

WREGIS Account Holder Registration Guide

November 2017

Complete the following steps to register for Account Holder access to the WREGIS system. **The entire process below *must* be completed and your account approved before you are granted access into the system.**

- 1. Complete the Online Registration by following the WREGIS login link on www.wregis.org.**
WREGIS suggests using Firefox or Chrome web browsers for optimal functionality.
 - Click on "**WREGIS Login**" towards the center of the page.
 - Click on "**Not a Member? Register Here**" under the "Login" menu. A pop-up box with instructions on how to proceed will appear.
 - At the bottom of the pop-up box, select User Type "Account Holder", then click "I ACCEPT".
 - Complete the New Account Application and click "Submit for Approval".
 - Once the form is submitted, an email will be sent to the Account Manager stating that the first step of the registration process has been completed.
 - Follow the steps in the email to complete the final step of the Online Registration.
- 2. Become familiar with the [WREGIS Operating Rules](#).**
- 3. Read the [WREGIS Terms of Use Agreement](#) and complete the agreement by executing pages 1 and 29.**
 - Page 1 must be dated and match the information provided on the Online Registration *exactly*. Page 29 requires the Account Holder's printed name and signature.
- 4. Using the [WREGIS Fee Estimation Table](#), calculate your annual Account Holder fee. The first annual fee must be paid before the account can be approved.**
 - Make checks payable to: Western Renewable Energy Generation Information System (WREGIS).
 - Payment can also be made via ACH or WIRE. Contact wregishelp@wecc.biz for ACH/WIRE instructions.
 - If you require an invoice to process payment, please send an email request to wregishelp@wecc.biz and include the amount to be invoiced.
- 5. Mail the completed Terms of Use Agreement (pages 1 and 29) and the first annual fee payment to the WREGIS Administrator. Mail to:**
 - **WREGIS**
155 North 400 West, Suite 200
Salt Lake City, UT 84103
 - A PDF copy of the signed Terms of Use agreement can be emailed to wregishelp@wecc.biz in lieu of a mailed copy.



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6. **Once registration materials are received and validated, an email notification of account approval will be sent to the designated Account Holder email.**
 - If materials are incomplete or additional information is required, the WREGIS Administrator will notify the designated contact.
 - A PDF copy of the approved/signed Terms of Use document is available upon request.

Upon account approval, the Account Holder may begin assigning 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.