

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.**
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 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. 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: Procedures and/or equipment used to directly gather the primary data to be reported
 - Any state oversight (public utility commission, energy office, etc.)
 - Internal audit procedures that ensure data reliability
 - External audit procedures that ensure data reliability (directly or indirectly for WREGIS)
 - Any Federal oversight (FERC, Sarbanes Oxley, SEC, etc.)
 - Manner in which entity will emulate FERC functional separation requirements
 - 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.**

- A complete registration packet will include the Terms of Use Agreement (pages 1 and 29) 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.