WECC
Electric Reliability and Security for the West

To access WREGIS services, you must register you organization. Organization registration has three steps. **You must complete all three steps on the list below before WREGIS will approve your Organization.** We recommend speaking with someone at WREGIS before registering. You can reach the help desk by calling (888) 225-4213 or emailing <u>wregishelp@wecc.org.</u>

WREGIS Organization Registration
1. Submit the Online Registration Form
2. Submit the <u>WREGIS Terms of Use</u> and review the <u>WREGIS Operating Rules</u>
3. Submit the 1st Annual Fee—<u>WREGIS Fee Matrix</u>

1—Submit the Online Registration Form

1. Click **Sign Up** at the bottom of the WREGIS login page.

2. Fill out each section of the form and click **Continue**. Required fields have an asterisk *. The email address provided for the Primary Contact must NOT be a group email address. Once you have reviewed and verified your information, click **Submit**.

3. Once submitted, the WREGIS Administrator will review the registration form and contact you with any questions.

<Public>

2—Submit the WREGIS Terms of Use

Review, complete, and submit the WREGIS Terms of Use to wregishelp@wecc.org. Page 4 must be filled out with your company information, and page 26 must be signed. The organization name entered on page 4 must match the Organization name you entered in the Online Registration Form exactly.

3—Submit the 1st Annual Fee

Determine your annual fee using the WREGIS Fee Matrix and submit your first payment to WREGIS. The payment must be received before your Organization is approved.

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

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

Contact wregisar@wecc.org for the following:

- Payment Portal instructions
- W-9
- Invoices

Additional Information

Adding Additional Users

Once your Organization is approved, you can add Users to allow individuals to access the Organization. For information on how to create and manage Users, see Providing User Access to an Organization.

Registering Multiple Organizations

Most Users only need one WREGIS Organization to register generators and manage renewable energy certificates. If you are considering opening more than one WREGIS Organization, please contact wregishelp@wecc.org to discuss.