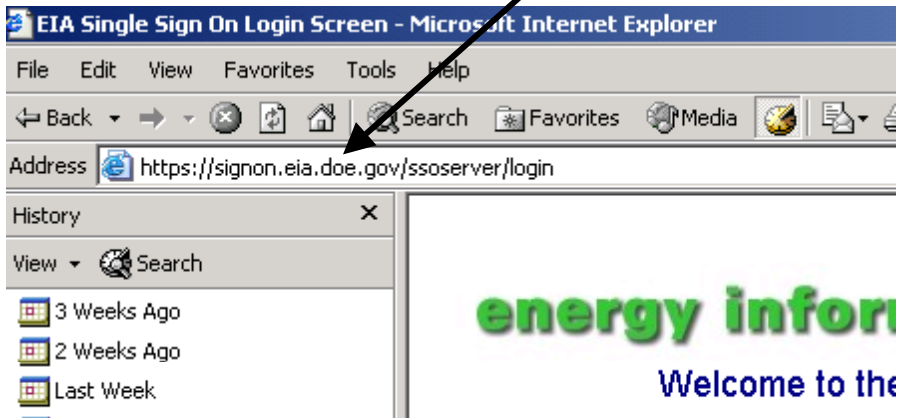


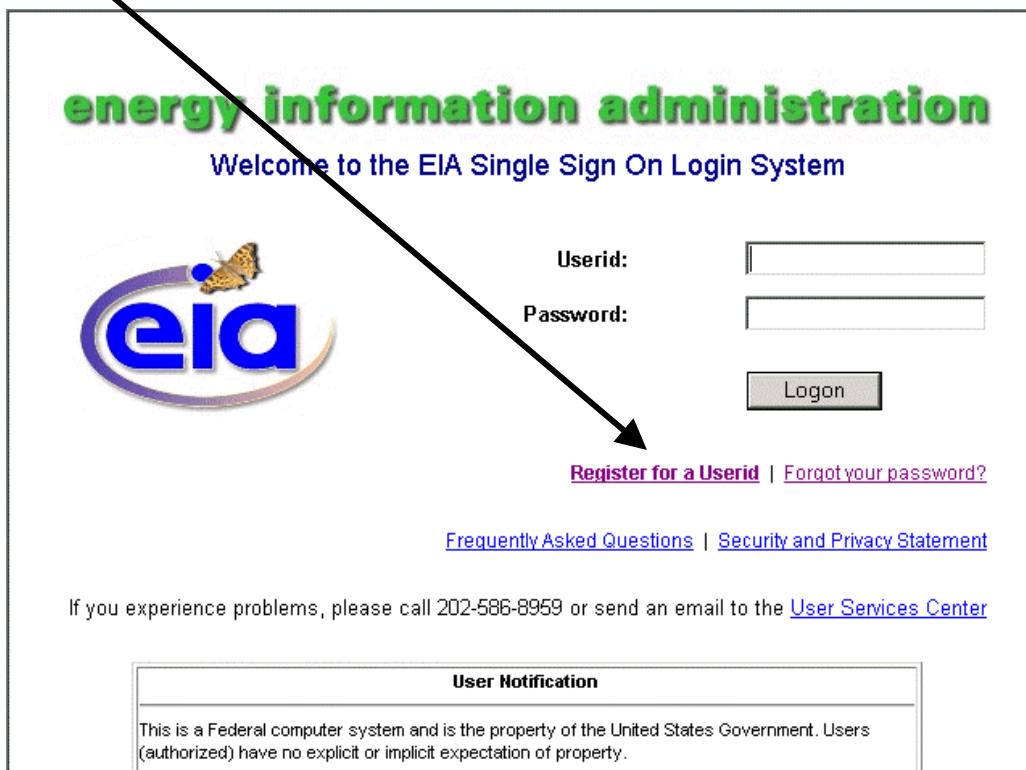
Guide to Complete EIA SSO (Single Sign-On) Registration

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 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.

The screenshot shows the 'EIA Single Sign-On Registration' form. The title bar includes the 'eia' logo and the text 'EIA Single Sign-On Registration'. Below the title bar, there is a yellow banner with the text 'Update Your Account Profile' and 'Date: 01/05/2006'. The form is divided into several sections:

- Edit your contact information:** This section contains fields for 'First Name', 'Last Name', 'Phone Number' (with a format guide '() - -'), 'Phone Extension', and 'Email Address'. A callout box with the text 'Check and make sure you entered a correct email address' points to the 'Email Address' field.
- Optional: Enter a new password below and retype it:** This section includes a 'Userid' field with the value 'CHANNELE', a 'Password' field, and a 'Retype Password' field. To the right of the password fields are 'Password Rules' listed as:
 - use a minimum of 9 characters
 - use a special character (@#%*!)
 - 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 passwordA callout box with the text 'After all information is entered, click Submit' points to the 'Submit' button at the bottom of the form.
- Security Question:** This section includes a dropdown menu for 'Security Question' (currently showing 'What year were you born?') and a text input field for 'Your Answer'. A red asterisk and the word 'required' are placed to the left of the 'Your Answer' field.


At the bottom of the form, there are 'Submit' and 'Cancel' buttons. A callout box with the text 'After all information is entered, click Submit' points to the 'Submit' button.

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. Forgot the Password?

Just click on Forgot your password?

energy information administration
Welcome to the EIA Single Sign On Login System



Userid:
Password:

[Register for a Userid](#) | [Forgot your password?](#)

[Frequently Asked Questions](#) | [Security and Privacy Statement](#)

If you experience problems, please call 202-586-8959 or send an email to the [User Services Center](#)

User Notification

This is a Federal computer system and is the property of the United States Government. Users (authorized) have no explicit or implicit expectation of property.

This window is used to assign a new password if the original password has been lost or has become unavailable. The user is prompted to answer a secret question that was first determined when he / she was assigned a userid. The user will enter a new password twice following the prescribed formats in the bulleted list below. The user will then click on the Logon button.

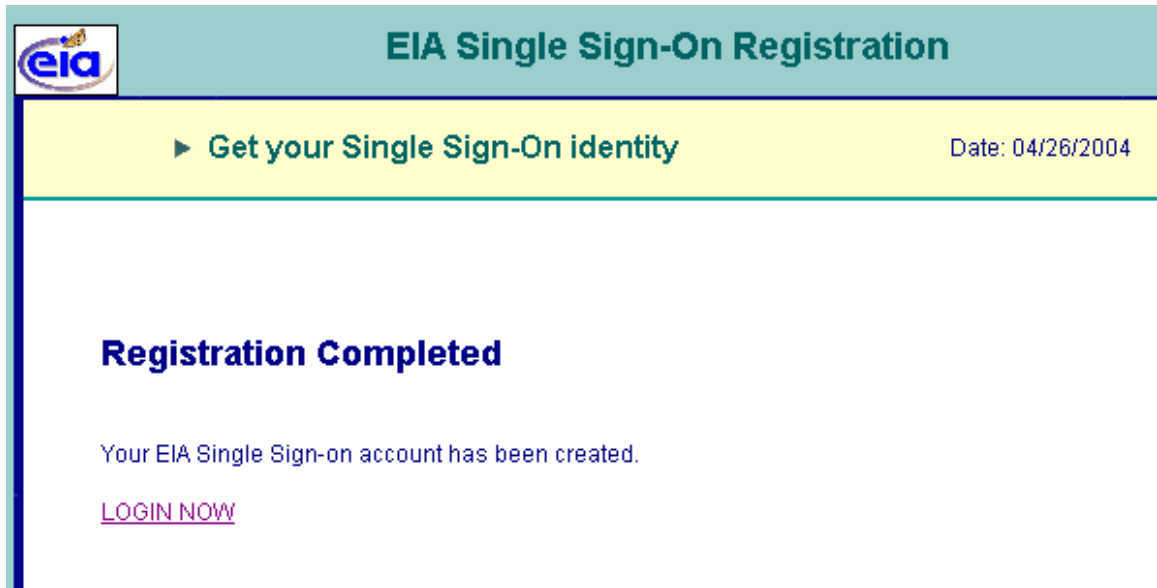
energy information administration
Password Help

Logon Name: CHANNELE
Question: What year were you born?
Answer:
Enter a New Password:
Re-enter New Password:

Password Rules

- Use a minimum of 9 characters.
- Use a special character (!@#%&*).
- Use at least one lower case letter.
- Use at least one numeric character.
- Use at least one upper case letter.
- Do not include the userid in the password.

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

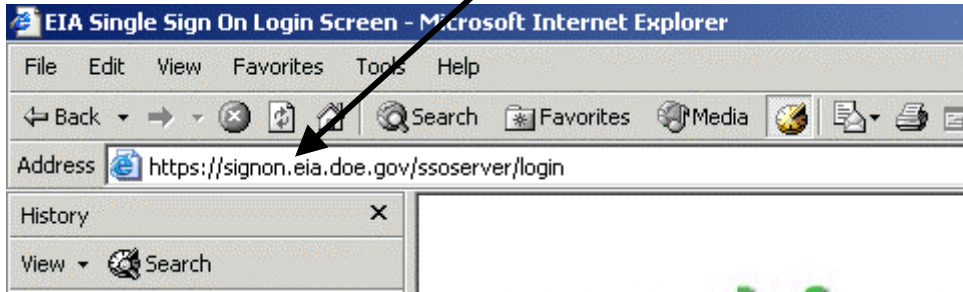


At this point close your browser.

You can complete the SSO registration, as above, as an independent step. Notice that you **do not use the Mail ID and Secret Code** sent to you via email by EIA.

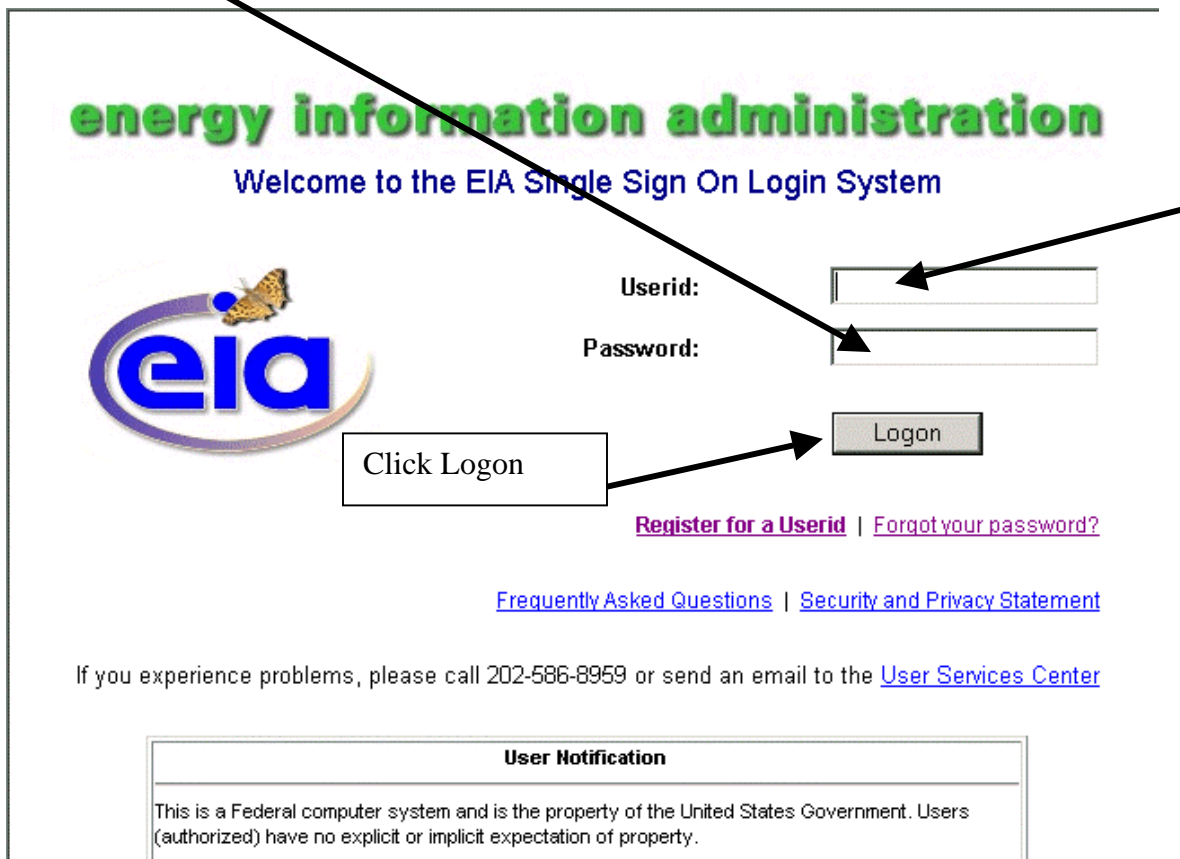
6. Open your Internet Browser, enter this address, and press Enter

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




7. 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.



energy information administration
Welcome to the EIA Single Sign On Login System



Userid:

Password:

[Click Logon](#)

[Register for a Userid](#) | [Forgot your password?](#)

[Frequently Asked Questions](#) | [Security and Privacy Statement](#)

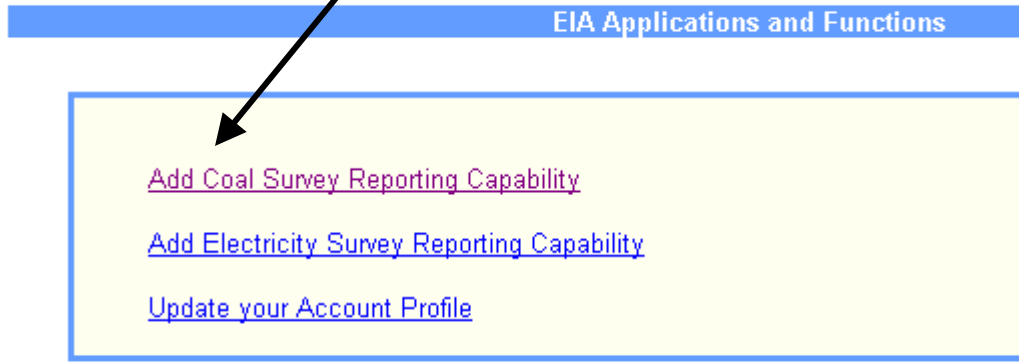
If you experience problems, please call 202-586-8959 or send an email to the [User Services Center](#)

User Notification

This is a Federal computer system and is the property of the United States Government. Users (authorized) have no explicit or implicit expectation of property.

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

Add Coal Survey Reporting Capability



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

Enter the special Mail Id and Secret Code

The screenshot shows a web form titled "EIA Coal Survey Registration" with a sub-header "Add Coal Survey Reporting Capability". The form includes an EIA logo, a "Dat" label, and a text box with instructions: "To register to submit 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, or if you need help, click here." Below this are two input fields: "Enter your Mail Id:" and "Enter your Code:". At the bottom are two buttons: "Submit Credentials" and "Cancel / Return to List of Applications". Annotations with arrows point to the input fields and the "Submit Credentials" button.

Enter the Mail ID that EIA sent to you via email

To register to submit 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, or [if you need help, click here.](#)

Enter your Mail Id:

Enter your Code:

Enter the Secret Code that EIA sent to you via email. **The secret code is case sensitive**

Submit Credentials Cancel / Return to List of Applications

Click: Submit Credentials

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

In any further sessions, you use the Userid and Password set during SSO registration to enter the system.

10. The next window should have the Coal EIA-7A as an option.

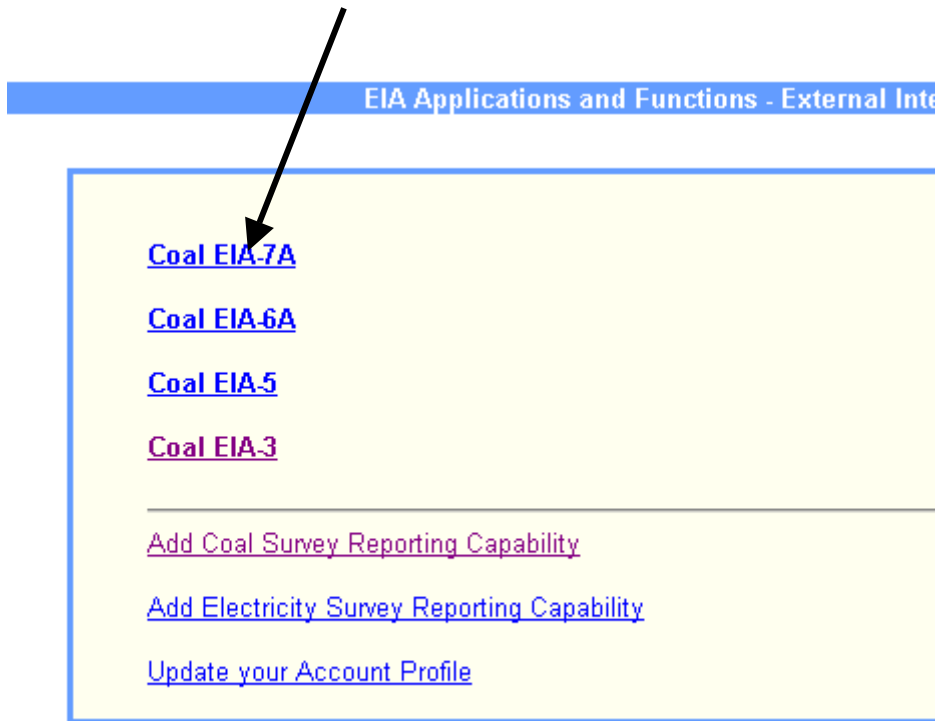
If you do not see: Coal EIA-7A

then send email immediately to

EIA-7A@eia.doe.gov

With subject line: No EIA-7A capability

Otherwise, click **Coal EIA-7A**



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-7A survey forms by clicking on:

Coal EIA-7A

11. 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-7A data survey form

www.eia.doe.gov

Coal Production Report

U.S. Department of Energy • Energy Information Administration • Form EIA-7A

Form Approved
OMB No. 1905-0167
Expires: 3/31/2008
Burden: 1 hour

Welcome Stephen Hamilton,
[View/Update Profile](#)

Select MSHA ID

ID	% Done
1517821	12%
1517880	12%
1518000	12%
1518236	12%
1518323	12%
4407051	12%

[Text Only MSHA Id List](#)

Division Director's Announcement

...ted in the 1920's, at the Bureau of Mines, U.S. Department of Interior. In 1977, the
...urveys was transferred to the Energy Information Administration (EIA) under the
...rganization Act (Public Law 95-91). The EIA's Mission is to provide high quality,
...gy information to meet the requirements of Government, industry, and the public
...es sound policymaking, efficient markets, and public understanding. This new
...ystem and your support will contribute to the dissemination of reliable and timely
...coal information by the EIA.

For Help:
Patty Chou: 202-287-1977
email: cia-7a@eia.doe.gov

Energy Information Administration, EI 30
1000 Independence Avenue, SW
Washington, DC 20585

[Feedback](#)

Title 18 U.S.C. 1001 makes it a criminal offense for any person knowingly and willfully to make to any Agency or Department of the United States...

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-7A@eia.doe.gov

With this subject line:

No site ids for the EIA-7A