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.

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

NOTE: WREGIS advises addressing updates as they occur.

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**Additional Information**

**Common Update Items for Assets**

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