

A generating asset (generator) registration is a multi-step process. All steps must be complete before a WREGIS Administrator will approve the generator. Generators must be approved (placed in Active status) before generation data can be reported and certificates issued. Only an Organization in Active status in WREGIS is eligible to register generators.



## **1. Complete the Generating Asset Registration Form and Upload Document Package**

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The generator registration form requests a variety of information about the generator being registered, including generation facility details, contact information, metering and reporting, and state/provincial/voluntary program participation. The [Generating Asset Registration Guide - Documentation](#) lists the document requirements. Once you've completed the registration form and uploaded a complete document package, you can submit the form for WREGIS Administrator review. This process is described in Section 2 below. Registrations with an incomplete document package will not be reviewed.

A generator may have qualities and characteristics that make it unique. Those characteristics may require a specific registration format. If you have questions about how your facility should be registered, please contact the WREGIS Administrator ([wregisadmin@wecc.org](mailto:wregisadmin@wecc.org)).

## **2. WREGIS Administrator Review**

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After you have submitted the registration form and document package, the WREGIS Administrator will review the materials. During the review process, the WREGIS Administrator may have questions about the information included on the registration form, the documents submitted, characteristics of

the facility, or other questions related to the generator. All questions must be resolved for the generator to be eligible for approval.

The review and approval process can be lengthy and depends on the completeness and accuracy of the generator registration form, the quality of the documentation package, Organization responsiveness, and the time needed to resolve questions.

Generator review and approval is a two-stage process:

1. **Preliminary Review:** Upon submitting the generator registration form and a complete document package, WREGIS staff will review all materials *within 10 business days of receipt*. During this review, WREGIS staff will contact you if other documentation or information is needed. Such requests may extend the review process.
2. **Final Review:** After the preliminary review is complete, the generator is placed in the approval queue. Generators in the approval queue are reviewed *within 10 days*. WREGIS staff will contact you if more information is needed.

Once the final review has been completed, the WREGIS Administrator will change the generator status to “Active” or “Rejected.” If a generator is rejected, WREGIS will provide you with details about the rejection.

### 3. Generating Asset Maintenance

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Generators require maintenance, including ad hoc updates and an annual review. Any changes to a generator must be reflected in the generator information in WREGIS.

- **Ad hoc Updates:** Organizations update the generator information as changes to the generation facility occur. The timing requirements for reporting changes can be found in the [WREGIS Operating Rules](#).
- **Generator Annual Review:** Organizations must complete an annual review for each generator. Instructions for completing the Generator Annual Review can be found on the WREGIS website.

Updating certain generator information will place an active generator into pending status. These updates require WREGIS Administrator review, who may request supporting documentation before placing the generator back into active status.



## Appendix A: Generating Asset Status

Contact the WREGIS Administrator if you have questions about the status of a generator registration.

Status	Definition
Draft	The generator registration form has been partially completed and saved by the registering Organization. It has not been submitted for review.
Pending	The generator registration form has been submitted for WREGIS Administrator review but has not yet been assigned Active or Rejected status.
Active	The generator is registered in WREGIS and eligible for certificate creation.
Suspended	Certificate issuance has been suspended until further action is taken.
Rejected	The generator registration form has been completed but the registration did not meet WREGIS requirements.
Inactive	The Organization no longer wants to track Certificates for the generator through WREGIS, or the generator is in long-term maintenance mode.
Terminated	Generator has been decommissioned or is permanently inoperable.