

Program Administrator Registration Guide

Complete the following steps to register for Program Administrator 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 "Program Administrator", 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](#) and the [State, Provincial, and Voluntary Program ICD](#).

- Read the [WREGIS Terms of Use Agreement](#) and complete the agreement by executing pages 3 and 28.
- Page 3 must be dated and match the information provided on the Online Registration *exactly*. Page 28 requires the Account Holder's printed name and signature.

3. Email the completed Terms of Use Agreement (pages 3 and 28) to the WREGIS Administrator at wregisadmin@wecc.biz.

4. Once registration materials are received and validated, an email notification of account approval will be sent to the designated account 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.

