



WECC

WREGIS Generating Unit Registration Guide

Electric Reliability and Security for the West

To register a Generating Unit with WREGIS:

1. Log into your WREGIS account and click “Register New Generator” under “Asset Management.”
2. Complete an online registration form for each unit.
Note: Multiple units can be registered in one account.
3. Collect the verification documents named below:
 - a. **All units:** Review the [WREGIS PA Advice](#) letter, submit the [WREGIS Acknowledgement of Station Service](#), and give proof of the following:
 - i. Commercial Operation Date (COD) from Utility Interconnection Department/Balancing Authority (e.g., Permission to Operate (PTO) letter, Notice of Substantial Completion letter)
 - ii. EIA 860 (most recent year)
Not needed for units less than 1 MW or located outside the U.S.
 - iii. Manufacturer’s Specifications (engineer’s one-line diagram)
 - iv. Purchase Power Agreement
 - v. Rights to environmental attributes (rights to register generator in WREGIS)
 - vi. Revenue Meter ID used for WREGIS purposes (e.g., photo of meter, screenshot of the meter read system)
 - vii. Utility Interconnection Agreement
 - viii. WREGIS Acknowledgement of Station Service
 - b. **Multi-fuel units:** Review 5.3.4 of the [WREGIS Operating Rules](#), and provide a record of method as explained in WREGIS Operating Rules Appendix B-3.
 - i. Download and be familiar with the [Account Holder Multi-Fuel and Aggregated Meter Allocation Interface Control Document \(ICD\)](#) and [WREGIS Account Holder Multi-Fuel and Aggregated Meter Allocation](#) training slides.
 - c. **Incremental/Efficiency Hydroelectric Water:**
 - i. An approved intake form from one or more state, provincial, or voluntary program in the WECC footprint. Contact information for WREGIS state, provincial, or voluntary program administrators can be found in the [WREGIS Active Account Holders](#) report.

- d. **Cogeneration Electricity/Thermal units:** Review Appendix G Thermal Renewable Energy Certificate (TREC) of the [WREGIS Operating Rules](#).
 - i. Approval documents from one or more state, provincial, or voluntary programs in the WECC footprint. Contact information for WREGIS state, provincial, or voluntary program administrators can be found in the [WREGIS Active Account Holders](#) report.
 - e. **Small-Scale Aggregation:** Review Appendix F of the [WREGIS Operating Rules](#).

Note: To qualify as a Small-Scale Aggregator, you must contact the WREGIS administrator at (888) 225-4213. Any information you submit to the administrator before being qualified will not be looked at until after you are qualified.
4. Upload all documents through your WREGIS account using the following steps:
 - a. Log into your WREGIS account.
 - b. Scroll down to the “Secure Document Upload” module.
 - c. Click “Document Upload.”
 - d. Click “Upload New File.”
 - e. Choose the document type.
 - f. Fill in the generator information.
 - g. Browse to the file, then click “Upload.”

WREGIS reserves the right to require the submission of any documents described within the WREGIS Operating Rules 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.

How long will it take for my generating unit to be approved?

Approval of a Generating Unit is a two-stage process:

1. **Verification Documentation:** Our staff begins accepting the verification documents once the online registration is complete. We begin a review after we receive documents through your account. During this review, we will let you know if we need more information. We will review the documents in 7–10 business days.
2. **Approval Queue:** Once we confirm we have received the verification documents, we place the unit into the approval queue. We generally review units within 7–10 business days on a “first-in, first-out” basis. We will contact you if we need more information before approval.

The entire process can take up to 20 days, and the timeline depends on how quickly the Account Holder provides all verification documents.



WREGIS Generating Unit Registration Guide

If you have questions, please contact us by email at wregisadmin@wecc.org or by calling 1-888-225-4213 (8:00 a.m.-4:30 p.m., MT, M-F).

