

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.

Sub-Account Type: All View Sub-Account

Open Sub-Accounts - All Type

Total Sub-Account 4

Sub-Account ID	Sub-Account Name	Sub-Account Name/Alias2	Type	Certificates
1183	<a href="#">RECs to Retire in 2019</a>		Active	<a href="#">0</a>
25	<a href="#">SMUD Transfers</a>		Active	<a href="#">53</a>
27	<a href="#">Default</a>		Retirement	<a href="#">2</a>
26	<a href="#">Default</a>		Reserve	<a href="#">0</a>

[Create New Sub-Account](#) [View/Edit Sub-Accounts](#)

### Create New Sub-Account

Sub-Account Type: \* Select One

Name/Alias: \*

Name/Alias2:

Display On Open Sub-Account Module:  Yes  No

Open:  Yes  No

Status Reason:

Status Effective Date:

Number of Certificate In Sub:

\* Required Field

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**.

### Create New Sub-Account

<b>Sub-Account Type: *</b>	Select One ▾
<b>Name/Alias: *</b>	<input type="text"/>
<b>Name/Alias2:</b>	<input type="text"/>
<b>Display On Open Sub-Account Module:</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Open:</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Status Reason:</b>	<input type="text"/>
<b>Status Effective Date:</b>	<input type="text"/>
<b>Number of Certificate In Sub-Account:</b>	0
<small>* Required Field</small>	
<input type="button" value="Create"/> <input type="button" value="Cancel"/>	

## Additional Information

### Sub-Account Types

Type	Description	Certificate Status
Active	Certificates are ready for use	Active
Retirement	Showing certificates as being used within WREGIS	Used
Reserve	Showing certificates as being moved outside WREGIS	Used