



WECC

WREGIS System e-Tag User Training

*Updated
February 2019*

e-Tags: Overview

- The WREGIS e-Tag functionality is used to track proof of energy delivery as required by one or more regulatory bodies within the Western Interconnection
 - Contact your state Renewable Portfolio Standards (RPS) Administrator to determine whether you are required to use the functionality
- E-Tag information is pulled from the Western Interchange Tool
- The WREGIS e-Tag functionality allows this data to be uploaded into a WREGIS Account of the 'entity importing energy into the jurisdiction'



e-Tags: Adding Functionality

- Provide WREGIS Administrator the Purchasing-Selling Entity (PSE) code(s) to be pulled
 - A PSE code can only be added to an account profile by WREGIS staff
 - If you do not see a PSE code on the account profile, WREGIS will not pull the e-Tags
 - E-Tags can only be pulled going forward
- The AH will be assessed a monthly e-Tag Deliverability fee
 - Associated fees are located on page 2 of the [WREGIS Fee Matrix & Definitions](#)
 - Additional functionality upgrade fees may apply



e-Tags: Criteria - Required Format

- Required format to be used the Physical Path:

Misc(Token/Value)

RPS_ID	actual RPS ID number and letter suffix
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e-Tags: Criteria

- E-Tags not complying with the criteria will not be imported into WREGIS and will not be available for use in WREGIS-related functions
 - Contact your scheduler to ensure all information is entered correctly
- For schedules matching a Western Interconnection approved PSE list, the importing PSE will be identified using PSE Codes and the following logic:
 - Schedules with a start/stop date and time within the previous calendar month in the Pacific Daylight Time zone
 - Sept 2011 and earlier were in Coordinated Universal Time (UTC)



e-Tags: Criteria

- Schedules with RPS_ID numbers found on:
 - The e-Tag Physical Path in the Misc (Token/Value) field
 - Any line of the e-Tag Physical Path but only on one line per e-Tag
 - If the 'RPS_ID' Miscellaneous token is found on more than one line of the physical path, then the e-Tag is excluded from being imported into WREGIS
- Once the 'RPS_ID' line is identified then the PSE on that line of the physical path is deemed to be the Importing Entity
 - One line of the physical path may contain up to ten 'RPS_ID' values and all ten of these values will continue to be sent to the WREGIS system as a single token



Importing e-Tags

- An e-Tag cannot be imported into your WREGIS Account if:
 - You are not an active WREGIS Account Holder
 - You do not see a PSE code on your WREGIS Account profile (e-Tags can only be pulled going forward)
 - Your e-Tags are not properly filled out by your schedulers
 - More than one entity enters a Token/Value (RPS_ID) on the same e-Tag using different lines on the Physical Path



e-Tag Summary Reports

- **Available Active e-Tags:** shows available e-Tags imported into the designated WREGIS Account
- **Inactive e-Tags:** shows e-Tags imported into the designated WREGIS Account that the Account Holder has inactivated
- **Matched e-Tags:** shows Matched e-Tags imported into the designated WREGIS Account that the Account Holder has matched to certificates
- **Transferred Matched e-Tags:** shows e-Tags matched to WREGIS certificates of the current holder of the certificates. Limitations apply to who (Account Holder) is privy to this information.
- **CA e-Tags:** shows e-Tags matched to WREGIS certificates in the WREGIS Account of the current holder of the certificates and the designated WREGIS Account where the e-Tags were initially imported and matched. Limitations apply to who (Account Holder) is privy to this information



e-Tag Summary Reports

Account Holder Reports

- My Event Log
- My Sub-Accounts Certificates Disposition
- My Recurring Transfers
- Certificate Transfer History
- My Account Registration History
- My Generating Unit Registration History
- Generating Units By Status
- State/Provincial/Voluntary Program Admin Access Selection
- My Generation Activity Log
- My Report Export Request
- My Partial MWh
- My Generation Activity Report
- State/Provincial/Voluntary Compliance Report
- Account Holder Fees Report
- Generator Annual Production
- Certificate Annual Issuance
- eTag Summary Report**
- My Generating Units
- My Actionable Generating Units/Data
- My Aggregations
- Generation Uploaded by Facility

In the 'Account Holder Reports' Module select the 'e-Tag Summary Report'

- Use the 'From Month' and 'To Month' dropdown lists to select the date range to display and then select the 'Go' button
- Select a report tab (Available Active, Inactive, Matched e-Tags, Transferred Matched e-Tags, or CA e-Tags)

From Month: 01/2008 To Month: 01/2009

Available Active eTags Inactive eTags Matched eTags Transferred Matched eTags CA eTags

Show filter expressions builder

Available Active eTags

|

Select All	eTag ID	Start Date	Stop Date	Generator Name	Load	Load Control Area	Generator Control Area	Total MWh on Tag	Used MWhs	MWhs remaining	Importing Entity	Miscellaneous Field
<input type="checkbox"/>												





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Matching
Certificates
to
Imported
e-Tags

Matching Certificates to Imported e-Tags

- Only Account Holders who have had e-Tags imported into their WREGIS Account can match certificates to e-Tags
- An e-Tag can only be transferred to another WREGIS Account Holder after it has been matched to a certificate
- 'Match Tags' screen only displays 100 e-Tags
- To determine the imported e-Tags to match, download your 'Available Active e-Tags' from your e-Tag Summary Report



Matching Certificates to Imported e-Tags

- e-Tags can be matched to certificates directly on the 'Match Tags' page, or by using the 'Upload Tags' button on the 'Match Certificates' page and uploading a file
- Matching e-Tags to certificates on a monthly basis
 - Helps avoid long-standing criteria issues
 - Alleviates matching certificate batches to large numbers of e-Tags



Matching Certificates to Imported e-Tags

Account Holder Reports

- [My Event Log](#)
- [My Sub-Accounts Certificates Disposition](#)
- [My Recurring Transfers](#)
- [Certificate Transfer History](#)
- [My Account Registration History](#)
- [My Generating Unit Registration History](#)
- [Generating Units By Status](#)
- [State/Provincial/Voluntary Program Admin Access Selection](#)
- [My Generation Activity Log](#)
- [My Report Export Request](#)
- [My Partial MWh](#)
- [My Generation Activity Report](#)
- [State/Provincial/Voluntary Compliance Report](#)
- [Account Holder Fees Report](#)
- [Generator Annual Production](#)
- [Certificate Annual Issuance](#)
- [eTag Summary Report](#)
- [My Generating Units](#)
- [My Actionable Generating Units/Data](#)
- [My Aggregations](#)
- [Generation Uploaded by Facility](#)

- In the 'Account Holder Reports' Module select the 'e-Tag Summary Report'
 - Use the 'From Month' and 'To Month' dropdown lists to select the date range to display and select the 'Go' button
- Download your 'Available Active e-Tags' Report to determine the imported e-Tags to match, inactivate, or retire

From Month: To Month:

Available Active eTags | Inactive eTags | Matched eTags | Transferred Matched eTags | CA eTags

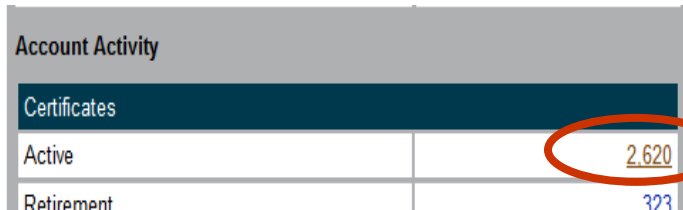
Show filter expressions builder

Available Active eTags

Select All	eTag ID	Start Date	Stop Date	Generator Name	Load	Load Control Area	Generator Control Area	Total MWh on Tag	Used MWhs	MWhs remaining	Importing Entity	Miscellaneous Field
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Matching Certificates to Imported e-Tags



Account Activity	
Certificates	
Active	2,620
Retirement	323

1

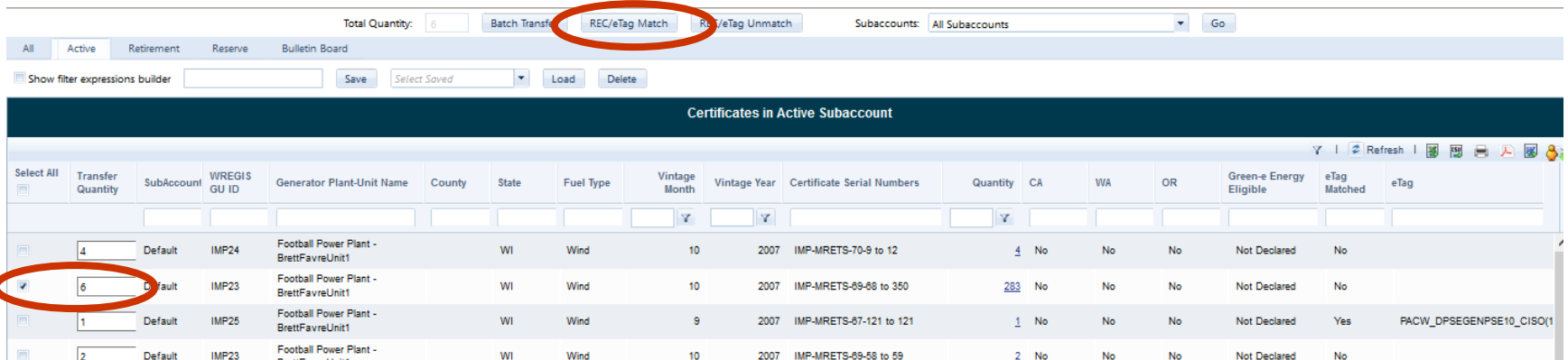
On the 'Home' page, go to the 'Account Activity' module, select Active certificates as the source of the REC/e-Tag Match

- Click the certificate quantity hyperlink

2

On the 'Certificates in Active Subaccount' screen, select the Generating Unit(s) and Generation Month(s) to match

- If needed, change the certificate quantity(ies) (fixed amount only)
- Select the 'REC/e-Tag Match' button



Total Quantity: 0 Batch Transfer **REC/eTag Match** REC/eTag Unmatch Subaccounts: All Subaccounts Go

All Active Retirement Reserve Bulletin Board

Show filter expressions builder Save Select Saved Load Delete

Select All	Transfer Quantity	SubAccount	WREGIS GU ID	Generator Plant-Unit Name	County	State	Fuel Type	Vintage Month	Vintage Year	Certificate Serial Numbers	Quantity	CA	WA	OR	Green-e Energy Eligible	eTag Matched	eTag
<input type="checkbox"/>	4	Default	IMP24	Football Power Plant - BrettFavreUnit1		WI	Wind	10	2007	IMP-MRETS-70-9 to 12	4	No	No	No	Not Declared	No	
<input checked="" type="checkbox"/>	6	Default	IMP23	Football Power Plant - BrettFavreUnit1		WI	Wind	10	2007	IMP-MRETS-69-66 to 350	283	No	No	No	Not Declared	No	
<input type="checkbox"/>	1	Default	IMP26	Football Power Plant - BrettFavreUnit1		WI	Wind	9	2007	IMP-MRETS-67-121 to 121	1	No	No	No	Not Declared	Yes	PACW_DPSEGENPSE10_CISO(1
<input type="checkbox"/>	2	Default	IMP23	Football Power Plant - BrettFavreUnit1		WI	Wind	10	2007	IMP-MRETS-69-66 to 59	2	No	No	No	Not Declared	No	



Matching Certificates to Imported e-Tags

- 3 Enter the details of the REC/e-Tag Match on the 'Match Certificates' screen by selecting:
- 'REC/e-Tag' radio button
 - 'Match Tags' button

Match Certificates																								
Certificate Serial Numbers	Quantity	Transfer Quantity	Generator Plant-Unit Name	Fuel Type	Vintage Month	Vintage Year	Arizona	British Columbia	California	Colorado	Montana	Nevada	New Mexico	Texas	Washington	Oregon	Alberta	Utah	Green-e Energy Eligible	Ecologo Certified	Hydro Certification	SMUD Eligible	eTag Matched	eTag
IMP-MRETS-09-08 to 350	283	8	Football Power Plant - BrettFavreUnit1	Wind	10	2007	No	Not Declared	No	No	No	No	No	No	No	No	No	Not Declared	Not Declared	No	No	No	No	

6 certificates to be matched

REC/eTag Match

REC/eTag

Warning: leaving this page while certificate/eTag matching process is in process may result in matching not completing correctly.



Matching Certificates to Imported e-Tags

- 4 In the 'Match Tags' pop-up window, use the 'From Month' and 'To Month' dropdown lists to select the date range to display and select the 'Go' button (*Displays top 100 by e-Tag - select as many or few as needed*)

From Month: 01/2008 To Month: 01/2009 Go

Total Selected Capacity: 6 Matched with selected eTag

Show filter expressions builder Save Select Saved Load Delete

Match Tags

Selected	eTag	Quantity	Capacity	Sink Area	Start Date	Stop Date	Generator Name	Point Of Delivery	Balancing Authority	Load Serving Entity	Miscellaneous Field
<input checked="" type="checkbox"/>	BPAT_DPSEGENPSE8_CISO	3	789	SDG3_SP15	2008-01-15T13:00:00Z	2008-01-20T13:00:00Z	BPAPOWER	SDG3_SP15	CISO	SCE01	RPS_ID/123456/WindGenOregon;
<input checked="" type="checkbox"/>	PACW_DPSEGENPSE10_CISO	3	495	SDG3_SP15	2009-01-15T13:00:00Z	2009-01-20T13:00:00Z	PACW-CA-Default	SDG3_SP15	CISO	SCE01	RPS_ID/101201/LandfillCrazy;

- 5 In the same 'Match Tags' pop-up window
- Check the e-Tag(s)
 - Change the certificate quantity(ies) (fixed amount only)
 - Select 'Matched with selected e-Tag' button



Matching Certificates to Imported e-Tags

- 6 On the 'Match Certificates' screen, verify the correct batch(es) and amount(s) have been selected (Transfer Quantity, Generating Unit(s) and Generation Month(s))
 - Select the 'Submit' button

Match Certificates

Certificate Serial Numbers	Quantity	Transfer Quantity	Generator Plant-Unit Name	Fuel Type	Vintage Month	Vintage Year	Arizona	British Columbia	California	Colorado	Montana	Nevada	New Mexico	Texas	Washington	Oregon	Alberta	Utah	Green-e Energy Eligible	Ecologo Certified	Hydro Certification	SMUD Eligible	eTag Matched	eTag
12-ID-52-264 to 300	37	6	KG - CPS Unit 1	Solar	7	2007	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	No	

6 certificates to be matched

REC/eTag

BPAT_DPSEGENPSE8_CISO*2008-01-15T13:00:00Z*2008-01-20T13:00:00Z
REC/eTag Match PACW_DPSEGENPSE10_CISO*2009-01-15T13:00:00Z*2009-01-20T13:00:00Z

Warning: leaving this page while certificate/eTag matching process is in process may result in matching not completing correctly.

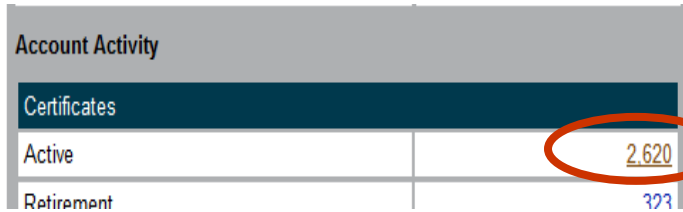




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File Upload
to Match
Certificates
to Imported
e-Tags

File Upload: Matching Certificates to Imported e-Tags



Account Activity	
Certificates	
Active	2,620
Retirement	323

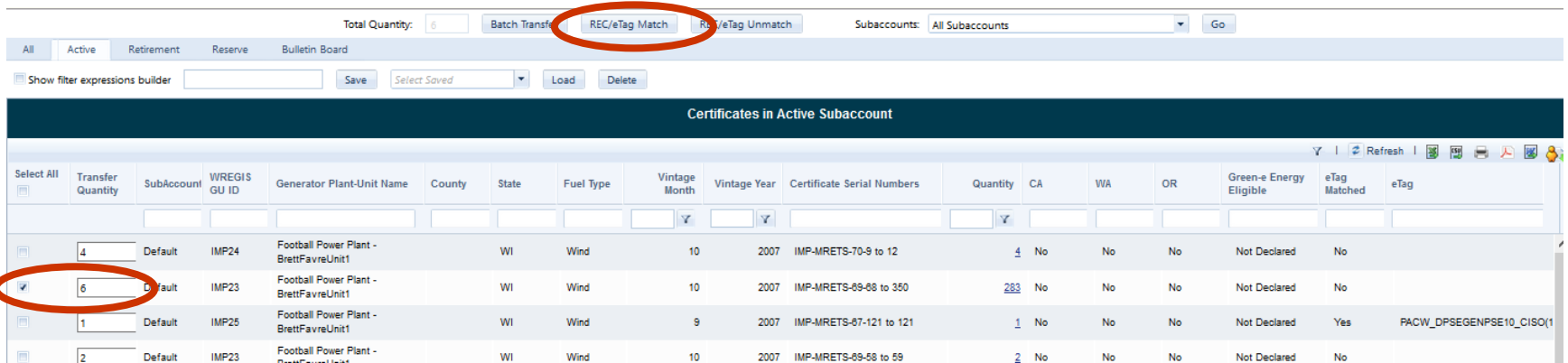
1

On the 'Home' page, go to the 'Account Activity' module, select Active certificates as the source of the REC/e-Tag Match

- Click the certificate quantity hyperlink

2 On the 'Certificates in Active Subaccount' screen, select the Generating Unit(s) and Generation Month(s) to match, if needed change the certificate quantity(ies) (fixed amount only)

- Select the 'REC/e-Tag Match' button



Total Quantity: 6 Batch Transfer **REC/e-Tag Match** REC/e-Tag Unmatch Subaccounts: All Subaccounts Go

All Active Retirement Reserve Bulletin Board

Show filter expressions builder Save Select Saved Load Delete

Select All	Transfer Quantity	SubAccount	WREGIS GU ID	Generator Plant-Unit Name	County	State	Fuel Type	Vintage Month	Vintage Year	Certificate Serial Numbers	Quantity	CA	WA	OR	Green-e Energy Eligible	eTag Matched	eTag
<input type="checkbox"/>	4	Default	IMP24	Football Power Plant - BrettFavreUnit1		WI	Wind	10	2007	IMP-MRETS-70-9 to 12	4	No	No	No	Not Declared	No	
<input checked="" type="checkbox"/>	6	Default	IMP23	Football Power Plant - BrettFavreUnit1		WI	Wind	10	2007	IMP-MRETS-69-68 to 350	283	No	No	No	Not Declared	No	
<input type="checkbox"/>	1	Default	IMP25	Football Power Plant - BrettFavreUnit1		WI	Wind	9	2007	IMP-MRETS-67-121 to 121	1	No	No	No	Not Declared	Yes	PACW_DPSEGENPSE10_CISO(1
<input type="checkbox"/>	2	Default	IMP23	Football Power Plant - BrettFavreUnit1		WI	Wind	10	2007	IMP-MRETS-69-58 to 59	2	No	No	No	Not Declared	No	



File Upload: Matching Certificates to Imported e-Tags

3

Select the 'Download Available Tags File' button:

- Save the .csv file to your computer
- Select the 'Yes' button to keep file formatting
- Make changes to the .csv file (remove lines not needed, add amount(s) to 'Matching Quantity')
- Resave the .csv file, select the 'Yes' button to keep the file formatting
- Close the .csv file, select the 'Don't Save' button

Match Certificates																								
Certificate Serial Numbers	Quantity	Transfer Quantity	Generator Plant-Unit Name	Fuel Type	Vintage Month	Vintage Year	Arizona	British Columbia	California	Colorado	Montana	Nevada	New Mexico	Texas	Washington	Oregon	Alberta	Utah	Green-e Energy Eligible	Ecologo Certified	Hydro Certification	SMUD Eligible	eTag Matched	eTag
IMP-MRETS-89-88 to 350	283	8	Football Power Plant - BrettFavreUnit1	Wind	10	2007	No	Not Declared	No	No	No	No	No	No	No	No	No	Not Declared	Not Declared	No	No	No	No	

6 certificates to be matched

REC/eTag

REC/eTag Match

Match Tags **Download Available Tags File** Upload Tags

Submit Cancel

Warning: leaving this page while certificate/eTag matching process is in process may result in matching not completing correctly.



File Upload: Matching Certificates to Imported e-Tags

4 On the 'Match Certificates' screen, select the 'Upload' button

Match Certificates

Certificate Serial Numbers	Quantity	Transfer Quantity	Generator Plant-Unit Name	Fuel Type	Vintage Month	Vintage Year	Arizona	British Columbia	California	Colorado	Montana	Nevada	New Mexico	Texas	Washington	Oregon	Alberta	Utah	Green-e Energy Eligible	Ecologo Certified	Hydro Certification	SMUD Eligible	eTag Matched	eTag
IMP-MRETS-89-88 to 350	283	8	Football Power Plant - BrettFavreUnit1	Wind	10	2007	No	Not Declared	No	No	No	No	No	No	No	No	No	Not Declared	Not Declared	No	No	No	No	

6 certificates to be matched

REC/eTag Match

REC/eTag

Warning: leaving this page while certificate/eTag matching process is in process may result in matching not completing correctly.



File Upload: Matching Certificates to Imported e-Tags

- 5 On the 'Tags Upload Report' pop-up window:
- Select the 'Browse' button
 - Browse and select .csv file on your computer
 - Select the 'Upload' button
 - Select the 'OK' button

File to Upload No file selected.

Tags Upload Report	
File Name	Shoot4theMoon Available eTags.csv
Total Lines of File	3
Lines Loaded	2
Matched Quantity	6 MWhs
Comment	



File Upload: Matching Certificates to Imported e-Tags

- 6 Back on the 'Match Certificates' screen, verify the correct batch(es) and amount(s) have been selected (Transfer Quantity, Generating Unit(s) and Generation Month(s))
- Select the 'Submit' button

Match Certificates																								
Certificate Serial Numbers	Quantity	Transfer Quantity	Generator Plant-Unit Name	Fuel Type	Vintage Month	Vintage Year	Arizona	British Columbia	California	Colorado	Montana	Nevada	New Mexico	Texas	Washington	Oregon	Alberta	Utah	Green-e Energy Eligible	Ecologo Certified	Hydro Certification	SMUD Eligible	eTag Matched	eTag
IMP-MRETS-09-08 to 350	283	8	Football Power Plant - BrettFavreUnit1	Wind	10	2007	No	Not Declared	No	No	No	No	No	No	No	No	No	Not Declared	Not Declared	No	No	No	No	

6 certificates to be matched

REC/eTag REC/eTag Match

Warning: leaving this page while certificate/eTag matching process is in process may result in matching not completing correctly.





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Un-Matching
Certificates
from
Imported
e-Tags

Un-Matching Certificates: Imported e-Tags

- Once certificates have been matched to e-Tags they can only be un-matched by the Account Holder who matched them
- Only 'Active' Certificates can be un-matched from e-Tags



Un-Matching Certificates: Imported e-Tags

1

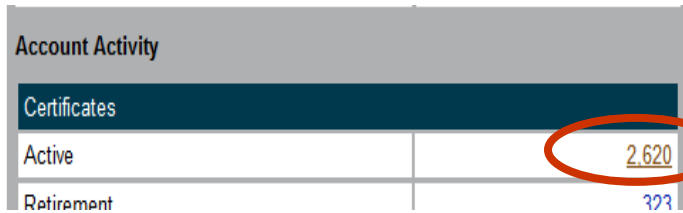
On the 'Home' page, go to the 'Account Activity' module, select Active certificates as the source of the REC/e-Tag Un-match

- Click the certificate quantity hyperlink

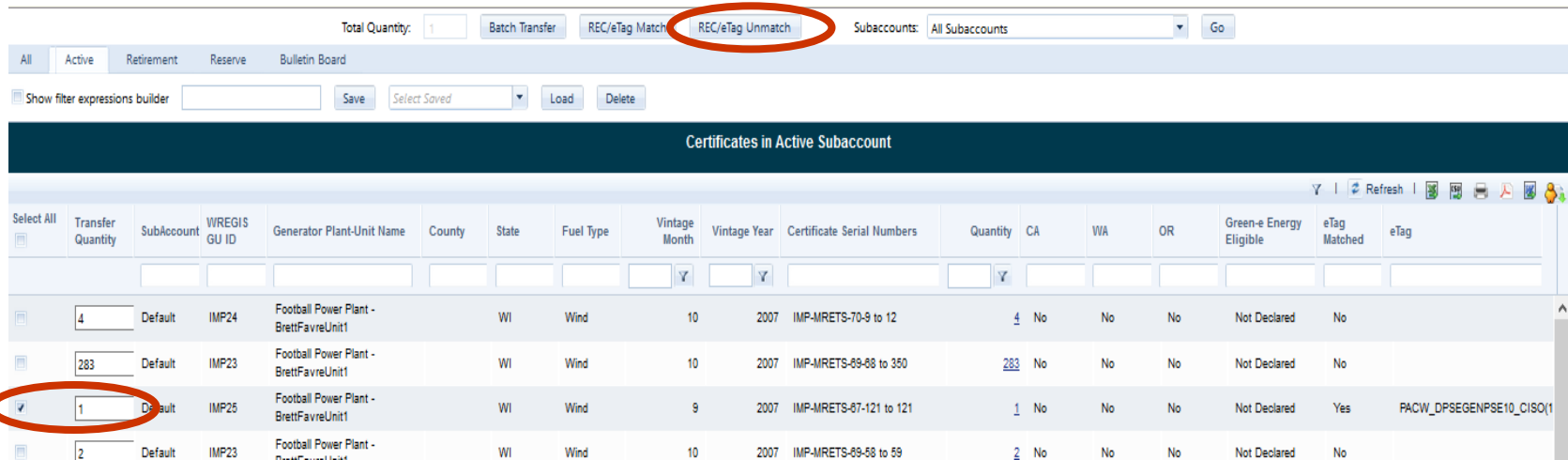
2

On the 'Certificates in Active Subaccount' screen, select the certificate batch(es) to un-match

- Select the 'REC/e-Tag Un-match' button



Account Activity	
Certificates	
Active	2,620
Retirement	323



Total Quantity: 1 Batch Transfer REC/eTag Match **REC/eTag Unmatch** Subaccounts: All Subaccounts Go

All Active Retirement Reserve Bulletin Board

Show filter expressions builder Save Select Saved Load Delete

Certificates in Active Subaccount

Select All	Transfer Quantity	SubAccount	WREGIS GU ID	Generator Plant-Unit Name	County	State	Fuel Type	Vintage Month	Vintage Year	Certificate Serial Numbers	Quantity	CA	WA	OR	Green-e Energy Eligible	eTag Matched	eTag
<input type="checkbox"/>	4	Default	IMP24	Football Power Plant - BrettFavreUnit1		WI	Wind	10	2007	IMP-MRETS-70-9 to 12	4	No	No	No	Not Declared	No	
<input type="checkbox"/>	283	Default	IMP23	Football Power Plant - BrettFavreUnit1		WI	Wind	10	2007	IMP-MRETS-89-88 to 350	283	No	No	No	Not Declared	No	
<input checked="" type="checkbox"/>	1	Default	IMP25	Football Power Plant - BrettFavreUnit1		WI	Wind	9	2007	IMP-MRETS-87-121 to 121	1	No	No	No	Not Declared	Yes	PACW_DP8EGENPSE10_CISO(1
<input type="checkbox"/>	2	Default	IMP23	Football Power Plant - BrettFavreUnit1		WI	Wind	10	2007	IMP-MRETS-89-58 to 59	2	No	No	No	Not Declared	No	



Un-Matching Certificates: Imported e-Tags

- On the 'Un-match Certificates' screen, verify the correct batch(es) and amount(s) have been selected (Quantity, Generating Unit(s) and Generation Month(s)), and if needed make changes
 - Select the 'Submit' button

Unmatch Certificates																								
Certificate Serial Numbers	Quantity	Transfer Quantity	Generator Plant-Unit Name	Fuel Type	Vintage Month	Vintage Year	Arizona	British Columbia	California	Colorado	Montana	Nevada	New Mexico	Texas	Washington	Oregon	Alberta	Utah	Green-e Energy Eligible	Ecologo Certified	Hydro Certification	SMUD Eligible	eTag Matched	eTag
IMP-MRETS-67-121 to 121	1	1	Football Power Plant - BrettFavreUnit1	Wind	9	2007	No	Not Declared	No	No	No	No	No	No	No	No	No	Not Declared	Not Declared	No	No	No	Yes	PACW_DPSEGENP

1 certificates to be unmatched

REC/eTag Untag Tag REC/eTag UnMatch

Submit Cancel

Warning: leaving this page while certificate/eTag unmatching process is in process may result in unmatching not completing correctly.





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Inactivating and Reactivating Imported e-Tags

Inactivating & Reactivating Imported e-Tags

- Only the WREGIS Account Holder who had the e-Tags imported into WREGIS can deactivate or reactivate e-Tags
- Inactivated e-Tags can be reactivated
- Inactivation of e-Tags provides the Account Holder with an uncluttered list of available e-Tags when matching to certificates
- Inactivate Available Active e-Tags only after matching all of your certificates for a month



Inactivating Imported e-Tags

Account Holder Reports x

- [My Event Log](#)
- [My Sub-Accounts Certificates Disposition](#)
- [My Recurring Transfers](#)
- [Certificate Transfer History](#)
- [My Account Registration History](#)
- [My Generating Unit Registration History](#)
- [Generating Units By Status](#)
- [State/Provincial/Voluntary Program Admin Access Selection](#)
- [My Generation Activity Log](#)
- [My Report Export Request](#)
- [My Partial MWh](#)
- [My Generation Activity Report](#)
- [State/Provincial/Voluntary Compliance Report](#)
- [Account Holder Fees Report](#)
- [Generator Annual Production](#)
- [Certificate Annual Issuance](#)
- [eTag Summary Report](#)
- [My Generating Units](#)
- [My Actionable Generating Units/Data](#)
- [My Aggregations](#)
- [Generation Uploaded by Facility](#)
- [Engineering Feasibility Calculations](#)
- [Feasibility Capacity Factor Curves](#)

- In the 'Account Holder Reports' Module, select the 'e-Tag Summary Report'
 - Use the 'From Month' and 'To Month' dropdown lists to select the date range to display and then select the 'Go' button
- Download your 'Available Active e-Tags' report to determine the imported e-Tags to inactivate

From Month: 01/2008 To Month: 01/2009

Available Active eTags Inactive eTags Matched eTags Transferred Matched eTags CA eTags

Show filter expressions builder

Available Active eTags

Select All	eTag ID	Start Date	Stop Date	Generator Name	Load	Load Control Area	Generator Control Area	Total MWh on Tag	Used MWhs	MWhs remaining	Importing Entity	Miscellaneous Field
<input type="checkbox"/>												



Inactivating Imported e-Tags

On the 'Available Active e-Tags' screen select:

- e-Tags batch(es) to inactivate
- 'Inactive e-Tags' button

From Month: 01/2008 To Month: 01/2009 Go **Inactivate eTags**

Available Active eTags Inactive eTags Matched eTags Transferred Matched eTags CA eTags

Show filter expressions builder Save Select Saved Load Delete

Available Active eTags

Refresh | [Icons]

Select All	eTag ID	Start Date	Stop Date	Generator Name	Load	Load Control Area	Generator Control Area	Total MWh on Tag	Used MWhs	MWhs remaining	Importing Entity	Miscellaneous Field
<input type="checkbox"/>												
<input checked="" type="checkbox"/>	BPAT_DPSEGENPSE8_CISO	2008-01-15T13:00:00	2008-01-20T13:00:00	BPAPOWER	SDG3_SP15	CISO	BPAT	800	9	791	SCE01	RPS_ID/123456/WindGenOregon
<input type="checkbox"/>	PACW_DPSEGENPSE10_CISO	2009-01-15T13:00:00	2009-01-20T13:00:00	PACW-CA-Default	SDG3_SP15	CISO	PACW	500	9	491	SCE01	RPS_ID/101201/LandfillCrazy



Reactivating Imported e-Tags



In the 'Account Holder Reports' Module select the 'e-Tag Summary Report'



Reactivating Imported e-Tags

- On the 'Inactive e-Tags' screen:
 - Select the 'Inactive e-Tags' tab
 - Use the 'From Month' and 'To Month' dropdown lists to select the date range to display and then select the 'Go' button
 - Select the e-Tags batch(es) to reactivate
 - Select the 'Activate e-Tags' button

From Month: 01/2008 To Month: 01/2009 Go **Activate eTags**

Available Active eTags Inactive eTags Matched eTags Transferred Matched eTags CA eTags

Show filter expressions builder Save Select Saved Load Delete

Inactive e Tags

Refresh | [Icons]

Select All	eTag ID	Start Date	Stop Date	Generator Name	Load	Load Control Area	Generator Control Area	Total MWh on Tag	Used MWhs	MWhs remaining	Importing Entity	Miscellaneous Field
<input checked="" type="checkbox"/>	BPAT_DPSEGENPSE8_C	2008-01-15T13:00:00Z	2008-01-20T13:00:00Z	BPAPOWER	SDG3_SP15	CISO	BPAT	800	9	791	SCE01	RPS_ID/123456/WindGenOregon





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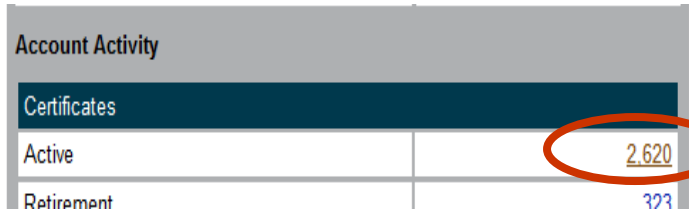
Retiring
Certificates
with
Matched e-Tags

Retiring Certificates with Matched e-Tags

- Retirements are FINAL
 - Check with your State/Provincial/Voluntary Program Administrator for specific RPS requirements and retirement instructions



Retiring Certificates with Matched e-Tags

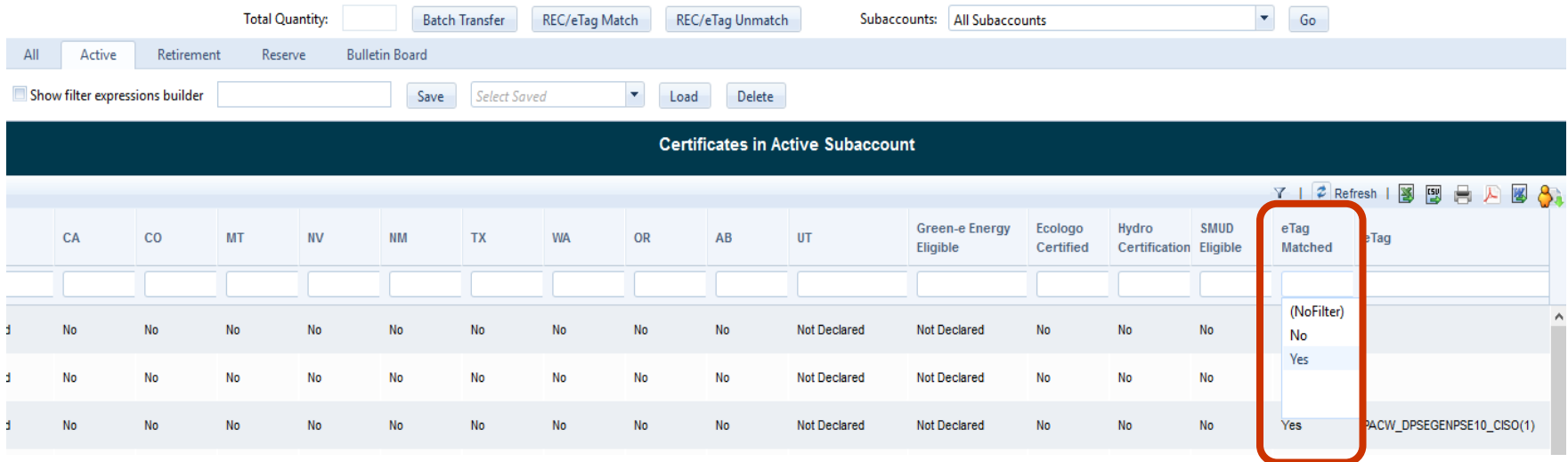


Account Activity

Certificates	
Active	2,620
Retirement	333

- 1 On the 'Home' page, go to the 'Account Activity' module, select Active certificates as the source of the retirement
 - Click the certificate quantity hyperlink

- 2 On the 'Certificates in Subaccount' screen, find certificates with matched e-Tags by using the column filter



Total Quantity: Batch Transfer REC/eTag Match REC/eTag Unmatch Subaccounts: All Subaccounts Go

All Active Retirement Reserve Bulletin Board

Show filter expressions builder Save Select Saved Load Delete

Certificates in Active Subaccount

	CA	CO	MT	NV	NM	TX	WA	OR	AB	UT	Green-e Energy Eligible	Ecologo Certified	Hydro Certification	SMUD Eligible	eTag Matched	eTag
1	No	No	No	No	No	No	No	No	No	Not Declared	Not Declared	No	No	No	(NoFilter)	
1	No	No	No	No	No	No	No	No	No	Not Declared	Not Declared	No	No	No	No	
1	No	No	No	No	No	No	No	No	No	Not Declared	Not Declared	No	No	No	Yes	PACW_DPSEGENPSE10_CISO(1)



Retiring Certificates with Matched e-Tags

- 3 On the same 'Certificates in Subaccount' screen, select the Generating Unit(s) and Generation Month(s) to retire:
- If needed, change the certificate quantity(ies) (fixed amount only)
 - Select the 'Batch Transfer' button

Total Quantity: 3 **Batch Transfer** REC/eTag Match REC/eTag Unmatch Subaccounts: All Subaccounts Go

All Active Retirement Reserve Bulletin Board

Show filter expressions builder Save Select Saved Load Delete

Certificates in Active Subaccount

Remove Filters Refresh

Select All	Transfer Quantity	SubAccount	WREGIS GU ID	Generator Plant-Unit Name	County	State	Fuel Type	Vintage Month	Vintage Year	Certificate Serial Numbers	Quantity	AZ	BC	CA	CO
<input checked="" type="checkbox"/>	<input type="text" value="1"/>	Default	IMP25	Football Power Plant - BrettFavreUnit1		WI	Wind	9	2007	IMP-MRETS-67-121 to 121	1	No	Not Declared	No	No
<input checked="" type="checkbox"/>	<input type="text" value="2"/>	Default	W12	KG - CPS Unit 1	Boise	ID	Solar	7	2007	12-ID-52-305 to 306	2	No	No	No	No



Retiring Certificates with Matched e-Tags

4

Enter the retirement details on the 'Certificate Transfer' screen:

- Select the 'Retirement' radio button
- Specify 'Retirement Sub-Account'
- Select the 'Retirement Type', 'Used by the Account Holder for a State-Regulated Utility Renewable Portfolio Standard/Provincial Utility Portfolio Standard'
- Select the Retirement Details
 - State/Province
 - RPS Compliance Period
 - **Reason:** Out of State/Province Resource – e-Tag Required
- Select the 'Submit' button (user will be asked to confirm action)

Transfer Certificates																					
Certificate Serial Numbers	Quantity	Transfer Quantity	Generator Plant/Unit Name	Fuel Type	Vintage Month	Vintage Year	Arizona	British Columbia	California	Colorado	Montana	Nevada	New Mexico	Texas	Washington	Oregon	Alberta	Utah	Green-Energy Eligible	Ecologo Certified	Hydro
88PARET547-121 to 121	1	1	Footwall Power Plant - BrestFareUnit1	Wind	9	2007	No	Not Declared	No	No	No	No	No	No	No	No	No	Not Declared	Not Declared	No	No
12-ID-62-308 to 308	2	2	K9 - CP8 Unit 1	Solar	7	2007	No	No	No	No	No	No	No	No	No	No	No	Not Declared	No	No	No

Transfer 3 certificates to:

Another Account Holder

Active

Reserve

Retirement

Export

Bulletin Board

Transfer Execution Date (Optional):

Reason: Free Text:

Retirement Type*

Used by the Account Holder for a State-Regulated Utility Renewable Portfolio Standard/Provincial Utility Portfolio Standard

Used by the Account Holder for a Municipal Renewable Portfolio Standard

Used by the Account Holder for Other Regulatory Program:

Used by the Account Holder for a Utility Green Pricing Program:

Used by the Account Holder for a Green Electricity Product:

Used by the Account Holder for a REC-Only Product:

Other:

State/Province*:

RPS Compliance Period*:

Reason*:

eTags: Associated

Get Tags: Selected certificates have already been matched with eTag

Additional Details:

Reason:

Additional Details:

Reason:

Compliance Period:

Additional Details:

Reason:

Additional Details:

Reason:

Additional Details:

Reason:

Additional Details:

Reason:

Additional Details:

Account ID:

Account Name:

Warning: Leaving this page while a certificate transfer is in progress may result in the transfer not completing correctly.



Retirements are FINAL – check with your State/Provincial/Voluntary Program Administrator for specific RPS requirements and retirement instructions

WREGIS Contact Information

www.wregis.org

Help Desk: 1-888-225-4213

wregishelp@wecc.org

Monday – Friday

8:00 a.m. – 4:30 p.m. (Mountain Time)

