A WREGIS account can have as many logins as needed to allow for business functions. **Account Managers are responsible for creating and maintaining all account logins.**

WREGIS takes security seriously. Users must adhere to the following rules.

<table>
<thead>
<tr>
<th>WREGIS LOGIN RULES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Each user needs a separate login; <strong>sharing is not allowed.</strong></td>
</tr>
<tr>
<td>2. Do not use a group email address—individual email addresses are required.</td>
</tr>
<tr>
<td>3. Ensure login contact information is kept up to date.</td>
</tr>
<tr>
<td>4. Passwords must be reset every 120 days (different from the last 16 passwords).</td>
</tr>
</tbody>
</table>

### Creating a WREGIS QRE Login

**Step One:**
- In the Account Management module, click **Review/Edit/Add Logins**.

**Step Two:**
- Click **Add Company Login** at the top of the page.

**Step Three:**
- Complete the **Login Name** field—this is the name the user will enter when logging into WREGIS.
- **Privilege:** *Reporting Entity*
Updating/Inactivating an Existing WREGIS QRE Login

**Step One:**
In the Account Management module, click Review/Edit/Add Logins.

**Step Four:**
Complete the Login Contact Information.

**Step Five:**
Create and confirm a Password, then click OK at the bottom of the screen.

**Step Six:**
On the Review/Edit/Add Logins page, verify the new login was created correctly.

You must give the new user the Password to login for the first time. The new user will be prompted to reset the password upon initial login.

<table>
<thead>
<tr>
<th>Login Name</th>
<th>Email</th>
<th>Privilege Description</th>
<th>Active/Inactive</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>geor319</td>
<td><a href="mailto:cmariee@uwecc.org">cmariee@uwecc.org</a></td>
<td>Reporting Entity</td>
<td>Active</td>
<td>Approved</td>
</tr>
<tr>
<td>geor999</td>
<td><a href="mailto:mlfranze@uwecc.org">mlfranze@uwecc.org</a></td>
<td>Reporting Entity - Account Manager</td>
<td>Active</td>
<td>Approved</td>
</tr>
</tbody>
</table>
Step Two:
Click the login name of the user whose information you are updating.

Login updates—on the Login Information page, make any necessary updates, then click OK.

Login inactivation—uncheck the Active checkbox at the bottom of the Login Information page, then click OK.

NOTE: Account Manager information cannot be updated via the Review/Edit/Add Logins page. For Account Manager updates, contact the WREGIS Help Desk.

Additional Information

Qualified Reporting Entity Security Privileges
Login privileges are determined by the login privilege type (Account Manager, Reporting Entity). Below is an overview of the different privilege types and their capabilities:

- **Account Manager**
  - First point of contact for all WREGIS communications
  - Update account information
  - Create & update logins

- **Reporting Entity**
  - Upload generation data
  - View reported generation data