

WREGIS requires that Account Holders annually review all asset registrations to ensure that the information is up to date. To complete the annual generating unit review, follow the steps below.

Completing the Annual Review

Step One:

In the Asset Management module, click the **Generator Plant-Unit Name** of the unit due for review.

Asset Management				
Generator Plant-Unit Name: 10.22 Demo Existing (W6116)				
Generator Information		Review Data/Self-Report		Generation A
Generation				
WREGIS GU ID	Generator Plant-Unit Name	WREGIS Meter ID	Status	Reporting
W6116	10.22 Demo Existing		Approved	Self Report
WR6117	10.22 Demo NEW		Pending	Self Report

Step Two:

Review the information on the first page (making any updates needed), then click **Next** at the bottom of the page.

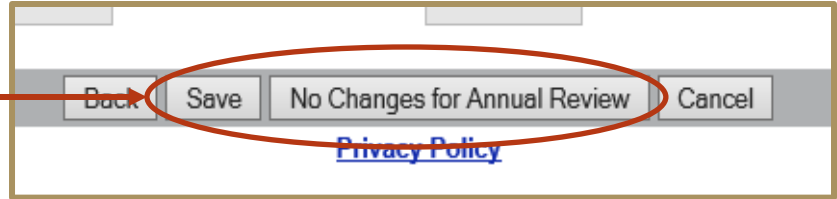
Generator Information	
Asset Type	
Asset Type:	Aggregation
Facility ID, Name and Location Information	
WREGIS GU ID:	6116
Generating Unit Name: *	10.22 Demo Existing
Country: *	US
State/Province: **	NEVADA
Commenced Operation Date: *	06/07/2018
Nameplate Capacity (MW-AC): *	0.020
Capacity Factor: *	26
Capacity Factor Curve: *	<input type="checkbox"/> (Field only Editable by WREGIS Admin)
Company Information	
Company Name:	Power Generation Industries
Company Address:	Street

Non-accessible fields are 'grayed out' and cannot be changed by Account Holders—contact WREGIS if updates are required.

Accessible fields may be updated by Account Holders as needed.

Step Three:

Scroll to the bottom of the second page and click **No Changes for Annual Review** if no changes were made, or **Save** if updates were made.



Step Four:

Verify that the annual review was completed successfully:

- a. Click **Home** in the top-right corner of the page.
- b. Go to the Asset Management module.
- c. Confirm that the date in the Annual Review Date column has updated from the current year to next year.

Total Assets 2					
ata/Self-Report	Generation Activity Log	Annual Review Date	Copy	Agg	Primary
	View	01/08/2019	Copy	Yes	Yes
	View	01/08/2020	Copy	Yes	

NOTE: WREGIS advises addressing updates as they occur.

Additional Information

Common Update Items for Assets

Field	Possible Updates	Accessible Update?
Nameplate Capacity	Has the unit size changed due to upgrades or corrections?	No—Contact WREGIS
Contact Information	Has the contact information in the Company or Facility Operator Information changed?	Yes
Active Sub-Account Selection	Should certificates be depositing into a different Sub-Account upon creation?	Yes
Revenue Meter ID	Has the Revenue Meter been updated?	No—Contact WREGIS

