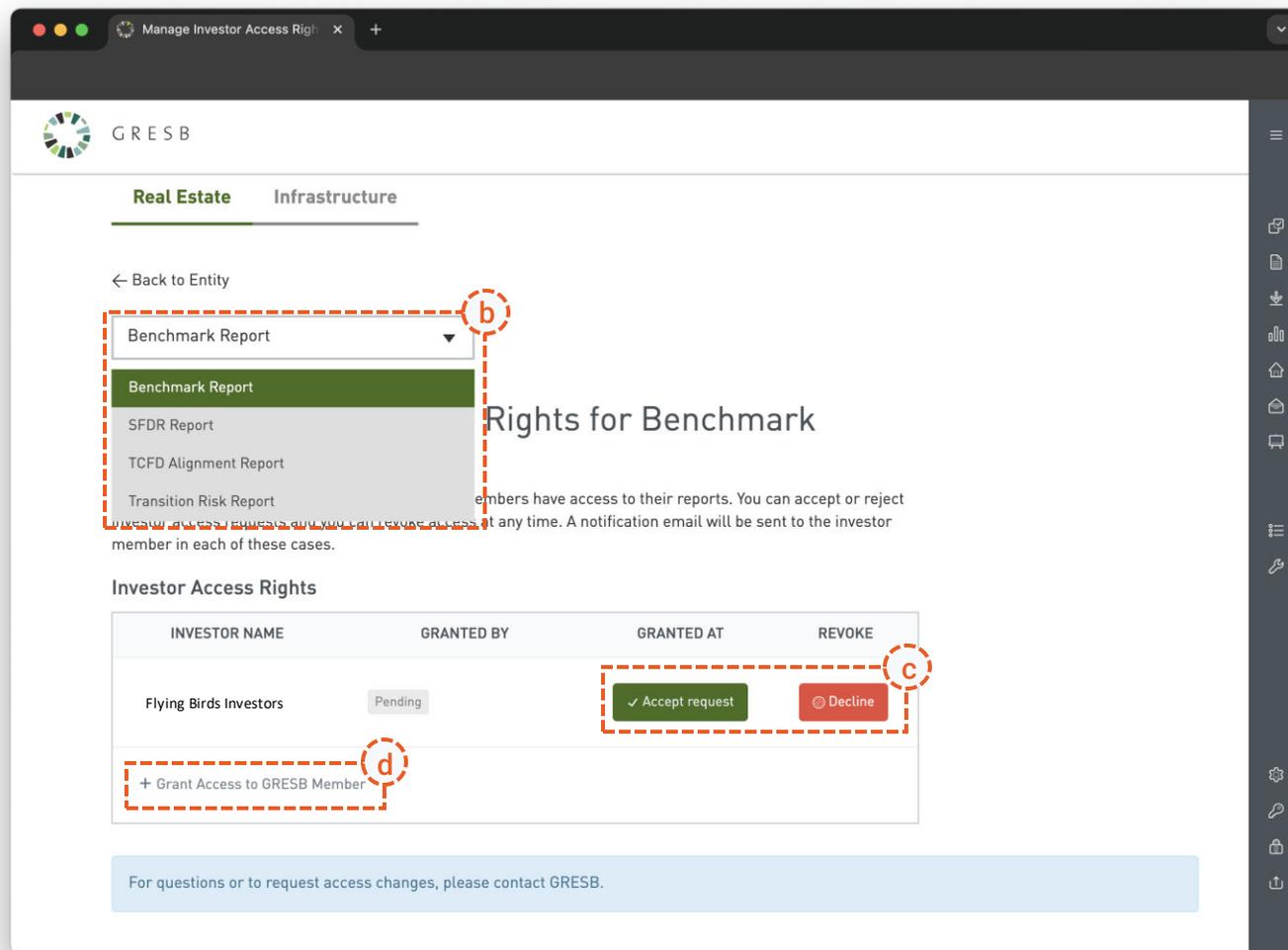
FUND	REQUESTED	STATUS
Eucalyptus Fund Test Floral Funds Manager	t.user@gresb.com 2024-04-01 12:00:00 UTC	CONFIRMED ✓ REJECTED

- ASSESSMENTS AND REPORTS
- FUND LINKS
- DOCUMENTS
- USER ACCESS RIGHTS
- MANAGE ENTITY

- Assets can be connected to one or multiple funds.
- One of the asset's account manager users must **confirm or reject** the linking request.
- The asset's Benchmark Report will be made available to the fund, but not the fund's investors.
- If the asset entity reports under Grace period, the GRESB score, Benchmark Report and underlying data will not be accessible to the fund.
- Assets can revoke access at any time.

10. Investor Access

- a. Investor access can be managed from the Assessment overview under “Investor access”.
- b. Access is managed by **report**.
- c. One of the account manager or investor relations manager users can **accept or decline** the access request.
- d. Access can also be **granted** by the reporting entity by searching for the investor member.
- e. If the entity is Listed, Listed Investor Members will automatically have access to the Benchmark Report.
- f. Access can be revoked at any time.



- Introduction
- Getting started
- Managing assessments
- **Assessment response**

10. Component selection
11. Editing the response
12. Purchasing additional products and services
13. Review and submit

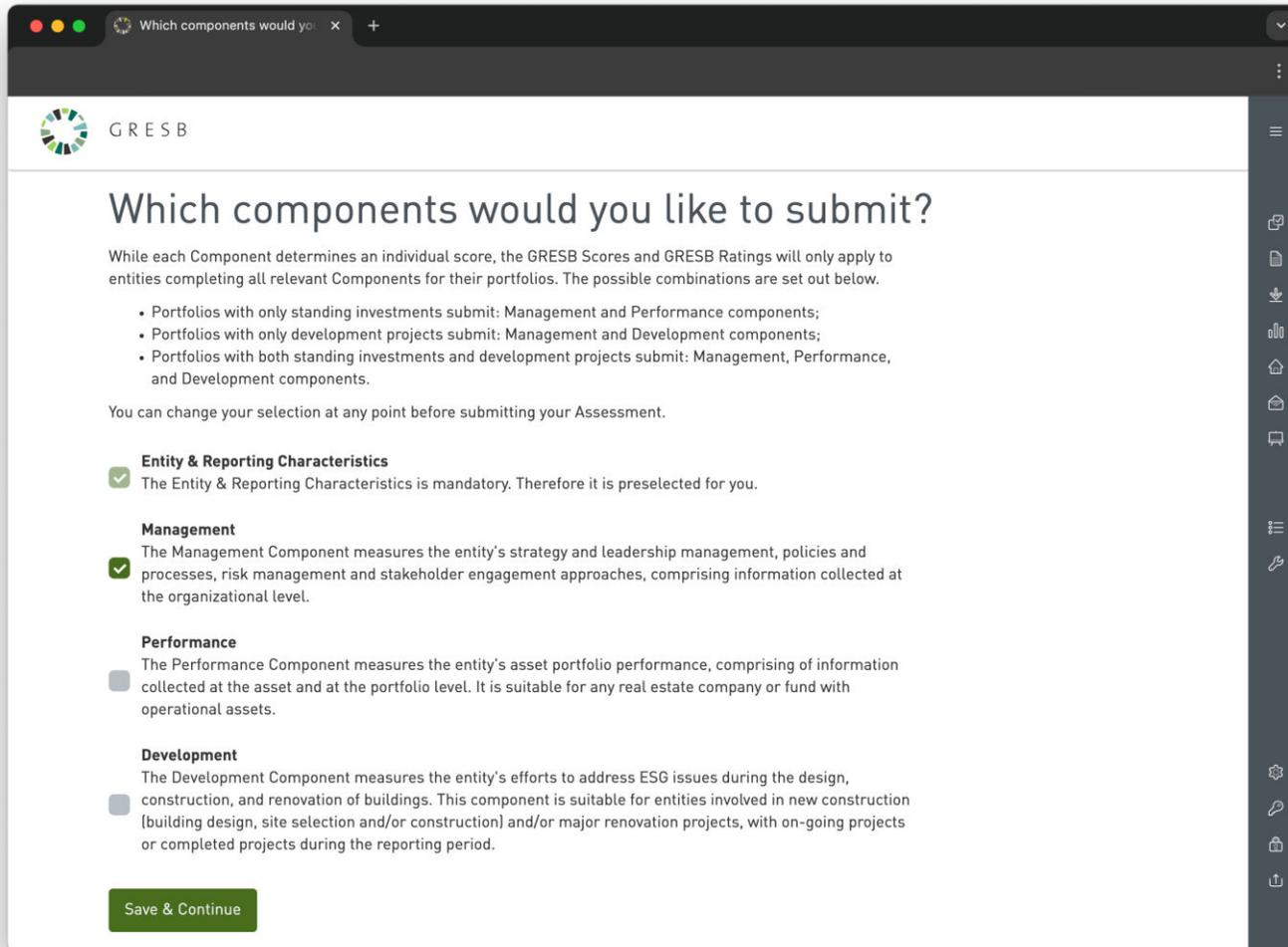


GRESB Training Platform

11. Component Selection

Real Estate

ASSESSMENT RESPONSE



Which components would you like to submit?

While each Component determines an individual score, the GRESB Scores and GRESB Ratings will only apply to entities completing all relevant Components for their portfolios. The possible combinations are set out below.

- Portfolios with only standing investments submit: Management and Performance components;
- Portfolios with only development projects submit: Management and Development components;
- Portfolios with both standing investments and development projects submit: Management, Performance, and Development components.

You can change your selection at any point before submitting your Assessment.

Entity & Reporting Characteristics
The Entity & Reporting Characteristics is mandatory. Therefore it is preselected for you.

Management
The Management Component measures the entity's strategy and leadership management, policies and processes, risk management and stakeholder engagement approaches, comprising information collected at the organizational level.

Performance
The Performance Component measures the entity's asset portfolio performance, comprising of information collected at the asset and at the portfolio level. It is suitable for any real estate company or fund with operational assets.

Development
The Development Component measures the entity's efforts to address ESG issues during the design, construction, and renovation of buildings. This component is suitable for entities involved in new construction (building design, site selection and/or construction) and/or major renovation projects, with on-going projects or completed projects during the reporting period.

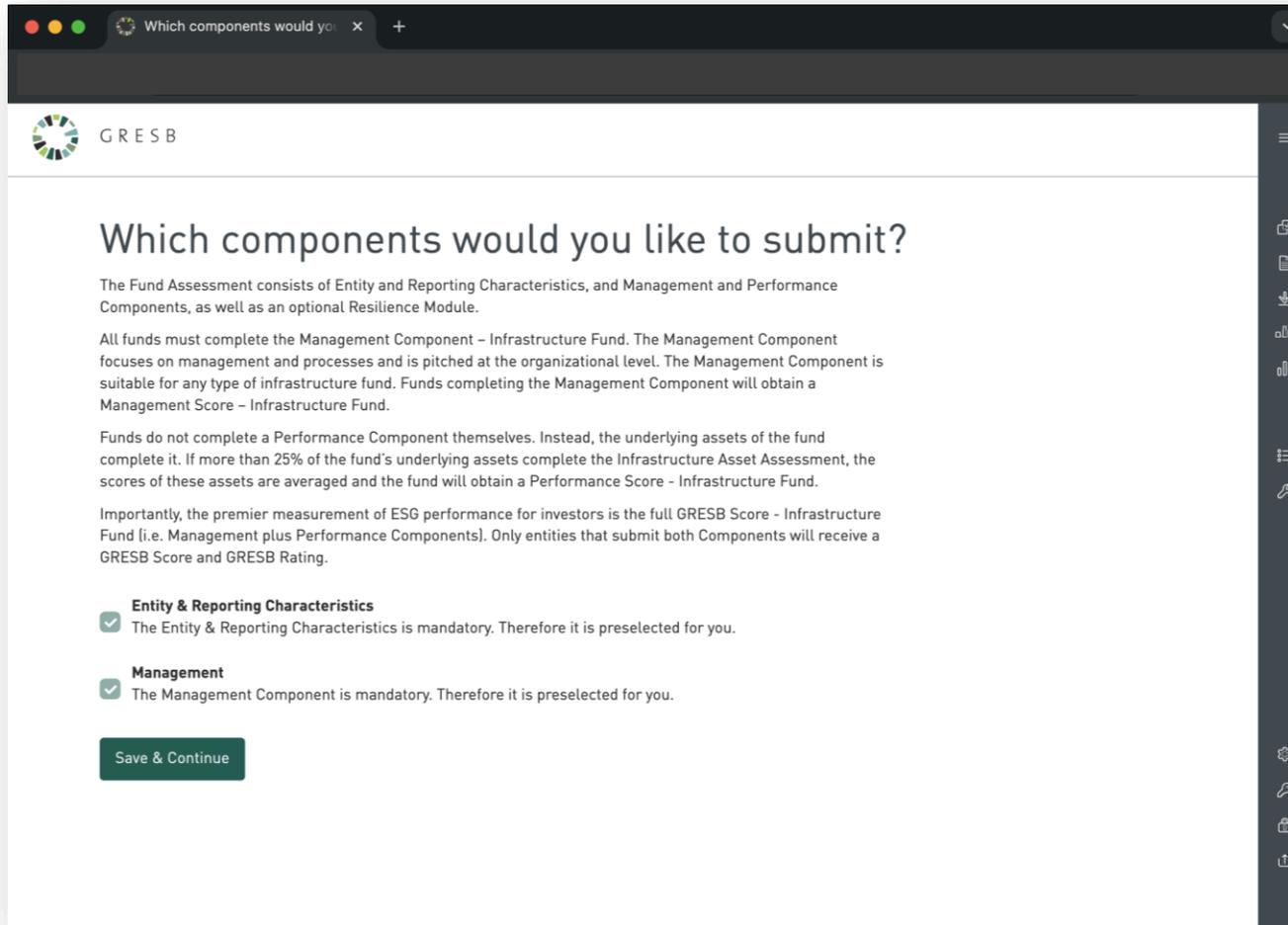
[Save & Continue](#)

- Select the components you intend to complete.
- Selection can be changed prior to submission under 'More' in the Assessment overview.

11. Component Selection

Infrastructure Fund

ASSESSMENT RESPONSE



The screenshot shows a web browser window with the URL "Which components would you like to submit?". The GRESB logo is visible in the top left. The main heading is "Which components would you like to submit?". Below this, there is explanatory text about the Fund Assessment components: Entity and Reporting Characteristics, Management and Performance Components, and an optional Resilience Module. It states that all funds must complete the Management Component - Infrastructure Fund, and that funds do not complete a Performance Component themselves. A "Save & Continue" button is located at the bottom left. Two components are preselected with checkmarks:

- Entity & Reporting Characteristics**
The Entity & Reporting Characteristics is mandatory. Therefore it is preselected for you.
- Management**
The Management Component is mandatory. Therefore it is preselected for you.

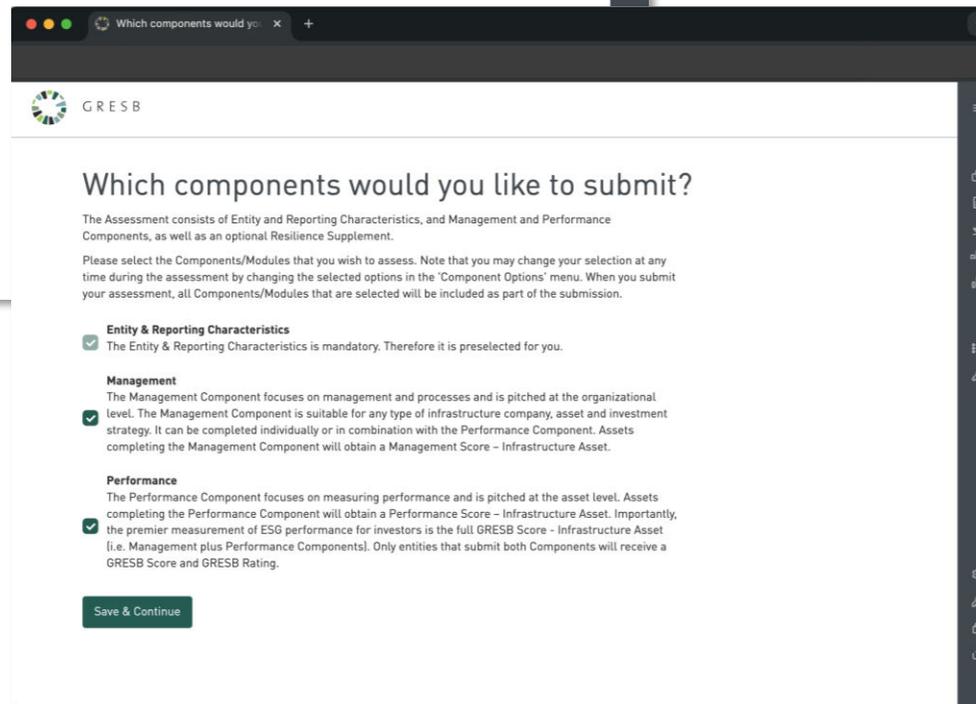
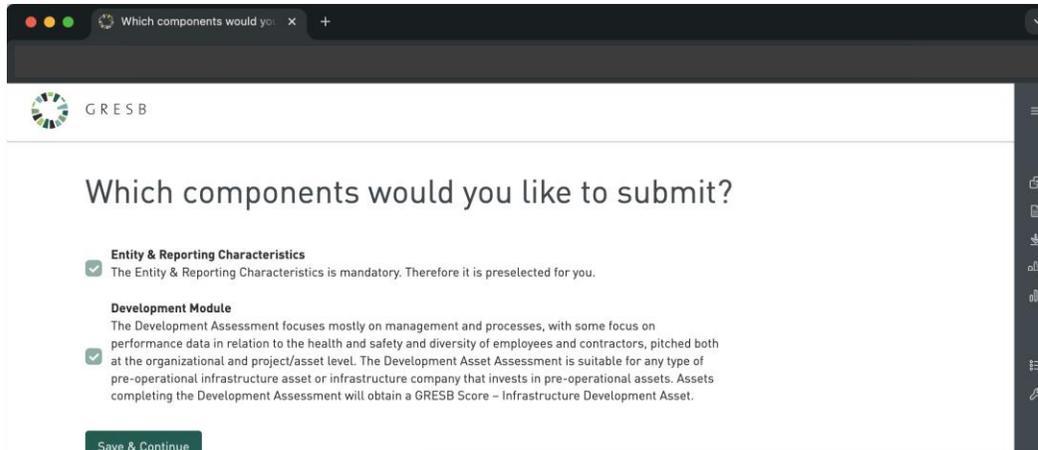
- Select the components you intend to complete.
- Selection can be changed prior to submission under 'More' in the Assessment overview.

i Infrastructure funds can only complete a Management Component.

11. Component Selection

Infrastructure Asset & Development Asset

ASSESSMENT RESPONSE



- Select the components you intend to complete.
- Selection can be changed prior to submission under 'More' in the Assessment overview.

i Infrastructure Assets can complete the Management and/or Performance components (*Asset Assessment*) or the Development component (*Development Asset Assessment*).

i Selection options will correspond with the "Intent to Submit" selection.

12. Editing the Response

- Click on 'Edit response' in the Assessment overview.
- Use the **Contents** menu to navigate between aspects and indicators.
- Select **Next** to continue to the next section.
- The system saves any edits automatically.

2024 Asset Assessment: Overview

GRESB

Entity & Reporting Character... ← BACK TO ASSESSMENT PORTAL

Contents

RC1 Reporting currency

Values are reported in

[choose one]

RC2 Economic size

Gross asset value (required) (in millions)

Revenue (required) (in millions)

Number of full time equivalent (FTE) workers (employees):

Number of full time equivalent (FTE) workers (contractors):

7 ACTION(S) REQUIRED

RC1 Please complete.

RC2 Please complete.

RC3 Please complete.

RC4 Please complete.

RC5 Please complete.

RC6 Please complete.

RC7 Please complete.

< Previous Next >

Last saved: 2024-04-01 12:00:00 UTC

12. Editing the Response

Real Estate and Infrastructure Fund

There are several tools in the Assessment editor that help you with your response.

The screenshot shows the Assessment editor interface for 'Management - ESG Policies'. A 'Contents' menu is visible on the left. The main content area displays indicator 'P01' with a question: 'Does the entity have a policy/policies on environmental issues?'. Below the question are two radio button options: 'Yes' and 'No'. To the right of the question, there are three icons: 'Max. score 1,5', 'Guidance', and 'Ask GRESB'. A '3 ACTION(S) REQUIRED' panel is open on the right, showing three items: 'P01 Please complete.', 'P02 Please complete.', and 'P03 Please complete.'. Navigation buttons 'Previous' and 'Next' are at the bottom right, along with a timestamp 'Last saved: 2024-04-01 12:00:00 UTC'. A 'BACK TO ASSESSMENT PORTAL' button is located above the main content area.

Callouts:

- Navigate the assessment:** Points to the 'Contents' menu.
- Maximum available points are displayed for each indicator:** Points to the 'Max. score 1,5' icon.
- Guidance, including scoring, validation and links to the reference guide:** Points to the 'Guidance' icon.
- Contact the GRESB helpdesk with any queries:** Points to the 'Ask GRESB' icon.
- The action panel indicates any actions or errors that need to be reviewed before the indicator is completed:** Points to the '3 ACTION(S) REQUIRED' panel.

Infrastructure Asset and Development Asset

There are several tools in the Assessment editor that help you with your response.

The screenshot shows the Assessment editor interface for 'Performance - Energy'. The interface includes a navigation menu with 'Contents', a 'BACK TO ASSESSMENT PORTAL' button, and a list of indicators. The first indicator is 'EN1 Energy' with a 'High relevance' tag, a 'Max. score 11,42', and 'Guidance' and 'Ask GRESB' links. A '1 ACTION(S) REQUIRED' panel is visible, showing an error: 'EN1 "Other" metric name for Energy generated onsite can't be blank'. The interface also features 'Previous' and 'Next' navigation buttons and a 'Last saved' timestamp.

Callout boxes provide the following information:

- Navigate the assessment
- View the **materiality level** for indicators where applicable
- Maximum available points** are displayed for each indicator
- Guidance**, including scoring, validation and links to the reference guide
- Contact the **GRESB helpdesk** with any queries
- The **Action panel** indicates any actions or errors that need to be reviewed before the indicator is completed

13. Purchasing additional products and services

ASSESSMENT RESPONSE

← Back to Entity

Purchase Assessment Services

Membership

For more information regarding GRESB products and services please [contact GRESB](#)

Pre-submission check

A Pre-submission check features a careful review of your Assessment response followed by a 1-hour discussion call. After the discussion call, you will receive a feedback report highlighting issues found. It is intended to ensure you have not overlooked important details in your submission and provides you the opportunity to ask for additional guidance and clarification on the GRESB Assessment indicators. For more information about the Pre-submission check, [click here](#). The deadline to request a Pre-submission check is June 1, 2024, 23:59 PDT.

GRESB
Pre-submission check

2024 Pre-submission Check

TOTAL DUE

Request

Assessment Correction

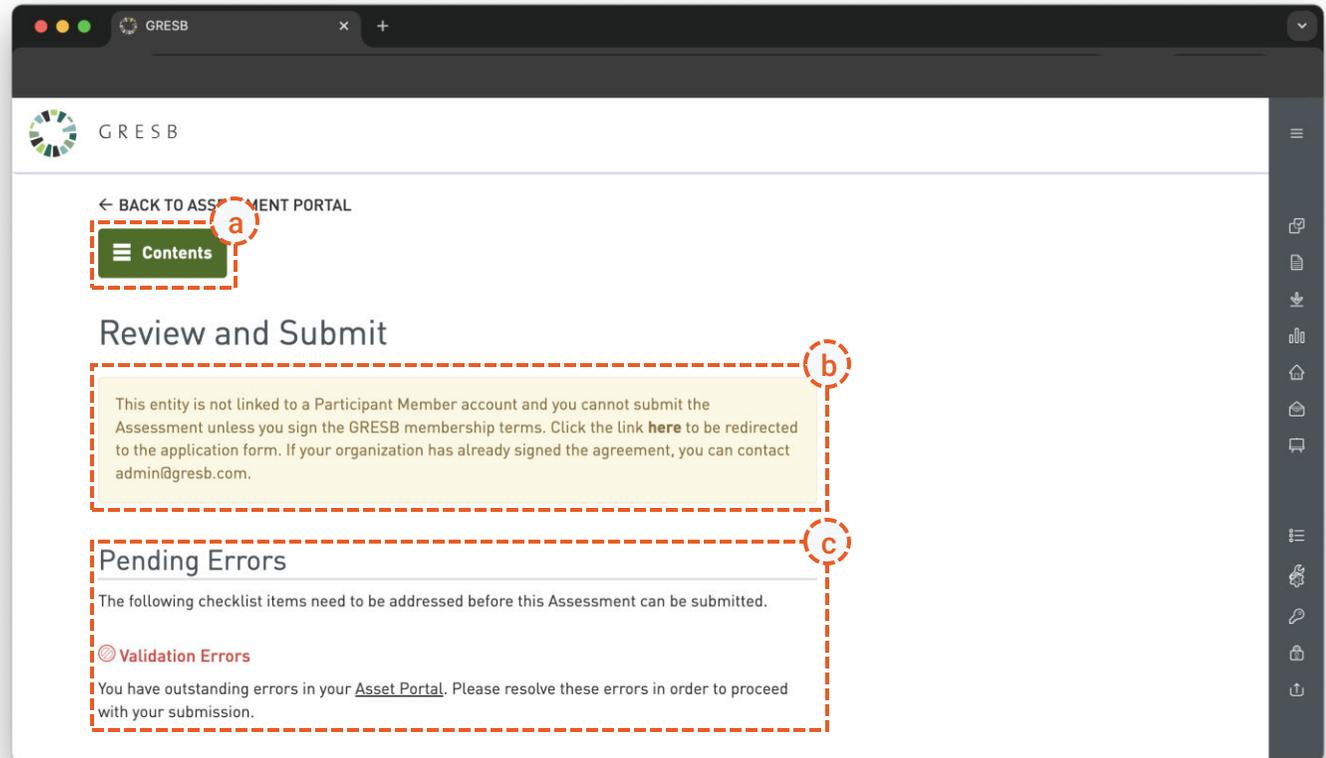
The Assessment Correction is designed to strengthen the reliability of the benchmark results. The Assessment Correction is open between September 1-15, 2024. It is intended to be used in cases where you believe that there has been incorrect or incomplete data input, or an error in validation or

GRESB
2024 Assessment Consultation

- The **Pre-submission Check** service can be purchased from 2 April to 1 June. The Assessment does not need to be completed when purchasing.
- The **Assessment Correction** service is available for request during the Review Period, September 2 - 15.
- The **Results Consultation** service is available between 3 October and January 2025.
- Additional reports, such as the **Transition Risk Report** (Real Estate only) and the **TCFD Report**, can be pre-ordered throughout the year and accessed after the Assessment results are released on October 1st.

14. Review and Submit

- a. Ensure the response is **complete** and all errors are resolved before proceeding. Missing information is flagged in the Contents overview.
- b. The entity needs to be **linked to a participant member account** before an Assessment can be submitted. Contact the GRESB Helpdesk if uncertain whether the entity is linked.
- c. If there are **pending errors** in the Asset Portal (Real Estate only), these need to be resolved before submitting.
- d. A confirmation email will be sent to account manager users after submission.



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