

A GU (Facility) Transfer is used to change the account in which a generating unit is registered. The receiving Account Holder must initiate a transfer request, provide documentation, and coordinate with the current Account Holder and WREGIS Administration to schedule the transfer. To transfer a generating unit, follow the steps below.

Submitting the Transfer Request

Step One:

In the Account Holder Reports module on the WREGIS homepage, click the **Generating Units By Status** report.

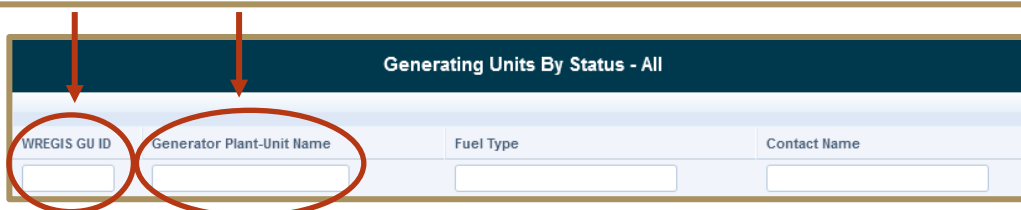
Account Holder Reports

- [My Event Log](#)
- [My Sub-Accounts Certificates Disposition](#)
- [My Recurring Transfers](#)
- [Certificate Transfer History](#)
- [My Account Registration History](#)
- [My Generating Unit Registration History](#)
- [Generating Units By Status](#)
- [State/Provincial/Voluntary Program Admin Access Selection](#)

Step Two:

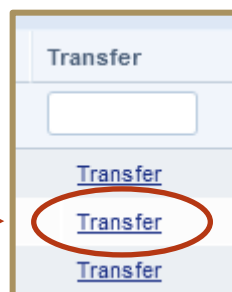
In the **Generating Units By Status** report, use the column filters to find the unit you would like transferred into your WREGIS account.

You can filter by GU ID, Generator-Plant Unit Name, or another identifying characteristic.



Step Three:

On the row containing the unit you would like to transfer into your WREGIS account, click **Transfer**.



Please note: You may receive an error when submitting the Transfer request. If you receive this error, contact the WREGIS Administrator (wregisadmin@wecc.org).

Submitting Required Documentation and Information

Submit the following documentation and information to the [WREGIS Administrator](#).

1. WREGIS Acknowledgement of Station Service

Review the [WREGIS PA Advice letter](#) then complete and submit the [WREGIS Acknowledgement of Station Service](#) form.

2. Registration Rights

Every generating unit transfer requires documentation to prove that the receiving Account Holder has the rights to register the unit. Submit the documentation that best meets this requirement according to the circumstances surrounding the transfer.

Note: If a [WREGIS Notice of Assignment of Registration Rights](#) was executed as part of unit registration under the current Account Holder, a [WREGIS Notice of Revocation of Assignment](#) must be completed.

3. WREGIS Qualified Reporting Entity (QRE)

QREs may change for transferred units. Provide the following information for the unit:

- the QRE that will be reporting generation data once the GU has been transferred and
- the Unique Reporting Entity Unit ID (REU ID) for the GU (obtain this from the QRE).

4. Final/First Reporting Periods

The transfer schedule is determined by Certificate reporting periods. Coordinate with the GU's current Account Holder and inform the WREGIS Administrator:

- the final reporting period (month/year) for the current Account Holder (transferor) and
- the first reporting period (month/year) for the receiving Account Holder (transferee).

5. Multifuel Methodology

If the GU is multifuel, submit a multifuel methodology as defined in the [WREGIS Operating Rules](#).

WREGIS reserves the right to require the submission of documents for use in the validation process. For more information regarding guidelines, requirements, and rules governing generating units, refer to the WREGIS Operating Rules. Also note that the Account Holder is solely responsible for contacting and arranging data reporting with its Qualified Reporting Entity.



Updating Transferred Generating Unit Information

Once the WREGIS Administrator executes the GU Transfer, the receiving Account Holder has five business days to update the information listed on the Generating Unit.

Step One:

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

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
W6117	10.22 Demo NEW		Pending	Self Report

Step Two:

Review and update 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 (format: MM/DD/YYYY)

Nameplate Capacity (MW-AC): * 0.020 (format: x.xxx)

Capacity Factor: * 26 (either Capacity Factor or Max)

Capacity Factor Curve: * (Field only Editable by WREGIS Admin)

Company Information

Company Name: * Moon Industries

Company Street Address1: * 123 Street

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

Step Three:

Scroll to the bottom of the second page and click **Save**.

Back | Save | Cancel

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