



WREGIS Distributed Generation Group Registration Guide

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Table of Contents

Introduction.....	3
Qualifications.....	3
Metering and Generation Data Reporting.....	4
WREGIS Right of Refusal and Termination.....	4
Pre-Approval Process.....	4
Registration Requirements.....	4
WREGIS System Navigation.....	6
DG Group Management and Maintenance.....	10
Auditing.....	10
Appendix A – Static Unit Field Information.....	12



Introduction

Distributed Generation (DG) Group registrations allow organizations to register multiple customer-sited, distributed-generation generating units under a single system registration.

These types of registrations are intended for customers with large numbers of small customer-sited, distributed-generation generating units with similar attributes to help facilitate registration and generation data reporting. DG Groups are not intended as an alternative to the standard generating unit registration process or to reduce the amount of required documentation. DG Groups are subject to the same standards as all other generating unit registrations outlined in Section 5 of the WREGIS Operating Rules.

This guide will walk WREGIS customers through the requirements for participating in DG Group registrations, registering and managing DG Group projects, and answer the most common questions. If you have questions not addressed in this document, reach out to wregishelp@wecc.org for additional assistance.

Qualifications

WREGIS organizations must have an active “WREGIS General” organization type to use the DG Group feature. If your organization is currently classified under a different organization type, you can request to change it using the [Subscription Tier Change Form](#).

WREGIS’s requirements for DG Group registrations mirror the requirements for standard generating unit registrations. If a unit is not capable of being registered as a standard generating unit registration in WREGIS for any reason, it is not eligible to be registered in a DG Group.

Documentation

Required documentation must be readily available and accessible by the customer for all units registered in DG Groups. The required documentation is determined during the pre-approval process and typically includes:

- Utility Interconnection Agreement;
- Customer Contract;
- Rights to Environmental Attributes (rights to register unit in WREGIS);
- Notice of Commenced Operation Date (Permission to Operate);
- One-line diagram;
- Proof of Revenue-Quality Meter ID; and
- WREGIS Acknowledgement of Station Service.



Metering and Generation Data Reporting

All units within DG Group registrations must meet the metering requirements outlined in Section 9.1 of the WREGIS Operating Rules. Each unit must have its own meter. Unit meter reads must be tracked and made available to WREGIS upon request.

For DG Groups less than or equal to 360 kW in size, the customer may choose to self-report generation data or use a Qualified Reporting Entity (QRE). DG Groups larger than 360 kW must have a QRE report generation data. All reported generation data, regardless of the source, is subject to the requirements outlined in Section 9 of the WREGIS Operating Rules.

Generation data for DG Groups should include full calendar months whenever possible. The sum of the generation data for the individual units must be uploaded into WREGIS as a single entry for the DG Group. Generation data for all units must use the same reporting period (first and last day), or otherwise report data using a process approved by the WREGIS Administrator during the pre-approval process.

WREGIS Right of Refusal and Termination

Customers must have the resources necessary, including staff availability, internal resources, access to data and documentation, etc., for a DG Group project to be considered viable. WREGIS reserves the right to refuse pre-approval or inactivate existing DG Group registrations if the WREGIS Administrator deems a project to be ineffective. For more information, see Appendix D of the WREGIS Operating Rules.

Pre-Approval

Customers must be pre-approved by the WREGIS Administrator to participate in DG Group functionality. The purpose of pre-approval is to confirm the customer meets the qualifications outlined above, as well as to establish methods for creating and managing DG Groups in WREGIS. You can find more details about pre-approval in the [Distributed Generation Group Pre-Approval Guide](#).

Registration Requirements

DG Group registrations contain static information pertaining to the overall group and details of the individual units being registered within the group.

Nameplate capacities of the individual units must be the as-built system size (AC rating) of the units, not the inverter ratings. If a customer is unable to provide as-built system sizes, an alternate nameplate method must be pre-approved by the WREGIS Administrator.



Grouping Requirements

- Unless approved in writing by the WREGIS Administrator, new DG Group registrations cannot exceed the group limit of 250 kW, or 0.250 MW (AC). Expansions to units in an existing DG Group cannot exceed the group limit of 360 kW, or 0.360 MW (AC).
- Individual units registered in a DG Group cannot exceed 50 kW, or 0.050 MW (AC), unless approved by the WREGIS Administrator.
- Units should be registered in separate groups based on—
 - Fuel type;
 - Interconnecting utility;
 - Residential vs. non-residential;
 - Generation data reporting frequency and normalization methods; and
 - Other grouping requirements discussed during the pre-approval process.

Data Formatting Requirements

The effectiveness of DG Group registrations is dependent on the accuracy of the static data within those registrations. For that reason, it is imperative that the Customer follow data formatting requirements for consistency across the DG Group registrations:

- No missing static data other than optional information;
- No abbreviations (N/S/E/W, Dr., Ste., etc.) unless approved by WREGIS Administration;
- No commas or comma characters (semi-colons, apostrophes, etc.); and
- No unnecessary (extra) text spaces before, after or between text.

Additional information on static unit fields can be found in [Appendix A](#).

File Format Requirements

Customers will have the ability to upload .CSV files containing the static unit information for DG Groups in the next few months. Details will be released at that time.



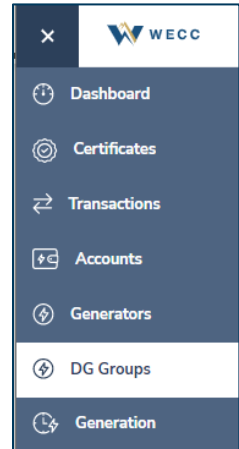
WREGIS System Navigation

Viewing DG Group Information

DG Groups are located within their own section in WREGIS and will only be visible after your organization has been pre-approved to participate.

In the DG Groups section of your WREGIS account, you can:

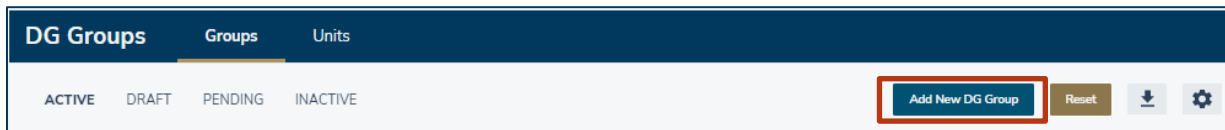
- View all DG Group registrations under the **Groups** tab;
- View all units within the DG Group registrations under the **Units** tab;
- Sort, filter, and download views in .CSV or .PDF format;
- Add or edit DG Group registrations; and
- Add, edit, or inactivate units within the groups.



New DG Group Registration

To add a new DG Group registration:

1. Navigate to the DG Groups section and click **Add New DG Group** on the Groups tab.



2. Complete information on the **General**, **Owner**, **Engineering**, and **Fuel(s)** tabs. You can add units to the DG Group at this time or add them after the group has been approved. See [Adding Units to a DG Group Registration](#) for more information on how to add units.

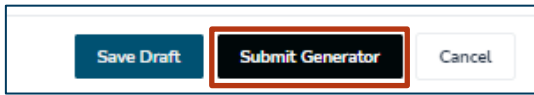
3. Click **Save Draft** to save the form. You can save an incomplete form if needed.

NOTE: You can access your draft DG Group later by navigating to the **Draft** subtab on the **Groups** tab and selecting the group. Click **Edit** to continue filling out the registration form.



WREGIS DG Group Registration Guide

- Click **Submit Generator** when you are ready to submit the group for WREGIS Administrator review. If you attempt to submit an incomplete form, the system will show you which fields require completion. Units do not need to be included to submit a DG Group for review.

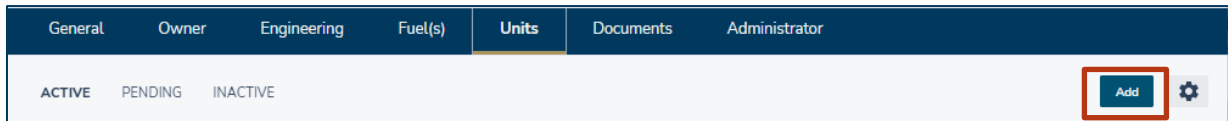


- The WREGIS Administrator will notify you once the DG Group has been approved, or if further action is needed.

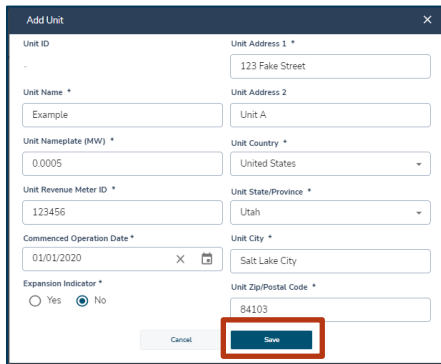
Adding Units to a DG Group Registration

Adding Units Using the UI

- Open the DG Group registration you wish to add a unit(s) to by creating a new DG Group or editing an existing one in Active or Draft status.
- Navigate to the **Units** tab and click **Add**.



- Enter the unit details on the **Add Unit** form and click **Save**. Be sure to follow the [Data Formatting Requirements](#) as outlined above.



- Repeat as needed until all units have been added to the DG Group registration.
- Click **Save Changes** or **Save Draft** on the DG Group, depending on whether you are working with an existing group or one still in Draft status.



WREGIS DG Group Registration Guide

- Added units are placed into Pending status and will not be included in the DG Group nameplate calculation until approved by the WREGIS Administrator. The WREGIS Administrator will notify you once the unit(s) has been approved, or if further action is needed.

Adding Units Using a File

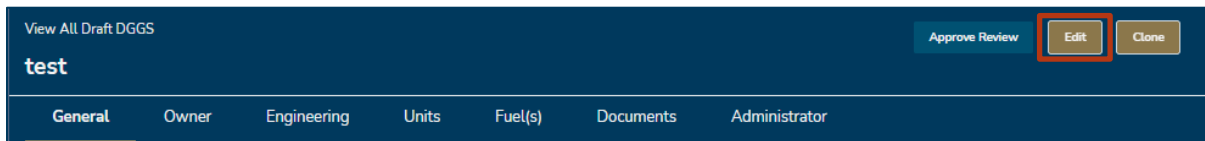
Customers will have the ability to upload .CSV files containing the static unit information for DG Groups in the next few months. Details will be released at that time.

Updating DG Group Registrations

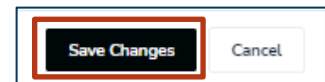
DG Group registrations should be updated when there are changes to the group level information (such as owner and QRE information) or if units need to be added, edited, or inactivated within a DG Group.

Updating Group Level Information

- Navigate to the DG Groups section and select the group name that needs to be updated on the **Groups** tab.
- Click **Edit**.



- Update the group level information as needed on the various tabs. You can also add, edit, or inactivate units at this time. Click **Save Changes** when you are finished making updates.



- If any of the updated information requires WREGIS Administrator approval, the DG Group will be placed into Pending status. The WREGIS Administrator will notify you once the DG Group has been approved, or if further action is needed.

Updating Unit Information

To add units to a DG Group, see [Adding Units to a DG Group Registration](#) in the above section. To edit or inactive a unit that is already in a DG Group:

- Navigate to the DG Groups section and select the group name that needs to be updated on the **Groups** tab.



WREGIS DG Group Registration Guide

- Click **Edit**.

View All Draft DGGS

test

General Owner Engineering Units Fuel(s) Documents Administrator

Approve Review Edit Clone

- On the **Units** tab, find the unit that you would like to update and click **Edit Unit**.

Add

Indicator	Date Added	Last Updated Date	
	10/05/2022	10/05/2022	Edit Unit
	10/05/2022	10/05/2022	Edit Unit
	10/05/2022	10/05/2022	Edit Unit

- Make the necessary changes to the unit information on **Edit Unit** form. If inactivating the unit, check the **Inactive Unit?** box. Click **Save**.

Edit Unit

Unit ID: -

Unit Name: Example

Unit Nameplate (kW): 0.0005

Unit Revenue Meter ID: 123456

Commenced Operation Date: 01/01/2020

Expansion Indicator: No

Inactivate unit? ☐

Unit Address 1: 123 Fake Street

Unit Address 2: Unit A

Unit Country: United States

Unit State/Province: Utah

Unit City: Salt Lake City

Unit Zip/Postal Code: 84103

Cancel Save

- Repeat as needed until you have completed all necessary updates for units in the DG Group registration.
- Click **Save Changes** on the DG Group when you are finished making updates.

Save Changes Cancel

- Edited units are placed into Pending status and will not be included in the DG Group nameplate calculation until approved by the WREGIS Administrator. The WREGIS Administrator will notify you once the unit(s) has been approved, or if further action is needed. Inactivated units are immediately placed in Inactive status and removed from the nameplate calculation.



DG Group Management and Maintenance

Customer Responsibilities

DG Group information is expected to change over time, including contact information, meter updates, unit expansions, etc. As this information changes, the DG Group registrations in WREGIS must be updated by the Customer. The Customer should have internal processes in place regarding when these changes occur and what information needs to be updated in WREGIS.

Regular DG Group maintenance includes:

- Adding new units to existing groups;
- Creating new group registrations as group capacities are reached;
- Inactivating units that are no longer eligible for registration;
- Updating static unit and group information as changes occur; and
- Any updates required by the WREGIS Administrator.

Annual Reviews

Organizations must complete an annual review for each DG Group. Instructions for completing the Annual Review can be found on the WREGIS website.

Updates and Generation Data Reporting

Units in an approved DG Group are not eligible for generation data reporting or certificate creation when in Pending status. Before reporting generation data for a DG Group, make sure all units you are reporting for are in Active status.

Auditing

WREGIS audits new and existing DG Groups for:

- Accuracy;
- Method;
- Duplication;
- Consistency; and
- Compliance with WREGIS standards.

An audit is automatically initiated and completed by the WREGIS Administrator during the registration process. WREGIS may also initiate a spot or for-cause audit at any time. DG Group participants are required to comply with audit requests in a timely manner. Audit requests may require documentation, data verification, written explanations, internal processes, updates to registrations, or other items as deemed necessary by the WREGIS Administrator.



WREGIS DG Group Registration Guide

Failure to comply with audit requests in a timely manner may result in DG Group inactivation or revocation of DG Group pre-approval.



Appendix A—Static Unit Field Information

Field Name	Field Type	Format Notes
Unit ID	Automated	Unique ID issued by WREGIS Software
Unit Name	Text	Unique, as determined during pre-approval
Unit Nameplate (MW)	Numeric	Must be in MW AC format, not inverter rating
Unit Revenue Meter ID	Text	As determined during pre-approval
Commenced Operation Date	Date	mm/dd/yyyy format
Expansion Indicator	Yes/No	Applicable if registered older units at premise
Unit Address 1	Text	Postal address accuracy, no abbreviations or PO Box
Unit Address 2	Text	For additional address info such as unit numbers
Unit Country	Dropdown	-
Unit State/Province	Dropdown	-
Unit City	Text	-
Unit Zip/Postal Code	Text	Five-digits only

