WECC

WREGIS e-Tag Participation Guide

May 2023

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Introduction

WREGIS customers have the option of importing e-Tags into their WREGIS organization to match with issued certificates. E-Tag information is supplied to WREGIS by OATI via the Western Interchange Tool (WIT). It is the responsibility of the Load-Serving Entity (LSE) schedulers to properly mark e-Tags so they are included in the monthly upload file.

There are additional monthly fees associated with this service, outlined on the [WREGIS Fee Matrix](#). WREGIS recommends against signing up for this feature if it is not required to meet your regulatory or contractual obligations. If you are unsure whether e-Tags are required, you should consult your counterparty or program.

If you have any questions about using e-Tags, please contact us at wregishelp@wecc.org.

Signing Up for e-Tags in WREGIS

E-tags will only be loaded for customers on a forward-going basis, starting the month *after* they have met all the requirements outlined below and once the WREGIS Administrator has approved e-Tag use. Requirements:

1. Provide your organization's Purchasing-Selling Entity (PSE) code(s) to WREGIS; and
2. Sign and return the [WREGIS e-Tag Indemnification Agreement](#).

Both the PSE code and the Agreement can be submitted via email to wregisadmin@wecc.org.

Importation of e-Tags and Timing

WREGIS receives an e-Tag upload file containing the previous month's e-Tag data from OATI by the 7th of every month. WREGIS processes this file within five business days. Once WREGIS has processed the file, the e-Tags are visible within the organization and available for use. No corrections or changes to the importation file can be made by WREGIS; files are loaded exactly as they are received from OATI.

The WREGIS system will not load e-Tags if—

- The organization is not in approved status;
- The PSE code is not listed on the organization's profile;
- E-Tags were not properly filled out by the organization's schedulers; or
- More than one entity has entered a Token/Value (RPS_ID) on the same e-Tag.

If an e-Tag(s) is not loaded for one of the above reasons, it will not be imported at a later date and will remain outside of the WREGIS system. If this has occurred, contact your program to facilitate e-Tag matching using alternative methods.

Viewing Your e-Tags

E-Tags are located within their own section in WREGIS, which will only be visible after at least one PSE code has been added to your Organization Profile by the WREGIS Administrator.

In the e-Tag section of your WREGIS organization, you can–

- View Active e-Tags available for matching;
- View e-Tags that your organization has designated as Inactive;
- View e-Tags that have been fully matched;
- View e-Tags that have been transferred from your organization to another WREGIS organization; and
- Review a full history of e-Tag actions taken in the Event Log.
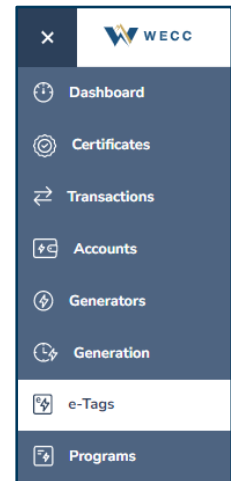
All the tables in this section can be sorted, filtered, and downloaded in .CSV and .PDF format. To download a report, click the downward-pointing arrow in the top-right corner of the screen: ⬇.

Matching e-Tags to Certificates via the UI

To match certificates to e-Tags using the user interface (UI)—

1. Navigate to **Certificates** and click **REC/e-Tag Match** (located on the far-right side of the screen) for the batch of certificates you wish to match.
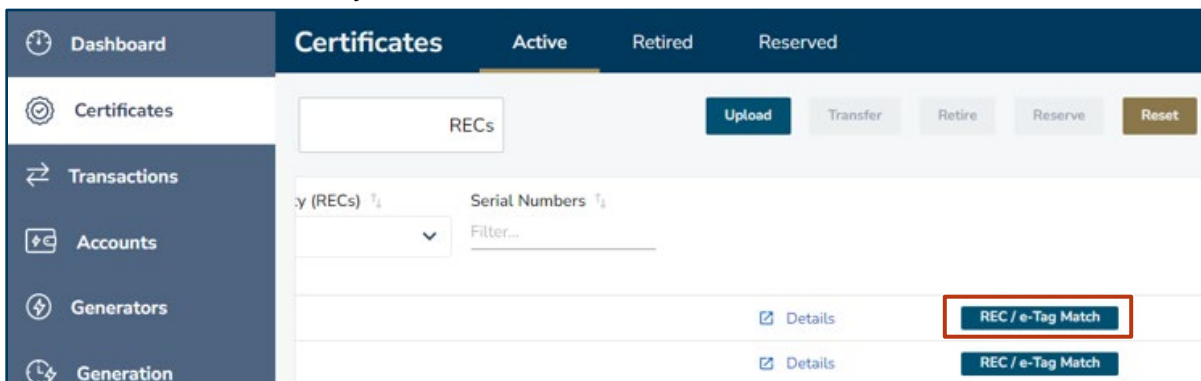
2. Verify the batch of certificates selected. If you are only matching part of the batch, you can change the number in the **Quantity (RECs)** field to reflect the desired number of certificates. Click **Next**.

3. Use the filters at the top of the table to find the e-Tag(s) you wish to match to the batch of certificates, select the desired e-Tag(s), and click **Next**.

4. Change the number in the **Amount** column of the e-Tag(s) selected so that the total equals the number of certificates you wish to match. If matching more than one e-Tag, you will need to distribute the total certificates between the e-Tags. Click **Next**.

NOTE: The total of the e-Tags must match the total certificates before you will be allowed to continue. Click **Back** to return to the **REC quantities** screen if you need to change the number of certificates selected within the batch.

5. Review the details of the match transaction and click **Match e-Tags**, if correct. Use **Back** to edit if needed.
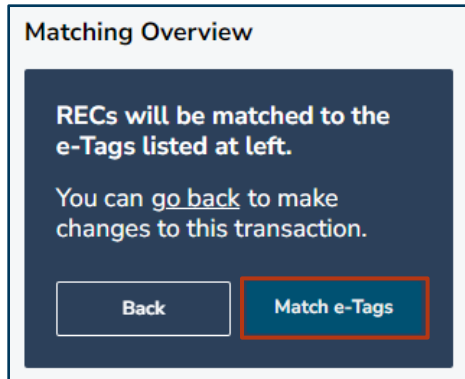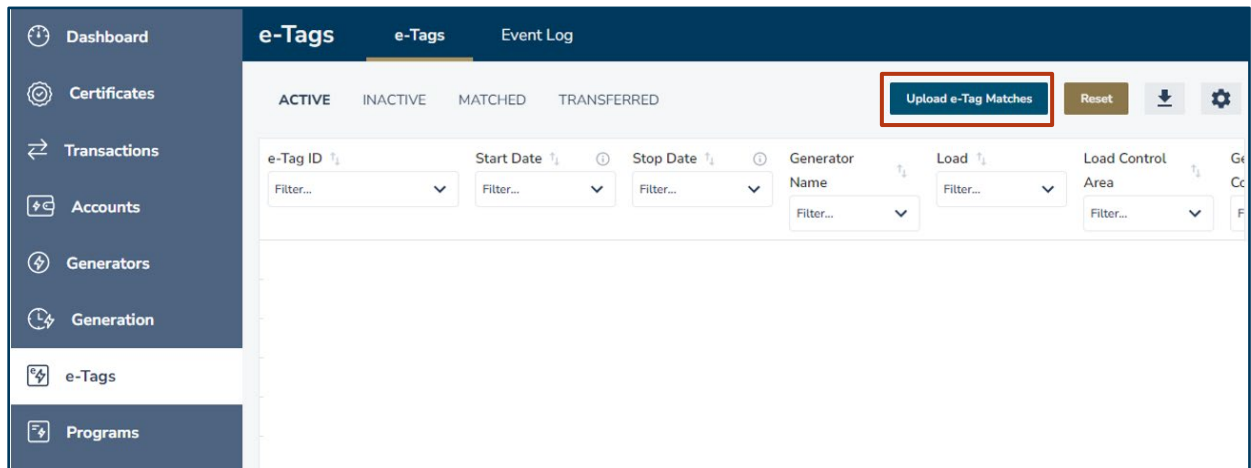

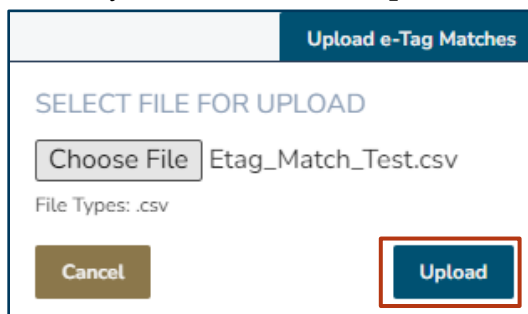## Matching e-Tags to Certificates via File Upload

Customers may use a .CSV file to efficiently match large numbers of certificates and e-Tags. You can find file format details for the e-Tag Match File in [Appendix A](#).

To match certificates to e-Tags using a file—

1. Navigate to **e-Tags** and click **Upload e-Tag Matches** in the upper-right corner.

2. Choose your file, then click **Upload**.

3. If the file is in the correct format, you will receive a green success message. WREGIS will send a confirmation email once processing is complete.
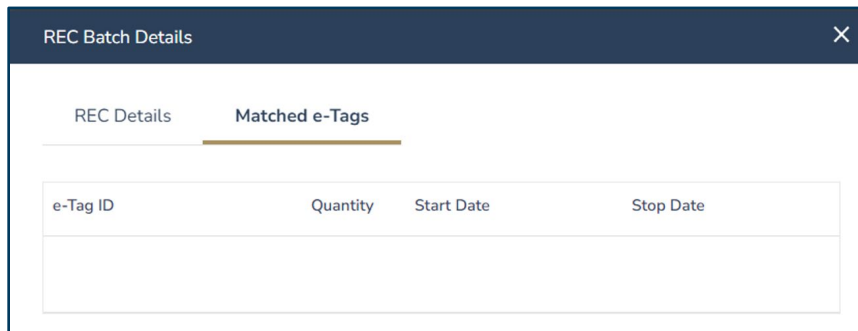
Viewing e-Tags Matched to a Certificate Batch

To view the e-Tags matched to a batch of certificates—

1. Navigate to **Certificates** and click **Details** (located on the far-right side of the screen) for the batch of certificates.
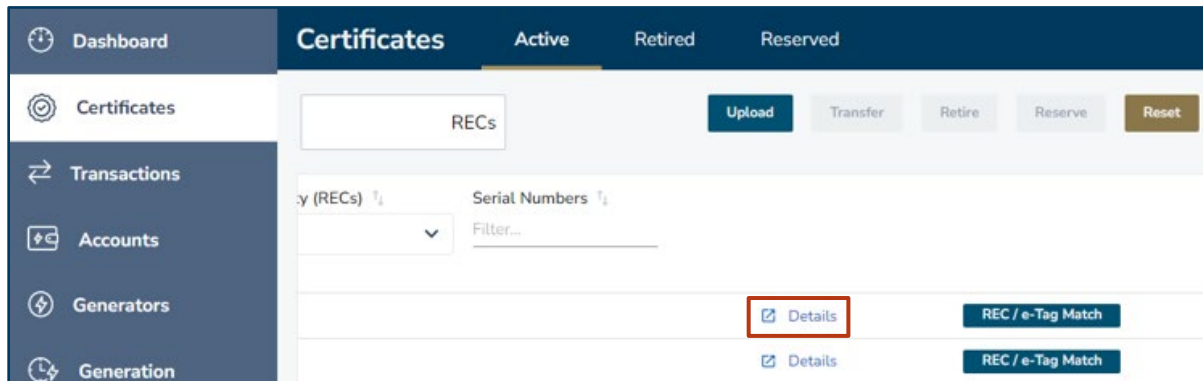
2. Navigate to the **Matched e-Tags** tab in the **REC Batch Details** pop-up screen. All e-Tags matched to the selected batch of certificates will be listed.
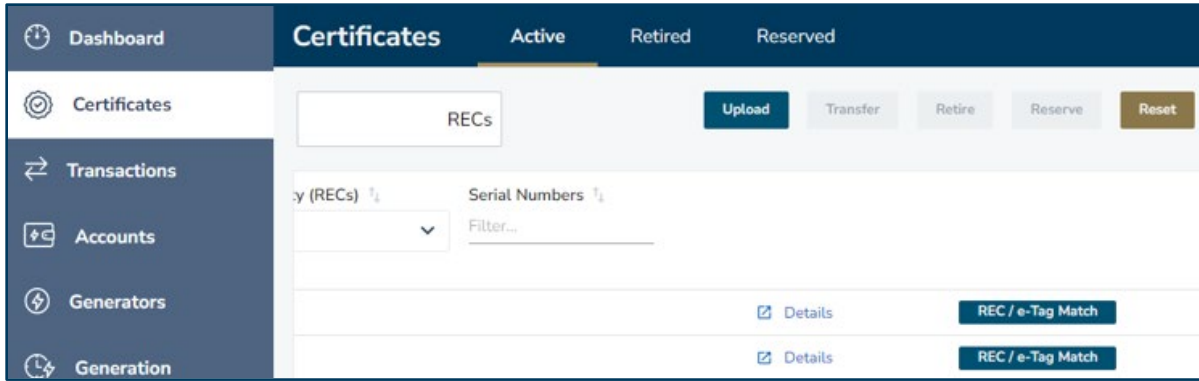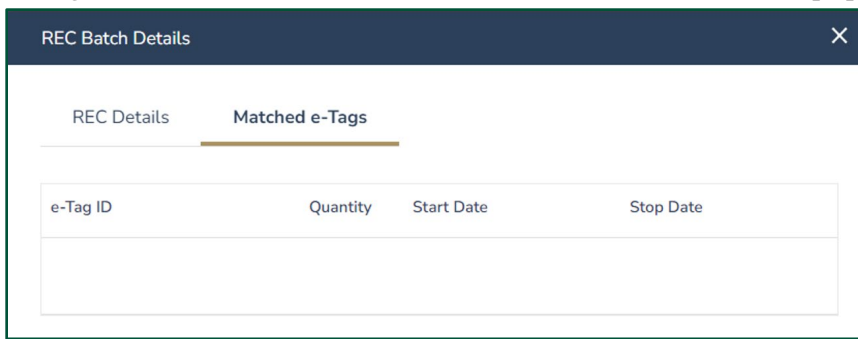

Unmatching e-Tags from Certificates

E-Tags can only be unmatched from certificates by the organization in which they were originally matched. If the certificates you wish to unmatch have been transferred to another organization, they must be transferred back to the tagging organization for unmatching. Certificates in Retirement or Reserve Accounts cannot be unmatched from e-Tags.

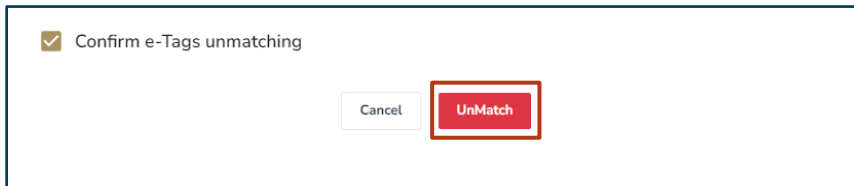To unmatch e-Tags from certificates—

3. Navigate to **Certificates** and click **Details** (located on the far-right side of the screen) for the batch of certificates you wish to unmatch.

4. Navigate to the **Matched e-Tags** tab in the **REC Batch Details** pop-up screen.

5. Check **Confirm e-Tags unmatching,** then click **UnMatch**.

NOTE: There is no way to only unmatch some of the e-Tags matched to a batch of certificates. If more than one e-Tag is matched to the batch, you must unmatch all of them, then re-match the correct e-Tags.

Appendix A: e-Tag Matching File Specifications

The e-Tag matching file must be in .CSV format and has a line limit of 500 per file. A file header is required, with required fields listed below.

Field	Definition	Comments
serial_number_base	The base serial number, not including the quantity sequence start or end.	**Example:** 99999-AA-01-2022-123456 (RECs issued before November 2022 may have a different format.)
serial_number_start	The start of the quantity sequence of a REC serial number. Usually '1,' but may be larger if the REC batch has previously been split by one or more transactions.	This is the value found in the section *before* the 'to' in a complete serial number. **Example:** 1 99999-AA-01-2022-123456-**1** to 100
serial_number_end	The end of the quantity sequence of a REC serial number.	This is the value found at the end of a complete serial number. **Example:** 100 99999-AA-01-2022-123456-1 to **100**
etag_id	The e-Tag ID as received from OATI.	
start_date	The e-Tag start datetime in UTC.	**Example:** 2023-01-01T07:00:00
stop_date	The e-Tag end datetime in UTC.	**Example:** 2023-01-31T16:00:00
quantity	The total number of e-Tags you want to match to the identified certificates.	The quantity cannot exceed the total available e-Tags or the number of certificates in the identified REC batch.
quantity_unit	Set to 'mwh.'	