

# WPRS Online Use

Wind Performance Reporting System  
Webinar Training for Online Users

July 8, 2015

John Hingtgen

Mathew Prindle

[wprshelp@energy.ca.gov](mailto:wprshelp@energy.ca.gov)

Supply Analysis Office  
Energy Assessments Division



# Comments by Ivin Rhyne, Manager Supply Analysis Office

- Required reporting by wind operators and energy purchasers
  - 20 CCR Sections 1381-1389 (Wind reporting)
  - 20 CCR Section 1304 (QFERGEN reporting)
- Applies to wind energy from plants in California
  - From nameplate capacity  $\geq 1.0$  MW
- Contributes to modernizing data collection programs
  - WPRS
  - Petroleum fuels
  - Other programs
- Reporting online should save time & improve data quality



# Today's Presentation

- 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

*Please hold questions until the end of the presentation*



# A Few Terms

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



# Applicability and Due dates

- Online system collects same data types as old system, from same parties
- California wind energy from projects of nameplate capacity  $\geq 1.0$  MW
  - Operators of wind generation
  - Purchasers of wind energy
- Data is due on the 15th day of March, June, September, and December, for previous quarter
  - For example, Qtr. 1 (Jan.-Mar.) data is due June 15
  - If due date falls on weekend or holiday, data is due the next business day



# Software Requirements

- Internet Explorer, version 8 or higher
- 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 Web Pages

- Form 1384: All reporters complete verification of completeness & accuracy
- Form 1385: Operator's report
  - Schedule 1 (Identification)
  - Schedule 2 (Technology)
  - Schedule 3 ( $\geq 10$  MW) or Schedule 4 ( $< 10$  MW) for energy generated
- Form 1386: Energy purchaser's report



# Register Online

- Staff set up registration for reporters
- System emailed a notification to register, containing code and instructions
- At WPRS website, register with code received & create a password
- This notifies staff that you registered
- Staff will activate account & email notification that account is active.





# At Registration Page, Enter Information & Create Password

The screenshot shows a web browser window displaying the registration page for the Wind Power California Energy Commission. The page has a dark grey header with a search bar for 'Email Address' (containing 'myemail@domain.c') and 'Password', and a yellow 'LOG IN' button. Below the header is a white navigation bar with the 'Wind Performance Reporting System' logo, the 'WIND POWER California Energy Commission' logo, and the text 'Initial Release\*'. A red bar below the navigation bar contains the 'HOME' link. The main content area is white and features a 'Register' section with a grey header. The registration form includes the following fields and elements:

- \* First name
- \* Last name
- \* -- Select Your Company (Required) -- (dropdown menu)
- \* (Code) RegCode
- \* (Your email is your username) myemail@domain.com
- \* (Make sure to create a password) [password field]
- Re-type password \*
- \* Required
- I agree to the [California Energy Commission Terms and Privacy](#)
- 

A green arrow points to the email field.

\* This web site should be used to report actual data. The site contains the features needed to allow users to enter and submit data. The software may be refined over time, and user feedback is welcome.  
[Back to Top](#) | [Conditions of Use](#) | [Privacy Policy](#) | [Contact Us](#)  
Copyright © 2015 State of California

# When Account is Active, Log In with Email and Password

The image shows a login interface with a grey header bar. On the left, the text "Email Address" is above a white input field containing "Doe@myemail.com". To the right, the text "Password" is above a white input field filled with ten dots. A yellow "LOG IN" button is positioned to the right of the password field. Below the input fields, the text "Register | Forgot Password? | Help" is displayed in a smaller font. The main content area below the header is mostly white, with a prominent red horizontal bar and a grey horizontal bar at the bottom.



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



**W**ind  
performance  
Reporting System

**WIND POWER**  
California Energy Commission Initial Release\*

WIND\_ENERGY Logout

HOME START NEW REPORT LOAD EXISTING REPORT SUPPORT

## ➔ Wind Performance Online Reporting

The Wind Performance Reporting System (WPRS) is for reporting wind energy generation and purchase data from wind plants in California. The reporting is required of projects of 1 MW capacity and larger, as well as parties who purchase wind energy. WPRS data is reported on forms submitted by wind plant generators (operators) and by wind energy purchasers. Tabs above link to the reporting forms listed below. The required reporting forms are:

**All wind project operators and energy purchasers report on:**

- CEC-1384: Verification

**Wind project operators report on Schedules 1, 2, and 3 or 4:**

- CEC-1385, Schedule 1: Wind project identification
- CEC-1385, Schedule 2: Wind project turbine technology list
- CEC-1385, Schedule 3: Wind energy production from generation projects of at least 10 MW
- CEC-1385, Schedule 4: Wind energy production from generation projects under 10 MW

**Wind energy purchasers report on:**

- CEC 1386: Power purchase data

Purchasers report both energy purchases (in kWh) and maximum available power (in MW).

The reporting is complementary to that of non-wind plants that send Quarterly Fuels and Energy Reports (QFER) for Section 1304 Power Plant Reports to the Energy Commission. For wind plants, the reporting takes the place of their reporting requirement in the existing 1304 reporting forms (except for annual environmental reporting), and it uses reporting forms which are more specific to wind plants.

Reporting parties may enter their data through an online web portal in lieu of submitting completed data forms as Excel spreadsheets. Users must have access set up in order to create reports online. Please contact the staff at this address to request access: [wprshelp@energy.ca.gov](mailto:wprshelp@energy.ca.gov)

# Load Previously Reported Data

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



# Select Reporting Period

Wind performance Reporting System  
**WIND POWER**  
California Energy Commission Initial Release\*

HOME START NEW REPORT LOAD EXISTING REPORT SUPPORT

Editing

2015  
 Q1  Q2  Q3  Q4  All  
-- Select A Project --  
Load

Color code:  
Initial Pending Submitted Adjusting Reviewed Completed

\* This web site should be used to report actual data. The site contains the features needed to allow users to enter and submit data. The software may be refined over time, and user feedback is welcome.

[Back to Top](#) | [Conditions of Use](#) | [Privacy Policy](#) | [Contact Us](#)  
Copyright © 2015 State of California

# Form 1384 of Previous Quarter Shows Button for Data Entry for Next Quarter

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

Name:

Company Name\*

Address:

Street PO Box City\* State\* Zip\*

Reporting Period

Period\* Year\*

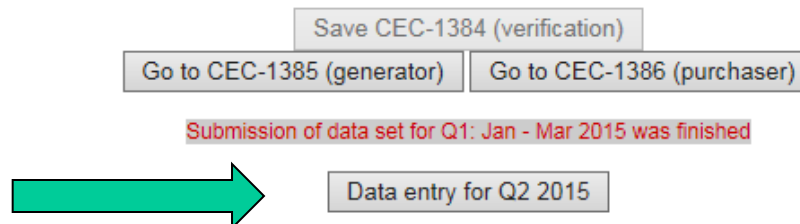
**Verification**

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

Mathew Prindle, Energy Specialist

Data set for Q1: Jan - Mar 2015 is submitted



# Edit Information in Next Quarter on All Forms, Starting with 1384

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 PROJECT PERFORMANCE**

CEC-1385 SCHEDULE 1: Wind Project Identification (Issued 12/13)

Please note that all fields marked with the Asterisks are mandatory.  
Please check the highlighted fields to make sure the data is entered correctly.

**Reporting Period** Q1: Jan - Mar **2015**  
Period Year

**Wind Power Information**

1. Wind Power Project Name*	2. CEC Plant ID*	W0998
Test Project 2 x	3. EIA Plant ID	55555
	4. Resource Scheduling ID	WND_2015
	5. WREGIS ID	W999

**6. Wind Project Location**

Address 1: 111 Windy St (a) Street\* Address 2: (b) Street

Windy City (c) City\* Tehama (d) County\* CA (e) State\* 88888 (f) Zip\*

Tehachapi (g) Wind Resource Area\*

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

Operator: Wind\_energy, LLC (a) Operator Name\*

Address: 111 Wind st (b) Street (c) PO Box Windy City (d) City\* CA (e) State\* 88888 (f) Zip\*

Contact: Wind Energy (g) Name of contact person\* 999-999-9999 (h) Phone number of contact person\*

**8. Wind Project Owner**

Name: Wind\_energy, LLC (a) Owner Name\*

Address: 111 Wind st (b) Street (c) PO Box Windy City (d) City\* CA (e) State\* 88888 (f) Zip\*

**9. Project Nameplate Capacity (MW)** 20 Megawatts\* **10. Cumulative number of turbines installed** 10 Qty\*

**11. Wind Power Purchaser(s)** (See Instructions for explanation)

# Continue to Form 1385, Schedule 1: Identification

Red note shows missing or inconsistent data



ENTER NEW FORM CEC-1385 SCHEDULE 2



STATE OF CALIFORNIA  
 CALIFORNIA ENERGY COMMISSION  
**WIND PROJECT PERFORMANCE**  
 CEC-1385 SCHEDULE 2: Wind Project Turbine Technology (Issued 12/13)

Reporting Period	Q1: Jan - Mar
Year	2015
Wind Power Project Name	Test Project 2
EIA Plant ID	55555

CEC Plant ID Number <b>W0998</b>						
Operator's Turbine ID or Group ID*	Number Of Turbines*	Name of Turbine Manufacturer*	Turbine Model*	Rotor (m2)*	Turbine Size (kW)*	At rated wind speed (m/sec)*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Del Last Record						New Record

<b>**Total (kW)</b>	<b>0</b>
---------------------	----------

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

Save Schedule 2  
 Go to CEC-1384 (verification)    Go to Schedule 1    **Go to Schedule 3**    Go to Schedule 4

Form 1385,  
 Schedule 2:  
 Technology

# If $\geq 10$ MW Project

## Monthly Generation on 1385, Schedule 3

Reporting Period	Q1: Jan - Mar
Year	2015
Wind Power Project Name	Test Project
EIA Plant ID	

CEC Plant ID Number  
**W0999**

Operator's Turbine ID or Group ID													
New Turbines If any	Jan Gross kWh	Feb Gross kWh	Mar Gross kWh	Apr Gross kWh	May Gross kWh	Jun Gross kWh	Jul Gross kWh	Aug Gross kWh	Sep Gross kWh	Oct Gross kWh	Nov Gross kWh	Dec Gross kWh	Electricity Produced (kWh)

1													
0	0	0	0	0	0	0	0	0	0	0	0	0	0

Station Use (kWh)													
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Gross Generation (before station use) (kWh)													
0	0	0	0	0	0	0	0	0	0	0	0	0	0

Wind Project Net Generation (kWh)													
0	0	0	0	0	0	0	0	0	0	0	0	0	0

**Operator comments**

With Station Use    Import Data

# If < 10 MW Project Quarterly Generation on 1385, Schedule 4

Reporting Period	Q1: Jan - Mar
Year	2015
Wind Power Project Name	Test Project
EIA Plant ID	

CEC Plant ID Number <b>W0999</b>									
Operator's Turbine ID or Group ID	Quarter 1 Jan - Mar		Quarter 2 Apr - Jun		Quarter 3 Jul - Sep		Quarter 4 Oct - Dec		Electricity Produced (kWh)
1	0	0	0	0	0	0	0	0	0
Station Use (kWh)									
	0	0	0	0	0	0	0	0	0
Total Gross Generation (before station use) (kWh)									
	0	0	0	0	0	0	0	0	0
Wind Project Net Generation (kWh)									
	0	0	0	0	0	0	0	0	0
Operator comments									
<div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: flex-end; align-items: center;"> <span style="font-size: 1.2em;">^</span>  <span style="font-size: 1.2em;">v</span> </div>									

# Energy Purchases on Form 1386

➔ ENTER WIND POWER PURCHASES



STATE OF CALIFORNIA  
CALIFORNIA ENERGY COMMISSION  
**WIND ENERGY PURCHASES**  
CEC-1386 (Issued 12/13)

Reporting Period	Q1: Jan - Mar
Year	2015
Name of purchaser's firm	Mathews MegaWatts
Name of contact person	Mathew Prindle
Phone number of contact person	999-888-7777

See Instructions for explanation

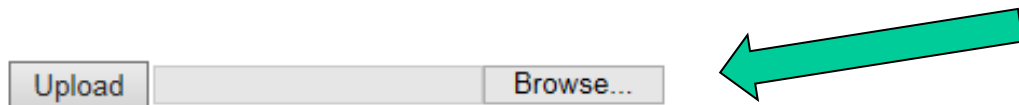
Name of Counterparty *	Purchase contract numbers or identifiers*	Net kWh Procured*	Maximum MW's Operator may deliver*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			<input type="button" value="Del Last Record"/> <input type="button" value="New Record"/>

**\*\*Total (kWH)**

Purchaser comments

# Option to Upload User Data in Template

- From Support page, save the Upload Template to own desktop
- Choose tab for the Form (1385 or 1386)
- Enter data for one reporting period into template
- Order of turbine groups must be same order as shown online
- Do not restructure or re-order the template
- Save data in template on desktop
- Click to import, browse for file, & upload
- When page is complete online, save page
- When all pages are complete, return to 1384



# Optional Data Upload Template

The screenshot shows the Microsoft Excel interface with the following details:

- Title Bar:** BundleUpTemplate.xlsx [Read-Only] - Microsoft Excel
- Ribbon:** File, Home, Insert, Page Layout, Formulas, Data, Review, View, Developer, Acrobat
- Home Tab:**
  - Clipboard:** Paste, Format Painter
  - Font:** Calibri, 11, Bold (B), Italic (I), Underline (U), Text Color, Background Color
  - Alignment:** Wrap Text, Merge & Center
  - Number:** General, Currency (\$), Percentage (%), Decimals (0.00), Increase/Decrease Decimals
  - Styles:** Conditional Formatting, Format as Table, Cell Styles
  - Cells:** Insert, Delete, Format
  - AutoSum:** Fill, Clear
- Formula Bar:** J1 (PLEASE DO NOT MODIFY THIS SPREADSHEET FORMAT EXCEPT DATA ENTRY)
- Spreadsheet Grid:**
  - Row 1:** A: ENERGY Generation, B: (blank), C: (blank), D: (blank), E: (blank), F: Station Use, G: (blank), H: (blank), I: (blank), J: (PLEASE DO NOT MODIFY THIS SPREADSHEET FORMAT EXCEPT DATA ENTRY), K: (blank), L: (blank), M: (blank), N: (blank), O: (blank), P: (blank), Q: (blank)
  - Row 2:** A: Jan-Mar, B: Apr-Jun, C: Jul-Sep, D: Oct-Dec, E: (blank), F: Q1, G: Q2, H: Q3, I: Q4, J: (blank), K: (blank), L: (blank), M: (blank), N: (blank), O: (blank), P: (blank), Q: (blank)
  - Rows 3-10:** Empty grid.

# Verify & Submit Report

- When all data entered, proofread all pages in reporting period
- Return to Form 1384 & attest with checkbox
- Submit form online
- Completion message should appear



# Check Box & Click to Submit

**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.

---

Mathew Prindle, Energy Specialist

6/22/2015

Data information is ready for Submitting





# 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:wprshelp@energy.ca.gov) at [wprshelp@energy.ca.gov](mailto:wprshelp@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://wprs.energy.ca.gov>
- Register online & receive confirmation email
- Log in
- Review data from earlier quarters
- Continue into next quarter & 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 quarter during a later quarter
- Email staff noting the quarter needing revision
- Staff will either enter revision or set report for adjustment
- If staff requests, 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 1384 and save form
- Click for 1385 (generation) or 1386 (purchases)
- Enter data on each form and save each
- Proceed through required forms
- Return to 1384, 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, there is a logo for 'Wind Performance Reporting System' with a circular arrow icon. In the center, the text reads 'WIND POWER' in large blue letters, followed by 'California Energy Commission' in orange and 'Initial Release\*' in grey. On the right, there is a 'WIND\_ENERGY Logout' link. Below this is a red navigation bar with four white buttons: 'HOME', 'START NEW REPORT', 'LOAD EXISTING REPORT', and 'SUPPORT'. A green arrow points from the bottom left towards the 'START NEW REPORT' button.



# 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 projects, or split in project
- Send details to: [wprshelp@energy.ca.gov](mailto:wprshelp@energy.ca.gov)
- Further guidance will be provided



# Support Resources

The screenshot shows the 'WIND POWER' website interface. At the top left is the 'Wind Performance Reporting System' logo. The main header features the 'WIND POWER' logo in blue and orange, followed by 'California Energy Commission' and 'Initial Release\*'. A navigation bar contains links for 'HOME', 'START NEW REPORT', 'LOAD EXISTING REPORT', and 'SUPPORT'. The 'SUPPORT' link is highlighted with a 'Support' tooltip. Below the navigation bar, the support resources are organized into three columns:

- Glossary**: Wind Performance Reporting Systems Glossary by Energy Commission Staff
- WPRS Offline Form Instructions**: Instructions for interim offline reporting. Offline forms may be downloaded [here](#).  
For online reporting, use the tabs above to LOAD PROJECT or ENTER NEW FORM CEC-1384.
- WPRS Training Slides**
- CEC IDs List**: CEC ID #'s and cross references
- FAQs**: Frequently Asked Questions
- Quick Start Guide**
- User Guide**
- Bundle Upload Template**: Please use this template to upload multiple rows of data for Schedule\_3, Schedule\_4, and Purchases\_Info.

- Support documents posted online
- Email & phone assistance
  - Contact [wprshelp@energy.ca.gov](mailto:wprshelp@energy.ca.gov)



# Online Reporting is Strongly Preferred

Older method is still 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 today?



For questions about the WPRS program, contact John Hingtgen

