

Qualified Reporting Entity Application Process Non-Balancing Authorities

WREGIS
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Obtaining generation data from an independent Qualified Reporting Entity (QRE), rather than from the generator itself, is a first line of defense in WREGIS against fraud and maintaining the reliability of our data. When deciding whether to accept any given individual or company as a QRE, WREGIS staff undertakes an extensive Know Your Customer process that includes research into the individual or company, their associated experience and expertise, and reviewing the qualification letter. To apply for a QRE organization as a non-balancing authority, follow the steps outlined in this document.

Application Steps for Non-Balancing Authorities

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| 1. Submit the Online Registration Form. |
| 2. Complete the WREGIS Terms of Use and review the WREGIS Operating Rules . |
| 3. Provide a qualification letter. |
| 4. Send an organizational chart. |

Step 1: Submit the Online Registration Form

1. Navigate to the WREGIS [website](#) and click **WREGIS Login** in the middle of the page.



Western Renewable Energy Generation Information System

WREGIS is an independent, web-based tracking system for renewable energy certificates (REC) that covers the Western Interconnection territory. WREGIS is a division of WECC.

New to WREGIS? Contact the [WREGIS Help Desk](#) for assistance setting up an account.



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

WECC

Sign in with your WREGIS account.

Email Address

Password

Sign In Forgot password?

By logging into the WREGIS system you agree to the [Terms of Use](#)

WREGIS now offers multi-factor authentication (MFA). We strongly encourage all users to activate MFA. Read more about this feature and how to activate it [here](#).

Don't have an organization subscription? [Sign Up](#)

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3. Fill out each section of the form, clicking **Continue** to progress. Select “Qualified Reporting Entity (QRE)” for the Subscription Tier. Required fields have an asterisk *. Once you have reviewed and verified your information, click **Submit**.
- NOTE:** The email address provided for the Primary Contact must not be a group email address.

Step 2: Complete the WREGIS Terms of Use

Review, complete, and submit the [WREGIS Terms of Use](#). Fill out Page 4 with your company information and sign page 26. The organization name entered on page 4 must match the organization name you entered in the Online Registration Form exactly.

Step 3: Provide a Qualification Letter

Provide a signed letter, on organizational letterhead, addressing the following questions:

1. What procedures and equipment will you use to gather the primary data to be reported?
2. How are you sourcing meter data?
3. Any state oversight such as a public utility commission, energy office, or similar?
4. Any federal oversight such as FERC, Sarbanes Oxley, or SEC?
5. What are your internal audit procedures that ensure data reliability?

6. Are there external audit procedures that ensure data reliability, directly or indirectly for WREGIS?
7. What does functional separation mean to you, and how will it be maintained at your organization?
8. Do you have a WREGIS login for any organization outside of this application?
9. Do you have experience with other tracking systems?
10. Are there any special circumstances or qualifications you wish to highlight?

Step 4: Send an Organizational Chart

Provide a detailed organizational chart of employees and agents with current or potential WREGIS access, their management structure, job titles, and approximate roles.

Contact

Submit all application materials to wregisadmin@wecc.org with the name of your organization and "QRE Application" in the subject line. You may also send any questions or concerns to that email address.

