Complete the following steps to register for Program Administrator access to the WREGIS system. The entire process below must be completed and your account approved before you are granted access into the system.

1. **Complete the Online Registration by following the WREGIS login link on** [www.wregis.org](http://www.wregis.org). **WREGIS suggests using Firefox or Chrome web browsers for optimal functionality:**
   
   1.1. Click on ‘WREGIS Login’ towards the center of the page.
   
   1.2. Click on ‘Not a Member? Register Here’ under the ‘Login’ menu. A pop-up box with instructions on how to proceed will appear.
   
   1.3. At the bottom of the pop-up box, select User Type ‘Program Administrator’, then click ‘I ACCEPT’.
   
   1.4. Complete the New Account Application and click ‘Submit for Approval’.
   
   1.5. Once the form is submitted, an email will be sent to the Account Manager stating that the first step of the registration process has been completed.
   
   1.6. Follow the steps in the email to complete the final step of the Online Registration.

2. **Become familiar with the WREGIS Operating Rules and the State, Provincial, and Voluntary Program ICD.**

3. **Read the WREGIS Terms of Use Agreement and complete the agreement by executing pages 4 and 28.**
   
   - Page 4 must be dated and match the information provided on the Online Registration exactly.
   
   - Page 28 requires the Account Holder’s printed name and signature.

4. **Email the completed Terms of Use Agreement (pages 4 and 28) to the WREGIS Administrator at** [wregisadmin@wecc.org](mailto:wregisadmin@wecc.org).

5. **Once registration materials are received and validated, an email notification of account approval will be sent to the designated Account Manager email.**
   
   - If materials are incomplete or additional information is required, the WREGIS Administrator will notify the designated contact.
   
   - A PDF copy of the approved/signed Terms of Use document is available upon request.