



# WREGIS USER TRAINING



February 15, 2012  
Salt Lake City, Utah

## Training

The WREGIS training will convene at 8:30 a.m. MST and will adjourn by 5:00 p.m. MST.

## Synopsis

This one-day training is designed to provide the participant with the knowledge to access and navigate the WREGIS system including the ability to: create WREGIS Accounts, register Generating Units, validate program eligibility, and create and transfer renewable energy certificates. Training will also provide the participant with an overview of available WREGIS reports. The target audience is Account Holders, Reporting Entities, and Program Administrators, although attendance is open to anyone.

**Tentative agenda topics can be found on the next page.**

## Location and Cost

The training will be held at:

Western Electricity Coordinating Council  
155 North 400 West, Suite 200  
Salt Lake City, UT 84103

**Registration Fee\* \$65 per person**

**Class size is limited to 20 attendees**

Dress for the training is business casual.

Continental breakfast, beverages/snacks, and lunch are provided.

## Registration

To attend the training, please complete and return the attached registration form and fee **by Friday, January 13, 2012** to accommodate those on the waiting list.

## Suggested Accommodations

Western Electricity Coordinating Council (WECC) has established corporate rates at these fine hotels in the downtown Salt Lake City area.

### **The Radisson – 215 W. South Temple**

Phone: 801-531-7500 Rate: \$114

[Radisson Reservation](#)

Select "More Search Options" and add WECC in the promotional code field.

### **Hyatt Place – 50 N 400 W**

Phone: 801-456-6300 Rate: \$119

[Hyatt Place Reservations](#)

Rate includes complimentary wireless internet and continental breakfast.

### **Hotel Monaco – 15 W 200 S**

Phone: 801-595-0000 Rate: \$139

[Hotel Monaco Reservations](#)

Enter WECC in the "Rate Code or Global Business ID" field.

### **Marriott Downtown – 75 S. West Temple**

Phone: 801-531-0800 Rate: \$109-129

\*registration fees are non-refundable



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## Tentative Agenda



### **WREGIS Overview**

#### **Getting Started in WREGIS**

System Requirements  
WREGIS Home Page/Website  
WREGIS User Functions Overview  
New Account Registration  
Logins & Passwords  
Customizing “My Account” view

#### **Sub-Accounts & Generating Unit Registration**

Adding Sub-Accounts  
Registering Generating Units  
Managing Generating Unit Information

#### **Managing and Validating Eligibility Programs**

Uploading Eligibility Information  
Direct Entry into WREGIS

#### **Current Period Generation Data Reporting & Approval**

Uploading Pre-Formatted File  
Self Reporting  
Approval/Dispute Process

#### **Certificate Creation and Issuance**

Timeline  
Quiet Period  
Certificate Creation & Deposit  
Viewing Certificate Information

### **Certificate Transfers**

To a Account Holder (Counter Party)  
To a Sub-Account  
One – Time Transfers  
Recurring Transfers  
    -Forward Transfers  
    -Standing Orders  
Viewing/Editing Recurring Certificate Transfers

### **Prior Period Reporting and Adjustments**

Reporting Generation Data for a Prior Period  
Prior Period Adjustments Timeline  
Entering/Approving Prior Period Adjustments

### **WREGIS Reports & WREGIS Fees**

Public User Reports  
Private User Reports  
Fees

### **WREGIS Training Wrap-up**

Resources Available  
Review Expectations and Objectives

### **NERC e-Tags Overview**

Adding Functionality  
Criteria  
Required Format  
Importing e-Tags  
Summary Report



# Registration Form



## WREGIS USER TRAINING

Western Electricity Coordinating Council Corporate Office  
Salt Lake City, UT

February 15, 2012

Please use this form to register for the **WREGIS User Training**  
Return to WREGIS by **January 13, 2012**

Please scan or email to: [evalpreda@wecc.biz](mailto:evalpreda@wecc.biz)

*\*\*Late registrations will be accepted **only** if space is available\*\**

**Please make \$65 check payable to:**

**WREGIS**

*\*registration fees are non-refundable*

**Mail check to:**

WREGIS

Attention: Elizabeth Valpreda  
155 North 400 West, Suite 200  
Salt Lake City, UT 84103

**To pay with a credit card:**

Please provide a direct phone number on your registration and WREGIS will contact you for payment.

**Registration Forms Are Not Considered Valid Until Payment Is Received**

**Name:**

**Title:**

**Company Name:**

**Company Address:**

**Company City/State/Zip:**

**Phone Number:**

**Cell Phone:**

**E-mail Address:**