

WGRS Online Use

Wind Generation Reporting System
Webinar Training for Online Users

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Supply Data Analysis Unit
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Background

- Required reporting by wind energy operators
 - 20 CCR Section 1304
- Applies to wind energy from plants in California
 - Of nameplate capacity ≥ 1.0 MW
- Contributes to modernizing data collection programs
 - QFER
 - WGRS
 - Petroleum fuels
 - Other programs
- Reporting online saves time & improves data quality



Agenda

- Terms, applicability, & software
- Registering
- Logging in
- Loading previous report & continuing
- Entering data in current period
- Verifying and submitting report
- Correcting previous data
- Starting report for a new project or company
- Change in basic parameters
- Support resources



A Few Terms

- “Reporter” / “online user” is an organization required to report data
- An “Operator” operates a generation project
- “Company” refers to either a private or public organization
- “Staff” are employees of the Energy Commission



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Applicability and Due dates

- Online system collects same data types as offline reporting, from same parties
- California wind energy from projects of nameplate capacity ≥ 1.0 MW
 - Operators of wind generation
- Data due on the 15th day of May, August, November, and February, for previous quarter
 - For example, Qtr. 1 (Jan.-Mar.) data due May 15th
 - If due date falls on weekend or holiday, data due the next business day



Software Requirements

- Microsoft Edge preferred
- Designed for desktop PC's rather than mobile devices
- Chrome and Safari should work for most features
- Firefox is not recommended
- No known issues with Apple systems



Report Forms & Schedules Appear as a Web Page

- Reporter verification of completeness & accuracy
 - Operator's report
 - Identification of plant
- Technology in plant
- Energy generated by either large ≥ 10 MW or small < 10 MW plant



Register Online

- Staff set up registration for reporters
- System emails a notification to register, containing code and instructions
- At WGRS website, reporter registers with code received & creates a password
- This notifies staff that account has registered
- Staff activates account



At Registration Page, Enter Information & Create Password

Wind Generation Reporting System

WIND POWER
California Energy Commission

Register | Forgot Password? | Help

HOME

Register

* First name * Last name

* -- Select Your Company (Required) -- * (Code) RegCode

* (Your email is your username)
myemail@domain.com

* (Make sure to create a password)

Password * Re-type password *

* Required

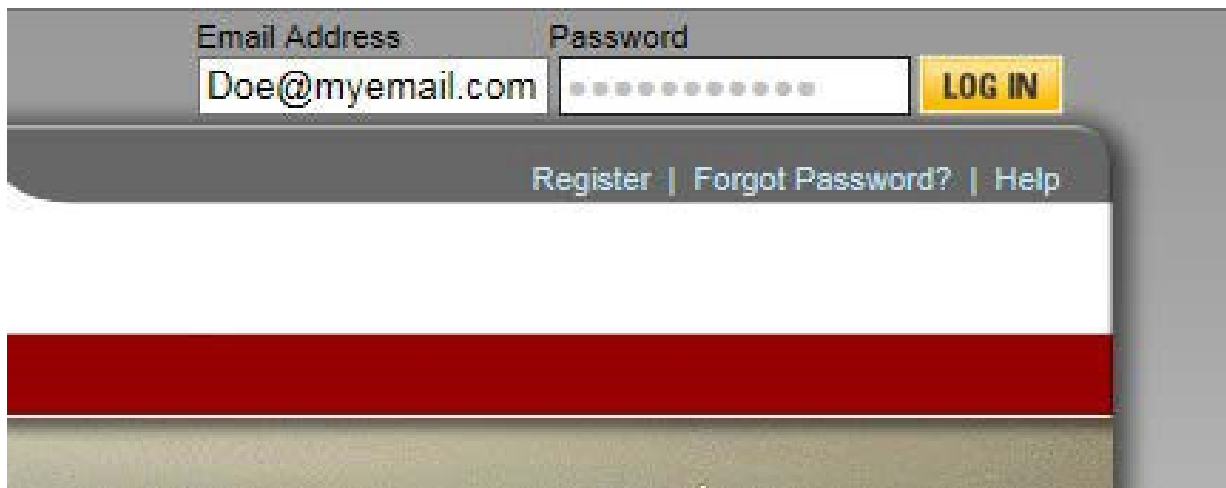
Password Requirements

- Between 15-25 characters
- An Upper Case Letter
- A Number
- At Least 1 of the Following `~!@#%&^*(_)-+`

I agree to the [California Energy Commission Terms and Privacy](#)

Create Account

When Account is Active, Log In with Email and Password



The image shows a login interface with the following elements:

- Email Address:** A text input field containing "Doe@myemail.com".
- Password:** A password input field with 10 dots representing masked characters.
- LOG IN:** A yellow button with black text.
- Links:** A horizontal bar containing the text "Register | Forgot Password? | Help".
- Decorative Elements:** A thick red horizontal bar and a grey horizontal bar are positioned below the login form.



After Log In: See Option Buttons at Top of Home Page (New plant, Load existing, Support)



WIND POWER
California Energy Commission

GORDON.HUANG Logout

HOME START NEW PLANT LOAD EXISTING REPORT SUPPORT

Wind Generation Reporting System

Photos: Terra-Gen, AWEA

➔ Wind Generation Online Reporting

The Wind Generation Reporting System (WGRS) accepts generation data from wind plants operating in California. Reporting is required for wind projects rated 1 MW and larger in nameplate capacity. WGRS data is reported by wind plant operators. The online reporting form includes:

- Verification of reporting party
- Plant identification
- Plant technology list
- Energy production from plants rated at least 1 MW in capacity

As of January 1, 2022, plants rated at 1 MW but less than 10 MW must report annually but may report quarterly. Plants 10 MW and larger continue to report monthly data each quarter. Parties purchasing wind energy are no longer required to report.

Reporting in the online WGRS meets the requirements of 20 CCR 1304, Quarterly Fuels and Energy Reports (QFER) for power plants in California. Out-of-state wind plants file offline under 20 CCR 1304.

Reporting parties are encouraged to submit data through the online web portal in lieu of completing spreadsheets and PDF files. Operators may contact CEC staff to request online access: wgrshelp@energy.ca.gov

Load Previously Reported Data

- Click “Load Existing Report”
- Select year & quarter from lists
- Click “Load”



Select Reporting Period

The screenshot displays the 'Wind Power' website for the California Energy Commission. At the top left is the logo for the 'Wind Generation Reporting System'. The main header includes the text 'WIND POWER California Energy Commission' and a user name 'GORDON HUANG Logout'. A red navigation bar contains the following links: HOME, START NEW PLANT, LOAD EXISTING REPORT, and SUPPORT. Below the navigation bar is a large banner image of a wind farm at sunset, with a dirt road leading through the field. The text 'Photos: Terra-Gen, AWEA' is visible in the bottom right corner of the banner.

Below the banner, there is a section titled 'Editing' with a green arrow icon. The main content area features a reporting period selection interface. It includes a dropdown menu currently set to '2022', a row of radio buttons for 'Q1', 'Q2', 'Q3', 'Q4', 'Small Plants', and 'All', and a dropdown menu for selecting a project, currently showing '-- Select A Project --'. A 'Load' button is positioned below the project selection dropdown.

At the bottom of the page, there is a 'Color code:' section with a legend for report statuses: Initial (pink), Pending (blue), Submitted (green), Adjusting (yellow), Reviewed (grey), and Completed (light green).

Two green arrows are overlaid on the image: one points to the 'LOAD EXISTING REPORT' link in the navigation bar, and the other points to the '2022' dropdown menu in the reporting period selection area.

On Previous Period Reporting Form, Button Shows for Data Entry for Next Period

Verification

I declare under the penalty of perjury of the laws of the State of California that I am authorized by

[REDACTED]

to submit the enclosed report. This report fulfills the requirements for CCR, Title 20, Division 2, Section 1304. To the best of my knowledge and belief and based on due diligence, the matters contained in this report are true, accurate, complete, and in compliance with this regulation.

2/28/2023

Data set for 2022 is submitted

Submission of data set for 2022 was finished



Data entry for Q1 2023

Edit Information in Next Period on Form

EDITING CEC-1384 (TEST PROJECT - W0999 - Q1 2015)



STATE OF CALIFORNIA
CALIFORNIA ENERGY COMMISSION

WIND PROJECT PERFORMANCE - VERIFICATION

CEC-1384 (Issued 12/13)

Person Submitting the Report

Name:	<input type="text" value="Mathew"/>	<input type="text" value="Prindle"/>	<input type="text"/>	<input type="text" value="Energy Specialist"/>
	<small>First*</small>	<small>Last*</small>	<small>M.I.</small>	<small>Position Title</small>
Company:	<input type="text" value="Mathews MegaWatts x"/>			
	<small>Company Name*</small>			
Address:	<input type="text" value="1234 Street Name"/>	<input type="text"/>	<input type="text" value="Sacramento"/>	<input type="text" value="CA"/> <input type="text" value="95814"/>
	<small>Street</small>	<small>PO Box</small>	<small>City*</small>	<small>State*</small> <small>Zip*</small>
Contact:	<input type="text" value="999-888-7777"/>	<input type="text" value="John.Doe@myemail.com"/>	<input type="text" value="999-888-7777"/>	
	<small>Phone</small>	<small>Email*</small>	<small>Fax</small>	

Company Submitting the Report (Wind project Operators and wind energy Purchasers must report this data to meet 20 CCR Sections 1381-1389)

Name:	<input type="text" value="Mathews MegaWatts x"/>			
	<small>Company Name*</small>			
Address:	<input type="text" value="1234 Street Name"/>	<input type="text"/>	<input type="text" value="Sacramento"/>	<input type="text" value="CA"/> <input type="text" value="95814"/>
	<small>Street</small>	<small>PO Box</small>	<small>City*</small>	<small>State*</small> <small>Zip*</small>

Reporting Period	<input type="text" value="Q1: Jan - Mar"/>	<input type="text" value="2015"/>
	<small>Period *</small>	<small>Year *</small>

Verification

I declare under the penalty of perjury of the laws of the State of California that I am authorized by **Mathews MegaWatts**, to submit the enclosed or attached report. This report fulfills the requirements for CCR, Title 20, Division 2, Sections 1304 and 1385 and/or section 1386. To the best of my knowledge and belief and based on due diligence, the matters contained in this report are true, accurate, complete, and in compliance with these regulations.

6/22/2015

STATE OF CALIFORNIA
CALIFORNIA ENERGY COMMISSION
WIND PLANT - VERIFICATION

(Issued 01/2022)

Starting with 2022 data periods, parties that are purchasers only of wind energy are not required to report. Parties that operate wind generation plants continue to report data.

Continue to Identification

Person Submitting the Report					
Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	First*	Last*	M.I	Position Title	
Company:	<input type="text"/>				
	Company Name*				
Address:	<input type="text"/>	<input type="text"/>	<input type="text"/>	CA <input type="text"/>	<input type="text"/>
	Street	PO Box	City*	State*	Zip*
Contact:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Phone	Email*		Fax	

Asterisks are required field.

Company Submitting the Report (Wind plant Operators must report this data to meet 20 CCR Section 1304)					
Name:	<input type="text"/>				
	Company Name*				
Address:	<input type="text"/>	<input type="text"/>	<input type="text"/>	CA <input type="text"/>	<input type="text"/>
	Street	PO Box	City*	State*	Zip*

Red note shows missing or inconsistent data

Reporting Period	
<input type="text" value="-Select-"/>	<input type="text" value="2023"/>
Period *	Year *

Staff notes 1304

WIND PLANT TURBINE TECHNOLOGY

Wind Power Project Name * [REDACTED]
 EIA Plant ID [REDACTED]

Technology

CEC Plant ID Number [REDACTED]							
For wind turbines operable during the reporting period.							
Wind Turbine Group ID*	Number Of Turbines*	Manufacturer*	Turbine Model*	Rotor (m ²)*	Turbine Size (kW)*	Rated wind speed (m/sec)*	Hub Height (m)
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
						Del Last Record	New Record

**Total (kW)	150,000
The change in total capacity (kW) from the previous quarter is (Positive numbers are an increase in capacity. Negative numbers are a decrease in capacity.)	0

** Total Power = Power of Row₁ + Power of Row₂ + + Power of Row_n
 Where Power of Row = (Num of Turbines * Turbine Size)

Staff notes

Process completed - by gordon.huang@energy.ca.gov

If ≥ 10 MW Plant, Monthly Generation

Wind Power Project Name

EIA Plant ID

CEC Plant ID Number													
Wind Turbine Group ID													
*Change in no. of turbines	Jan Gross MWh	Feb Gross MWh	Mar Gross MWh	Apr Gross MWh	May Gross MWh	Jun Gross MWh	Jul Gross MWh	Aug Gross MWh	Sep Gross MWh	Oct Gross MWh	Nov Gross MWh	Dec Gross MWh	Electricity Produced (MWh)
AW1													
0													
Plant Use (MWh)													
Total Gross Generation (before plant use) (MWh)													
Plant Net Generation (MWh)													
Onsite Use (MWh)													
0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sales for Resale (MWh)													
0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sales to End Users (MWh)													
0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sum Check Row (MWh)													
0	0	0	0	0	0	0	0	0	0	0	0	0	0

Operator comments	Informational messages
<div style="border: 1px solid gray; height: 80px;"></div>	<p>The Project's net capacity factor for the current period is <input type="text"/> Based on energy in MWh</p> <p>The change in number of turbines from the previous period is 0</p>
<p>* Enter the change in number of turbines from the previous quarter. Enter an increase as a positive number and a decrease as a negative number. The number in the previous quarter plus the change equals the current number of turbines.</p>	

Staff notes

With Plant Use

If < 10 MW Project, Annual Generation

Wind Power Project Name						
EIA Plant ID						
CEC Plant ID Number						
Operator's Turbine ID or Group ID						
*Change in no. of turbines	Electricity Produced this year (MWh)					
1						
0						
Plant Use (MWh)						
Total Gross Generation (before Plant use) (MWh)						
Plant Net Generation (MWh)						
Onsite Use (MWh)						
Sales for Resale (MWh)						
Sales to End Users (MWh)						
Sum Check Row (MWh)						
Operator comments				Informational messages		
<div style="border: 1px solid gray; height: 80px;"></div>				The Project's net capacity factor year-to-date is %. Based on energy in MWh		
				The change in number of turbines from the previous year is 0		
* Enter the change in number of turbines from the previous quarter. Enter an increase as a positive number and a decrease as a negative number. The number in the previous quarter plus the change equals the current number of turbines.						

Staff notes

With Plant Use

Verify & Submit Report

- When all data entered, proofread all pages in reporting period
- Return to Form & attest with checkbox
- Submit form online
- Completion message should appear



Check Box & Click to Submit



Congratulations!

Thank you for your report

Thank you for submitting a Wind Energy Report.

The review and processing of your report typically takes 3 to 5 business days. If during the review, there is an issue with your report, CEC staff will contact you. In addition, you can always check to see your project status by clicking on the "Load Project" link.

If you have any other questions don't hesitate to [Contact Us](mailto:wgrshelp@energy.ca.gov) at wgrshelp@energy.ca.gov.



Follow-Up Depends on Data Review

Data is incomplete or inconsistent

- Staff marks report as needing adjustment
- Staff enables online editing for the quarter by reporter
- Reporter loads report, adjusts data, & re-submits data

Data is complete & consistent

- Staff marks report as complete
- Reporter is done for the quarter and project
- If an operator, proceed to report for other projects you operate



Report Status Shown on Page to Load Projects

Color code:

Initial Pending Submitted Adjusting Reviewed Completed



Summary of Steps

- See emails received for registration code & instructions
- Go to <https://wgrs.energy.ca.gov>
- Register online & receive confirmation email
- Log in
- Review data from earlier quarters
- Continue into next period & enter new data
- Sign & submit report for reporting period
- If requested, make adjustments, & re-submit report online



To Correct Data from an Earlier Quarter

- Used when reporter discovers need to revise data of an earlier period during a later quarter
- Email staff noting the period needing revision
- Staff will either enter revision or set report for adjustment
- If staff directs, reporter enters revision online and re-submits



For a New Project or Company, Create New Report

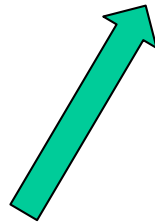
- Staff must set up new project / company in system
- At home page, click to Start New Report
- Enter data in form and save form
- Click for generation
- Enter data on each form and save each
- Proceed through required forms
- Return to form, sign, and submit



Start Reporting for a New Project or Company



The screenshot shows the top navigation bar of the Wind Power reporting system. On the left is the logo for the Wind Generation Reporting System, which includes three stylized wind turbines in red, blue, and green. To the right of the logo is the text "WIND POWER" in large blue letters, with "California Energy Commission" in smaller orange letters below it. Further right, the user name "GORDON.HUANG" and a "Logout" link are displayed. Below this is a red navigation bar with four white buttons: "HOME", "START NEW PLANT", "LOAD EXISTING REPORT", and "SUPPORT".



Type First Letter of Project Name & Select Name that Appears

CEC ID # Will Fill in Based on Information Provided to Staff

Wind Power Information

1. Wind Power Project Name*

2. CEC Plant ID*

3. EIA Plant ID

4. Resource Scheduling ID

5. WREGIS ID

6. Wind Project Location

Address 1: (a) Street*

Address 2: (b) Street

(c) City* (d) County* (e) State* (f) Zip*

(g) Wind Resource Area*

7. Wind Project Operator (Wind project Operators must report this data to meet 20 CCR Sections 1381-1389)

Operator: (a) Operator Name*

Address: (b) Street (c) PO Box (d) City* (e) State* (f) Zip*

Changing Basic Parameters of an Existing Generator

- New name, new operator, merging plants, or split in plant
- Send details to: wgrshelp@energy.ca.gov
- Staff will provide further guidance



Support Resources

WIND POWER
California Energy Commission

GORDON HUANG Logout

HOME START NEW PLANT LOAD EXISTING REPORT **SUPPORT**

- ◉ **Glossary**
Wind Generation Reporting Systems Glossary by Energy Commission Staff
- ◉ **WGRS Offline Form Instructions**
For online reporting, use the tabs above to START NEW PROJECT or LOAD EXISTING REPORT.
- ◉ **WGRS Training Slides**
- ◉ **CEC IDs List**
CEC ID #'s and cross references
- ◉ **FAQs**
Frequently Asked Questions
- ◉ **Quick Start Guide**
- ◉ **User Guide**
- ◉ **Access Rights**
Setup User Roles
- ◉ **Bundle Upload Template**
Please use this template to upload multiple rows of data for Schedule_3, Schedule_4, and Purchases_Info.
- ◉ **Email Code Distribution**
Send out registration code
- ◉ **Activate User Accounts**

- Support documents posted online
- Email & phone assistance
- Contact wgrshelp@energy.ca.gov



Online Reporting is Preferred

Offline reporting is available, *but*

- Online method is more efficient
- Saves time of reporting party and staff
- Eliminates spreadsheet and PDF file preparation, processing, & editing
- Allows reporting through the Internet
- Allows access by more than one person in company
- Improves data quality
- Allows easier data corrections
- Provides secure storage of data



Thanks for Going Online



<http://www.computerhope.com>



Questions?



For questions about the WGRS program, please contact
wgrs@energy.ca.gov

