

## Renaming Guidance for WREGIS Subaccounts for POUs Compliance Period 4

The [\*Enforcement Procedures for the Renewables Portfolio Standard for Local Publicly Owned Electric Utilities \(RPS POU Regulations\)\*](#), available at <https://www.energy.ca.gov/media/6111>, were adopted by the California Energy Commission (CEC) in December 2020 and became effective July 12, 2021. Section 3207 (c)(2)(D) of the *RPS POU Regulations* requires POUs to provide a preliminary, nonbinding classification of retired electricity products qualifying for each portfolio content category (PCC). CEC staff issued a [\*Subaccount Naming Convention Reporting Guidance\*](#), available at [https://www.energy.ca.gov/sites/default/files/2022-01/WREGIS\\_Subaccount\\_Naming\\_Guidance\\_ADA.pdf](https://www.energy.ca.gov/sites/default/files/2022-01/WREGIS_Subaccount_Naming_Guidance_ADA.pdf), on January 14, 2022. This document provides POUs instructions on CEC's recommended subaccount naming conventions for procurement retirement for Compliance Period (CP) 4 going forward.

CEC staff anticipates that some POUs created retirement subaccounts prior to CEC staff's issuance of the recommended subaccount naming guidance for CP 4. POUs have the option to rename existing Western Renewable Energy Generation Information System (WREGIS) subaccounts, as outlined in Section A below. POUs who cannot rename their subaccounts according to the criteria outlined in Section A, must follow the instructions in Section B.

### A. POUs Requesting to Rename Subaccounts in WREGIS

POUs may request to rename their existing WREGIS subaccounts. To complete a request, POUs must submit the name of the existing subaccount name, exactly as it is spelled in WREGIS, and provide the new subaccount name. Table 1 shows an example of a subaccount renaming request. Requests must be submitted to [RPSTrack@energy.ca.gov](mailto:RPSTrack@energy.ca.gov) with the subject line: "Subaccount Renaming Request for [POU Name]".

Table 1: Sample Request for Subaccount Name Change

Existing Subaccount Name	New Subaccount Name
2021 CA RPS PCC 1	2021 CA RPS PCC 1 LT

**Please note that subaccount name changes can only be completed on a one-to-one basis.** WREGIS' functionality cannot accommodate dividing one subaccount to multiple subaccounts. If existing subaccounts need to be renamed to multiple names to accommodate the LTR classification, POUs should follow the LTR claim identification instructions provided in Section B.

**For security purposes, WREGIS will make this change at CEC's request, and will not accept subaccount renaming requests from POU's. CEC will provide a list to WREGIS for subaccount changes. CEC staff will confirm with the POU's once the request for subaccount name change is complete.**

### **B. POU's Identifying the LTR Classification of Claims**

POU's with claims from short and long-term contracts retired in one subaccount for CP 4 must identify the claims as long-term or short-term. Submission of the LTR classification of CP 4 claims must be submitted during the 2021 annual reporting cycle. **Please note the steps below must be completed after submission and availability of the 2021 WREGIS report in the RPS Online System and prior to attestation and submission of the 2021 Annual Summary Report.**

Instructions for submission of LTR classifications for CP 4 claims:

1. Log into the [RPS Online System](https://rps.energy.ca.gov) (available at: <https://rps.energy.ca.gov>).
2. Once logged in to your organization's account, click on the "Verification" tab.
3. Click "Select" next to your organization's name.
4. From the drop-down menu, select "2021-2024" for the Compliance Period and "2021" for the Reporting Year.
5. Click on the "WREGIS Report" button.
6. Click on the "Excel" button to export the WREGIS data.
7. Save your WREGIS data as an Excel Workbook (\*.xlsx) file.
8. In your saved workbook, insert a new column between columns C and D, "SubAccount" and "WREGISGUID".
9. Name the new column "LTR".
10. In the LTR column, include the LTR classification, indicating LT and ST for a long-term or short-term claim, respectively.
11. Once LTR classifications for reported claims have been identified, save the file as "LTR Classification of 2021 Claims".
12. Using the upload feature in the "POU Narratives" reporting page in the 2021 Annual Summary Report, upload the completed Claim LTR Classification spreadsheet, selecting "other narratives" as narrative type.
13. When the 2021 Annual Summary Report is complete, sign the attestation to complete your submission in the RPS Online System.