If you are new to WREGIS and have never registered for an account; if you have already registered for an account but believe you may need an additional account; or if you cannot access your account, please contact us at wregishelp@wecc.org with any questions.

Opening a WREGIS Account requires you to take three actions. **You must complete all three items on the list below before WREGIS will approve your account and grant you system access.** You will receive a welcome email with further instructions once the account has been approved and your login is activated.

### WREGIS Account Set-Up Steps

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### WREGIS Online Registration Form

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:

**Step One:**
Click the gold WREGIS Login button on the left-center of the page.

**Step Two:**
Click Not a Member? Register Here.
**Step Three:**
In the pop-up window, choose “Account Holder” from the dropdown, then click I Accept.

**Step Four:**
Select the option(s) that best match your company.

Your first annual fee is calculated using the selected account type.
Contact wregishelp@wecc.org if you are unsure about your account type.
**Step Five:**
Complete the Company Information section. The company name must match your WREGIS Terms of Use exactly.

**Step Six:**
Complete the Company Billing Information section. Only one billing email is permitted.

**Step Seven:**
Complete the Account Manager Information section with your contact information. A direct email address is required—group email boxes are not permitted.

**Step Eight:**
Enter a generic login name, password, and security question for the Account Manager login, then click Submit for Approval.

WREGIS recommends using a generic login name, such as your company abbreviation.
WREGIS New Account Holder Registration

WREGIS Terms of Use

Review, complete, and submit the WREGIS Terms of Use Agreement to wregishelp@wecc.org. Page 4 must be filled out with your company information and page 28 must be signed. The company name entered on page 4 must match your online registration exactly.

WREGIS 1st Annual Fee

You will need to determine your annual fee using the WREGIS Fee Matrix and submit your first payment to WREGIS before your account can be approved.

Make checks payable (in U.S. Dollars) to:

WREGIS
155 North 400 West, Suite 200
Salt Lake City, UT 84103

Contact wregishelp@wecc.org for the following items:

- ACH Instructions
- W-9
- Invoice (if needed)

Additional Information

Account Holder Security Privileges

Once your account is approved, you can create as many user logins as needed to conduct business. For information on how to create and manage logins, see Account Holder Login Management in the training section of www.wregis.org.

Registering Multiple Accounts

Most users only need one WREGIS account. You may select several account types when opening your WREGIS account, and you can register as many generating units in it as needed once approved. If you are considering opening more than one WREGIS account, please contact wregishelp@wecc.org to discuss.