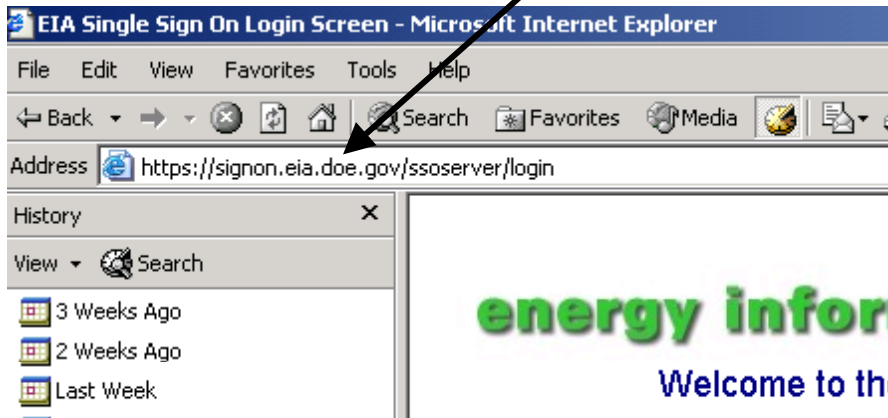


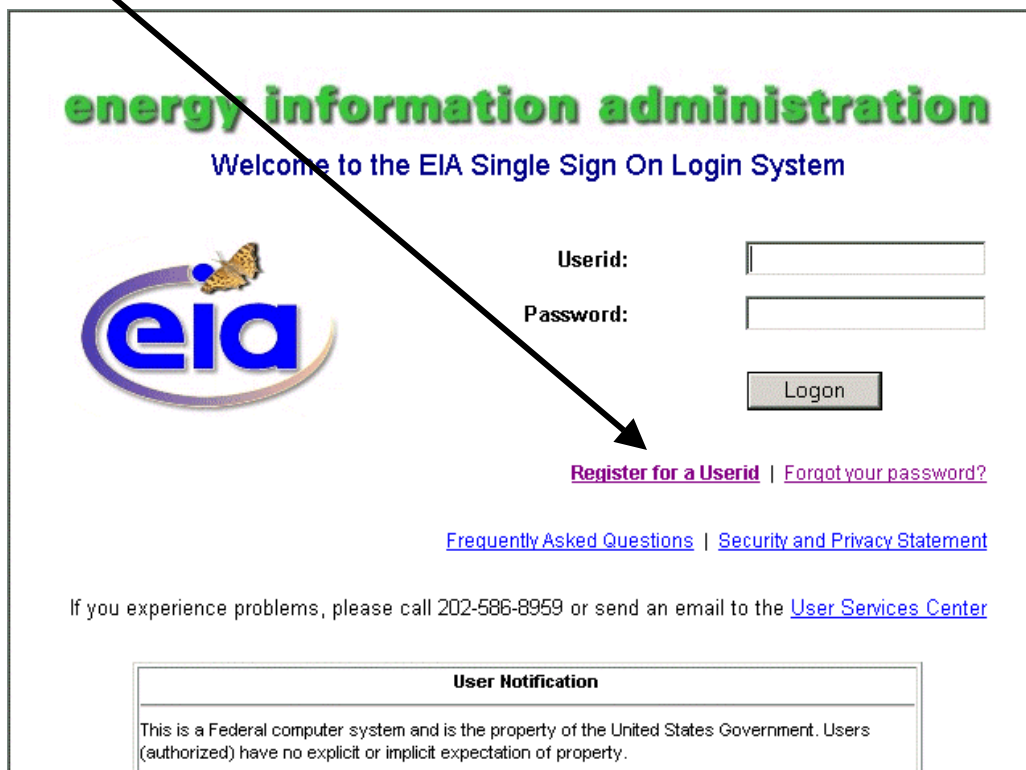
Guide to Complete SSO (Single Sign-On) Registration

1. Open your Internet Browser, enter this address, and press Enter

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



2. In the window that opens, bypass the Userid and Password requests, and just click: **Register for a Userid**



3. Type in the requested information.

When you type your Userid, please record the Userid on paper and keep it in an accessible place. You will 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 your Password, please record the Password on paper and keep it in an accessible place. You will 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.

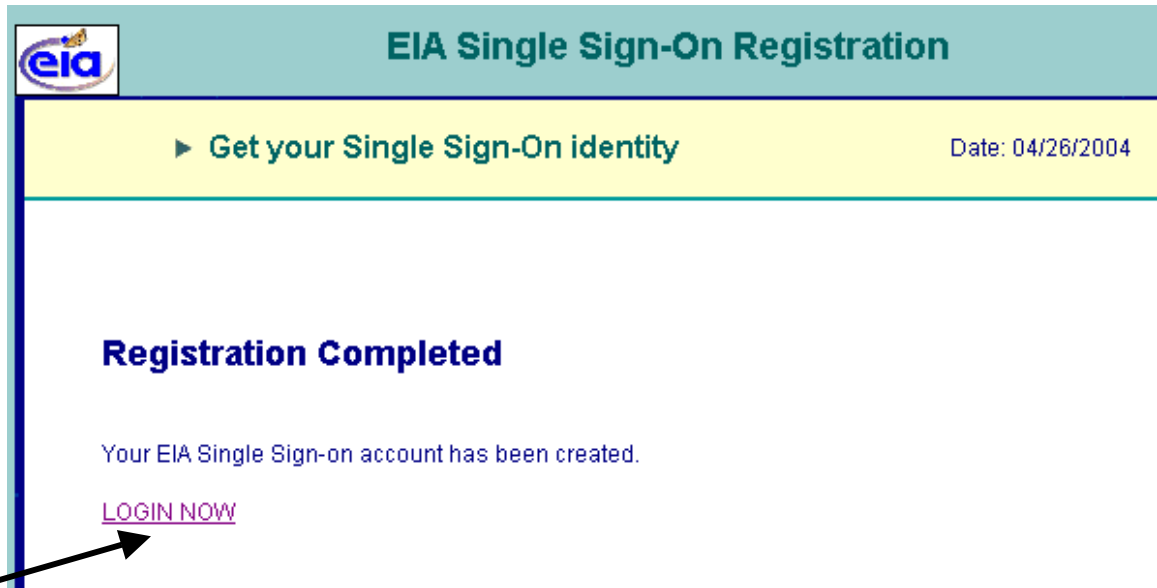
The screenshot shows the 'EIA Single Sign-On Registration' form. At the top, there is a header with the 'eia' logo and the title 'EIA Single Sign-On Registration'. Below the header is a yellow bar with the text '► Get your Single Sign On identity' and the date 'Date: 04/26/2004'. The form is divided into several sections:

- Please provide some basic contact information:** This section includes fields for * First Name, * Last Name, * Phone Number (with separate boxes for area code, number, and extension), Phone Extension, and * Email Address. A callout box with the text 'Check and make sure you entered a correct email address' has an arrow pointing to the Email Address field.
- Please choose a userid and password:** This section includes fields for * Userid, * Password, and * Retype Password. To the right of these fields are the 'Userid Rules' and 'Password Rules'.
 - Userid Rules:**
 - use a minimum of 5 characters
 - use alpha-numeric characters and underscores only
 - Password Rules:**
 - use a minimum of 8 characters
 - use a special character (!@#%&*) in one of the first 7 positions
 - use at least one lowercase letter
 - use at least one uppercase letter
 - use at least one numeric character, but not in the first or last position
 - do not include the userid in the password
- Please provide a question and its answer that will allow you to access the application if you forget your password:** This section includes fields for * Security Question and * Your Answer. A callout box with the text 'After all information is entered, click Submit' has an arrow pointing to the Submit button.

At the bottom of the form, there are 'Submit' and 'Cancel' buttons. A red asterisk and the word 'Required' are placed to the left of the Security Question field. A large black line with arrows connects the text instructions at the top of the page to the corresponding fields in the form.

When you type in the answer to the Security Question, please record your answer on paper and keep it in an accessible place. If you forget your password, you can use this answer to reset your password.

4. If you complete the instructions for SSO, after you click Submit, you will see:



Notice that up to this point you **have not used the Mail ID and Code** sent to you via email by EIA.

You are now ready to add your coal survey forms. This step requires you to have the Mail ID and Code EIA sent to you via email. If you have that information Click **LOGIN NOW**. Next, you will see the screen shown on the bottom half of the next page of this guide. Skip to Step 6 and continue.

If you do not have a Mail ID and Code, send email immediately to

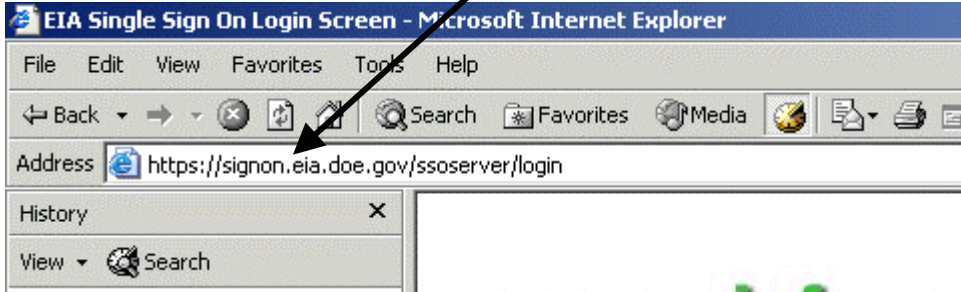
eia-3@eia.doe.gov

With subject line: Request for Coal Mail Id and Code

After you receive the Mail ID and Code, return here and follow the guide starting at the top of the next page.

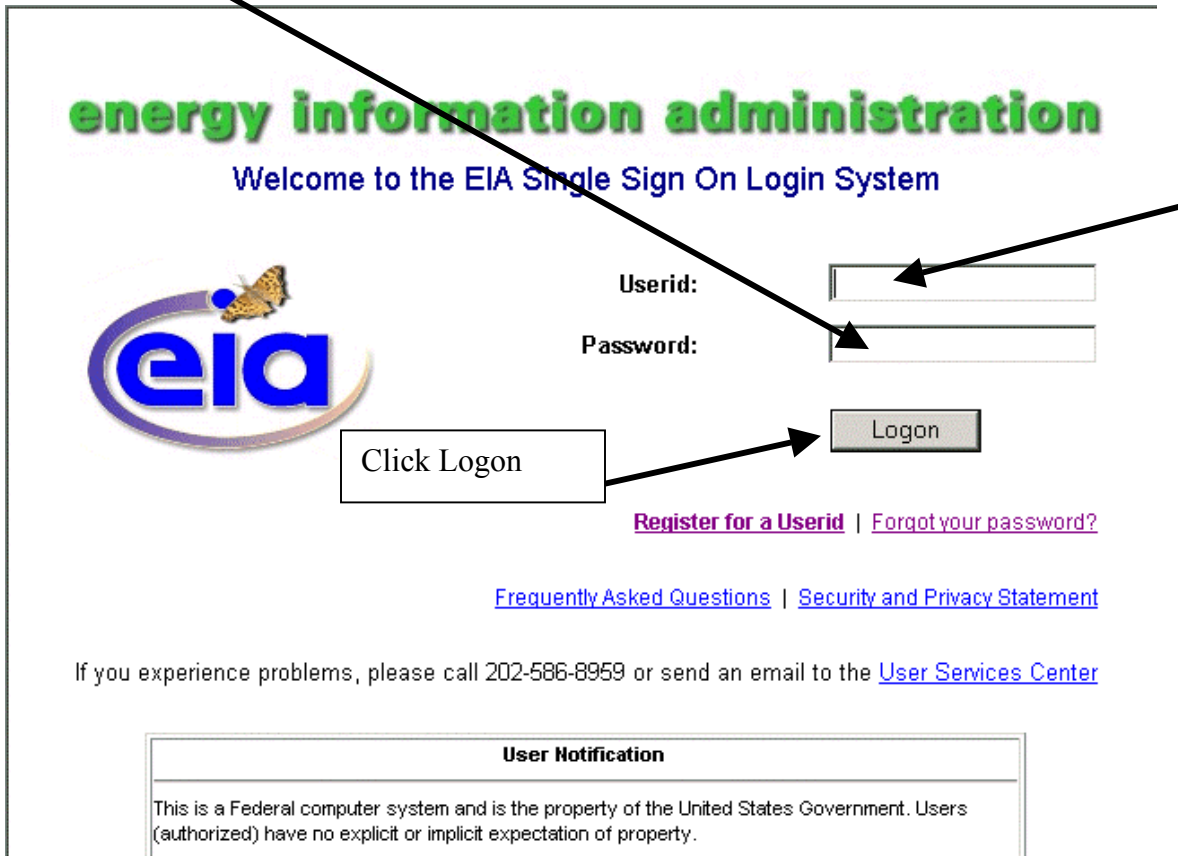
5. If not connected, open your Internet Browser, enter this address, and press Enter

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



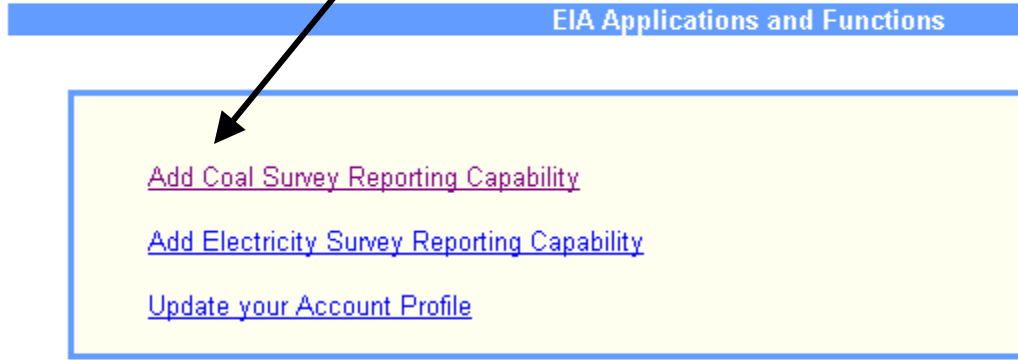
6. Enter the Userid that you set at step 3 above.

Enter the Password that you set at step 3 above. Remember the Password is case sensitive.



7. In the next window—EIA Applications and Functions—click

Add Coal Survey Reporting Capability



8. In the next window, titled, Add Coal Survey Reporting Capability

Enter the special Mail Id and Code

The screenshot shows a web form titled "EIA Coal Survey Registration" with a sub-header "Add Coal Survey Reporting Capability". The form contains two input fields: "Enter your Mail Id:" and "Enter your Code:". Below these fields are two buttons: "Submit Credentials" and "Cancel / Return to List of Applications". Annotations include: a box pointing to the Mail Id field with the text "Enter the Mail ID that EIA sent to you via email"; a box pointing to the Code field with the text "Enter the Code that EIA sent to you via email. The Code is case sensitive"; and a box pointing to the "Submit Credentials" button with the text "Click: Submit Credentials".

This is the only time you use the special Mail Id and Code sent to you by EIA.

NOTE: The Internet Data Collection System recognizes your registration only after you complete a logon. Therefore, close your browser now. Restart your Internet browser and open the logon screen at:

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

Enter your self-assigned Userid and case-sensitive Password into the input windows of the Logon Screen.

Click Logon.

9. The next window should have EIA-3 as an option.

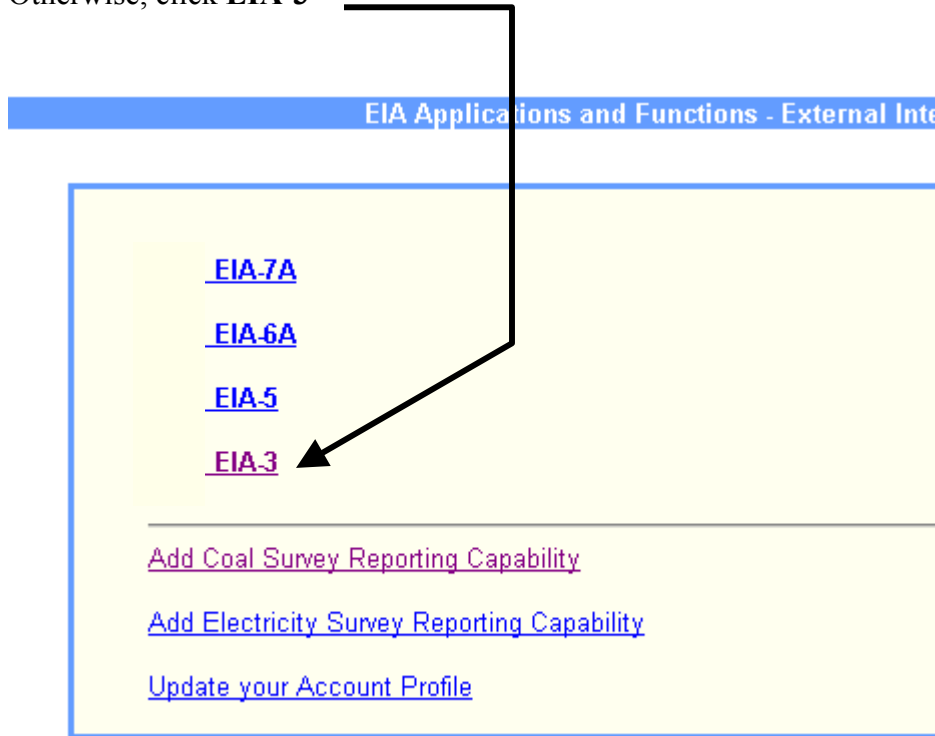
If you do not see: EIA-3

then send email immediately to

eia-3@eia.doe.gov

With subject line: No EIA-3 capability

Otherwise, click **EIA-3**



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.

In subsequent sessions, after you logon **using Userid and Password (as set by you)**, you will come to this window. You get access to your EIA-3 survey forms by clicking on:

EIA-3

10. The next window lets you access forms for your particular sites.

Place your cursor on top of Select Site ID

A drop down list will display the site numbers you manage.

Click on the site number to access the EIA-3 data survey form

ID	% Done
700071	100%
2261001	50%
3101422	51%
3800173	100%
4000948	100%
4001642	40%
4402881	50%
4604366	71%

Or click here for a text only list of Site Ids

If you do not see a site number or a list of site numbers

then send email immediately to

eia-3@eia.doe.gov

With this subject line:

No site ids for the EIA-3