

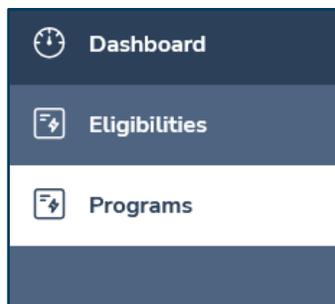
WREGIS certificates can be retired by organizations to show compliance with participating state, provincial, and voluntary programs. The program feature within WREGIS allows Program Administrators to set validations on retirement transactions and gives them visibility to the retired certificates. If used, this feature requires a Program Administrator to invite participating organizations, and for those organizations to accept the invitation, before a retirement account is created and certificates are deposited into it.

There are many ways to use WREGIS for your program compliance needs. If you are unsure what options are best for your program or would like assistance with setting up a new program, please contact wregishelp@wecc.org.

Adding a New Program

To add a new program to your Program Administrator Organization, complete the below steps.

1. Navigate to **Programs** and click **Add New Program** in the top-right of the screen.



2. Create a **Program Name** and select the **Year** and **Close Date**, both of which are required. The **Close Date** is the last date that organizations can complete retirement transactions for the program. It does not limit the certificate vintages that organizations can retire—that restriction can be entered on a different screen. Click **Continue**.

Adding or Updating Programs

GENERAL INFORMATION

Program Name *

Years *
Close Date *
Account Naming Convention

Provide an optional reference example of how the associated retirement accounts should be named.

NOTE: The **Account Naming Convention** is optional. If entered, it will restrict the naming convention used for retirement accounts created by the organization.

3. Indicate whether the program is for compliance ('Yes') or voluntary ('No') purposes and designate any desired program rules (optional). For more details on program rules, see [Ruleset Reference](#). Click **Continue**.

PROGRAM RULESET

No rules are required. Make selections where applicable. See this [article](#) for more detailed instructions.

Is this a compliance program? *

Yes No

Vintages

Eligibilities
Generator Location
Fuel Types
Generators

4. Select participating organizations from the dropdown and click **Save and Send Invites** to create the program and send out invitations.



Adding or Updating Programs

New Program

General ✓ Ruleset ✓ Participants 3

PARTICIPANTS

All selected organizations will receive an invite via email. Participants must accept this invite before they can create associated accounts or do any program retirements.

Participant organizations: Select one or many organizations

Participant Invites: No invitations.

Invitations to be sent: No invitations.

Back Save and Send Invites

NOTE: Organizations can be added to your program at any time and are not required for initial program creation. If you have a large number of organizations to invite, contact the WREGIS helpdesk for help sending bulk invitations.

Updating an Existing Program

To edit an existing program in your Program Administrator Organization, complete the below steps.

1. Navigate to **Programs** and select the desired program from the Active or Inactive tab.

Dashboard Eligibilities Programs

Programs Active Inactive

Name ↑	Year ↓	Close Date ↓	Regulator ↓	Participants
Example	2022	01/01/2023	Internal	-

2. Click **Edit** in the top-right of the screen.

Example Summary RECs Generators Edit

GENERAL INFORMATION

Program Name	Example
Year	2022
Close Date	01/01/2023
Voluntary or Compliance Program	Compliance
Account Name Convention	

RULESET

Vintage Range	
Eligibilities	
Locations	
Fuel Types	
Generators	Test



3. Update information as needed in the General Information and Ruleset sections.
4. Click **Save**.

Ruleset Reference

Program rules are always optional in WREGIS. These rules will be applied as validations to any retirement transactions made for your program. Only create rules for validations you want enforced by the system.

Ruleset Name	Definition
Vintages	The required vintage(s) of the certificates being retired. This is the generation period vintage, not the reporting or creation date.
Eligibilities	The eligibility codes that must be present on the certificates being retired. Only eligibility codes associated with your Program Administrator Organization will be options on the dropdown.
Generator Location	The generator state or province that must be listed on the certificates being retired.
Fuel Types	The required fuel types of the certificates being retired.
Generators	The generators that must be listed on the certificates being retired.