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WREGIS Customer Registration Guide
## General and Generator Organizations
June 2025

To access WREGIS services, you must first register your organization. Organization registration has three steps. **You must complete all three steps on the list below before WREGIS will approve your organization.** We recommend speaking with someone at WREGIS to discuss the various organization types before registering. You can reach the help desk by calling (888) 225-4213 or emailing wregishelp@wecc.org.

WREGIS Organization Registration
1. Submit the Online Registration Form.
2. Submit the WREGIS Terms of Use and review the WREGIS Operating Rules.
3. Submit the 1st Annual Fee—WREGIS Fee Matrix.

1 — Submit the Online Registration Form

1. Navigate to the WREGIS website (www.wregis.org) and click **WREGIS Login.** Then click **Sign Up** at the bottom of the WREGIS login page.
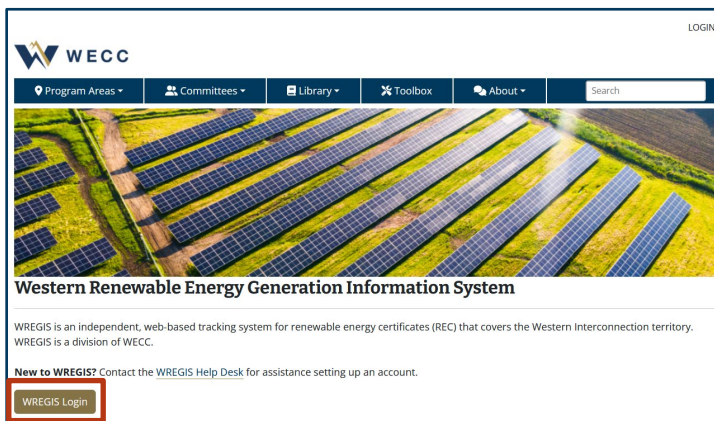
2. Fill out each section of the form and click **Continue**. Required fields have an asterisk *. The email address provided for the Primary Contact must NOT be a group email address. After reviewing and verifying your information, click **Submit**.

> **NOTE:** You can find descriptions of each subscription type, the feature limitations, and the associated fees on the WREGIS Fee Matrix.

3. The WREGIS Administrator will review your submitted Online Registration Form and contact you with any questions.

2 — Submit the WREGIS Terms of Use

Review, complete, and submit the WREGIS Terms of Use to wregishelp@wecc.org. Page 4 must be filled out with your company information, and page 26 must be signed. The organization name entered on page 4 must match the organization name you entered in the Online Registration Form exactly.

3 — Submit the 1ˢᵗ Annual Fee

Determine your annual fee using the WREGIS Fee Matrix and submit your first payment to WREGIS. You must submit payment before your organization can be approved.

Make checks payable (in U.S. dollars) to:

WREGIS
155 North 400 West, Suite 200
Salt Lake City, UT 84103

Contact wregisar@wecc.org for information on the following:

- Payment Portal instructions (credit card payments)
- W-9
- Invoices

Additional Information

Adding Users

You will not be able to login to your organization until the initial approval process is complete. Once your organization is approved, you can add users to allow individuals to access the organization. For information on how to create and manage Users, see Providing User Access to an Organization.

Registering Multiple Organizations

Most customers only need one WREGIS organization to register generators and manage certificates. If you are considering opening more than one WREGIS organization, please contact wregishelp@wecc.org to discuss.