Guide to Complete EIA SSO (Single Sign- On) Registration

1. Open your internet browser, and enter in <u>https://signon.eia.doe.gov/ssoserver/login</u> into your search bar.



2. In the window that opens, bypass the UserID and Password requests, and select Register for a UserID.

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User Passwo Register for a Us	id: vid: Logon erfid Forcot your password? Forcot your Userid?
For help with Electricity Surveys: <u>ELA-56 114 geta cor</u> ; <u>ELA-56 0 geta cor</u> ; <u>ELA-56 0 geta cor</u> ; For help with Renewable Surveys (ELA-58); <u>ELA-58 Beta cor</u> ; For help with Carlo Surveys: <u>ELA-51 Ageta cor</u> ; For help with Carlo Surveys: <u>ELA-51 Ageta cor</u> ; For help with Carlo Surveys: <u>ELA-51 Ageta cor</u> ; For help with Carlo Surveys: <u>ELA-51 Ageta cor</u> ; For help with Carlo Surveys: <u>ELA-51 Ageta cor</u> ; For help with Carlo Surveys: <u>ELA-51 Ageta cor</u> ; For help with Carlo Surveys: <u>ELA-51 Ageta cor</u> ; For help with Carlo Surveys: <u>ELA-51 Ageta cor</u> ; For help with Carlo Surveys: <u>ELA-51 Ageta cor</u> ; For help with Carlo Surveys: <u>ELA-51 Ageta cor</u> ; For help with Carlo Surveys: <u>ELA-51 Ageta cor</u> ; For help with Carlo Surveys: <u>ELA-51 Ageta cor</u> ; For help with Carlo Surveys: <u>ELA-51 Ageta cor</u> ; For help with Carlo Surveys: <u>ELA-51 Ageta cor</u> ; For help with Carlo Surveys: <u>ELA-51 Ageta cor</u> ; For help with Carlo Surveys: <u>ELA-51 Ageta cor</u> ; For help with Carlo Surveys: <u>ELA-51 Ageta cor</u> ; For help with Carlo Surveys: <u>ELA-51 Ageta cor</u> ; For help with Carlo Surveys: <u>ELA-51 Ageta cor</u> ; For help with Carlo Surveys: <u>ELA-51 Ageta cor</u> ; For help with Carlo Surveys: <u>ELA-51 Ageta cor</u> ; For help with Carlo Surveys: <u>ELA-51 Ageta cor</u> ; For help with Carlo Surveys: <u>ELA-51 Ageta cor</u> ; For help with Carlo Surveys: <u>ELA-51 Ageta cor</u> ; For help with Carlo Surveys: <u>ELA-51 Ageta cor</u> ; For help with Carlo Surveys: <u>ELA-51 Ageta cor</u> ; For help with Carlo Surveys: <u>ELA-51 Ageta cor</u> ; For help with Carlo Surveys: <u>ELA-51 Ageta cor</u> ; For help with Carlo Surveys: <u>ELA-51 Ageta cor</u> ; For help with Carlo Surveys: <u>ELA-51 Ageta cor</u> ; For help with Carlo Surveys: <u>ELA-51 Ageta cor</u> ; For help with Carlo Surveys: <u>ELA-51 Ageta cor</u> ; For help with Carlo Surveys: <u>ELA-51 Ageta cor</u> ; For help with Carlo Surveys: <u>ELA-51 Ageta cor</u> ; For help with Carlo Surveys: <u>ELA-51 Ageta cor</u> ; For help with Car	

3. Type in the requested information. When you type in Userid, please record the Userid on paper and keep it in an accessible place. You will mainly use this Userid to access the system in all future sessions. Please record the Userid exactly as you have typed it into the input window.

When you type in Password, please record the Password on paper and keep it in an accessible place. You will mainly use this Password to access the system in all future sessions. **Note that the Password is case sensitive**. Please record the Password exactly as you have typed it into the input window.

eia		EIA Single Sign-On Registration			
▶ Get your Single Sign On i	identity	Date: 04/21/2017			
<u>Note:</u> The information supplied on this page applies to the Single Sign On user who reports the data to EIA. Information about the survey contact (the person who would get a call about questionable or missing data and who may be a different person from the SSO user) is updated either within the survey application or by writing to eia-XXX@eia.doe.gov where XXX is the survey number, depending on the survey.					
Please provide some basic contact informat	tion:				
* First Name:					
* Last Name:					
* Phone Number: () -					
Phone Extension:		Check and make sure you			
* Email Address:		entered a correct email			
Please choose a userid and password:		address.			
* Userid:	* Userid: Userid Rules:				
* Password:	 use alpha-numeric characters and underscores only Password Rules: 				
	 use a minimum of 9 chara use a special character (! 	cters @#\$%^&*)			
* Retype Password:	 use at least one lowercase letter use at least one uppercase letter 				
 use at least one numeric character do not include the userid in the password 					
* Populard					
Submit Cancel					
L					

4. If you complete the above steps, the following screen will appear. Select OK and close your web browser.

 Get your Single Sign-On iden 	tity Date: 04/21/2017
Registration Completed	
Your EIA Single Sign-on account has been created	
The next step is to enroll for the surveys you need to	report to EIA. In order to complete the enrolment process, press the Login Now link below (or login again later), select the link Add EIA Survey Reporting Capability, and enter the mail id and code you received from EIA
LOGININOW	The contact information you have entered applies only to you as the Single Sign On user, not to the survey data contact whose contact information is reported within the survey application.
	CK.

- 5. Once you have closed out of your web browser, reopen your browser and return to <u>https://signon.eia.doe.gov/ssoserver/login</u>.
- 6. Enter your UserID you created into the UserID Field, then enter your password into the Password Field. Then, select the Logon button below those fields.

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Use	rid:	Enter your User ID Here
Passw	Logon	Enter your Password Here
Register for a L	serid Eargot your password? Forgot your Userid?	
For help with Electricity Surveys: <u>EIA-8911Mgeta any EIA-8900geta any EIA-8912geta any</u> For help with Renewable Surveys (<u>EIA-639); EIA-8386geta any</u> For help with Unamum Surveys; <u>EIA-312geta any</u> EIA-8510geta any <u>EIA-8556geta any</u> For help with Caal Surveys; <u>EIA-72geta any</u> For help with Caal Surveys; <u>EIA-72geta any</u>		

7. Once you login, you will need to enroll your UserID. Please go to the Enrollment section of this screen, and select Add EIA Survey Reporting Capability (New. Replaces all prior enrollment links).

Here, you will be able to enroll your account, which will then grant you access to the surveys you need to submit.

Welcome, with to EIA's Internet Data Collection System.			
 To enter your survey data for a survey for which you have enrolled, choose the survey link from the Surveys section. To change your contact information, select the "Update Your Account Profile" option from the Update section. If you have never enrolled, choose the option Add EIA Survey Reporting Capability. 			
	Surveys		
	Update Update Your Account Profile		
	<u>Enrollment</u> Add EIA Survey Reporting Capability (New. Replaces all prior enrollment links)		

 To enroll your UserID, you will need to use the MailID and Secret Code that was sent to you. If you need assistance, or did not have a Mail ID and Secret Code sent to you, please email <u>EIA-7A@eia.gov</u> and submit a help inquiry. Someone will be able to assist you.

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Contemporary Content Contemporary Contempora	C
eia	EIA Survey Enrollment
► Add EIA Survey Reporting Capability	Date: 04/21/2017
To register to submit EIA surveys online, please enter your Mail Id and Code in the fields below. If you have not received a Mail Id and Code from EIA, <u>click here</u> . Enter your Mail Id: Enter your Code: Enter your Code: Enter your Secret Code here	
Submit Credentials Cancel / Return to List of Applications	

If you have entered in your Mail ID and Secret Code, select Submit Credentials to enroll your account. **This is the only time you will use the Mail ID and Secret Code sent to you be EIA.** In any further sessions, you will use the UserID and Password you created when you registered for the SSO system.

9. The next window should have the EIA-7A Annual Coal Production and Preparation report as an option for you to access and complete. If you do not see EIA-7A Coal Production Report under your available surveys to complete, please email <u>EIA-7A@eia.gov</u> immediately. Someone will be able to assist you and grant you access to this survey.

If you are responsible for submitting other forms, such as electric forms or other coal forms, you will see those options listed in this window.

10. Once you select the EIA-7A Coal Production Report, you will be brought to a window that has a drop down menu that shows what Mine(s) or Prep Plant(s) you will need to complete a survey for. If there are any Mine(s) or Prep Plant(s) you do not have access to, but need access to, please email <u>EIA-7A@eia.gov</u> immediately.

If you have any other questions or concerns, or need any assistance, please email <u>EIA-7A@eia.gov</u> and someone will be able to help you.