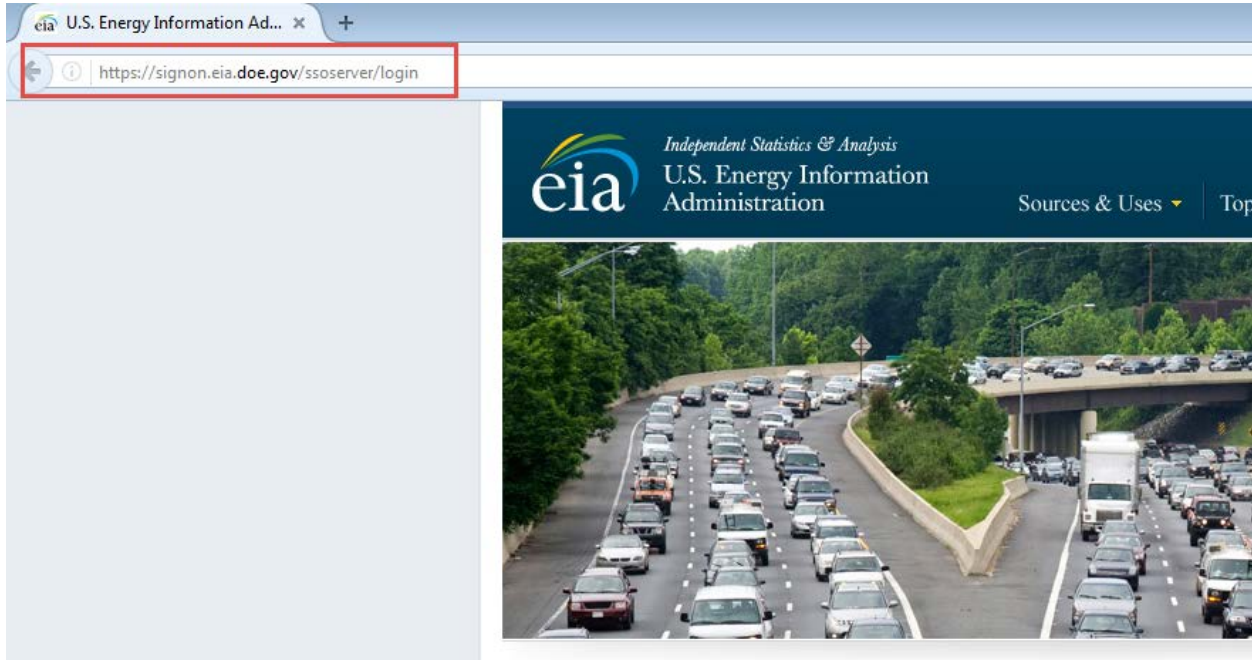
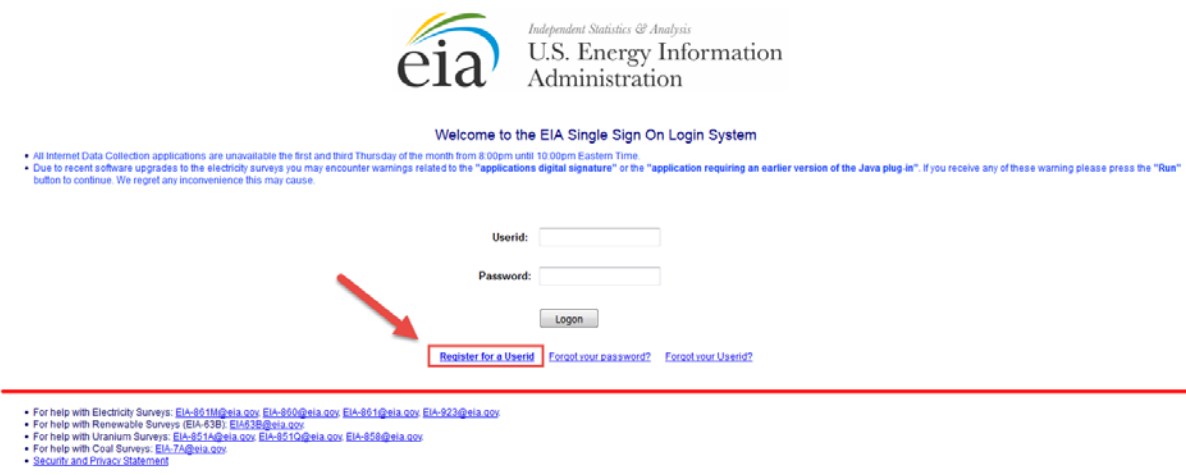


Guide to Complete EIA SSO (Single Sign- On) Registration

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



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



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 identity Date: 04/21/2017

Note: 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 information:

* First Name:

* Last Name:

* Phone Number: () -

Phone Extension:

* Email Address: Check and make sure you entered a correct email address.

Please choose a userid and password:

* Userid:

* Password:

* Retype Password:

Userid Rules:

- o use a minimum of 5 characters
- o use alpha-numeric characters and underscores only

Password Rules:

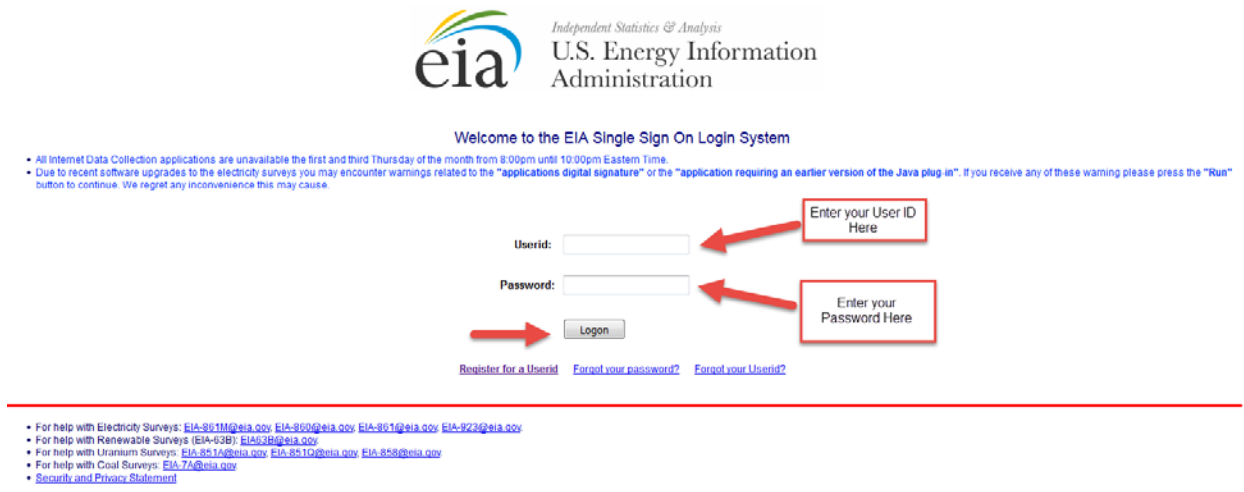
- o use a minimum of 9 characters
- o use a special character (@#%&^*)
- o use at least one lowercase letter
- o use at least one uppercase letter
- o use at least one numeric character
- o do not include the userid in the password

*** Required**

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



5. Once you have closed out of your web browser, reopen your browser and return to <https://signon.eia.doe.gov/ssoserver/login>.
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.



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, [REDACTED], 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.

The screenshot shows a navigation menu with three main sections: **Surveys**, **Update**, and **Enrollment**. The **Enrollment** section is highlighted with a red box and contains the link **Add EIA Survey Reporting Capability (New. Replaces all prior enrollment links)**. The **Update** section contains the link **Update Your Account Profile**.

8. 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 EIA-7A@eia.gov and submit a help inquiry. Someone will be able to assist you.

The screenshot shows the EIA Survey Enrollment form. The form title is **Add EIA Survey Reporting Capability**. It contains two input fields: **Enter your Mail Id:** and **Enter your Code:**. Red arrows point from red boxes containing the text **Enter your Mail ID here** and **Enter your Secret Code here** to the respective input fields. Below the fields are buttons for **Submit Credentials** and **Cancel / Return to List of Applications**. The date **Date: 04/21/2017** is displayed in the top right corner.

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 by 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 EIA-7A@eia.gov 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 EIA-7A@eia.gov immediately.

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