Wind Generation Data Reporting Quick-Start Guide

This guide is to help a Wind Generation Data Reporting System (WGRS) data reporter quickly use the online reporting system. The guide is a brief summary of the important steps to register, log on, and enter and save data in the online system. The online system takes the place of reporting with spreadsheets and email. Wind plant operators are required to report plant and generation data to meet 20 CCR 1304.

Steps for a quick start

A quick summary of steps to use the system follows. A detailed explanation is given in the User Guide, which is in the Support section of the WGRS site. Other support documents are also in that section.

- If you have not already done so, inform the staff of your organization name; email; and for operators, your project name and CEC ID #. For new projects, contact staff for a CEC ID #. The email is wgrshelp@energy.ca.gov

- Staff will enable your registration in the system, and the online system will send you a notification to register by email. The notification contains a registration code and confirms other information.

- At the WGRS website, https://wgrs.energy.ca.gov register this email with the information you received in the email and create a password for this account. This will notify staff that you have initiated registration.

- Staff will activate your account.

- The system will email you notification that you are registered.

- Log in to the system using your password and email, which is your ID.

- Load information from an existing project or organization and select the new quarter with the button to continue into the next quarter.

- Enter data in each form and schedule and scroll to the bottom to save the report. Correct any highlighted fields and save again if needed.

- When all information has been entered and saved, sign by checking the box at the bottom. Submit the form online by clicking the button.

- Staff will review the form for completeness and consistent data. If you do not hear from staff about submitted forms for the reporting period, no corrections are needed, and you are done for the quarter.

- If corrections are needed, staff will inform you and enable adjustments to the form. Log in to the system, load the project, and make corrections. Then, sign and submit the form again for staff to re-check.

Congratulations! You have completed a report online. We hope you will find this process quick and easy to use. If you need assistance or have suggestions for improvement, feel free to email us.