

Complete the following steps to register a Generating Unit with WREGIS:

1. Log in to your WREGIS Account Holder account and select “Register New Generator” found under the “Asset Management” module.

2. Complete an online registration form for each unit.

Note: Multiple units can be registered in one account.

3. Collect verification documents named below:

- 3.1 All units must review the [WREGIS PA Advice letter](#), submit the [WREGIS Acknowledgement of Station Service](#), and give proof of the following:

- a. Commercial Operation Date (COD) from Utility Interconnection Department/Balancing Authority (e.g., Permission to Operate (PTO) letter, Notice of Substantial Completion letter).
- b. EIA 860 (most recent year).
 - not needed for units less than 1 MW or located outside the U.S.
- c. Manufacturer’s Specifications (engineer’s one-line diagram).
- d. Purchase Power Agreement.
- e. Rights to environmental attributes (rights to register generator in WREGIS).
- f. Revenue Meter ID used for WREGIS purposes (e.g., photo of meter, screenshot of the meter read system).
- g. Utility Interconnection Agreement.
- h. [WREGIS Acknowledgement of Station Service](#).

- 3.2 Multi-fuel units: review 5.3.4 of the [WREGIS Operating Rules](#). Also give record of methodology as explained in [WREGIS Operating Rules](#) Appendix B-3.

- a. Download and be 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 Incremental/Efficiency Hydroelectric Water.

- a. An approved intake form from one or more state, provincial, or voluntary programs in the WECC footprint. Contact information for WREGIS state, provincial, or voluntary program administrators can be found in the "[WREGIS Active Account Holders](#)" report.

3.4 Cogeneration Electricity/Thermal units: review Appendix G Thermal Renewable Energy Certificate (TREC) of the [WREGIS Operating Rules](#).

- a. Approval documentation from one or more state, provincial, or voluntary programs in the WECC footprint. Contact information for WREGIS state, provincial, or voluntary program administrators can be found in the "[WREGIS Active Account Holders](#)" report.

3.5 Small-scale aggregation: review Appendix F of the [WREGIS Operating Rules](#).

Note: 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 all documents to WREGIS at wregisadmin@wecc.biz with the WREGIS GU ID in the SUBJECT line. Access to our Enhanced File Transfer (EFT) can be made available to you if needed.

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.

How long will it take for my generating unit to be approved?

Approval of a Generating Unit is a two-stage process:

1. Verification Documentation: WREGIS staff begins accepting the verification documentation from the Account Holder once the online registration is complete. A review begins after WREGIS has received **all** documentation. During this review, staff will let you know if it needs more information. WREGIS will review this documentation in seven to 10 business days.

2. Approval Queue: Once WREGIS has confirmed receipt of the verification documentation, it will put the unit into the approval queue. WREGIS generally reviews units on a 'first-in, first-out' basis and within seven to 10 business days. WREGIS will contact you if it needs further information before approval.

The entire process can take up to 20 days. This timeline depends on how quickly the Account Holder provides all verification documentation.

To confirm that WREGIS has received your documentation, send a separate email or contact the WREGIS Help Desk at wregishelp@wecc.biz or at 1-888-225-4213 (8:00 a.m.–4:30 p.m., MT, M–F).