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.

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.

After all information is entered, click Submit.
4. **Forgot the Password?**
   Just click on Forgot your password?

   ![Password Reset Window](image)

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

![EIA Single Sign-On Registration](image)

**Registration Completed**

Your EIA Single Sign-on account has been created.

[LOGIN NOW]

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

**Add Coal Survey Reporting Capability**

**Add Electricity Survey Reporting Capability**

**Update your Account Profile**
9. In the next window, titled, Add Coal Survey Reporting Capability

Enter the special Mail Id and Secret Code

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 Mail ID that EIA sent to you via email
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.doc.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

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