Electric Reliability and Security for the West

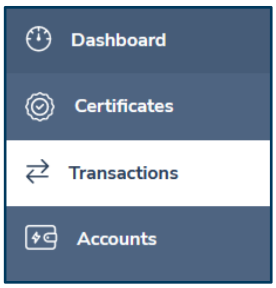
Accessing Your WREGIS Transaction History

January 2023

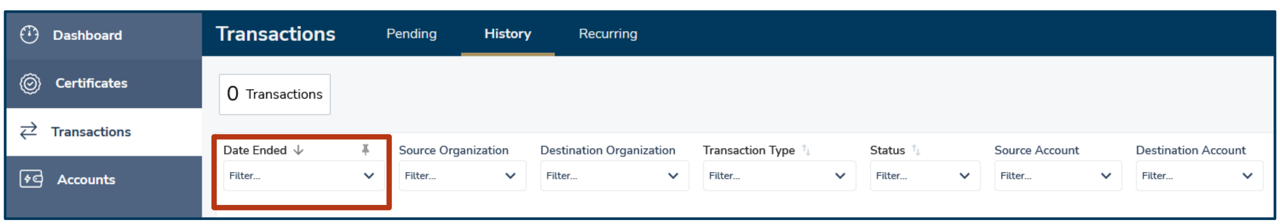
Certain transactions in WREGIS may incur volumetric fees (see the WREGIS Fee Matrix for more information). This document will help you access transaction reports that can be used to reconcile your WREGIS invoice or otherwise review your transaction history.

Accessing and Downloading WREGIS Transactions

1. Navigate to **Transactions**; a list of transactions will appear in the **History** tab.



2. Use the **Date Ended** field (the date an action was taken) to filter by a single date or date range. You can filter additional fields to further limit the information on the report.



NOTE: Transactions that require multiple actions, such as external transfers, will show the date the transaction was finalized in the **Date Ended** field. This is consistent with the invoice month in which a transaction will be charged.

3. Click the down arrow in the top-right of the screen to download the report and select the desired filetype (.csv or .pdf).

4. The downloaded report will be emailed to the requestor. A .csv file can be filtered or sorted by different fields to produce the desired information. Such fields include Transaction Type, REC Quantity, Vintage, Generator ID, and others.