Appendix A – WREGIS Reporting Instructions

Introduction

Retail sellers must use the Western Renewable Energy Generation Information System (WREGIS) to track and report their Renewables Portfolio Standard (RPS) procurement as part of California's RPS compliance, with the exception of test energy as noted in the *RPS Eligibility Guidebook, Seventh Edition*. Publicly owned electric utilities (POUs) must have applied for registration with WREGIS by October 1, 2012, and must use WREGIS Certificates (also known as RECs) for RPS compliance. Information about registering with WREGIS can be found on the WREGIS website at www.wregis.org by selecting "Joining WREGIS." Training slides are available on the WREGIS website at: http://www.wecc.biz/WREGIS/Pages/Training.aspx. Contact the WREGIS Help Desk at 888-225-4213 for additional assistance.

Reporting WREGIS Certificates for 2011 and Thereafter

While the Energy Commission was developing requirements for tracking, reporting and verifying RECs pursuant to SB X1-2, the Energy Commission delayed the annual reporting requirement for reporting year 2011 (which would otherwise have been required to have been submitted by June 1, 2012). The Energy Commission advised load-serving entities not to retire RPS procurement for the 2011 reporting year or thereafter unless necessary to meet RPS retirement timing requirements. If such retirement was necessary to meet the 36 month retirement requirement, load serving entities were directed to contact Energy Commission staff before proceeding.

As defined in the glossary of terms of the *RPS Eligibility Guidebook*, "retire" means to claim a renewable energy credit (REC) in the tracking system established by the Energy Commission pursuant to the Public Utilities Code Section 399.25(c) and thereby commit the REC to be used for RPS compliance.

Although SB X1-2 established RPS compliance periods, the Energy Commission requires annual reporting. When the Energy Commission refers to a "reporting year," it is referring to a particular year within a compliance period for which the annual generation has already occurred and for which the RECs are being retired for RPS compliance. The reporting year is not the year in which the claims are reported; *it is the year for which retired REC claims are reported* and, on an annual basis, represents the calendar year immediately preceding the July 1 reporting due date.

RECs must be retired within 36 months from the month and year of generation in order to be used for the RPS. See Section V.C. REC Retirement and Reporting Requirements for details regarding REC retirement and reporting.

Reporting for Retail Sellers and POUs

Initial Steps for Using WREGIS

Retail sellers and POUs must report annually to the Energy Commission on the number of RPS eligible RECs they retire for the RPS from each facility per month in the previous calendar year, as discussed above. In addition, information regarding energy scheduled into a California Balancing Authority (CBA) either from an RPS-certified facility not directly connected to a CBA or from a facility providing substitute energy scheduled into a CBA to firm and shape renewable energy, both by reporting year. To prepare for reporting this information to the Energy Commission and the California Public Utilities Commission (CPUC) using WREGIS, each retail seller and POU should ensure it has have taken the following steps.

1. Complete and submit an Account Holder Disclosure Authorization release form authorizing WREGIS to release your company's RPS compliance information to the Energy Commission, and for retail sellers in addition to authorizing WREGIS to release information to the Energy Commission, you must also authorize WREGIS to release information to the CPUC. The WREGIS authorization form can be downloaded from the WREGIS website.
2. Create retirement subaccount(s) as follows:
   a. For retail sellers, create one CA RPS retirement subaccount for each reporting year.
   b. For POUs, create one CA RPS retirement subaccount for each Portfolio Content Category, for Count in Full, and for Historic Carryover, if applicable, for each reporting year (explained below).
3. Coordinate with generators to ensure that all appropriate California RPS-eligible WREGIS Certificates are transferred to your WREGIS account for each reporting year.
4. If you are retiring WREGIS Certificates for generation from facilities that are not directly connected to a CBA or are using substitute energy scheduled into a CBA for firming and shaping, you must document schedule information to the Energy Commission (for POUs) or to the CPUC (for retail sellers) by submitting final e-Tag information.[1] For 2011-2013 RPS claims, POUs must use WREGIS to document final e-Tag scheduled information from facilities not directly connected to a CBA or facilities using substitute energy scheduled into a CBA to firm and shape renewable energy, unless the WREGIS service was not used or available. POUs should submit final e-Tag scheduled information using the ITS (CEC-RPS-e-Tag Summary Report spreadsheet), if the data are not available in WREGIS e-Tag documentation.

   Because WREGIS cannot pull e-Tag information from generation and schedules that occurred in the past, you must sign up for this service as soon as you know it will be needed. POUs must be signed up and using WREGIS to provide final e-Tag scheduled information in time for all claims with a 2014 vintage to have e-Tag data reported through WREGIS. You must apply with the WREGIS Administrator to begin using this service, which has a query run on the WECC Interchange Tool and is used to pull e-Tag information. To apply, send an email to the WREGIS Administrator (wregisadmin@wecc.biz) requesting

1 Public Utilities Code Sections 399.17; 399.18; and 399.30(h) provides exemptions to the Portfolio Balance Requirements (PBRs) for certain Small and Multi-Jurisdictional Utilities and POUs and there for the scheduled energy delivery requirements and PBR requirements do not apply.

to be added to the participant list for this service. You must provide a list of Purchasing Selling Entity codes belonging to your company that you will be using to receive e-Tag data.

Below are detailed instructions for using WREGIS to track and report RPS claims and e-Tag data for claims from facilities not directly connected to a CBA or facilities using substitute energy for California RPS compliance. WREGIS Compliance Reports identify WREGIS Certificates that have been retired for RPS compliance.

As noted above, e-Tag information may not be available to all retail sellers and POUs in WREGIS. In those cases, e-Tag data may be reported using the ITS (CA RPS e-Tag Summary Report), but the *REC* must still be retired and reported using WREGIS.

The following instructions are provided for using WREGIS for RPS compliance:

- Instructions for creating designated "CA RPS" retirement subaccounts
- Instructions for retiring WREGIS Certificates into retirement subaccounts
- Instructions for importing NERC e-Tags into your account ***–For users who must demonstrate final e-Tag schedule information as part of RPS compliance***
- Instructions for filing a State/Provincial/Voluntary Compliance Report using WREGIS
- Instructions for Filing a NERC e-Tag Summary Report Using WREGIS

Reminder: For WREGIS Certificates created for generation that occurs before the facility's effective RPS-eligibility date, load serving entities may NOT count such Certificates for California's RPS. However, such Certificates may be transferred from load serving entities' retirement subaccount for another regulatory or voluntary compliance obligation or to another party for other purposes. WREGIS certificates created before the effective date of the facility's RPS eligibility will not be counted toward RPS compliance. Certificates tracked in WREGIS may not be reported using the Energy Commission's Interim Tracking System.

Instructions for creating a designated "CA RPS" retirement subaccount:

1. Go to www.wregis.org and log in to your account by selecting the "WREGIS Login" button on the left hand side of the page.

2. Select "Create New Sub-Account" link from the "Open Sub-Accounts" module. Instructions for adding new subaccounts can be found at http://www.wecc.biz/WREGIS/Pages/Training.aspx beginning on page 40[2] of WREGIS USER TRAINING Slides.

3. Select "Sub-Account Type", "Retirement." Enter required information. Retail sellers will retire all claims into one retirement subaccount with an ending RTSL. However, POUs will retire claims into retirement subaccounts based on historic carryover, count in full, and the various portfolio content category classifications as follows: HC10; PCC0; PCC1; PCC2; and/or PCC3. "HC10" refers to the retirement subaccount for RECs classified as historic carryover, "PCC0" refers to the retirement subaccount for RECs classified as count in full, "PCC1" refers to the retirement subaccount for RECs classified as Portfolio Content Category 1, "PCC2" refers to the retirement subaccount for RECs classified as Portfolio

2 In the case this page number changes in the future, please contact the WREGIS Administrator for more information.

Content Category 2, and "PCC3" refers to the retirement subaccount for RECs classified as Portfolio Content Category 3. **For POUs that do not have the PBR requirements**, the following suffixes must be used for count in full REC, bundled REC and unbundled REC claims as appropriate: PCC0; BNDL; and TREC, respectively.

When naming your new retirement subaccount, please use the following naming format with one space between the calendar year, CA, RPS, and suffix as follows: **YYYY CA RPS**.

Using the 2011 reporting year as an example, the retirement subaccount name for retail sellers should be:

2011 CA RPS RTSL

Using the 2011 reporting year as an example, as applicable, the POU retirement subaccounts should be:

2011 CA RPS HC10

2011 CA RPS PCC0

2011 CA RPS PCC1

2011 CA RPS PCC2

2011 CA RPS PCC3

Using the 2011 reporting year as an example, the POUs without PBR obligations, the retirement subaccounts should be:

2011 CA RPS PCC0

2011 CA RPS BNDL

2011 CA RPS TREC

Make sure that the button "Yes" is selected in the "Open" field.

4. Select "Create."

5. The new retirement subaccount will be added to the "Sub-Accounts Summary" and "Open Sub-Accounts" modules.

Instructions for retiring WREGIS Certificates into retirement subaccounts:

1. Go to www.wregis.org and log in to your account by selecting the "WREGIS Login" button on the left hand side of the page.

2. To retire a WREGIS Certificate for RPS compliance, you must retire the Certificate(s) by transferring them from your Active Subaccount to the appropriate Retirement Subaccount for that reporting year. Follow the instructions for a certificate transfer[3] in the WREGIS

3 There are two (2) types of Certificate Transfers: One-Time Transfers and Recurring Transfers.

training slides http://www.wecc.biz/WREGIS/Pages/Training.aspx. You must select Forward Certificate Transfer,[4] Standing Order Transfer,[5] or One-Time Transfer, as appropriate.

WREGIS Certificate trading is prohibited from two sorts of contracts (described below) and procurement from these two types of contracts must be counted toward the procuring retail sellers' or POUs RPS obligations.

Public Utilities Code 399.16 (a)(5) prohibits RECs from being created for electricity generated pursuant to any electricity purchase contract with a retail seller executed before January 1, 2005, unless the contract contains explicit terms and conditions specifying the ownership or disposition of those credits.

Similarly, Public Utilities Code 399.16 (a)(6) prohibits RECs from being created for electricity generated under any electricity purchase contract executed after January 1, 2005, pursuant to the federal Public Utility Regulatory Policies Act of 1978.

Therefore, WREGIS Certificates from these types of contracts may be retired immediately via a Forward Certificate Transfer if the facility is registered to your account.

If the facility is registered to a different account, that account holder may transfer all associated certificates to you via a Forward Certificate Transfer.

If the facility is registered to a different account, retail sellers or POUs may then set up a Standing Order Transfer to transfer these certificates into their retirement subaccount(s).

Forward Certificate Transfers and the Standing Order Transfers can ensure that procurement from these contracts is not traded and is counted toward the retail seller's or POU's RPS obligations. The Energy Commission may conduct audits to verify that these

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- **One-Time Transfers** allow the Account Holder to set-up and execute a specific transfer transaction only once per certificate or per batch(es) of certificates. One-Time transfers occur between two Sub-Accounts of the same Account Holder, or between two Account Holders. If between two Account Holders, the transfer may be executed immediately or the transfer can occur at an assigned future date.

The WREGIS Administrator recommends the use of One-Time Transfers for retiring certificates because retirements are permanent and cannot be reversed.

- **Recurring Transfers** include Forward Transfers and Standing Orders, which both allow an Account Holder to execute transfers over a specified period of time. There is no limit as to the number of Recurring Transfers an Account Holder can execute at any one time. Recurring Transfer transactions can be set-up to begin immediately, with the next certificate creation period or at an assigned future date. The end date for the recurring transfer is also chosen at set-up. Recurring transfers can occur between two Sub-Accounts belonging to the same Account Holder or between two Account Holders.

4 **A Forward Certificate Transfer** is a recurring transaction that requires the Transferor to be an Account Holder who has one or more Generating Units associated with the Account.

5 **A Standing Order Transfer** is a recurring transfer that does not require the Transferor to be an Account Holder representing one or more Generating Units, but can be any Account Holder that has certificates in at least one (1) open Active Sub-Account.

contracts comply with the law. Corrections to the generation amounts are still possible with these transfer arrangements and will likely result in future batch transfers into the retirement subaccounts be either higher or lower amounts to correct for any discrepancies.

For MJUs, certain facilities may use a "system resource" allocation approach, which has been defined under a multi-state protocol to determine how the costs, revenues, and generation associated with facilities are allocated to each state the MJU serves. This means that for many MJU facilities a certain percentage of procurement is allocated to each of the states, representing a state's share of the resource from the MJU's "total system resource" level (all of the MJU's resources from every state it serves). Because the portion of that facility's output that will serve California's load may not be known at the time the REC is created, RECs from these system resource facilities do not need to be automatically retired; however, the RECs allocated for California's RPS must eventually be retired in the MJU's retirement sub-account.

For contracts that fall under PUC Sections 399.16(a)(5) and 399.16(b)(6) between retail sellers/POUs and facilities requiring e-Tag data to demonstrate RPS compliance, the generation must be matched with the associated NERC e-Tag to be able to demonstrate final e-Tag scheduled data before it can be retired.6 For that reason, certificates from facilities scheduling energy into a CBA may be retired through a One-Time Transfer after the associated NERC e-Tags are available in the obligated utility's account.7

3. For a One-Time Transfer, from the "Open Active Sub-Accounts" module, select an open, Active Sub-Account as the source of the transfer. Click on the certificate quantity field hyperlink, this will bring you to the "Certificates in Subaccount" screen.

    a. Identify the desired Generating Unit(s) and Generation Month(s) representing the certificates you wish to retire by checking the box(es) next to it. If needed enter the certificate quantity (number of certificates – fixed amount only) from the batch(es) that you wish to transfer to your CA RPS retirement subaccount Select the "Batch Transfer" at the top of the screen.

4. Click the "Retirement" radio button.

5. In the drop-down box of retirement subaccounts in the retirement section, select the retirement subaccount you created for a specific reporting year.

6. Under "Retirement Type," select the box next to "Used by the Account Holder for a State-Regulated Utility Renewable Portfolio Standard/Provincial Utility Portfolio Standard."

7. Under "Retirement Details," select "California" for "State/Province" and select the specific reporting year for "RPS Compliance Period."

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[6] Additional functionality regarding the matching of NERC e-Tags to REC Certificates is expected to occur as a result of PCR 209, WREGIS change control request.
7 Information on retirement using NERC E-tags can be found at:
Hhttp://www.wecc.biz/WREGIS/Pages/Training.aspx

8. Under "Reason," the options to select are "In-State Power/Province Resource" or "Out of State/Province Power Purchase." Because SB X1-2 distinguishes Certificates between facilities interconnected to a CBA and those not interconnected to a CBA, for purposes of SB X1-2 and until a potential change is made to the menu selections in WREGIS – the option "In-State Power Purchase" should be selected for contractual arrangements or ownership agreements with facilities interconnected (directly connected) to a CBA. The option "Out of State/Province Power Purchase" option should be selected for contractual arrangements or ownership agreements with facilities not interconnected (not directly connected) to a CBA. As noted below, and per the Energy Commission's *RPS Eligibility Guidebook*, for POUs using e-Tag data for compliance of PCC 1 – not directly connected to a CBA and therefore scheduled into a CBA and PCC 2 – using firmed and shaped electricity – these PCC 1 and PCC 2 claims must be verified with e-Tag data. In the case of an "Out of State/Province Power Resource – NERC E-Tag Required"[8] you will need to retire the associated e-Tags by selecting the "Get Tags" button. However, as explained in the Introduction above, the NERC e-Tag service is not always available in WREGIS for some parties. For the 2011 reporting years and going forward, you must use WREGIS to provide final e-Tag scheduled data for any month during which you participated in that service and the data is available in WREGIS, special exceptions are allowed for situations involving third parties.

   When third parties are responsible for e-Tag import data on behalf of a POU and, therefore, the POU is unable to provide e-tag data using WREGIS, the CA RPS e-Tag Summary Report may be used for reporting.[9]

   Although in some cases the applicable deliveries may not be available in WREGIS, load serving entities must report any Out of State/Province Power Purchases using WREGIS, but in those cases you should select "Out of State/Province Power Resource – NERC E-Tag Not Available in WREGIS." If you are experiencing problems, please work with the WREGIS Administrator as soon as possible.

9. Select "Submit."

10. A pop-up box will appear informing you that a transfer to a retirement subaccount is final and asking if you would like to continue. After you have reviewed the information and are satisfied that it is correct, click "OK."

    **** File your WREGIS RPS Compliance Report by following the Instructions provided below after the Instructions for Importing NERC e-Tags into your Account.**

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[8] Additional steps and instructions can be found at:
Hhttp://www.wecc.biz/WREGIS/Pages/Training.aspx

[9] If WREGIS functionality is changed to accommodate third parties matching and transferring of necessary –e-Tag data to allow POUs to provide the Energy Commission with a complete WREGIS NERC e-Tag Summary Report, the CA RPS e-Tag Summary Report should no longer be used for reporting e-Tag data. Until such a WREGIS functionality change is made, the CA RPS e-Tag Summary Report may be provided by POUs to report e-Tag data from third parties, which is not available to POUs through WREGIS.

Instructions for importing e-Tags into your account – only for users who must demonstrate final e-Tag schedule data for PCC1 and PCC2 claims as part of their RPS compliance.

Please note: Retail sellers should follow these instructions but submit their e-Tag Summary Reports to the CPUC instead of the Energy Commission. POUs must submit e-Tag data to the Energy Commission.

1. For the NERC e-Tags to be imported into WREGIS, the e-Tags must contain both the appropriate Purchasing-Selling Entity (PSE) code for the Load-Serving Entity to which the energy is scheduled, and the generator's RPS identification (ID) number.

2. The RPS ID number must be contained in the miscellaneous field on any line of the e-Tag Physical Path but only on one (1) line per e-Tag, with "RPS_ID" written (it must be in ALL CAPS and include the underscore, but do not include the quotation marks) in the "Token" column and the actual RPS ID number written in the "Value" column.

   An example follows:

Misc (Token/Value)

RPS_ID	Actual RPS ID number and letter suffix

3. Because this information is checked using computer software, your NERC e-Tags will not be imported into the WREGIS system if all of the information is not entered accurately and in the proper fields.

4. The WREGIS Administrator adds Purchasing Selling Entity (PSE) Codes to your WREGIS account if you sent a request in writing (either mail or email) to the WREGIS Administrator**.** WREGIS will only pull NERC e-Tag data from the date the PSE codes were provided and subsequently added to your account by WREGIS staff on a going forward basis. You must include accurate PSE Codes in your request to demonstrate e-Tag data as part of your RPS compliance. These codes can be obtained from your scheduler.

5. Your scheduler must enter your RPS-eligible facilities' RPS identification number when scheduling energy delivery into California that you plan to match with WREGIS Certificates for retirement for RPS compliance. The RPS ID number is provided by the Energy Commission and is located on your facilities' certificate for eligibility and its cover letter. The RPS ID number can also be found on the Energy Commission's website at http://www.energy.ca.gov/portfolio/documents/list_RPS_certified.html.

6. Open Access Technology International will not pull tags without both a PSE code matching the WREGIS provided list and an RPS ID. WREGIS imports e-Tags into WREGIS Accounts by the 15th of each month for the previous month.

7. A monthly fee (currently $206 and subject to change) is required for a company's NERC e-Tag data to be imported into WREGIS. A one-time, set up fee may be applicable. WREGIS will add this charge to your monthly invoice after you have requested and been approved to use the WREGIS service for NERC e-Tags.

8. You must follow the WREGIS NERC e-Tag Training guidelines located on the WREGIS website at: http://www.wecc.biz/WREGIS/Pages/Training.aspx. If you do not see a PSE code on your account profile, WREGIS WILL NOT pull your NERC e-Tags. If your NERC e-Tags are not properly filled out by your schedulers, WREGIS WILL NOT pull your NERC e-Tags and these energy deliveries will not be included in your WREGIS RPS Compliance Report.

9. The NERC e-Tags available in your account may be viewed in the "NERC e-Tag Summary Report" in the "Account Holder Reports" module. If you have requested the service but do not see any tags in your account, please check with your schedulers to ensure that the tagging guidelines have been followed. Please confirm that your NERC e-Tags are in your account before filing your State/Provincial/Voluntary Compliance Report.

10. Please contact your scheduler to ensure that all information is entered correctly on your NERC e-Tags. If you have any questions, contact the WREGIS staff at: wregisadmin@wecc.biz or 888-225-4213.

11. On an as requested basis you may be required to submit to the Energy Commission your "NERC e-Tag Summary Report" along with your "State/Provincial/Voluntary Compliance" Report. Please see the following instructions on Filing a State/Provincial/Voluntary Compliance Report and a NERC e-Tag Summary Report below for more detailed instructions on how to submit your NERC e-Tag Summary Report. Please confirm that your NERC e-Tags are in your account before filing your State/Provincial/Voluntary Compliance Report.

Instructions for Filing a State/Provincial/Voluntary Compliance Report Using WREGIS:

State/Provincial/Voluntary Compliance Reports are due to the Energy Commission July 1 following the reporting year. For example, RPS reporting year 2014 shall be filed July 1, 2015. Please confirm that your NERC e-Tags are in your account before filing your State/Provincial/Voluntary Compliance Report.

1. Go to www.wregis.org and log in to your account by selecting the "WREGIS Login" button on the left hand side of the page.

2. Select the "State/Provincial/Voluntary Compliance Report" from the "Account Holder Reports" module on the left side of your screen.

3. Specify the retirement month and year. Use the drop-down boxes to select "From Month/Year" "To Month/Year." The month/year selected needs to be the month/year

during which the certificates were retired, NOT the vintage month/year. This report filter pulls data from the date you retired the certificates, not the vintage (generation) dates on the certificates. For example, if it is March 2014 and you are retiring certificates with a vintage year in 2012 you would select From March 2014 to March 2014 to represent the retirement month and year.

4. Under "Retirement Subaccounts," select the retirement subaccounts that contain the WREGIS Certificates that you have retired to demonstrate compliance with the California RPS program for the reporting year[10] in question.

5. Under "Retirement Type," select "State/Provincial Portfolio Standards."

6. Double-check your report to ensure that all information is correct and complete.

7. Click the icon on the upper far right of your State/Provincial/Voluntary Compliance Report to "Export." This will open a pop-up screen titled "Report Export Request."

8. The report must be submitted electronically to the Energy Commission by July 1 for reports on the previous calendar year.

    a. Select "Email" radio button at the top of the pop-up window and "CSV" at the bottom by "Report Format." Enter the following contact information:

        RPSTrack@energy.state.ca.us

    b. Select "Email" radio button at the top of the pop-up window and "CSV" at the bottom by "Report Format." Enter the following contact information:

        Retail Sellers ONLY – also send reports to:

        rpscompliance@cpuc.ca.gov

    Select "Request" to submit.

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10 Reporting year is a particular year within a compliance period for which the annual generation has already occurred and for which the RECs are being retired and used for RPS compliance. The reporting year is not the year in which the retired RECs are reported; *it is the year for which the retired RECs are reported* and, on an annual basis, represents the calendar year preceding the July 1 reporting due date. . Because RECs may be retired for RPS compliance within 36 months from the month and year of generation, RECs retired and reported for a particular year may have a different vintage year than the reporting year. However, RECs may not be counted for a reporting year, if the vintage year is later than the reporting year. For example, an entity may not retire and report generation for reporting year 2013 and include RECs with a 2014 vintage in that reporting year. Additionally, if RECs are procured after they have been generated, they may not be used for the RPS for reporting years earlier than the year of procurement. For example, entities purchasing 2013 RECs in 2014 and may not use them for the 2013 reporting year.

You must also submit a signed WREGIS Attestation Form for Retail Sellers and for POUs. The template for the attestation is located on the Energy Commission's website and in Appendix B of this guidebook.

Instructions for Filing a NERC e-Tag Summary Report Using WREGIS:

On an as requested basis you may be required to submit to the Energy Commission your "NERC e-Tag Summary Report" along with your "State/Provincial/Voluntary Compliance Report." Please confirm that your NERC e-Tags are in your account before filing your State/Provincial/Voluntary Compliance Report.

1. Go to www.wregis.org and log in to your account by selecting the "WREGIS Login" button on the left hand side of the page.

2. Select the "NERC e-Tag Summary Report" from the "Account Holder Reports" module on the left side of your screen.

3. Double-check your report to ensure that all information is correct and complete.

4. Click the icon on the upper far right of your NERC e-Tag Summary Report to "Export." This will open a pop-up screen titled "Report Export Request."

5. For POUs, the report must be submitted to the Energy Commission by July 1 for reports on the previous calendar year. For retail sellers, the report must be submitted electronically to the California Energy Commission and the California Public Utilities Commission by July 1 for reports on the previous calendar year.

   a. Select "Email" radio button at the top of the pop-up window and "CSV" at the bottom by "Report Format." POUs enter the following contact information:

      RPSTrack@energy.state.ca.us

   b. Select "Email" radio button at the top of the pop-up window and "CSV" at the bottom by "Report Format." Retail sellers enter the following contact information:

      rpscompliance@cpuc.ca.gov

   Select "Request" to submit.