

# Qualified Reporting Entity Registration Guide

Complete the following steps to register for QRE 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](http://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 "Reporting Entity", 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 [QRE Interface Control Document \(ICD\)](#).**
3. **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.
4. **Collect verification documents according to the type of QRE:**
  - **Balancing Authority:** FERC Form 714 for most recent year.
  - **Non-Balancing Authority:** A signed letter on the Account Holder's company letterhead outlining and attesting to the following:
    1. Procedures and/or equipment used to directly gather the primary data to be reported
    2. Any state oversight (public utility commission, energy office, etc.)
    3. Internal audit procedures that ensure data reliability
    4. External audit procedures that ensure data reliability (directly or indirectly for WREGIS)
    5. Any federal oversight (FERC, Sarbanes Oxley, SEC, etc.)
    6. Manner in which entity will emulate FERC functional separation requirements



7. Excludes Station Service from data reported (for reference see the [WREGIS PA Advice letter](#), and the [WREGIS Acknowledgement of Station Service](#) form  
WREGIS Accounts must submit with each generator registration)
5. **Email completed registration packet to the WREGIS Administrator at [wregisadmin@wecc.biz](mailto:wregisadmin@wecc.biz).**
  - A complete registration packet will include the Terms of Use Agreement (pages 3 and 28) and verification documents as described above.
6. **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.

*Please note: Submittal of requested documentation only ensures the WREGIS Administrator will examine the qualifications to become a QRE. The WREGIS Administrator reserves the right to require further documentation of qualifications prior to approval.*