A WREGIS account can have as many logins as needed to allow for different business functions. The privilege level of each login determines what can be done within the account. Account Managers are responsible for creating and maintaining all account logins.

WREGIS takes security seriously. Users must adhere to the following rules.

**WREGIS LOGIN RULES**

1. Each user needs a separate login; **sharing is not allowed**.
2. Do not use a group email address—individual email addresses are required.
3. Ensure login contact information is kept up to date.
4. Passwords must be reset every 120 days (different from the last 16 passwords).

There are two types of Account Holder logins:

1. **Company Logins**: For those who work directly for the Account Holder company/organization.
2. **3rd Party Agent Logins**: For those who do not directly work for the Account Holder company/organization.

The correct login type must be selected upon login creation, or the login may be rejected by the WREGIS Administrator.

**Creating a WREGIS Account Holder Login**

**Step One:**
In the Account Management module, click on **Review/Edit/Add Logins**.

**Step Two:**
Click **Add Company Login** or **Add 3rd Party Agent Login**, as appropriate.
**Step Three:**
Complete the **Login Name** field—this is the name the user will enter when logging into WREGIS.
Select the **Privilege** level for the user from the dropdown list.

**Step Four:**
For a Company Login, complete the **Contact** and **Mailing** information.
For a 3rd Party Agent Login, complete the **Company Name** and **Mailing Address**, and **Login Contact** information.

**Step Five:**
Create and confirm a **Password**, then click **Next** at the bottom of the screen.
**Step Six:**
On the Privilege Login Management page, check all privilege boxes required. For security, privileges must be assigned and updated by the Account Manager.
Click **OK** at the bottom of the screen when complete.

**Step Seven:**
On the Review/Edit/Add Logins page, verify the new login was created correctly.
3rd Party Agent Logins will remain ‘Pending’ and not available for use until the Notice of Agent Designation form is submitted to WREGIS.

**Updating/Inactivating an Existing WREGIS Account Holder Login**

**Step One:**
In the Account Management module, click **Review/Edit/Add Logins**.
**Step Two:**
Click the login name of the user whose information you are updating.

**Login updates**—on the Login Information page, make any necessary updates, then click OK.

**Login inactivation**—uncheck the Active checkbox at the bottom of the Login Information page, then click OK.

**NOTE:** Account Manager information cannot be updated via the Review/Edit/Add Logins page. For Account Manager updates, contact the WREGIS Help Desk.

**Step Three:**
Update login privileges—On the Review/Edit/Add Logins page, click **Edit**.

Update privileges by checking or unchecking the boxes, then click OK.
Additional Information

Account Holder Security Privileges

Login privileges are determined by the login type (Company or 3rd Party Agent), privilege type (Account Manager, Supervisor, Maintenance, and View Only), and the fields selected on the Privilege Login Management screen. Here is an overview of the privilege types and their capabilities:

- **Account Manager**
  - First point of contact for all WREGIS communications
  - Update account information

- **Supervisor**
  - Create & update login/privileges

- **Maintenance**
  - Certificate transfers
  - Register & maintain generating units
  - Allocations for multi-fuel units & aggregated meters
  - Self-report generation data

- **View Only**
  - View sub-accounts
  - View generating units
  - View reported generation data

For 3rd Party Agent Logins, only the Maintenance and View Only privilege types are available. The Account Manager cannot be a 3rd Party Agent.