As required by the Energy Commission's *Renewables Portfolio Standard Eligibility Guidebook, Ninth Edition, (Revised)*, load-serving entities (LSEs) shall report retirement of renewable energy credits (RECs) for the California Renewables Portfolio Standard (RPS) to the Energy Commission annually on July 1 for the previous reporting year. Local publicly owned electric utilities (POU) must also submit annual compliance reports for a given calendar year on July 1 of the subsequent year. Additional requirements for annual compliance reporting for POUs are specified in the *Enforcement Procedures for the Renewables Portfolio Standard for Local Publicly Owned Electric Utilities.*¹ LSEs must submit all reports and supporting documentation to the Energy Commission using the RPS Online System on or before the reporting deadline. The **due date to submit the 2018 annual reports has been extended to August 15, 2019.**

In addition, updates that affect previously submitted 2017 WREGIS Reports have been completed so additional action by LSEs is now required to finalize their 2017 RPS reporting. When 2017 RPS Annual Reports were originally submitted, Energy Commission staff informed LSEs that WREGIS reports would not be uploaded to the RPS Online System until a pending update to the WREGIS certificates was completed to display the RPS IDs on the certificates. In May 2019, Energy Commission and WREGIS staff successfully added RPS IDs to 2017 and 2018 vintage WREGIS certificates that did not previously include this information. To finalize 2017 RPS reporting, LSEs will need to authorize WREGIS to submit the updated 2017 WREGIS Reports to the Energy Commission now that the RPS ID update has been completed. Retail Sellers will also need to authorize WREGIS to submit the updated 2017 WREGIS Reports to the California Public Utilities Commission.

Note that any information or communications created, maintained, and/or stored within the RPS Online System, will become public records subject to disclosure under the California Public Records Act (Government Code Section 6250 et seq.). If your company wishes information submitted to be considered confidential, an authorized representative must submit an application for confidential designation (CEC-13), which can be found on the Energy Commission's website at [http://www.energy.ca.gov/commission/chief_counsel/documents/CEC13.pdf](http://www.energy.ca.gov/commission/chief_counsel/documents/CEC13.pdf).

The following instructions summarize the reporting requirements and the specific reports that must be submitted to the Energy Commission through the RPS Online System by the reporting deadline.

¹ Codified in the California Code of Regulations, title 20, sections 1240 and 3200 – 3208.
RPS Reporting Requirements for all LSEs: due August 15, 2019

1. 2018 WREGIS State/Provincial/Voluntary Compliance Report (WREGIS Report)
For RPS claims retired for reporting year 2018, the LSE must authorize WREGIS to email the WREGIS Report to the Energy Commission. See WREGIS Reporting Instructions, found on the RPS Verification webpage: https://www.energy.ca.gov/portfolio/documents/rps_verification.html.

2. 2017 WREGIS Report (updated)
LSEs will need to authorize WREGIS to resubmit the updated 2017 WREGIS Report to the Energy Commission. Retail Sellers will also need to authorize WREGIS to submit the updated 2017 WREGIS Reports to the California Public Utilities Commission. Refer to the WREGIS reporting information referenced above.

3. Attestations Required for 2017 and 2018 WREGIS Reports
Separate attestations must be completed in the RPS Online System for the 2018 WREGIS Reports and the updated 2017 WREGIS Reports. The RPS Online System is accessible at: https://rps.energy.ca.gov
Following receipt of the 2018 WREGIS Reports from WREGIS, Energy Commission staff will upload the 2018 WREGIS Reports to the RPS Online System. Each LSE will receive an attestation notification when the WREGIS report has been uploaded. Each LSE must log in to the RPS Online System and submit the attestation specific to the 2018 WREGIS Reports.
Separately and as noted above, Energy Commission staff will upload the updated 2017 WREGIS Reports to the RPS Online System. Each LSE will again receive a notification when the 2017 reports have been uploaded and must then complete the attestation specific to the 2017 reports in the RPS Online System.

4. WREGIS Adjustment
For 2018 reporting, LSEs may report generation amounts that qualify as a WREGIS Adjustment and that meet the requirements of the Energy Commission to be included in the RPS verification. To request a WREGIS Adjustment, a representative of the LSE must complete the required information in the RPS Online System.

2018 RPS Reporting Requirements for all POUs: due August 15, 2019

1. 2018 Annual Summary Report
Each POU must complete and attest to the 2018 Annual Summary Report in the RPS Online System: https://rps.energy.ca.gov

2. POU Contracts
Each POU must provide information and supporting documentation for all new contracts entered into or contracts amended in 2018. To provide 2018 contract data, complete all data fields, upload all required documents, and attest to new or amended contracts in the RPS Online System: https://rps.energy.ca.gov

3. e-Tag Reports
For Portfolio Content Category 1 and Portfolio Content Category 2 claims scheduled from outside of a California Balancing Authority, the POU must complete and attest to the e-Tag Report in the RPS Online System: https://rps.energy.ca.gov
CA e-Tags Report
For e-Tag data in WREGIS, the POU must authorize WREGIS to email the CA e-Tags Report to the Energy Commission. Additional information is available in the WREGIS Reporting Instructions, found on the RPS Verification webpage at: https://www.energy.ca.gov/portfolio/documents/rps_verification.html.

e-Tag Report
For e-Tag data not available in WREGIS, the POU must complete and attest to the e-Tag Report in the RPS Online System: https://rps.energy.ca.gov. The POU can upload the data directly into the system using the POU e-Tag Report template, found on the Energy Commission’s RPS Verification webpage: https://www.energy.ca.gov/portfolio/documents/rps_verification.html.

4. Hourly Report
For Portfolio Content Category 1 claims scheduled from outside of a California Balancing Authority, the POU must complete and attest to the Hourly Report in the RPS Online System: https://rps.energy.ca.gov. The POU may upload the data directly into the system using the POU Hourly Report template, found on the Energy Commission’s RPS Verification webpage: https://www.energy.ca.gov/portfolio/documents/rps_verification.html.

Additional RPS Reporting for Qualifying POUs:
POUs with a voluntary green pricing program or shared renewable generation program that wish to report generation to be excluded from 2018 retail sales, in accordance with Public Utilities Code section 399.30 (c)(4)\(^2\), should notify Energy Commission RPS staff by sending an email to: RPSTrack@energy.ca.gov.

POUs with qualifying large hydroelectric generation meeting the criteria of Public Utilities Code section 399.30 (k)\(^3\) or 399.30 (l)\(^4\) that wish to report generation for the third compliance period should also notify RPS staff by sending an email to: RPSTrack@energy.ca.gov.

In both cases, RPS staff will enable fields within the Annual Summary Report so that the amount(s) can be reported.

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\(^2\) As enacted by Senate Bill 350 (De León, Chapter 547, Statutes of 2015)
\(^3\) As enacted by Senate Bill 591 (Cannella, Chapter 520, Statutes 2013)
\(^4\) As enacted by Senate Bill 350 (De León, Chapter 547, Statutes of 2015) and amended by Senate Bill 1393 (De León, Chapter 677, Statutes of 2016)