

## Generating Unit Registration Guide

Complete the following steps to register a Generating Unit in the WREGIS system:

1. Log in to your primary account and select “Register New Generator” located under the “Asset Management” module.
2. Complete online registration form for each unit.

*Note: Multiple units can be registered in one account.*

3. Collect verification documents outlined below:
  - 3.1 All units must review the [WREGIS PA Advice letter](#), submit the [WREGIS Acknowledgement of Station Service](#) and provide proof or documentation of the following:
    - a. For Generating Units 1 MW and larger located within the U.S.:
      - i. EIA 860 for most recent year
      - ii. Utility Interconnection Agreement
      - iii. Manufacturer’s Specifications
      - iv. Revenue Meter ID
      - v. Purchase Power Agreement
      - vi. Rights to environmental attributes (rights to register generator in WREGIS)
      - vii. Notification of Commercial Operation (i.e. Substantial Completion Certificate)
    - b. For Generating Units smaller than 1 MW located within the U.S.:
      - i. Utility Interconnection Agreement
      - ii. Manufacturer’s Specifications
      - iii. Revenue Meter ID
      - iv. Purchase Power Agreement
      - v. Rights to environmental attributes (rights to register generator in WREGIS)
      - vi. Notification of Commercial Operation (i.e. Substantial Completion Certificate)
    - c. For Generating Units located within Canada or Mexico:
      - i. Utility Interconnection Agreement
      - ii. Manufacturer’s Specifications
      - iii. Revenue Meter ID
      - iv. Purchase Power Agreement
      - v. Rights to environmental attributes (rights to register generator in WREGIS)
      - vi. Notification of Commercial Operation (i.e. Substantial Completion Certificate)



- 3.2 Multi-fuel units, review 5.3.4 of the **WREGIS Operating Rules**. Also provide documentation of methodology as outlined in WREGIS Operating Rules Appendix B-3.
  - a. Download and become familiar with the **Account Holder Multi-Fuel and Aggregated Meter Allocation Interface Control Document (ICD)** and **WREGIS Account Holder Multi-Fuel and Aggregated Meter Allocation Training Slides**.

- 3.3 Small-Scale aggregation, review Appendix F of the WREGIS Operating Rules.

*Note: In order to qualify as a Small-scale Aggregator, you must contact the WREGIS Administrator at (888) 225-4213. Any information you submit to the Administrator prior to being qualified will not be looked at until you are qualified.*

4. Email verification documents to WREGIS at [wregisadmin@wecc.biz](mailto:wregisadmin@wecc.biz) with the WREGIS GU ID in the SUBJECT line. WREGIS staff will only review complete verification documentation packets.
5. WREGIS Staff will review the unit for approval.

*WREGIS reserves the right to require the submission of any documents described within the WREGIS Operating Rules for use in the validation process. For more information regarding guidelines, requirements, and rules governing generating units, refer to the WREGIS Operating Rules. Also note that the Account Holder is solely responsible for contacting and arranging data reporting with its Qualified Reporting Entity.*