A one-time transfer is used to send a certificate batch(es) once to another location. To create a one-time transfer, follow the steps below.

Creating a One-Time Transfer

**Step One:**
In the Account Status module on the WREGIS homepage, find the Active certificates and click the quantity.

**Step Two:**
Select the certificate batches you are transferring by clicking the box(es) in the Select All column on the left. If you are transferring part of a batch, edit the amount in the Transfer Quantity column to the right of the box.

**Step Three:**
Click Batch Transfer at the top of the screen.

**Step Four:**
Verify the certificates by reviewing the information at the top of the page.
WREGIS One-Time Certificate Transfers

**Step Five:**
Complete the transfer details depending on the transfer type—
First, select the transfer type by clicking the **radio button** to the left.
Second, complete the fields **only for the transfer type you are creating**.

If the radio button on the left is not changed to the correct transfer type, the certificates will transfer to their original Active sub-account location.

Transfer details cannot be changed once the transfer is complete.

**Step Six:**
Scroll to the bottom of the page and click **Submit**. A pop-up will appear asking you to confirm the transfer—select **OK**.
Once the transfer is complete, you will be directed back to the Certificates in Active Sub-Account page.
Inter-account transfers will require acceptance by the transfer recipient.
Step Seven:
Verify the transfer was created correctly:
Click Certificate Transfer History in the Account Holder Reports module on the homepage.
Click on the applicable tab—Inter-Account for transfers to another Account Holder or Intra-Account for transfers within the same Account.

Accepting/Rejecting a One-Time Transfer

Step One:
Locate the Inbox, on the left side of the WREGIS homepage. Click the quantity under Certificates.

Step Two:
Make sure the certificates being transferred meet your contract needs.

Step Three:
Select the checkbox(es) for the batches you are accepting or rejecting on the left side of the report.
Step Four:
Select Accept Selected or Reject Selected at the top of the page. A pop-up will appear—click OK.
If accepting a transfer, select the sub-account in which to deposit the certificates from the dropdown, then click Accept.

Step Five:
Acceptance or rejection of the transfer can be verified in the Certificate Transfer History report.

Additional Information

Report Filters
On the Certificates in Active Sub-Account page, filters can be used to narrow your search:

A. Filter by sub-account using the dropdown option at the top of the page.
B. Filter by certificate characteristics (generator, fuel type, vintage, etc.) using the text boxes at the top of each column. More criteria will be required if the field is numerical—use the button to the right of the text box to enter.
C. The Advanced Filter can be used to filter by Quantity, Generation Period, Generating Unit, Fuel Type, and Eligibility.

Transfer Withdrawal
Transfers to another Account Holder can be withdrawn if an error was made during transfer creation or if you do not want the transfer to proceed for any reason.

1. Click the quantity in the Outbox (found on the homepage).
2. Select the certificate transfer to be withdrawn by clicking the checkbox on the left.
3. Select Withdraw Selected at the top of the page.

A transfer cannot be withdrawn once the transferee accepts the transfer.