A GU (Facility) Transfer is used to change the account in which a generating unit is registered. The receiving Account Holder must initiate a transfer request, provide documentation, and coordinate with the current Account Holder and WREGIS Administration to schedule the transfer. To transfer a generating unit, follow the steps below.

**Submitting the Transfer Request**

**Step One:**
In the Account Holder Reports module on the WREGIS homepage, click the Generating Units By Status report.

**Step Two:**
In the Generating Units By Status report, use the column filters to find the unit you would like transferred into your WREGIS account.

You can filter by GU ID, Generator-Plant Unit Name, or another identifying characteristic.

**Step Three:**
On the row containing the unit you would like to transfer into your WREGIS account, click Transfer.

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**Please note:** You may receive an error when submitting the Transfer request. If you receive this error, contact the WREGIS Administrator (wregisadmin@wecc.org).
Submitting Required Documentation and Information

Submit the following documentation and information to the WREGIS Administrator.

1. **WREGIS Acknowledgement of Station Service**
   Review the [WREGIS PA Advice letter](#) then complete and submit the [WREGIS Acknowledgement of Station Service](#) form.

2. **Registration Rights**
   Every generating unit transfer requires documentation to prove that the receiving Account Holder has the rights to register the unit. Submit the documentation that best meets this requirement according to the circumstances surrounding the transfer.

   Note: If a [WREGIS Notice of Assignment of Registration Rights](#) was executed as part of unit registration under the current Account Holder, a [WREGIS Notice of Assignment of Registration Rights](#) must be completed.

3. **WREGIS Qualified Reporting Entity (QRE)**
   QREs may change for transferred units. Provide the following information for the unit:
   - the QRE that will be reporting generation data once the GU has been transferred and
   - the Unique Reporting Entity Unit ID (REU ID) for the GU (obtain this from the QRE).

4. **Final/First Reporting Periods**
   The transfer schedule is determined by Certificate reporting periods. Coordinate with the GU’s current Account Holder and inform the WREGIS Administrator:
   - the final reporting period (month/year) for the current Account Holder (transferor) and
   - the first reporting period (month/year) for the receiving Account Holder (transferee).

5. **Multifuel Methodology**
   If the GU is multifuel, submit a multifuel methodology as defined in the [WREGIS Operating Rules](#).

WREGIS reserves the right to require the submission of documents for use in the validation process. For more information regarding guidelines, requirements, and rules governing generating units, refer to the WREGIS Operating Rules. Also note that the Account Holder is solely responsible for contacting and arranging data reporting with its Qualified Reporting Entity.
Updating Transferred Generating Unit Information

Once the WREGIS Administrator executes the GU Transfer, the receiving Account Holder has five business days to update the information listed on the Generating Unit.

**Step One:**
In the Asset Management module, click the **Generator Plant-Unit Name** of the transferred unit.

**Step Two:**
Review and update the information on the first page (making any updates needed), then click **Next** at the bottom of the page.

Non-accessible fields are 'grayed out' and cannot be changed by Account Holders—contact WREGIS if updates are required.

**Step Three:**
Scroll to the bottom of the second page and click **Save**.