Western Area Power Administration

On-line Integrated Resource Plan (IRP) Reporting Account Registration & Account Management Instructions

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On-line IRP Reporting Program Account Self Registration:

To access Western's On-line IRP Reporting Program, you must first register for an account. To register for an account, go to http://www.wapa.gov/selfreg/selfreg.aspx , Western Area Power Administration Application Self Registration, and complete the following steps:

1. Complete the Basic Information (Required) section. Select your Region Code and Business Name from the drop down menu. Please note that proper association with your Energy Services representative is dependent upon selecting the correct Region Code for your business.

2. Check the box to the left of "Integrated Resource Plan" under the section entitled "Requested Applications (Required)".

3. Read the Rules of Behavior-Acceptable Use Policies (Required) and check the box below acknowledging that you have read and understand the rules of behavior-acceptable use policy, and agree to abide by these rules.

4. In the Verification (Required) section, enter the code that you see on your screen.

5. Click "Submit" at the lower right corner of the screen to submit the completed form.

After you submit your account request form, your Energy Services representative will review your request, and notify you by email when your account request is approved. Following approval of your account request, you will be assigned a temporary password for use when accessing the On-line IRP Reporting Program for the first time. You will be prompted to change this password at your next sign-in.

Signing In for the First Time:

When signing in for the first time, your "User Name" is the email address you provided during your account self registration. Your password is the temporary password you received in your account approval notification email. You will be prompted to change your password after your first sign-in.

Managing Your Account:

To make a change to your existing account, go to
http://www.wapa.gov/FormsAuth/Login.aspx?ReturnUrl=/irpsubmit/irpsubmit.aspx. After signing in, you can
modify your basic information and manage your password.

Since your email address is used to identify your account in Western's On-line IRP Reporting Program, you are
not allowed to change it. If your email address changes, request a new account at
http://www.wapa.gov/selfreg/selfreg.aspx.

Forgot Your Password?

If you forget your password, or if 90 days have passed since you last signed in, you will be required to request a
"password reset". To reset your password, select the "Forgot your password?" link located on the sign-in page
or go to http://www.wapa.gov/FormsAuth/Login.aspx?ReturnUrl=/irpsubmit/irpsubmit.aspx and click on
"Forgot your password?"

After requesting a password reset, you will receive a temporary password (sent to the email address you
provided during the self registration process). You will be prompted to change this password at your next sign-
in.

Getting Help:

If you have questions or require assistance, contact your Energy Services representative.