

To start the WREGIS account approval process, please complete the following steps. **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:
 - 1.1. Click on the gold 'WREGIS Login' towards the center of the page.
 - 1.2. Click on '**Not a Member? Register Here**' under the 'Login' menu. A pop-up box with instructions on how to proceed will appear.
 - 1.3. At the bottom of the pop-up box, select User Type '**Account Holder**', then click '**IACCEPT**.'
 - 1.4. Complete the New Account Application:
 - 1.4.1. The 'Company Name' will match Page 4 of the Terms of Use (see item 3 below).
 - 1.4.2. **The 'Account Manager' should be the person conducting the most business within the WREGIS account.**
 - 1.4.3. WREGIS suggests a generic format for the Account Manager 'Login Name' rather than a person's name (i.e. 'Company123').
 - 1.4.4. Save your 'Login Name', 'Password', 'Security Question' and 'Security Answer' in a secure location, for future use – **WREGIS takes security seriously.**
 - 1.5. Click '**Submit for Approval**.'
 - 1.6. Check your email inbox for a confirmation email, then click on the link provided.
 - 1.7. Your WREGIS account is now in '**Pending**' status; continue the registration process via the steps below.
2. **Become familiar with the [WREGIS Operating Rules](#).**
3. **Read the [WREGIS Terms of Use Agreement](#) and complete the agreement by executing pages 4 and 28.**
 - Page 4 must be dated and match the company name and information provided on the Online Registration **exactly**.
 - Page 28 requires the Account Holder's printed name and signature. This person must be an authorized signatory for the company.

4. Email the completed Terms of Use Agreement (pages 4 and 28) to the WREGIS Administrator at wregisadmin@wecc.org, or submit with the 1st annual fee payment to the address below.
5. Using the [WREGIS Fee Matrix](#), find your annual Account Holder fee. The first annual fee must be paid before the account can be approved.
 - Make checks payable (in US Dollars) to:
WREGIS
155 North 400 West, Suite 200
Salt Lake City, UT 84103
 - Contact wregishelp@wecc.org for the following items (if needed):
 - ACH Instructions
 - W-9
 - Invoice and dollar amount
6. **Once all materials are received and validated, an email notification of account approval will be sent to the designated Account Manager email address.**
 - 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.

Upon account approval, the Account Manager may then create additional logins into the account, register generating units, establish reporting entities for generation data submittal, and use all other functions of the system available to their account type.

