

## WREGIS Reporting Guidance - CA Load Serving Entities

Under California’s Renewables Portfolio Standard (RPS), load serving entities (LSE), including Retail Sellers and Publicly Owned Electric Utilities (POU), are required to use the Western Renewable Energy Generation Information System (WREGIS) to track renewable energy credits (REC). On July 1 of each year, LSEs report to the California Energy Commission (CEC) RECs retired in WREGIS for the previous calendar year. **If the due date falls on a weekend or state holiday, the due date becomes the next business day.** This document provides guidance for completing annual reporting through WREGIS.

This WREGIS Reporting Guidance has been updated to complement the Compliance Period 5 Annual Reporting instructions and cover each individual year of Compliance Period 5.

- The 2025 reporting year is due July 1, 2026
- The 2026 reporting year is due July 1, 2027
- The 2027 reporting year is due July 3, 2028

Updates to these instructions will be made if needed during the Compliance Period.

Additional information on retiring RECs for California’s RPS is provided in Chapter 7: Annual Load-Serving Entity Reports in the [Renewables Portfolio Standard Eligibility Guidebook, Tenth Edition](#) (RPS Eligibility Guidebook).

### 1. WREGIS Account Naming Convention

202X RPS Retirement Accounts for procurement should adhere to the naming convention format: **202X CA RPS XXXX YY**

Where 202X is the reporting year, XXXX is the portfolio content category (PCC) classification type or the retail seller’s classification, and YY is the long-term (LT) or short-term (ST) classification code listed in the table below:

LSE Type	XXXX	YY	Account Name Example
POU within a California Balancing Authority	PCC0*, PCC1, PCC2, or PCC3	ST, LT	2025 CA RPS PCC0 LT
POU not within a California Balancing Authority	PCC0*, BNDL, or TREC	ST, LT	2025 CA RPS BNDL ST
Retail Seller	RTSL	Not applicable	2025 CA RPS RTSL

\*PCC 0 can only be classified as LT<sup>1</sup>

Detailed instructions on WREGIS Retirement Account naming conventions are available in the [Subaccount Naming Convention Reporting Guidance](#).

## **2. Completing Retirement, e-Tag Matching, and filing an e-Tag Summary Report**

### **a. Transferring WREGIS Certificates into Retirement Accounts**

To retire RECs for RPS compliance, you must retire the RECs by transferring them from your Active Account to the appropriate Retirement Account for that reporting year. Follow the instructions below to retire RECs for RPS. The retirement account must be set up before starting the retirement process. For RECs requiring e-Tags, the matching process must be completed prior to retiring the RECs. Instructions for completing e-Tag matching can be found in the [e-Tag Participation guide](#) on the WREGIS website (available at: [wecc.org/wecc-document/1401](http://wecc.org/wecc-document/1401)). Retire all RECs claimed under RPS into the appropriate compliance retirement account(s).

1. In the "Certificates" module, use the filters to locate the certificate batches that you wish to retire. Check the box(es) next to the desired batches and click on "retire" at the top right of the screen. **Please note that RECs from facilities interconnected to a California Balancing Authority (CBA) versus those not interconnected to a CBA should be retired in separate transactions.**
2. Verify the selected certificate batches and adjust the certificate numbers in each batch to be retired if needed. Click "Next."
3. Click on "Compliance," a drop-down menu will appear.
4. In the drop down, select "State/Provincial Portfolio Standards." Two more drop-down boxes and a notes box will appear.
5. In the "State" drop down, select California.
6. In the "Compliance Period" drop down, select the year for which you will be retiring the selected RECs.
7. In the notes box, indicate whether the RECs are in state or out of state. Click "Next."
8. Select the appropriate retirement account. Click "Review."
9. Carefully review for accuracy the batches and reasons selected for retirement. If all are correct, click "Retire."

### **b. Importing e-Tags Available in WREGIS for LSEs**

LSEs that are required to demonstrate final e-Tag schedule data to support PCC 1 and PCC 2 claims as part of their RPS compliance must provide additional reporting either

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<sup>1</sup> Pursuant to Section 3202 (a)(2) of the *Enforcement Procedures for the Renewables Portfolio Standard for Local Publicly Owned Electric Utilities (RPS POU Regulations)*, PCC 0 contracts count-in-full towards the RPS procurement requirements outlined in Section 3204 of the *RPS POU Regulations*, which includes the long-term procurement requirement, unless there has been a qualifying contract amendment that triggers a PCC reclassification as specified in Section 3202 (a)(2)(B).

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through WREGIS or other allowable reporting tools. For e-Tags available in WREGIS, the LSE must match the e-Tags into the Account where the corresponding RECs have been retired. **Please note, e-Tag matching to RECs must be completed prior to REC retirement.** E-Tag un-matching cannot occur once RECs are retired. Instructions for completing e-Tag matching can be found in the [e-Tag Participation guide](#) on the WREGIS website (available at: [wecc.org/wecc-document/1401](http://wecc.org/wecc-document/1401))

To match an e-Tag to a REC follow these instructions:

1. In the "Certificates" module, use the filters to locate the certificate batch that you wish to match.
2. Select desired batch and select REC/eTag match.
3. Adjust certificate quantity if needed and hit next.
4. Select desired eTag batch and hit next.
5. Adjust eTag quantity to match REC quantity and hit next.
6. Verify that the correct items and quantities were selected and hit Match e-Tags.

Retail Sellers should also refer to the California Public Utilities Commission's (CPUC) [reporting instructions](#). The CEC does not review e-Tags for Retail Sellers.

### c. Filing an e-Tag Report for POUs

POUs with PCC 1 claims and/or PCC 2 claims from non-CBA facilities are required to submit an e-Tags Report that is matched with claims in the Compliance Report (WREGIS Report). Please confirm that your e-Tags are in your WREGIS Account and matched to RECs before filing your Compliance Report.

**For Compliance Period 5, the CEC prefers POUs with PCC 1 and/or PCC 2 claims from non-CBA facilities to submit the CEC's ["e-Tag Report Form"](#) (Schedule 3 Form), following the [CEC's e-Tag Report Instructions](#), as opposed to filing an e-Tag Summary Report via WREGIS. Using the CEC's e-Tag Report Form will reduce the amount of time needed to complete the verification process.**

## 3. Filing WREGIS Reports and e-Tag Reports

### a. WREGIS Reports


All LSEs must authorize WREGIS to submit retirement information to the CEC. **Please note, Retail Sellers must additionally authorize WREGIS to send retirement information to the CPUC.**

To request retirement information be sent from WREGIS, the following is required for each retirement account that must be reported for compliance:

1. From the Accounts module, select Retirement.
2. Filter the list to find the needed retirement account.
3. Select the hyperlink for the certificate quantity in the needed retirement

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account. A list of certificates contained in the account will appear.

4. At the upper right-hand side of your screen, select the report export symbol . A pop up will appear.
5. Enter:

### **For all LSEs:**

**Recipient Name:** CEC

**Recipient Email:** [RPSTrack@energy.ca.gov](mailto:RPSTrack@energy.ca.gov)

### **For Retail Sellers ONLY – also send reports to:**

**Recipient Name:** CPUC

**Recipient Email:** [rpscompliance@cpuc.ca.gov](mailto:rpscompliance@cpuc.ca.gov)


6. Select Send Export Request.
7. Verify the request by going to the Reports Module and viewing the list of pending report requests.

## **b. E-Tag Reports**

As noted above, the CEC prefers POUs with PCC 1 and/or PCC 2 claims from non-CBA facilities to submit the CEC's "[e-Tag Report Form](#)" (Schedule 3 Form), following the [CEC's e-Tag Report Instructions](#), as opposed to filing an e-Tag Summary Report via WREGIS.

However, if using WREGIS to submit e-Tag information, POUs must request the WREGIS e-Tag information be sent to the CEC, and Retail Sellers must request the WREGIS e-Tag information be sent to the CPUC.

The following is required for each retirement account that contains RECs with attached e-Tags that must be reported for compliance:

1. From the Certificates module, go to the e-Tag Details tab.
2. Filter the list to find the needed RECs/retirement account. A list of certificates meeting the criteria will appear.
3. At the upper right-hand side of your screen, select the report export symbol . A pop up will appear.
4. Enter:

### **For POUs – send reports to:**

**Recipient Name:** CEC

**Recipient Email:** [RPSTrack@energy.ca.gov](mailto:RPSTrack@energy.ca.gov)

**For Retail Sellers – send reports to:**

**Recipient Name:** CPUC

**Recipient Email:** [rpscompliance@cpuc.ca.gov](mailto:rpscompliance@cpuc.ca.gov)

5. Select Send Export Request.
6. Verify the request by going to the Reports Module and viewing the list of pending report requests.

**4. Attestation for WREGIS Report(s)**

After CEC staff uploads each LSE annual WREGIS Report to the RPS Online System, the LSE will be notified, and a representative will be required to submit the WREGIS attestation in the LSE's [RPS Online System](#) account.

**5. WREGIS Adjustments**

Generation that qualifies for WREGIS Adjustments must meet the requirements of:

- a. The WREGIS Prior Period Adjustments, or
- b. Other WREGIS Adjustments as defined in Chapter 7.A.2 of the [RPS Eligibility Guidebook](#). To submit a WREGIS Adjustment to the CEC, the LSE must first submit a WREGIS Adjustment request and provide supporting documentation through the [RPS Online System](#). If the CEC approves the request, the LSE may submit the WREGIS Adjustment RECs to the CEC through the [RPS Online System](#).