

## Uploading a Brief Report

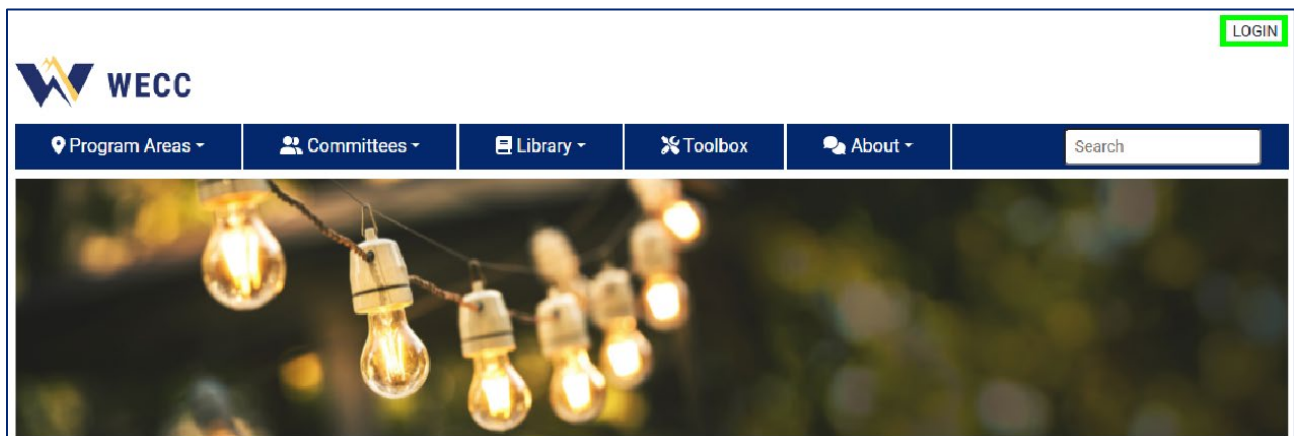
Event Analysis and Situational Awareness  
July 2025

The Event Analysis and Situational Awareness Department at WECC has a secure process for uploading Event Reports. The process detailed below is available for registered entities who choose not to submit Event Reports via email ([disturbancereports@wecc.org](mailto:disturbancereports@wecc.org)).

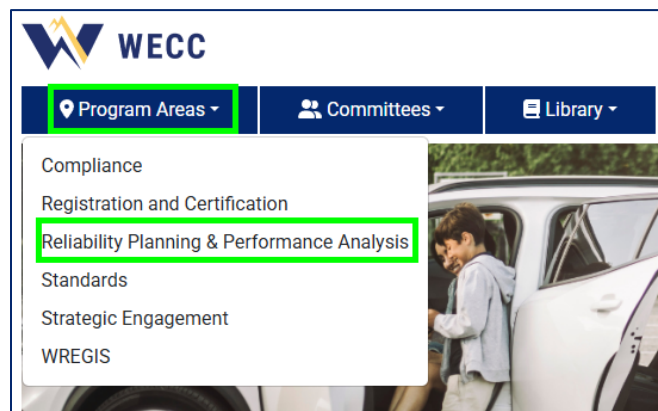
In this process, you upload your report to the website. The report is sent automatically to the Operations Department. You will get confirmation that your upload was successful, and the Event Analysis & Situational Awareness staff is notified that the report has been uploaded. From there, staff retrieves the report, and the process is completed in the usual way.

### Steps for Uploading a Brief Report

1. Log in to the WECC [homepage](#).



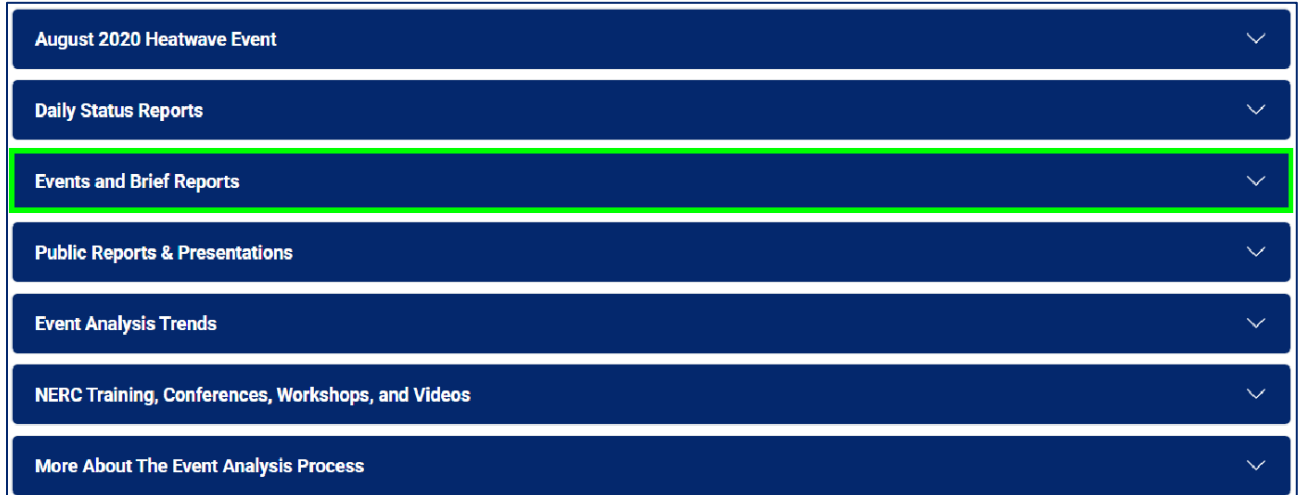
2. Select **Program Areas**.
3. Select **Reliability Planning & Performance Analysis**.



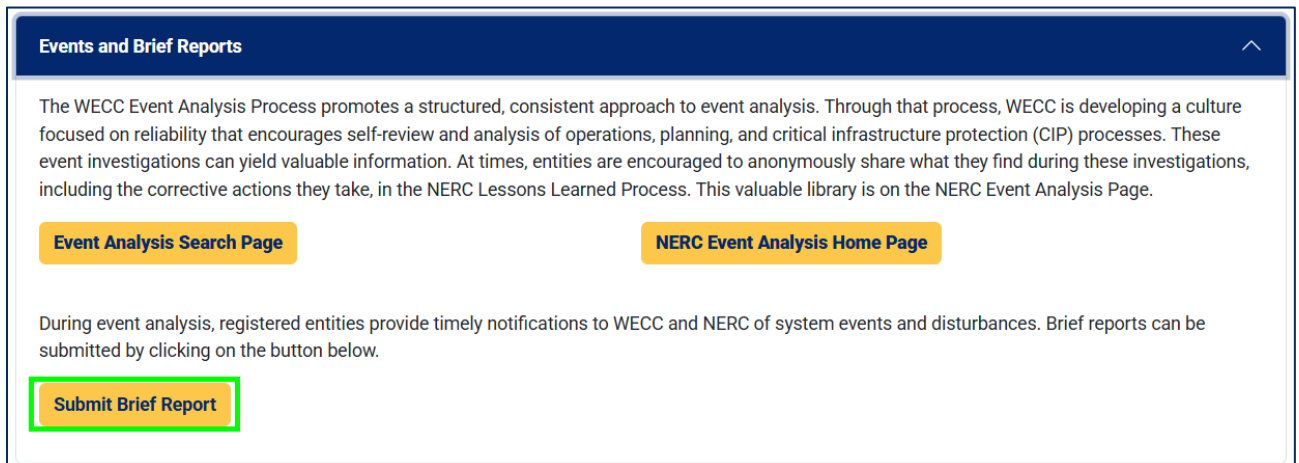
4. Select **Event Analysis & Situational Awareness**.



5. Select the **Events and Brief Reports** bar.



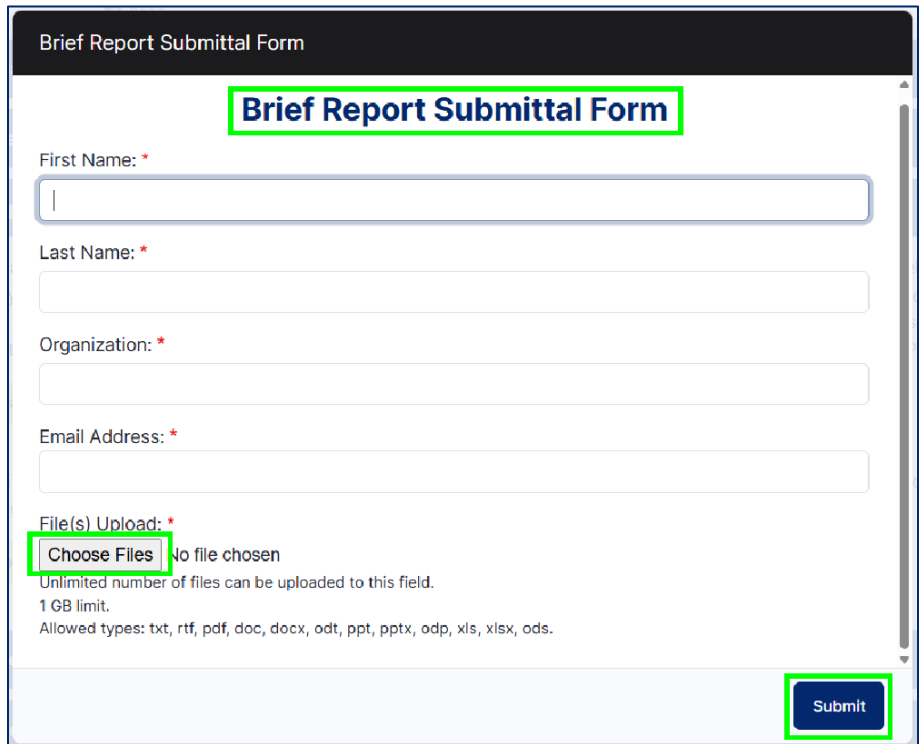
6. Select **Submit Brief Report** (Note: Event Analysis documents other than Brief Reports can be securely uploaded to this location as well).



7. Complete the Brief Report Submittal Form.

8. Select **Choose Files** to upload the report(s) to be submitted.

9. Select **Submit** to send. You will receive a message confirming your document was uploaded.



The screenshot shows a web form titled "Brief Report Submittal Form". The form contains several input fields: "First Name: \*", "Last Name: \*", "Organization: \*", and "Email Address: \*". Below these is a "File(s) Upload: \*" section with a "Choose Files" button and the text "No file chosen". Further down, it states "Unlimited number of files can be uploaded to this field." and "1 GB limit." followed by a list of allowed file types: "Allowed types: txt, rtf, pdf, doc, docx, odt, ppt, pptx, odp, xls, xlsx, ods." At the bottom right of the form is a "Submit" button. In the original image, the title "Brief Report Submittal Form" at the top, the "Choose Files" button, and the "Submit" button are highlighted with green rectangular boxes.

If you have any problems with the Event Reporting Process, email us at [disturbancereports@wecc.org](mailto:disturbancereports@wecc.org).