



Electric Reliability and Security for the West

WREGIS Qualified Reporting Entity (QRE) Registration Guide

Complete the following steps to register for Qualified Reporting Entity (QRE) 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 "Reporting Entity", 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 [QRE Interface Control Document \(ICD\)](#).**
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. **Collect verification documents according to the type of QRE:**
 - Balancing Authority: FERC Form 714 for most recent year.
 - Non-Balancing Authority: A signed letter on the Account Holder's company letterhead outlining and attesting to the following:
 - Procedures and/or equipment used to directly gather the primary data to be reported
 - Any state oversight (public utility commission, energy office, etc.)
 - Internal audit procedures that ensure data reliability



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- External audit procedures that ensure data reliability (directly or indirectly for WREGIS)
 - Any federal oversight (FERC, Sarbanes Oxley, SEC, etc.)
 - Manner in which entity will emulate FERC functional separation requirements
 - Excludes Station Service from data reported (for reference see the [WREGIS PA Advice letter](#), and the [WREGIS Acknowledgement of Station Service](#) form
WREGIS Accounts must submit with each generator registration)
5. **Email the completed registration packet, including pages 4 and 28 of the Terms of Use agreement and the QRE verification documents, to the WREGIS Administrator at wregisadmin@wecc.org.**
6. **Once registration materials are received and validated, an email notification of account approval will be sent to the designated account 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.

