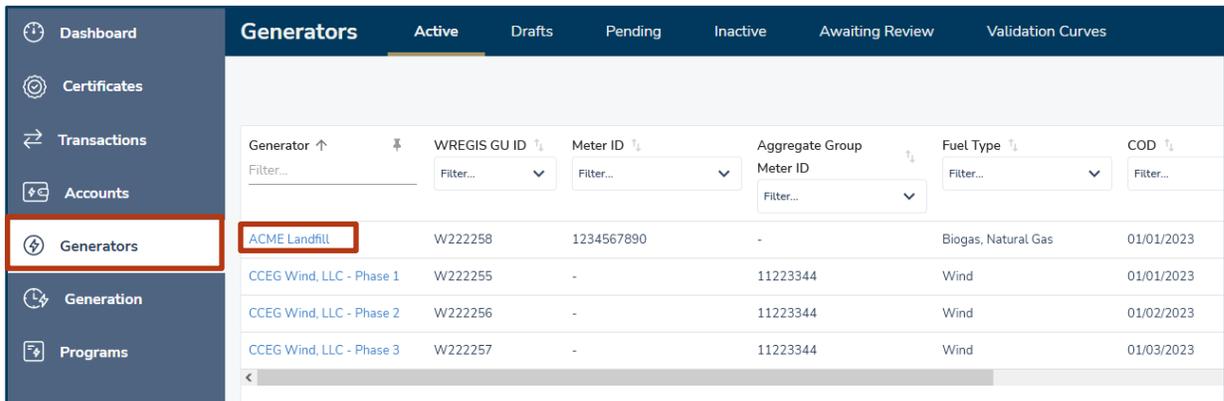


Users with appropriate permissions can update generator information in WREGIS. Updating certain fields (as indicated in the software) will place the generator in Pending status and require WREGIS Administrator review. These updates may require supporting documentation, outlined in the Supporting Documentation section. If you have any questions about generator updates, please contact wregisadmin@wecc.org.

Process

To update generator information:

1. Navigate to **Generators**. Click the generator name you would like to update.

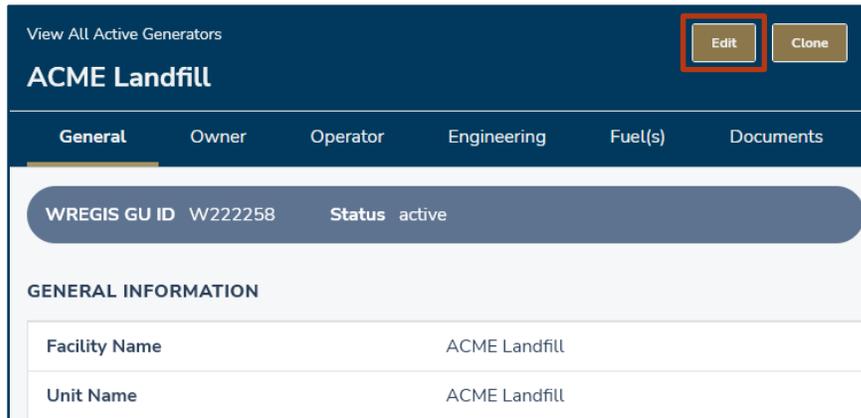


Generator	WREGIS GU ID	Meter ID	Aggregate Group	Fuel Type	COD
ACME Landfill	W222258	1234567890	-	Biogas, Natural Gas	01/01/2023
CCEG Wind, LLC - Phase 1	W222255	-	11223344	Wind	01/01/2023
CCEG Wind, LLC - Phase 2	W222256	-	11223344	Wind	01/02/2023
CCEG Wind, LLC - Phase 3	W222257	-	11223344	Wind	01/03/2023

NOTE: Generator tables are organized by generator status. Select the relevant tab (Active, Drafts, Pending, etc.) to find the desired generator.

Updating Generator Information

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



View All Active Generators

ACME Landfill

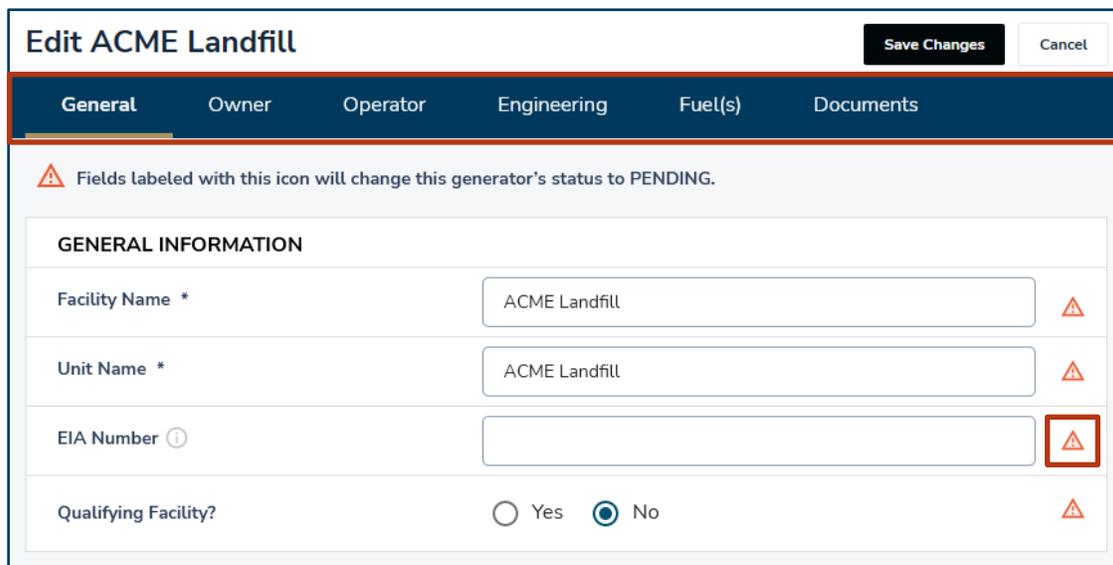
WREGIS GU ID W222258 Status active

GENERAL INFORMATION

Facility Name	ACME Landfill
Unit Name	ACME Landfill

The 'Edit' button in the top right corner is highlighted with a red box.

3. Navigate the generator information sections by selecting the tabs toward the top of the screen. Update the desired generator information field(s).



Edit ACME Landfill Save Changes Cancel

General Owner Operator Engineering Fuel(s) Documents

⚠ Fields labeled with this icon will change this generator's status to PENDING.

GENERAL INFORMATION

Facility Name *	ACME Landfill	⚠
Unit Name *	ACME Landfill	⚠
EIA Number ⓘ		⚠
Qualifying Facility?	<input type="radio"/> Yes <input checked="" type="radio"/> No	⚠

The 'EIA Number' field is highlighted with a red box.

NOTE: Updating any field with an exclamation icon will change the generator status to Pending and will require WREGIS Administrator review.

4. Upload documents if needed (see the below section for more information).
5. Click **Save Changes** in the top-right of the screen to submit your updates.



Save Changes Cancel



Supporting Documentation

Updates to certain generator information may require supporting documentation. Below are examples of the types of documentation that may be used to fulfill the requirements for the most common updates. Additional documentation may be required on a case-by-case basis as determined by the WREGIS Administrator.

Updated generator information	Document examples
Meter ID	Photo of meter or screenshot of metering software.
Owner name/contact information	Contract or agreement evidencing change in generator ownership.
Repower Date	Document confirming repower (issued by utility, Balancing Authority, or other relevant authority).
Adding a new fuel type	Contact WREGIS Administrator.

Additional Information

Reporting Entity, Reporting Entity ID

Updating this information can affect generation reporting and could potentially interfere with certificate creation. Contact the WREGIS Administrator before making changes.

