

| | |
|--|---|
| General..... | 1 |
| What is WREGIS? | 1 |
| How does WREGIS work?..... | 1 |
| Who can participate in WREGIS? | 1 |
| Am I required to participate in WREGIS?..... | 1 |
| Can a home or business owner with a small generator (roof-top solar) register in WREGIS? | 1 |
| Is WREGIS information considered confidential?..... | 1 |
| What are the different WREGIS account types? | 2 |
| What are the fees associated with using WREGIS? | 2 |
| Opening a WREGIS Account..... | 2 |
| How do I register for a WREGIS Account? | 2 |
| How long will it take for my WREGIS account to be approved? | 2 |
| What are the next steps after WREGIS account approval? | 3 |
| Managing Your WREGIS Account..... | 3 |
| Who should manage my WREGIS Account? | 3 |
| How do I update my WREGIS account information?..... | 3 |
| Can multiple people access the same WREGIS account? | 3 |
| Can I share my WREGIS login? | 3 |
| How do I pay my bill? | 3 |
| Generator Registration | 4 |
| How do I register generating units in my WREGIS account?..... | 4 |
| How long will it take for my generating unit to be approved?..... | 4 |
| Data Reporting..... | 5 |
| Can I register as a QRE and report data for my own generating units? | 5 |
| Can I upload generation data for more than one vintage at a time?..... | 5 |
| Can I upload generation data for more than one generator (project) at a time?..... | 5 |

WREGIS Frequently Asked Questions - FAQ

December 2016

| | |
|---|---|
| What is a feasibility failure?..... | 5 |
| What is the capacity factor? And, how is it determined? | 5 |
| What is the maximum annual energy? How is it determined? | 5 |
| What do I need to do when my data fails feasibility? | 6 |
| Does the system allow gaps in the data? | 6 |
| What do I do if I receive a notice that no data has been reported for a previous vintage? | 6 |
| Who is my QRE? | 6 |
| How do I report prior period or adjustment data?..... | 6 |
| I cannot see a vintage in the dropdown list. How do I find it?..... | 6 |
| I received an error that indicates I am not allowed to upload data for a specific unit. How do I resolve it?..... | 6 |
| When will my certificates create? | 7 |
| Subaccounts | 7 |
| What are the different types of subaccounts?..... | 7 |
| Other | 7 |
| What is the price of RECs? How can I find a buyer? | 7 |
| How do I use (retire) RECs for State/Provincial/Voluntary Program Compliance?..... | 7 |
| Does WREGIS provide training? | 8 |
| Does WREGIS have external oversight?..... | 8 |
| How may WREGIS users and interested parties get involved? | 8 |
| What if I have further questions or need assistance? | 8 |



General

What is WREGIS?

The Western Renewable Energy Generation Information System (WREGIS) issues and tracks renewable energy certificates (RECs) for generation of renewable-source electricity in the geographic area covered by the Western Electricity Coordinating Council (WECC). WREGIS also facilitates REC transfers, enables permanent retirement of RECs, assists regulators with the implementation of their renewable energy programs, and brings transparency to REC markets.

How does WREGIS work?

WREGIS issues one REC for each MWh of renewable generation. WREGIS accounts are similar to bank accounts; certificates are deposited and managed within these accounts. Certificates can be transferred, retired, or exported to a compatible tracking system at the discretion of the certificate holder.

For more information about WREGIS and how it works, see the [WREGIS Operating Rules](#) and [WREGIS User Training Slides](#).

Who can participate in WREGIS?

Any party who signs the usage agreements, pays all required participation fees, and has not previously had a WREGIS account terminated for cause or for convenience, can register as an account holder in WREGIS. In addition, any generator considered “renewable” by any state, province or program in the WECC Region can register with WREGIS for the issuance of RECs.

Am I required to participate in WREGIS?

You may be required by your interconnected utility or state/provincial/voluntary program to open a WREGIS account. Check directly with your counterparties and/or programs to determine if you are required to register.

Can a home or business owner with a small generator (roof-top solar) register in WREGIS?

Owners should check with their utility to see if they are required to join WREGIS before registering. If registering is voluntary, WREGIS recommends completing a cost-benefit analysis, as recurring fees and account maintenance are required.

Is WREGIS information considered confidential?

While select information is included in our public reports, the majority of information is considered confidential. See the [WREGIS Operating Rules](#) and [WREGIS Terms of Use](#) for additional confidentiality information.

What are the different WREGIS account types?

There are three WREGIS account types:

1. **Account Holder:** for registering generators and/or using and transferring RECs.
2. **Qualified Reporting Entity:** for reporting verifiable meter data to WREGIS for the purpose of creating RECs for Account Holders.
3. **Program Administrator:** for state, provincial, and voluntary programs such as the California Energy Commission or Green-e.

What are the fees associated with using WREGIS?

WREGIS “Account Holder” type accounts may be subject to the following fees:


- Annual
- Volumetric (Issuance, Transfer, Retire, Reserve, and Export)
- Reports

Other service fees may be charged where applicable.

For a full description of WREGIS fees, please see the [WREGIS Fee Matrix](#).

Opening a WREGIS Account

How do I register for a WREGIS Account?

1. Register by going to the WREGIS website: www.wregis.org
2. Click on the  button in the center of the page
3. Click the “Not a Member? Register Here” hyperlink
4. Select account type (*Account Holder, Reporting Entity, or Program Administrator*), and complete the online registration form
5. Review the [WREGIS Terms of Use Agreement](#), complete pages 1 and 29; submit to WREGIS via wregishelp@wecc.biz
6. If applicable, calculate the first Annual Fee using the [WREGIS Fee Matrix](#) and submit to WREGIS via Automated Clearing House (ACH) bank transfer or check. Please contact wregishelp@wecc.biz for ACH instructions

How long will it take for my WREGIS account to be approved?

Account approval can take five-to-10 business days following the receipt of all necessary documents and fees (where required) by WREGIS Staff.

What are the next steps after WREGIS account approval?

Once your account is approved, the account type will determine your next steps:

- All account types may create additional logins and must assign permission levels to assist with account management.
- An Account Holder registers generating units to create RECs.
- A Qualified Reporting Entity (QRE) coordinates with the Account Holder for data reporting and verification.

Managing Your WREGIS Account

Who should manage my WREGIS Account?

Each WREGIS account requires a **WREGIS Account Manager** who must be an employee of the registered company.

This person will be authorized to manage the account, create logins, manage data uploads, and update contact information as needed.

How do I update my WREGIS account information?

WREGIS Account Managers can update their accounts by logging in and clicking on the “Change Profile” hyperlink in the “Registration” module on their WREGIS account home page.

Can multiple people access the same WREGIS account?

Yes, the WREGIS Account Manager can create multiple logins and set permission levels as required to manage the WREGIS account.

Can I share my WREGIS login?

No. Each user of a WREGIS account must have an individual login and password.

How do I pay my bill?

WREGIS invoices can be paid via ACH bank transfer or check that is submitted to WREGIS. Contact wregisar@wecc.biz for ACH instructions. WREGIS invoices are delivered via the “Billing Email” address you provide on your account profile. If your company requires a hardcopy, contact wregisar@wecc.biz.

Generator Registration

How do I register generating units in my WREGIS account?

You may begin registering generating units after your WREGIS Account Holder type account is approved by following the “Generating Unit Registration” process on the [Join WREGIS](#) page at www.wregis.org.

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 generating unit registration has been completed. WREGIS will not start reviewing the documentation until all documentation for a unit has been received. During this review, staff will let you know what documentation or information is still needed. WREGIS will review this documentation in seven-to-10 days.

2. Approval Queue

Once WREGIS has confirmed receipt of the verification documentation, the unit will be placed into the approval queue. We generally review units for approval on a “first-in, first-out” basis and within seven-to-10 days. During this review, WREGIS will contact you if we need further information before approval.

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

To determine if WREGIS has received your documentation, please send us 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).

Data Reporting

Can I register as a QRE and report data for my own generating units?

Under certain circumstances you may register as a QRE and report data for your own generating units; however, before you consider registering as a QRE, first speak with your Balancing Authority to determine if they are able to report for your generating unit.

If not, consider speaking with a pre-existing, non-Balancing Authority reporting entity by pulling the WREGIS Active Account Holders report.

Otherwise, read and follow the “Qualified Reporting Entity (QRE) Registration” process on the [Join WREGIS](#) page at www.wregis.org and the Qualified Reporting Entity Guidelines in the [QRE Interface Control Document \(ICD\)](#), as these guidelines will determine the account approval.

Can I upload generation data for more than one vintage at a time?

No

Can I upload generation data for more than one generator (project) at a time?

Yes

What is a feasibility failure?

The system performs a “feasibility” check each time generation data is uploaded. The feasibility check is performed using the nameplate capacity and capacity factor/max annual amounts tied to the generating unit. Generation data will fail the feasibility check when it exceeds the expected generation as approximated using the pre-established capacity factor or max annual figures. More information about the feasibility warning can be found in the [WREGIS Operating Rules](#), section 9.5 Data Validity Check.

What is the capacity factor? And, how is it determined?

The capacity factor is the ratio of the electrical energy produced by a generating unit for the period of time considered to the electrical energy that could have been produced at continuous full power operation during the same period. It is determined at the time of registration and is regularly assessed against actual, observed values.

What is the maximum annual energy? How is it determined?

The maximum annual energy is the maximum average output expected to be achieved by a generating unit in a single year. It is determined at the time of registration and is regularly assessed against actual, observed values.

What do I need to do when my data fails feasibility?

WREGIS will attempt to resolve the issue, first with the QRE and then the Account Holder. It is the Account Holder's responsibility; however, to review and approve the reported data each month. Therefore, WREGIS would encourage the Account Holder to also review the data and follow up with the QRE as needed. If the issue remains unresolved at the time of certificate issuance, no certificates are issued.

Does the system allow gaps in the data?

No. The Account Holder will receive a system notification when no data has been reported by the QRE.

What do I do if I receive a notice that no data has been reported for a previous vintage?

Follow up with your QRE.

Who is my QRE?

The QRE may be different for each registered generator. The QRE can be found in the WREGIS account that has registered the generating unit on "Asset Management" module in the "Reporting Entity" column.

How do I report prior period or adjustment data?

If you are the designated QRE, select "Adjustment" instead of "Generation" in the "Meter Data Loading" module. Then select the appropriate vintage, and choose the corresponding file to upload.

I cannot see a vintage in the dropdown list. How do I find it?

If the certificate cycle for the vintage is out of the data loading period (days 1-75 of current period or days 90-730 of adjustment period), then the vintage will not be listed in the dropdown. The data may still be reported as an adjustment after the current period ends (day 90), but no data may be reported after the adjustment period ends (day 730).

I received an error that indicates I am not allowed to upload data for a specific unit. How do I resolve it?

Make sure the Reporting Entity Unit ID in the "Meter Data Loading" module matches the UNITID indicated in your upload file. If the file upload still fails, contact the WREGIS Administrator for additional support.

When will my certificates create?

Certificates create 90 days after the end of the generation period if generation data has been reported before day 75 and if the data is in approved status as of day 90.

Unless the prior period or adjustment data is accepted by the Account Holder or WREGIS Administrator, it will go through a complete (90 days) creation cycle.

Subaccounts

What are the different types of subaccounts?

There are three subaccount types:

1. **Active:** Holds all active certificates prior to usage or transfer.

The Active Subaccount is the first point of deposit for any WREGIS Certificates created. An Active Subaccount may be associated with one or more Generating Units.

2. **Retirement:** Holds certificates used for compliance or other purposes.

The Retirement Subaccount is a repository for WREGIS Certificates that the Account Holder has removed from circulation (e.g., to demonstrate compliance with a state's RPS or offset renewable claims). Once a Certificate has been transferred into a Retirement Subaccount, it cannot be transferred again.

3. **Reserve:** Holds certificates sold 'off-system' without making claim about current certificate status.

The Reserve Subaccount is a repository for WREGIS Certificates that the Account Holder withdraws from circulation within WREGIS due to a transfer to a third party who is not a WREGIS Account Holder. Once a Certificate has been transferred into a Reserve Subaccount, it cannot be transferred again.

Other

What is the price of RECs? How can I find a buyer?

WREGIS does not get involved in the pricing, buying, or selling of certificates. You will need to work directly with a marketer or broker. A list of registered brokers or marketers is located on our website (www.wregis.org) under the "Public Reports" header, in the "WREGIS Active Account Holders" report.

How do I use (retire) RECs for State/Provincial/Voluntary Program Compliance?

Contact the State/Provincial/Voluntary Program for further instruction on how to use RECs for compliance.

Does WREGIS provide training?

WREGIS holds in-person Account Holder training sessions multiple times per year. These sessions are held at the WECC office in Salt Lake City, Utah. This training is ideal for new users or for those users who need a refresher.

Training slides and other tutorials are available on the [WREGIS Training](#) page of www.wecc.biz. For upcoming training dates, 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).

Does WREGIS have external oversight?

WREGIS has two committees:

1. WREGIS Committee (WC)

The WREGIS Committee provides advice, guidance, and feedback to WECC management regarding issues of interest to WREGIS stakeholders. The WC shares decision-making responsibility with WECC management for proposed, substantive changes in fee schedules, the Terms of Use, and the Operating Rules of the WREGIS program. The WC collaborates with WECC management and seeks consensus on issues such as WREGIS operations, policies, and/or operational changes that are in the best interest of the WREGIS stakeholders and WECC as a whole.

2. Stakeholder Advisory Committee (SAC)

The Stakeholder Advisory Committee is an autonomous advisory body with the mission of advising on the implementation and operation of the WREGIS program. The SAC makes non-binding recommendations regarding WREGIS policy and procedures based on a majority vote of the SAC members. The SAC is also responsible for electing new members to the WC as terms expire. Voting members of the SAC elect representatives from four distinct member groups to the WREGIS Committee. The SAC is an advisory body only and has no formal decision-making authority other than the election of representatives to the WREGIS Committee.

More information about these committees is located on the WECC Committee [webpages](#).

How may WREGIS users and interested parties get involved?

Interested stakeholders can join the Stakeholder Advisory Committee (SAC). This body acts as an advisor to the WREGIS Committee (WC) and elects four of the seven WC members.

What if I have further questions or need assistance?

Contact the **WREGIS Help Desk** directly at:

wregishelp@wecc.biz, or at 1-888-225-4213 (8:00 a.m. – 4:30 p.m. MT, M-F).