

WREGIS Account Holder Registration Guide

Complete the following steps to register for Account Holder access to the WREGIS system. **All steps must be completed, and your account approved before system access is granted.**

- 1) **Complete the Online Registration by following the WREGIS login link on www.wregis.org**
(Chrome or Firefox web browsers are suggested for optimal functionality)
 - a. Click on the green "WREGIS Login" button (center page)
 - b. Click on "**Not a Member? Register Here**" under the "Login" menu, a pop-up box with instructions on how to proceed will appear
 - c. At the bottom of the pop-up box, select User Type: "**Account Holder**", then click "**I ACCEPT**"
 - d. Complete the Online Registration form
 - i. This name will match Page 3 of the Terms of Use; item 3 below
 - e. The Account Manager should be the person conducting the most business in the system
 - f. WREGIS suggests a generic format for the Account Manager Login Name rather than a person's name; i.e. "*Company123*"
 - g. Save your login name, password and security question and security answer in a secure location (*WREGIS takes security seriously*)
 - h. Click "**Submit for Approval**" when complete
 - i. Check your email inbox
 - j. Click on the link provided in the email
 - k. Your account is now in pending status; continue the registration process with the following steps below
- 2) Become familiar with the **WREGIS Operating Rules**.
- 3) Read and execute the **WREGIS Terms of Use Agreement**.
 - a. Page 3 must be dated and match the on the Online Registration above exactly
 - b. Page 28 requires the printed name and signature of an authorized signatory for your company
 - i. i.e., the person(s) who is authorized to sign legal documents



- c. Return both pages to WREGIS via email wregishelp@wecc.biz
or remit with 1st annual fee payment to the address in 4) a. below
- 4) Using the **WREGIS Fee Matrix**, find your annual Account Holder fee. The first annual fee must be paid before the account can be approved.
 - a. Make checks payable to:
Western Renewable Energy Generation Information System or WREGIS
155 North 400 North, Suite 200
Salt Lake City, UT 84103
 - b. For ACH or WIRE payments, contact wregishelp@wecc.biz for instructions
 - c. Request W-9 if needed, contact wregishelp@wecc.biz
 - d. If you require an invoice, contact wregishelp@wecc.biz; include the amount required
- 5) Once all materials are received and validated, an approval email will be sent to the designated Account Manager email address
 - a. If materials are incomplete or additional information is required, the WREGIS Administrator will notify the designated contact
 - b. Send requests for counter-signed Terms of Use documents to wregishelp@wecc.biz

Upon account approval, the Account Manager may then begin creating additional logins into the account, registering generating units, establishing reporting entities for generation data submittal, and using all other functions of the system available to their account holder type.