WPRS Online Data Reporting Frequently Asked Questions

This is a brief set of frequently asked questions about online WPRS reporting. For a quick-start guide to reporting, see the Quick-Start Guide posted on the Support section of the WPRS Web site. For a full explanation, refer to the User Guide, also posted on the WPRS website.

Q: How do I obtain a **key code** to enable registering for online reporting?

A: Request an account from the staff. After they have reviewed your information, the system will email you a unique code to use in registering. Use this code and your company (and project) information to register online.

Q: May **several employees** of the same company register to report data for that company?
A: Yes. Any employee of the company may register after the staff enables this. To use this capability, contact the staff for details.

Q: May I enter or edit the data of **another organization**?
A: Yes. You may enter data for another generation operator or energy purchaser if you have reporting responsibility for that organization. Inform the staff if you are responsible to report for more than one party.

Q: What happens **after I request** a user account for reporting?
A: After you request an account of the staff, they will either send you registration information or contact you for clarification.

Q: Can I register as **both** a generation operator and also as an energy purchaser?

A: Yes, if your organization operates as both an operator and energy purchaser. In your request to register, state which role(s) you perform. Staff will enable system use for both roles if appropriate. If you change roles, email staff at wprshelp@energy.ca.gov

Q: What can I do if my Internet **browser** does not connect or function properly with the online Web portal?

A: Use the supported browser: Internet Explorer, version 8 or later. Use the Web portal through a desktop computer rather than from a mobile device. For details on other browsers, see the User Guide posted in the Support section of the WPRS Web site.

Q: Are there help **documents** available?

A: Yes. Several documents area available in the Support section of the Web site, including instructions, a glossary, a list of CEC ID #'s, a quick-start guide, a template for uploading data, and a user guide.

Q: How can I get more **assistance** with online reporting?

A: If you need assistance, send an email to wprshelp@energy.ca.gov describing the problem. If you would like to discuss by phone, send your business number and request a call from the staff.

Q: Is WPRS data reporting the same as reporting for the **QFER** program?

A: No. Although there are some similarities, the reporting forms and the data required are different. Online reporting forms are accessed at the WPRS Web site: https://wprs.energy.ca.gov

Q: May I report data in the old method using **spreadsheets and pdf** verification sheets and emailing them?

A: The Energy Commission is moving to online data reporting programs, and users are encouraged to report using online reporting. During a limited interim period, you may report data either with the new online reporting or with the older method. Users should transition to the online system as soon as possible. For help with the old, manual method and completing spreadsheets, see the Forms & Instructions posted on the official site at: https://wprs.energy.ca.gov

Q: May I submit data to the WPRS **email address** during the interim period of offline reporting?

A: No. Submit data through the QFER mailbox: QFERGEN@energy.ca.gov

Q: What if I submitted data to the WPRS **email account** instead?

A: For a limited time, you may re-submit it to the QFERGEN@energy.ca.gov email. Following that, you should make the transition to online reporting.

Q: Will information on **non-reporting** parties be publicly accessible?

A: Yes. Names of non-reporters will be posted on the Energy Commission's public website.