Sub-accounts are where certificates reside in a WREGIS Account Holder account. Multiple sub-accounts can be created by Account Holders to manage and organize certificates. To create sub-accounts, follow the steps below.

**Creating a Sub-Account**

**Step One:**
In the Account Status module on the WREGIS homepage, click **Create New Sub-Account**.

**Step Two:**
Select the appropriate **Sub-Account Type**.

**Step Three:**
Add a **Name/Alias** for the sub-account.

**Step Four:**
For WREGIS accounts with over 20 open sub-accounts per type (Active, Retirement, or Reserve), change **Display On Open Sub-Account Module** to **Yes** if you want the sub-account to appear on the WREGIS homepage.

The name of a Retirement or Reserve sub-account cannot be changed once certificates are deposited into the sub-account.
Step Five:
Change the Open field to Yes so that certificates can be deposited into the sub-

Step Six:
Click Create.

Additional Information

Sub-Account Types

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Certificate Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active</td>
<td>Certificates are ready for use</td>
<td>Active</td>
</tr>
<tr>
<td>Retirement</td>
<td>Showing certificates as being used within WREGIS</td>
<td>Used</td>
</tr>
<tr>
<td>Reserve</td>
<td>Showing certificates as being moved outside WREGIS</td>
<td>Used</td>
</tr>
</tbody>
</table>