

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.**
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.**
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.