

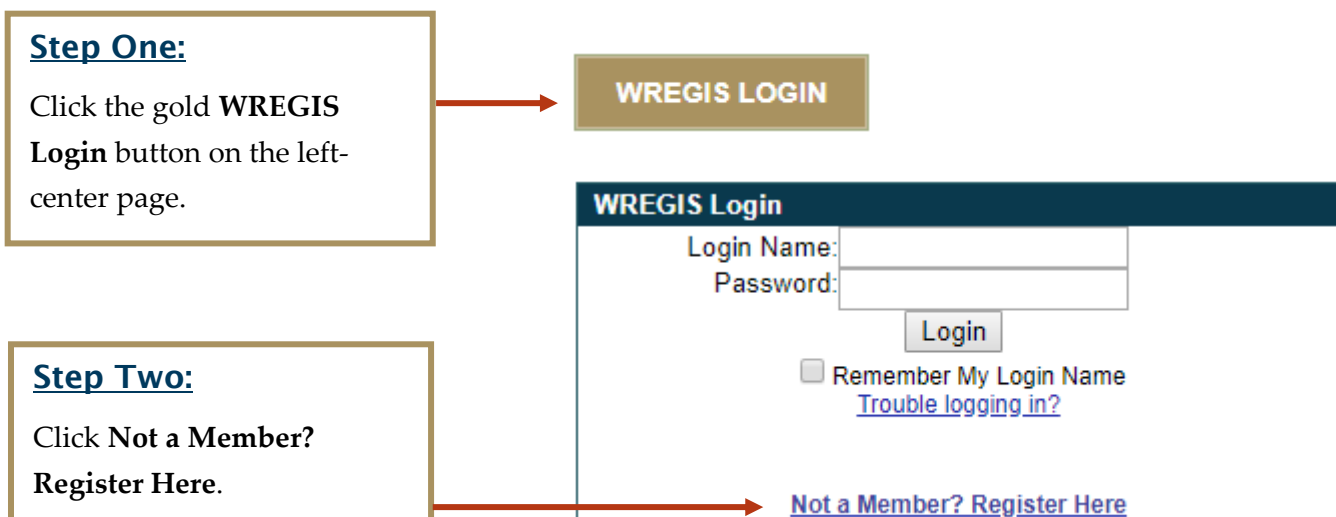
If you are new to WREGIS and have never registered for an account, if you have already registered for an account but believe you may need an additional account, or cannot access your account please contact us at wregishelp@wecc.org with any questions.

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 | |
|-----------------------------|---|
| 1. | Complete the Online Registration Form – you can register as many generating units as needed in a single account. |
| 2. | Submit the WREGIS Terms of Use Agreement and review the WREGIS Operating Rules . |
| 3. | Submit the 1 st Annual Fee – WREGIS Fee Matrix |

WREGIS Online Registration Form

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:



NOTE: Before you will be allowed to access the WREGIS system, you must complete the following steps:

1. Complete the Online Registration. An email with the login link will be sent to you upon completion.
2. Become familiar with the WREGIS Operating Rules.
3. Read and complete the WREGIS Terms of Use (scan/email is acceptable of PGs 1 & 29).
4. Calculate your 1st Annual Fee using the WREGIS Fee Matrix.
5. Email (or US mail) completed pages 1 & 29 plus your 1st annual fee to WREGIS:
155 North 400 West, Suite 200
Salt Lake City, UT 84103

If you have any questions about the registration process, please contact the WREGIS Administrator at 1-888-225-4213; wregishelp@wecc.org



User Type: Account Holder

Step Three:

In the pop-up window, choose "Account Holder" from the dropdown and click **I Accept**.

New Account Application

(Check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Generating Unit Owner/Representative | <input type="checkbox"/> Generating Unit Aggregator |
| <input type="checkbox"/> Community Choice Aggregator | <input type="checkbox"/> Investor-Owned Utility |
| <input type="checkbox"/> Municipal Utility | <input type="checkbox"/> Rural Electric Cooperative |
| <input type="checkbox"/> Irrigation District | <input type="checkbox"/> Electric Service Provider |
| <input type="checkbox"/> Joint Power Authority | <input type="checkbox"/> Retail Marketer |
| <input type="checkbox"/> Broker | <input type="checkbox"/> Federal Marketer/Power Administrator |
| <input type="checkbox"/> Wholesale Marketer | <input type="checkbox"/> Tribal Organization |
| <input type="checkbox"/> Public Interest Organization | <input type="checkbox"/> Utility Aggregator |

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.

WREGIS New Account Holder Registration

Step Five:

Complete the Company Information section. The company name must match your WREGIS Terms of Use exactly.

| Company Information | |
|--------------------------------|---|
| Company Name: * | <input type="text"/> |
| Company Address1: * | <input type="text"/> |
| Company Address2: | <input type="text"/> |
| Company City: * | <input type="text"/> |
| Company Country: * | US <input type="text"/> |
| Company State/Province: ** | Select One <input type="text"/> |
| Company Zip/Postal: * | <input type="text"/> (format: if US and Mexico 12345 / Canada a1b2c3/all other Countries free text) |
| Company Telephone: * | <input type="text"/> (format: if US and Canada 123-456-7890 / Mexico 011-52-12-3456-7890/all other Countries free text) |
| Company Fax (if applicable): | <input type="text"/> (format: if US and Canada 123-456-7890 / Mexico 011-52-12-3456-7890/all other Countries free text) |
| Company Email (if applicable): | <input type="text"/> (format: abc@apx.com) |
| Company Web Site URL: * | <input type="text"/> (format: www.apx.com) |

Step Six:

Complete the Company Billing Information section. Only one billing email is permitted.

| Company Billing Information | |
|------------------------------|---|
| Billing Contact Name: | <input type="text"/> |
| Billing Address1: * | <input type="text"/> Same As Company Address |
| Billing Address2: | <input type="text"/> |
| Billing City: * | <input type="text"/> |
| Billing Country: * | US <input type="text"/> |
| Billing State/Province: ** | Select One <input type="text"/> |
| Billing Zip/Postal: * | <input type="text"/> (format: if US and Mexico 12345 / Canada a1b2c3/all other Countries free text) |
| Billing Telephone: | <input type="text"/> (format: if US and Canada 123-456-7890 / Mexico 011-52-12-3456-7890/all other Countries free text) |
| Billing Fax (if applicable): | <input type="text"/> (format: if US and Canada 123-456-7890 / Mexico 011-52-12-3456-7890/all other Countries free text) |
| Billing Email: * | <input type="text"/> (format: abc@apx.com) |

Step Seven:

Complete the Account Manager Information section with your contact information. A direct email address is required - group emails are not permitted.

| Account Manager Information | |
|-----------------------------|---|
| Contact Job Title: | <input type="text"/> |
| Contact Name: * | <input type="text"/> |
| Contact Address1: * | <input type="text"/> Same As Company Address |
| Contact Address2: | <input type="text"/> |
| Contact City: * | <input type="text"/> |
| Contact Country: * | US <input type="text"/> |
| Contact State/Province: ** | Select One <input type="text"/> |
| Contact Zip/Postal: * | <input type="text"/> (format: if US and Mexico 12345 / Canada a1b2c3/all other Countries free text) |
| Contact Telephone: * | <input type="text"/> (format: if US and Canada 123-456-7890 / Mexico 011-52-12-3456-7890/all other Countries free text) |
| Contact Email: * | <input type="text"/> |

WREGIS recommends using a generic login name, such as your company acronym.

Step Eight:

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

| Login Name and Password Information | |
|-------------------------------------|--|
| Login Name: * | <input type="text"/> (1 to 20 alphanumeric) |
| Password: * | <input type="password"/> (Password length must be between 8 and 50 characters, must contain at least 1 uppercase, 1 lowercase, 1 numeric, 1 special character, and no spaces.) |
| Confirm Password: * | <input type="password"/> |
| Security Question: * | <input type="text"/> |
| Security Answer: * | <input type="text"/> |

* Required Field ** Required if US, Canada or Mexico



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 US 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, refer to the [Account Holder Login Management](#) document in the training section of www.wregis.org.

Registering Multiple Accounts

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

