

## Visual Guide for the EIA-6A Internet Data Collection (IDC) Form

Login by entering the following address in an Internet Browser or by clicking on the hyperlink in this guide:

<https://signon.eia.doe.gov/ssoserver/login>

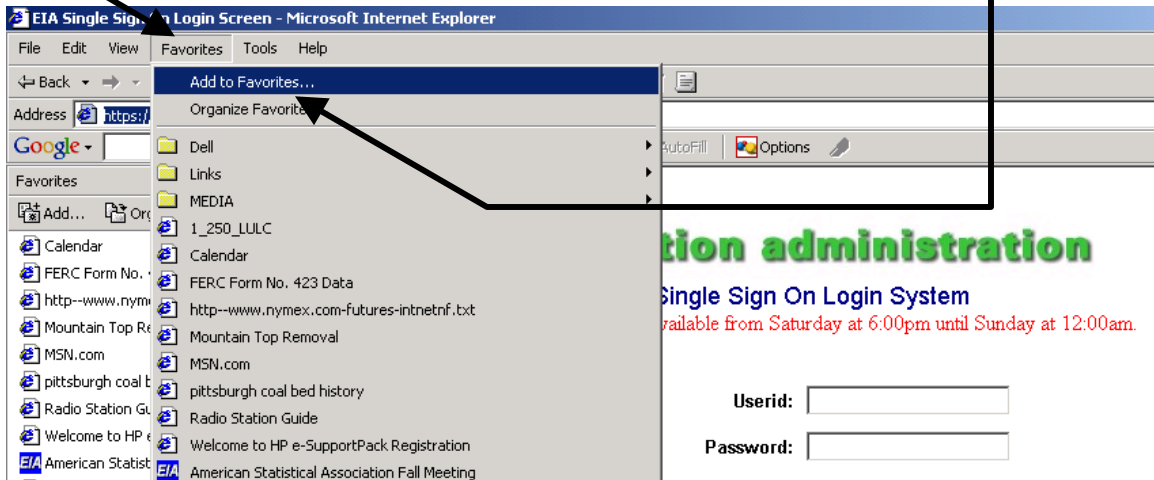
When the Single Sign-On (SSO) window opens enter your Userid and Password.

The screenshot shows the EIA Single Sign-On Login System interface. At the top, it says "energy information administration" in green, followed by "Welcome to the EIA Single Sign On Login System" in blue. Below that, a red message states: "All Internet Data Collection applications are unavailable from Saturday at 6:00pm until Sunday at 12:00am." The EIA logo is on the left. The login form includes "Userid:" and "Password:" labels with corresponding input fields, and a "Logon" button. Below the button are links for "Register for a Userid", "Forgot your password?", "Frequently Asked Questions", and "Security and Privacy Statement". Annotations include a large black box around the top section, arrows pointing to the "Userid:" and "Password:" fields, an arrow pointing to the "Logon" button, and an arrow pointing to the "Forgot your password?" link.

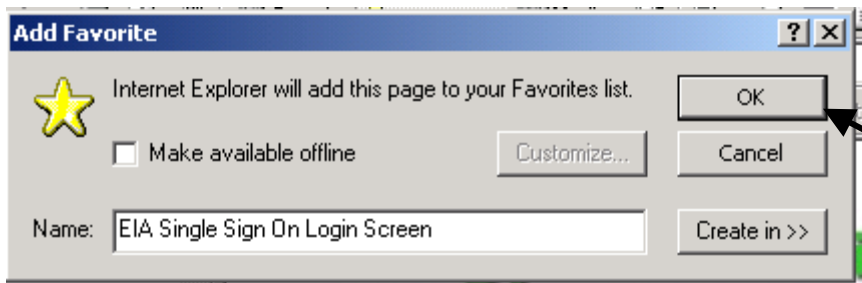
You click the Logon Button to launch the Internet Data Collection (IDC) system, but don't click Logon until you have added the logon to your List of Favorites. **Note: you only have to add the logon to your Favorites List one time** (per instructions on the next page of this guide). **Once it is added you just click on the logon as it appears in your favorite list to launch the SSO screen**

Frequently, we will be sending you your Userid. To maintain security, we never send your password because we don't know it. In case you have forgotten or misplaced your password, you can set a new password by clicking on **Forgot your password?** and following the instructions.

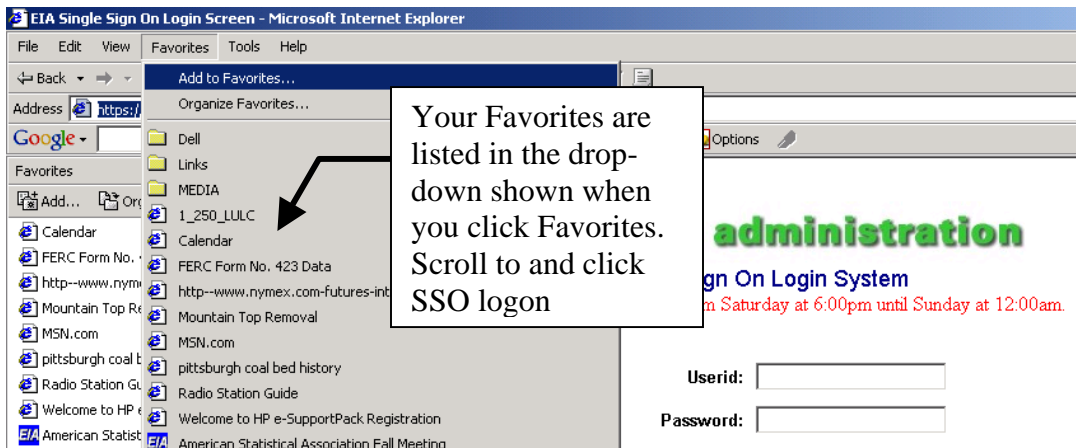
While you still have your Internet Browser open, click Favorites and Add to Favorites to save the SSO logon in the list of favorites.



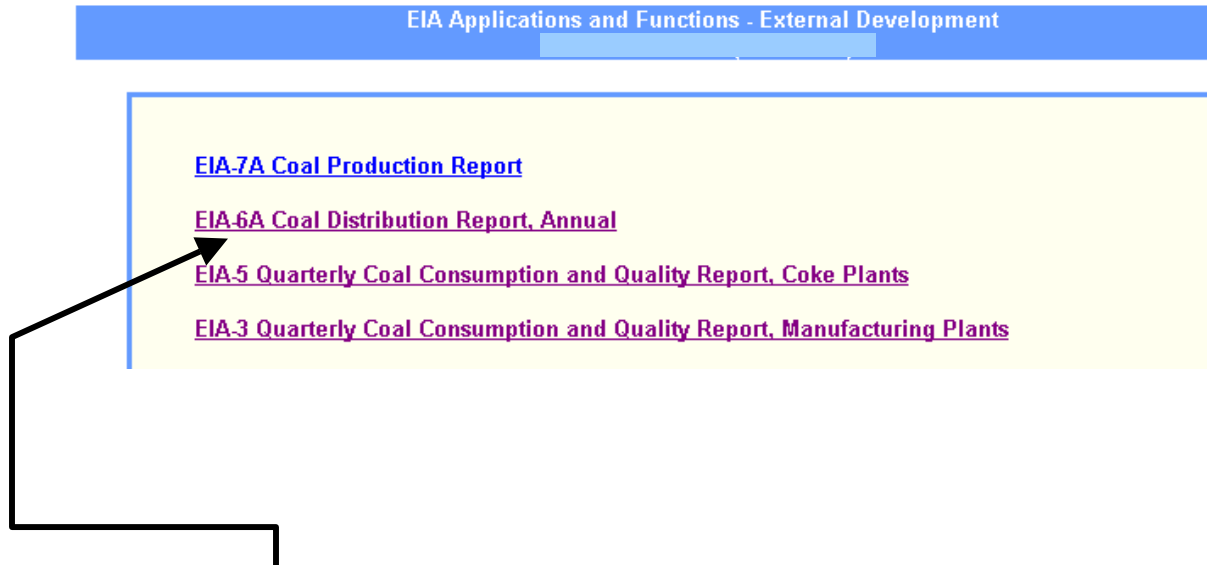
When the Add Favorite Dialogue Window opens click OK to add the SSO logon to your list of favorites. By clicking on the logon in the favorites list you will be able to open the SSO site whenever you want.



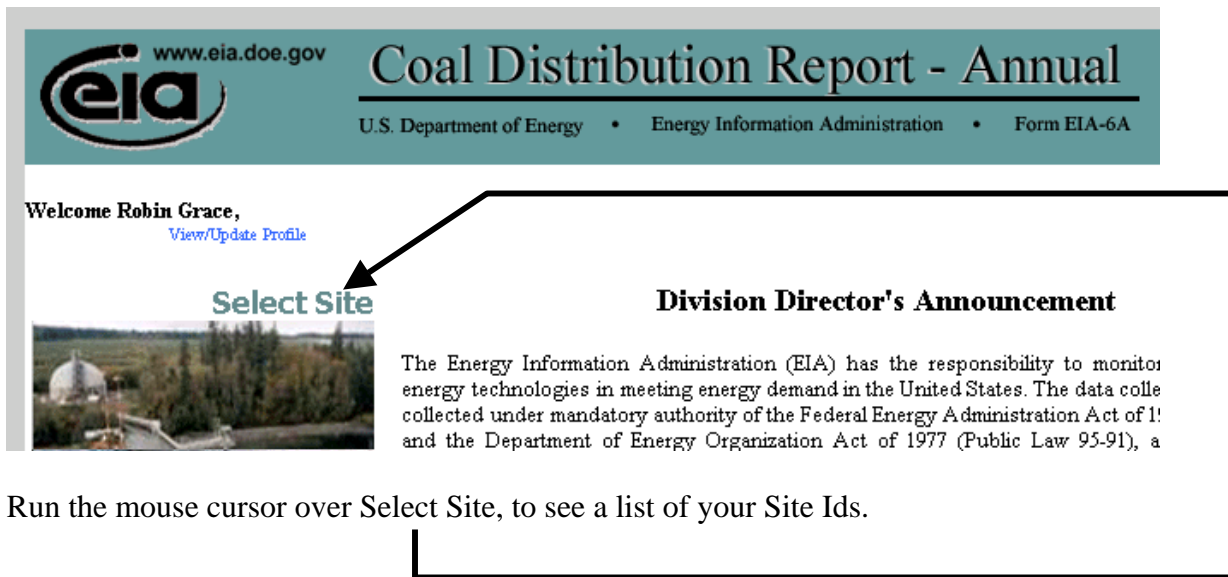
To go to the SSO logon, in the Internet Browser window, click the Favorites menu button



After you enter Userid and Password and click the Logon button, the following screen will appear:



Click on the EIA-6A option. After clicking on the EIA-6A option, you will see this page:



Run the mouse cursor over Select Site, to see a list of your Site Ids.

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# Coal Distribution Report

U.S. Department of Energy • Energy Information Administration

6x183 John Jones,  
Welcome Robin Grace,  
[View/Update Profile](#)

**Select Site**

- State - ID
- Virginia - 9900017
- West Virginia (Southern) - 9905174
- Kentucky (East) - 9905197
- Pennsylvania (Bituminous) - 9906237

Mission is to provide high quality policy-in Government, industry, and the public. This contribute to the dissemination of reliable e marketing of renewable technologies.

[Click Here for Text Only Respondent Id List](#)

Click on any one of the STATE IDS to open the EIA-6A Survey Form for that state.

After you click on one of the STATE IDS, the Identification page will open automatically

Identification					
Overview		Purchases		Distribution	
Remarks		Process			
Year	Respondent Id	State	Company Name	Name	Save
2004	0900017	Virginia	American Electric Power	Robin Grace	

You navigate through the form by clicking on the tabs displayed at the top of your screen.

If ownership has changed, enter new owner information.

Review information on parent company name and address. If changes are needed, click the Remarks tab (top of window) and enter new information in input box.

Identification		Overview	Purchases	Distribution	Remarks
<b>Year</b>	<b>Respondent Id</b>	<b>State</b>	<b>Company Name</b>		<b>Name</b>
2004	9900017	Virginia	American Metals & Coal Intl		Robin Grace

### I. Identification

#### A. Ownership Change:

If company ownership changed during the year, enter the date of change: and, as applicable, the name and address for the new owner.

**Date of Status Change:**   [Click here to select a date](#)

**Name of New Owner:**

**Point of Contact:**

**Phone Number:**  -  -

**Address of New Owner:**

**City, State, Zip:**  ,

Please provide any changes of name and address of parent company in the Remarks section.

#### B. Name and Address of Parent Company:

See instructions for the definition of the Parent Company.

**Name of Parent Company:**

**Point of Contact:**

**Phone Number:**  -  -

**Address of New Owner:**

**City, State, Zip:**  ,

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Identification		Overview	Purchases	Distribution	Remarks	Process
Year	Respondent Id	State	Company Name	Name		Save
2004	9900017	Virginia	American Metals & Coal Intl	Robin Grace		

To enter information on the Remarks Page, click on the Remarks tab

Enter the new Company or Site Information in the window at the Remarks Page.

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Identification		Overview	Purchases	Distribution	Remarks	Process
Year	Respondent Id	State	Company Name	Name		Save
2004	9900017	Virginia	American Metals & Coal Intl	Robin Grace	Remarks:	

Frequently, click the Save button to permanently record your form entries.

After clicking the Save button, return to top of the form and begin entering data for the Year by clicking the Overview tab

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Identification		Overview	Purchases	Distribution	Remarks
Year	Respondent Id	State	Company Name	Name	
2004	9900017	Virginia	American Metals & Coal Intl	Robin Grace	

In the window that opens, begin entering your data here.

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Identification	Overview	Purchases	Distribution	Remarks	Process
<b>Year</b>	<b>Respondent Id</b>	<b>State</b>	<b>Company Name</b>	<b>Name</b>	<input type="button" value="Save"/>
2004	9900017	Virginia	American Metals & Coal Intl	Robin Grace	

**II. Coal Production and Purchases**  
Report below the total amount of coal produced and/or purchased during the year (include anthracite refuse).

**A. Coal produced from company mines during the year.**  Quantity Short Tons

**B. Coal purchased from other companies during the year. (Total from Section VI)**  Quantity Short Tons

**C. Total coal produced and/or purchased during the year. (A + B)**  Quantity Short Tons

**III. Coal Distribution**  
Report total coal distribution during the reporting year including coal distributed from stocks (include anthracite refuse). Total of Section VII Column (3)

**Amount of coal distributed during the reporting year**  Quantity Short Tons

**IV. Coal Stocks**  
(include anthracite refuse).

As you type in your data, round the data to the nearest whole number. Only type numbers. Do not enter commas or dollar signs. The form will automatically add commas.

You must complete all the data entries in this screen before proceeding.

Don't forget to click Save to permanently record your data entries.

Click the next data tab: Purchases.

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Identification	Overview	Purchases	Distribution	Remarks	Process
Year	Respondent Id	State	Company Name	Name	Save
2004	9900017	Virginia	American Metals & Coal Intl	Robin Grace	

**VI. Coal Purchased from other Companies during the Year Which was Produced in this State:**  
Enter the quantity of coal purchased from other companies during the reporting year which was produced in this coal-producing state. For each company, enter the company name and address and the quantity of coal purchased. Please do not include synthetic fuels.

Open a set of data input windows by clicking the Add button. To add more than 1 new purchase record, toggle the count and then click the Add button.

**VI. Coal Purchased from other Companies during the Year Which was Produced in this State:**  
Enter the quantity of coal purchased from other companies during the reporting year which was produced in this coal-producing state. For each company, enter the company name and address and the quantity of coal purchased. Please do not include synthetic fuels.

Delete?	Company Name	Address (City, State, Zip Code)	Quantity Purchased Short Tons
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Delete Save Add 1



For State, click on arrow down and make selection from drop down list

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Identification Overview Purchases **Distribution** Remarks Process

Year	Respondent Id	State	Company Name	Name	Save
2004	9900017	Virginia	American Metals & Coal Intl	Robin Grace	

**VI. Coal Purchased from other Companies during the Year Which was Produced in this State:**  
Enter the quantity of coal purchased from other companies during the reporting year which was produced in this coal-producing state. For each company, enter the company name and address and the quantity of coal purchased. Please do not include synthetic fuels.

Delete?	Company Name	Address (City, State, Zip Code)	Quantity Purchased Short Tons
1. <input type="checkbox"/>			

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Identification Overview Purchases **Distribution** Remarks Process

Year	Respondent Id	State	Company Name	Name	Save
2004	9900017	Virginia	American Metals & Coal Intl	Robin Grace	

**VI. Coal Purchased from other Companies during the Year Which was Produced in this State:**  
Enter the quantity of coal purchased from other companies during the reporting year which was produced in this coal-producing state. For each company, enter the company name and address and the quantity of coal purchased. Please do not include synthetic fuels.

Delete?	Company Name	Address (City, State, Zip Code)	Quantity Purchased Short Tons
1. <input type="checkbox"/>	Swift Arrow Co.	12367 Glenhaven Blvd. Baltimore, Maryland 20198	45
<b>Total Quantity Purchased:</b>			45
<b>Coal Purchased Entered on the Overview Tab:</b>			5

Enter numbers only. System will add commas.

Remember to click Save to permanently record your data entries.

The Total Quantity Purchased on the page must equal the Coal Purchased Entered on the Overview Tab. Either adjust entries here or on the previous page so that the two Quantity Purchased entries are the same.

Add records to enter additional purchases.

Click the next data tab: Distribution.

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Identification Overview Purchases **Distribution** Remarks Process

Year	Respondent Id	State	Company Name	Name	Save
2004	9900017	Virginia	American Metals & Coal Intl	Robin Grace	

**VI. Distribution**

Report the distribution during the reporting year for all reported in Part III. If the coal was distributed to a consumer (except to a coal distribution company or TF), complete columns(1) through (5). If the coal was purchased by a coal distribution company, including brokers, put an NC in column (2) and complete columns (3), (7), and (8). If the type of consumer is TF, complete columns (2) through (3).

Open a set of data input windows by clicking the Add button. To add more than 1 new receipt record, toggle the count and then click the Add button.

Delete?	Destination			Transportation			Company that purchased your coal (do not list any consumers)	
	State or Country (1)	Type of Consumer (2)	Quantity Distributed (short tons) (3)	Primary Code (4)	Secondary Code (5)	Quantity (short tons) (6)	Name (7)	Address (8)
1. <input type="checkbox"/>	Arizona	SF	324	RR		324	sdfsdf	sdfsdf sdfsdf Colorado 12313
Total Quantity:			324					
Coal Distribution Entered on Overview Tab:			10					
Delete	Save	Add	1					

The Total Quantity Distributed on the page must equal the Coal Distribution Entered on the Overview Tab. Either adjust entries here or on the Overview Tab so that the two Quantity Distributed entries are the same.

Next, click the Process tab to examine any data edits and submit your data.

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Identification Overview Purchases Distribution Remarks **Process**

Year	Respondent Id	State	Company Name	Name
2004	9900017	Virginia	American Metals & Coal Intl	Robin Grace

Save

The IDC system will check your data. Whenever Total Purchases entered at the Purchases Tab do not match Purchases entered at the Overview Tab (similarly Distribution) the system will display an Edit.

You must clear all Edits in order to submit your data to EIA.

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Identification Overview Purchases Distribution Remarks **Process**

Year	Respondent Id	State	Company Name	Name
2004	9900017	Virginia	American Metals & Coal Intl	Robin Grace

Save

[Click Here to review a printable version.](#)

[Click Here to review edits](#)

There are 2 edits in this submission. This submission will not be processed until all edits have been resolved or an explanation is provided.

Finalize Submission

If you receive a message from the system that there are Edits in your submission (such as the 2 edits shown for this example) then click on “Click Here to review edits” to open a window where you can see the details of the Edits.

If you have uncleared edits, the Finalize Submission button will be a dull gray color (meaning it is not clickable)

After you click to review edits, the Edit Report opens where you see the details of the entries that do not meet EIA edit checks.

Year	Respondent Id	State	Company Name	Name
2004	9900017	Virginia	American Metals & Coal Intl	Robin Grace

### EIA-6A Edit Report

<p><b>Edit 1:</b> Total from the Form Section VI does not match the Total Coal Purchased from the Overview Tab.  <b>Current Value represents total value entered on the Purchases Tab.</b>  <b>The Total value entered on Overview Tab is: 5</b>  <b>Please re-check the value and make necessary changes.</b>  <a href="#">Click Here To goto the error and close</a>  <input type="checkbox"/> Click here to override the above edit.</p>	<p><b>Current Value:</b> 45</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------

<p><b>Edit 2:</b> Total from the Form Section VII does not match the Total Coal Distributed from the Overview Tab.  <b>Current Value represents total value entered on the Distribution Tab.</b>  <b>The Total value entered on Overview Tab is: 10</b>  <b>Please re-check the value and make necessary changes.</b>  <a href="#">Click Here To goto the error and close</a>  <input type="checkbox"/> Click here to override the above edit.</p>	<p><b>Current Value:</b> 324</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------

You can clear Edits by

- Returning to the data window and changing the data
- Or, if the values are correct:  
     Clicking inside the Override option box, then  
     Entering an explanation in the input window that appears.

Currently, the edits for the EIA-6A form check only the totals for Purchases and Distributions. Therefore, when an edit occurs you should enter data that make entries equal. Ordinarily you would not enter an override comment.

After entering an explanation and before you click back to a data tab, make sure you **scroll to the bottom of the Edit Report** and click Submit Changes in order for your comments to be permanently recorded by the system.

**Edit 2:** Total from the Form Section VII does not match the Total Coal Distributed from the Overview Tab. **Current Value:** 324  
**Current Value represents total value entered on the Distribution Tab.**  
**The Total value entered on Overview Tab is: 10**  
**Please re-check the value and make necessary changes.**  
[Click Here To goto the error and close](#)  
 Click here to override the above edit.

Submit Changes

To leave the Edit Report and Return to the Process Page, scroll to the top of the Edit Report and click on Close Edit Log

[Close Edit Log](#)



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## Coal Distribution Report - Annual

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Burden: 5 hours

Year	Respondent Id	State	Company Name	Name
2004	9900017	Virginia	American Metals & Coal Intl	Robin Grace

After you have cleared all the Edits, the Finalize Submission button will no longer be a dull gray.

Click “Click Here to review a printable version” to print a copy of your data submission.

The screenshot shows the 'Coal Distribution Report - Annual' form. The 'Identification' tab is selected. Below the tabs, there is a table with the following data:

Year	Respondent Id	State	Company Name	Name
2004	9900017	Virginia	American Metals & Coal Intl	Robin Grace

Below the table, there is a 'Save' button and a link: [Click Here to review a printable version.](#) Below the link is a 'Finalize Submission' button. Below the button is a note: 'Send current data to the Energy Information Administration. Only one submission per Respondent id will be accepted. Please contact Thomas Murphy, Survey Manager at Thomas.Murphy@eia.doe.gov or 202-287-1739 for any revisions or questions about this submission.'

When the Preview Page appears, click Print to send your data on the Preview Page to your printer. Then click Close Preview Page to return to the Process page.

The screenshot shows the 'Coal Distribution Report - Annual' form in preview mode. At the top right, there are two links: [Close Preview Page](#) and [Print](#). Below the header, there is a table with the following data:

Survey Year	Point of Contact	Respondent ID	State	Company Name
2004	Robin Grace	9900017	VA	American Metals & Coal Intl

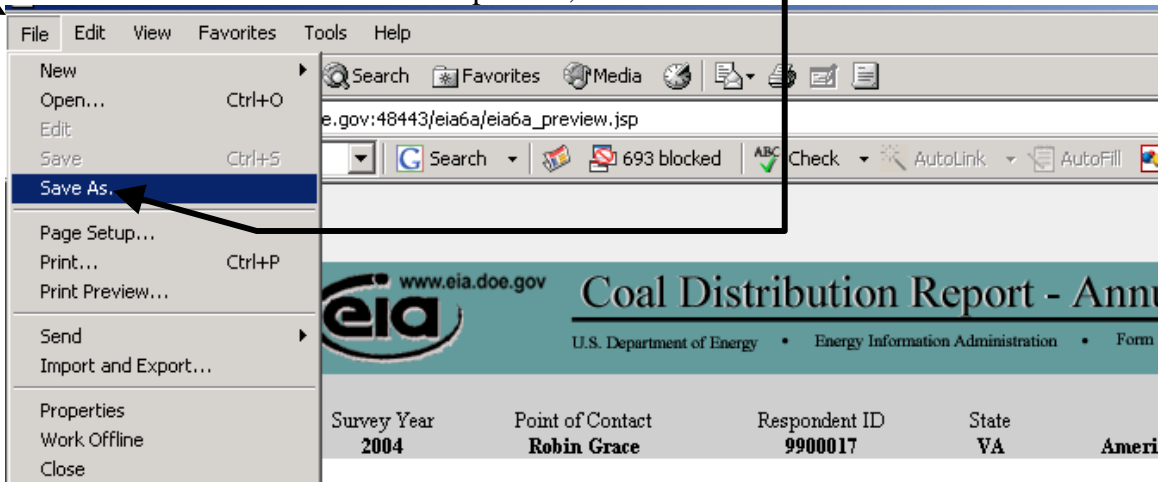
Carefully review the printed copy of your data and make any additional changes. Remember once you submit the data, you will **only be able** to see the Preview Page for that site. You will not be able to change your data for that site in the IDC system.

If you do not wish to click Finalize Submission, you can click Save, shut your browser, and return to the form at a later date to Finalize Submission.

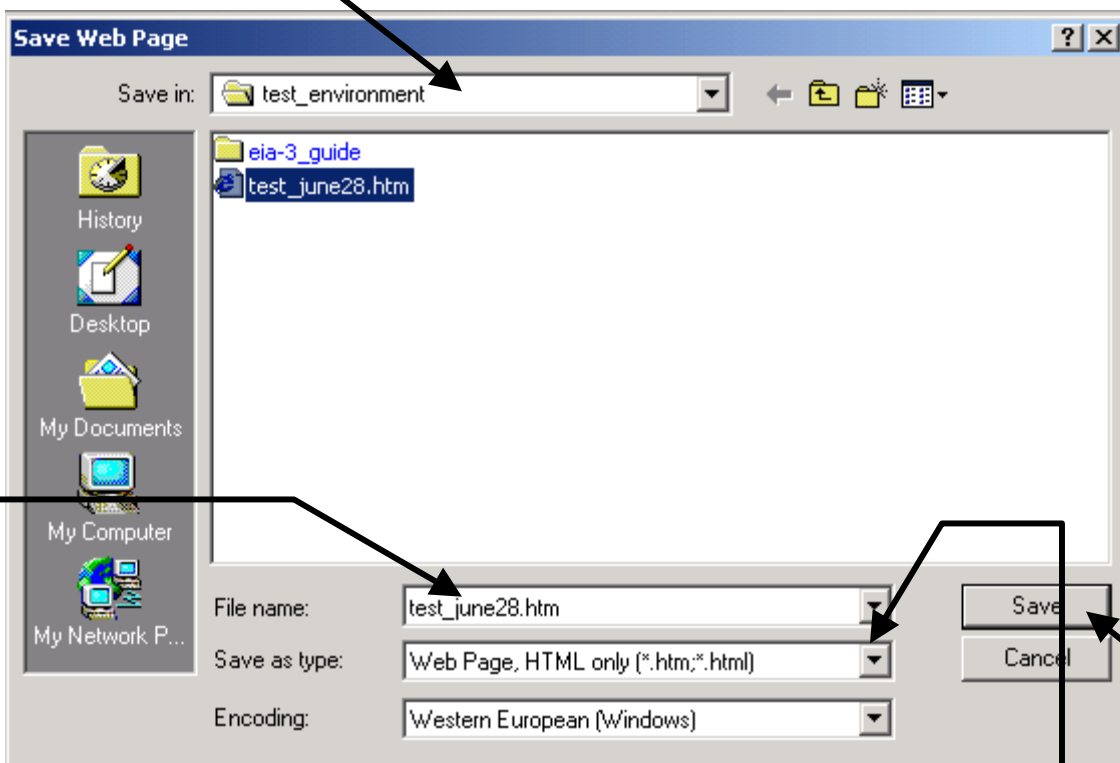
**The next page has instructions on how to save your data as a file on your PC. If you want to save the file, do not close the Preview Page until after you have saved the data.**

From the Preview Page,

click the File menu button at the top of the screen,  
on drop down, click Save As



In the window that opens, scroll to the folder on your PC where you want to save your data.



Click the toggle arrow for "Save as type" and select Web Page, HTML only.

Enter a file name.

Click Save.

If you are ready to submit, then click Finalize Submission.

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Identification Overview Purchases Distribution Remarks Process

Year	Respondent Id	State	Company Name	Name	Save
2004	9900017	Virginia	American Metals & Coal Intl	Robin Grace	

[Click Here to review a printable version.](#)

**Finalize Submission**

Send current data to the Energy Information Administration. Only one submission per Respondent id will be accepted. Please contact Thomas Murphy, Survey Manager at Thomas.Murphy@eia.doe.gov or 202-287-1739 for any revisions or questions about this submission.

The next window gives you one more chance to delay your submission. If you are satisfied that the data are final, then click Submit and Finalize.

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Home

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Congratulations! Respondent ID 9900017 for year 2004 appears ready for submission.  
Click the submit button to finalize your submission for this ID or click return home to exit.

**SUBMIT AND FINALIZE**

[RETURN HOME](#)



The IDC system will acknowledge the submission. If you have other forms that you want to complete, then click on [Click Here](#) to return to the list of SITE IDS.

Congratulations, you have completed your Form EIA-6A Survey for this submission.



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Your submission has been accepted. Please [Click Here](#) to continue.

If you only have a single form, then end the EIA-6A IDC submission process by closing your Internet Browser.