

# How to Register for the EIA Respondent Portal and File Form EIA-111 Quarterly Electricity Imports and Exports Report



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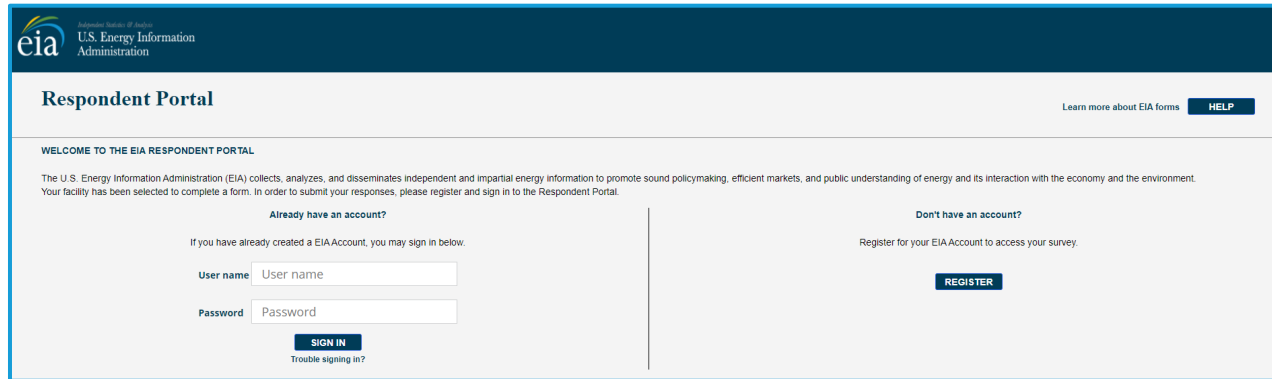
*September 2024*

*U.S. Energy Information Administration  
Office of Energy Statistics*



# This training includes:

- How to register for and use the new EIA Respondent Portal
- How to sign in, navigate and submit the webform, including data validation
- How to reach EIA if you have questions



The screenshot shows the EIA Respondent Portal interface. At the top left is the EIA logo with the text "U.S. Energy Information Administration". The main heading is "Respondent Portal". On the right, there are links for "Learn more about EIA forms" and a "HELP" button. Below the heading, a welcome message states: "WELCOME TO THE EIA RESPONDENT PORTAL. The U.S. Energy Information Administration (EIA) collects, analyzes, and disseminates independent and impartial energy information to promote sound policymaking, efficient markets, and public understanding of energy and its interaction with the economy and the environment. Your facility has been selected to complete a form. In order to submit your responses, please register and sign in to the Respondent Portal." The page is divided into two columns. The left column is for users who "Already have an account?" and provides a sign-in section with fields for "User name" and "Password", a "SIGN IN" button, and a link for "Trouble signing in?". The right column is for users who "Don't have an account?" and provides a registration section with a "REGISTER" button.



# How to Access the EIA Respondent Portal

## Access Instructions

All respondents must register for an account in the EIA Respondent Portal to access the EIA-111 webform. Respondents will receive a one-time email with a new Entity ID that will appear in the Respondent Portal. Once registered, respondents can use the **Sign In** section of this page.

- Follow the link to EIA's online reporting system which will be provided
- First time users click on the **Register** button
- Please use the **Google Chrome** internet browser
- Use this link to access the EIA Respondent Portal: <https://survey.eia.gov>



## Respondent Portal

Learn more about EIA forms [HELP](#)

### WELCOME TO THE EIA RESPONDENT PORTAL

The U.S. Energy Information Administration (EIA) collects, analyzes, and disseminates independent and impartial energy information to promote sound policymaking, efficient markets, and public understanding of energy and its interaction with the economy and the environment. Your facility has been selected to complete a form. In order to submit your responses, please register and sign in to the Respondent Portal.

#### Already have an account?

If you have already created a EIA Account, you may sign in below.

User name

Password

[SIGN IN](#)

[Trouble signing in?](#)

#### Don't have an account?

Register for your EIA Account to access your survey.

[REGISTER](#)



# Registration via the EIA Respondent Portal

## Access Instructions

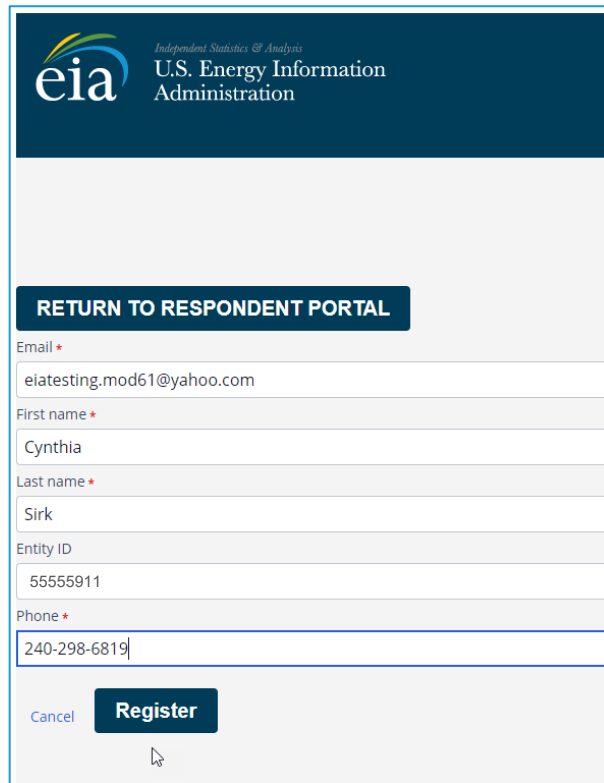
Enter the information provided to you via the invitation email to register:

- Email
- First and last name
- Entity ID
- Phone
- Company name

**\*Note: Please include all contact information provided in the invitation email, including Entity ID. We recommend using the copy/paste function to avoid mistakes.**

Optional information includes your job title and manager's identification information.

Click on the radial button yes/no to indicate if you are responsible for submitting data on behalf of your company.



The screenshot shows the EIA Respondent Portal registration form. At the top is the EIA logo and "U.S. Energy Information Administration". Below is a dark blue button labeled "RETURN TO RESPONDENT PORTAL". The form fields are: Email (eiatesting.mod61@yahoo.com), First name (Cynthia), Last name (Sirk), Entity ID (55555911), and Phone (240-298-6819). At the bottom are "Cancel" and "Register" buttons.



This screenshot shows the EIA Respondent Portal registration form with additional fields. At the top is the EIA logo and "U.S. Energy Information Administration". Below is a dark blue button labeled "RETURN TO RESPONDENT PORTAL". The form fields are: Company Name (EIA Training Company), Job Title (Office Manager), Manager's Full Name (John Doe), Manager's Email (johndoe@yahoo.com), Manager's Phone No (240-298-6820), and a question "Are you responsible for submitting data on behalf of your company?" with "Yes" (selected) and "No" radio buttons. At the bottom are "Cancel" and "Register" buttons.

# Registration via the EIA Respondent Portal

## Access Instructions

Once the registration information has been entered, and the information matches what EIA has on file for your company, EIA will send an email with instructions for accessing the Respondent Portal.



Thank you for registering! Please check your email for further instructions.

[RETURN TO RESPONDENT PORTAL](#)

# Registration via the EIA Respondent Portal

## Access Instructions

Note: if the contact information entered on the registration page does not match the information provided in the invitation email, an EIA Customer Care Team member will contact you via email with instructions to obtain access to the Respondent Portal.



*Independent Statistics & Analysis*  
U.S. Energy Information  
Administration

Thank you for providing this information. You will receive an email from [no-reply@eia.gov](mailto:no-reply@eia.gov) once our Customer Care Team reviews the information provided.

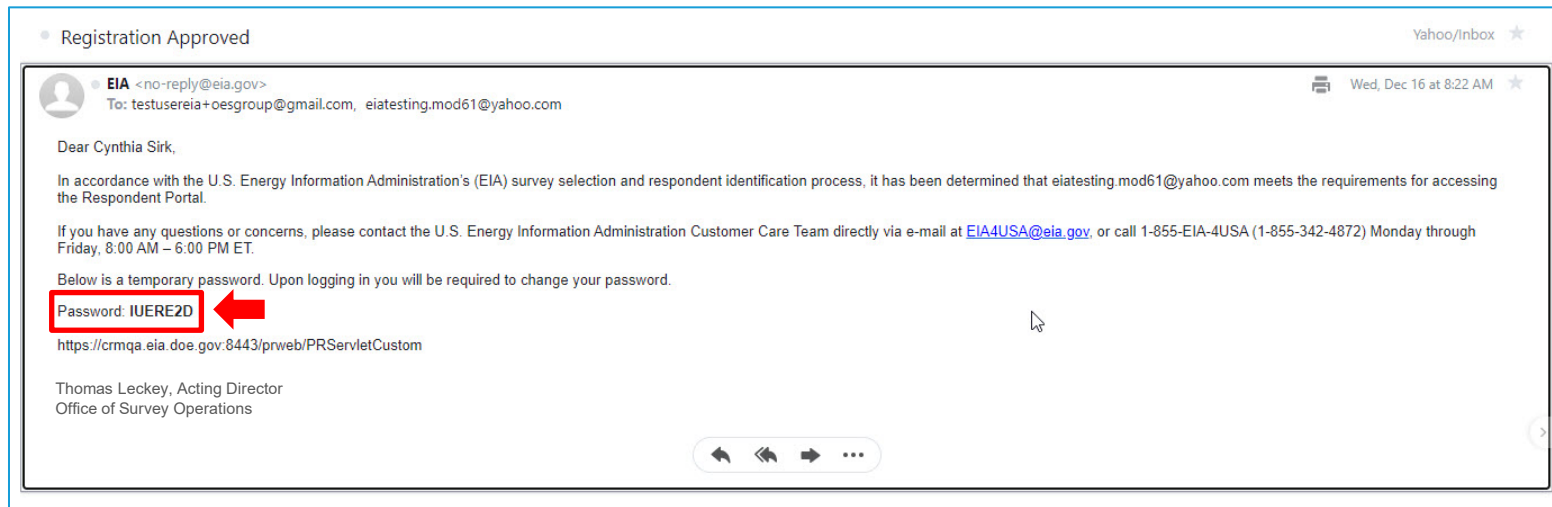
If you have any questions or concerns, please contact the U.S. Energy Information Administration Customer Care Team directly via e-mail at [EIA4USA@eia.gov](mailto:EIA4USA@eia.gov) or call 1-855-EIA-4USA (1-855-342-4872) Monday through Friday, 8:00 AM – 6:00 PM ET.

**RETURN TO RESPONDENT PORTAL**

# Registration via the EIA Respondent Portal

## Access Instructions

Respondents will receive an email that confirms their registration approval with a temporary password and instructions on how to proceed. Once this email is received, return to the Respondent Portal to continue the registration process.

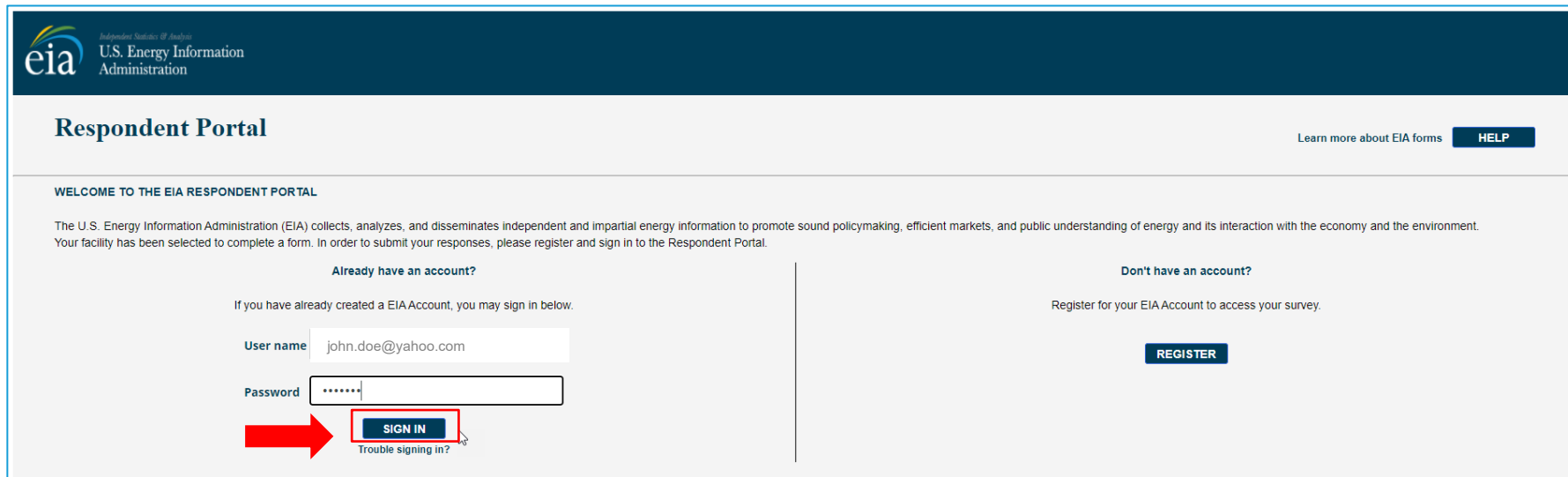


# Registration via the EIA Respondent Portal

## Access Instructions

On the Respondent Portal landing page, enter your email address as the **User Name** and the temporary password provided in the registration approval email.

Click **Sign In** to continue the registration process. If you have any problems with your password, click on the **Trouble Signing in?** link for instructions to reset your password.



The screenshot shows the EIA Respondent Portal landing page. At the top is the EIA logo and the text "Independent Statistics & Analysis U.S. Energy Information Administration". Below this is the heading "Respondent Portal" and a link "Learn more about EIA forms" with a "HELP" button. A welcome message states: "WELCOME TO THE EIA RESPONDENT PORTAL. The U.S. Energy Information Administration (EIA) collects, analyzes, and disseminates independent and impartial energy information to promote sound policymaking, efficient markets, and public understanding of energy and its interaction with the economy and the environment. Your facility has been selected to complete a form. In order to submit your responses, please register and sign in to the Respondent Portal."

There are two main sections: "Already have an account?" and "Don't have an account?".

**Already have an account?**  
If you have already created a EIA Account, you may sign in below.

User name: john.doe@yahoo.com

Password: [masked]

**SIGN IN** button (highlighted with a red box and a red arrow pointing to it). Below the button is a link: "Trouble signing in?".

**Don't have an account?**  
Register for your EIA Account to access your survey.

**REGISTER** button.



# Registration via the EIA Respondent Portal

## Access Instructions

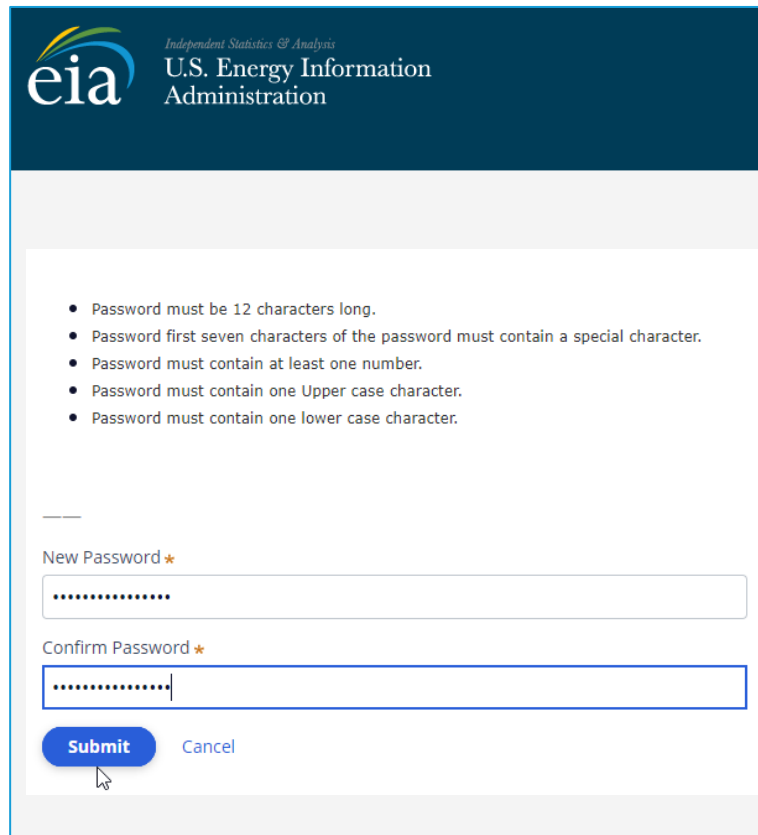
You will be required to reset your temporary password to a permanent one that meets the EIA security requirements. Click **Submit** to continue the registration process.

Once you have created a new password, you will receive a confirmation screen as follows:

Your password has been successfully changed!

[RETURN TO RESPONDENT PORTAL](#)

Click on the **Return to Respondent Portal** link to log in once more with your User name (email address) and new password to proceed to your EIA-111 webform.



The screenshot shows the EIA Respondent Portal interface. At the top, the EIA logo and "U.S. Energy Information Administration" are displayed. Below the header, a list of password requirements is shown: Password must be 12 characters long, Password first seven characters of the password must contain a special character, Password must contain at least one number, Password must contain one Upper case character, and Password must contain one lower case character. Below the requirements are two password input fields labeled "New Password" and "Confirm Password", both with masked characters. At the bottom, there are "Submit" and "Cancel" buttons. A mouse cursor is pointing at the "Submit" button.

**eia** Independent Statistics & Analysis  
U.S. Energy Information Administration

- Password must be 12 characters long.
- Password first seven characters of the password must contain a special character.
- Password must contain at least one number.
- Password must contain one Upper case character.
- Password must contain one lower case character.

New Password \*

Confirm Password \*

[Submit](#) [Cancel](#)

# Registration via the EIA Respondent Portal with Two-Factor Authentication

## Access Instructions

After your successful log in with a permanent password, EIA will send a one-time passcode via email. Enter the eight-digit passcode and click on **Verify One Time Passcode** to proceed to your EIA-111 webform.

Note: this passcode expires within five minutes. If you mistype the code or pass the five-minute activation period, simply click on the Resend button and check your email for a new passcode. **This two-factor authentication step will be required for log in each time you access the Respondent Portal.**

Enter the One-Time passcode sent to this email address:  
e\*\*\*\*@yahoo\*.com .

**One Time Passcode** \*

**Verify One Time Passcode**

**Resend One Time Passcode**

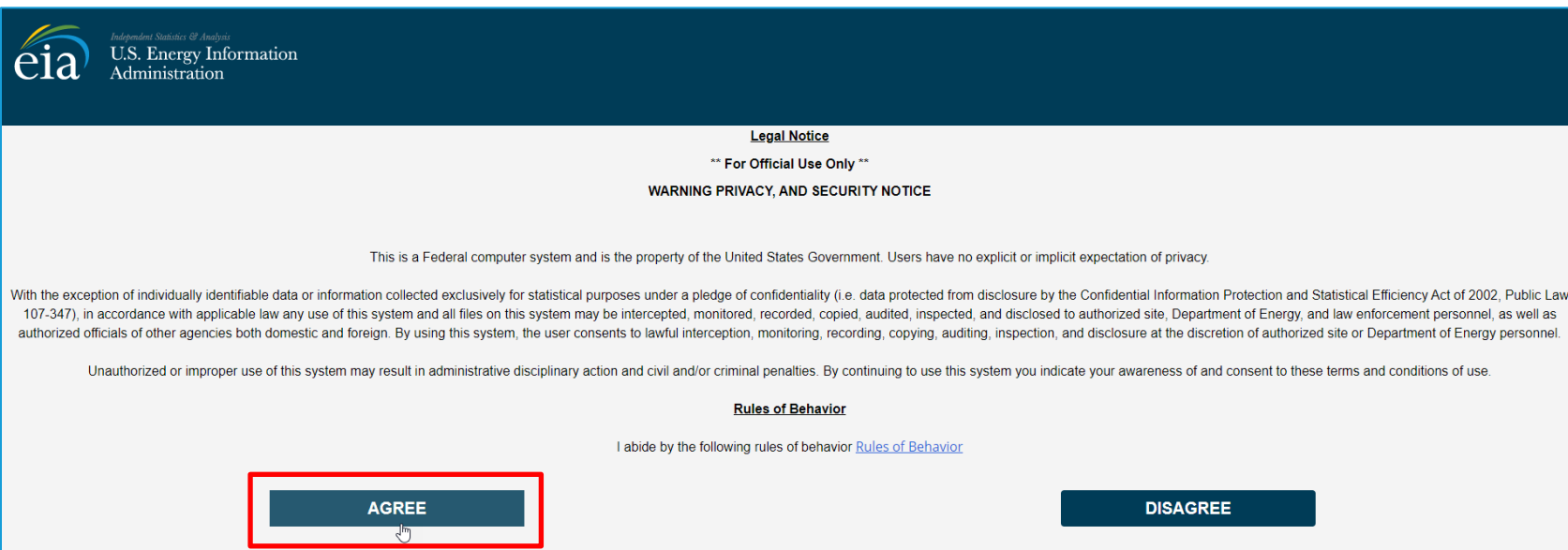
**Cancel**

**A note about two-factor authentication:** The cybersecurity threat landscape is constantly changing and evolving. Cyber-attacks are becoming more sophisticated and require network and system defenders to deploy more advanced protection capabilities. Two-factor authentication is one such capability that decreases risk of compromise by creating additional complexity for the attacker to compromise a system.

# Registration via the EIA Respondent Portal

## Access Instructions

The final step to access the EIA-111 webform is to view and agree to EIA's Warning Privacy and Security Notice. Respondents can read the Rules of Behavior by clicking on the link provided then click on the **Agree** button to proceed.



The screenshot displays the EIA-111 webform registration page. At the top left is the EIA logo with the text "Independent Statistics & Analysis" and "U.S. Energy Information Administration". The main content area has a dark blue header with the text "Legal Notice" and "\*\* For Official Use Only \*\*". Below this is the "WARNING PRIVACY, AND SECURITY NOTICE" section. The text states: "This is a Federal computer system and is the property of the United States Government. Users have no explicit or implicit expectation of privacy. With the exception of individually identifiable data or information collected exclusively for statistical purposes under a pledge of confidentiality (i.e. data protected from disclosure by the Confidential Information Protection and Statistical Efficiency Act of 2002, Public Law 107-347), in accordance with applicable law any use of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site, Department of Energy, and law enforcement personnel, as well as authorized officials of other agencies both domestic and foreign. By using this system, the user consents to lawful interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized site or Department of Energy personnel. Unauthorized or improper use of this system may result in administrative disciplinary action and civil and/or criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use." Below this is the "Rules of Behavior" section, which says "I abide by the following rules of behavior [Rules of Behavior](#)". At the bottom are two buttons: "AGREE" and "DISAGREE". The "AGREE" button is highlighted with a red rectangle and a mouse cursor is pointing at it.

**Legal Notice**  
\*\* For Official Use Only \*\*  
WARNING PRIVACY, AND SECURITY NOTICE

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

With the exception of individually identifiable data or information collected exclusively for statistical purposes under a pledge of confidentiality (i.e. data protected from disclosure by the Confidential Information Protection and Statistical Efficiency Act of 2002, Public Law 107-347), in accordance with applicable law any use of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site, Department of Energy, and law enforcement personnel, as well as authorized officials of other agencies both domestic and foreign. By using this system, the user consents to lawful interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized site or Department of Energy personnel.

Unauthorized or improper use of this system may result in administrative disciplinary action and civil and/or criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use.

**Rules of Behavior**  
I abide by the following rules of behavior [Rules of Behavior](#)

**AGREE** **DISAGREE**

# Accessing Your EIA-111 Webform

## My Dashboard

**My Dashboard** is a landing page that allows the respondent to (1) navigate to forms that need to be filed, (2) view completed surveys and (3) compose and/or view any messages between the respondent and EIA.

The Dashboard will present the number of cycles needing to be filed, the number of completed surveys, and any messages to the Respondent. To begin filing EIA-111 data via the webform, click on the **To Do** button.

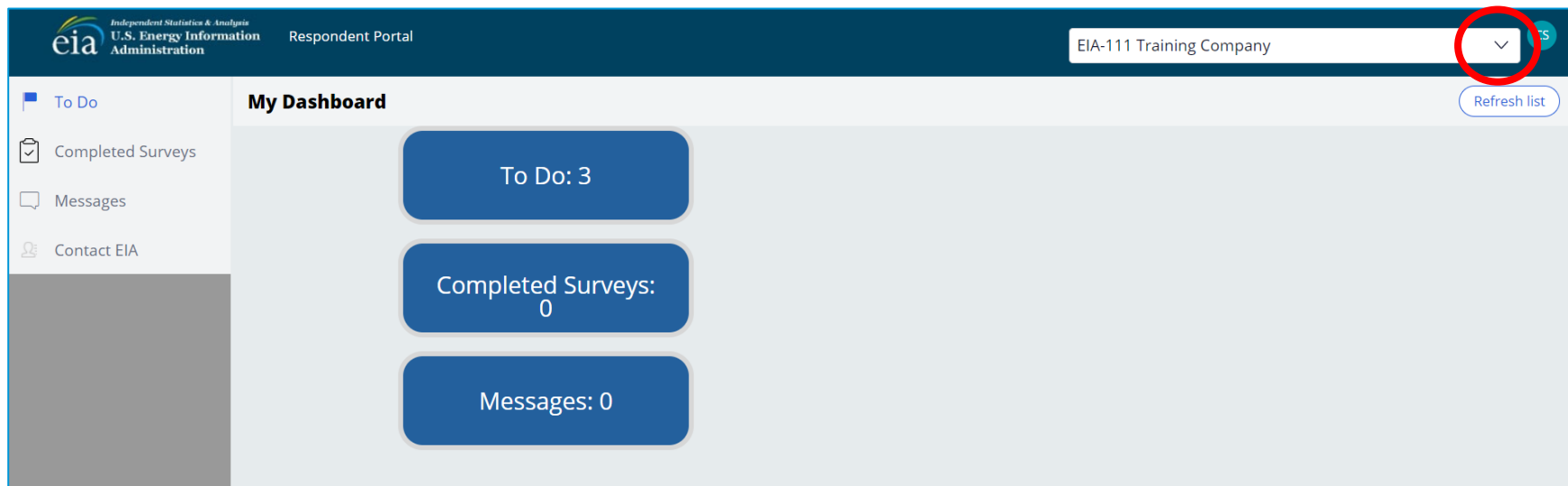
The screenshot shows the 'My Dashboard' interface of the EIA-111 Respondent Portal. The header includes the EIA logo, 'Independent Statistics & Analysis U.S. Energy Information Administration', 'Respondent Portal', a dropdown menu for 'EIA-111 Training Company', and a 'CS' status indicator. A left sidebar contains navigation links: 'To Do', 'Completed Surveys', 'Messages', and 'Contact EIA'. The main content area, titled 'My Dashboard', features three blue buttons: 'To Do: 3' (highlighted with a red rectangle), 'Completed Surveys: 0', and 'Messages: 0'. A 'Refresh list' button is located in the top right corner of the dashboard area.

# Accessing Your EIA-111 Webform

## My Dashboard

**Note:** If you submit multiple reports, use the drop down arrow to navigate.

Clicking on the desired name populates the **My Dashboard** landing page allowing access to the **To Do**, **Completed Surveys**, and **Message** links for each entity.



The screenshot shows the EIA-111 Respondent Portal interface. At the top, the header includes the EIA logo, the text "Independent Statistics & Analysis U.S. Energy Information Administration", and "Respondent Portal". On the right, there is a search bar containing "EIA-111 Training Company" and a dropdown arrow icon, which is circled in red. Below the header, the main content area is titled "My Dashboard" and features three large blue buttons: "To Do: 3", "Completed Surveys: 0", and "Messages: 0". A "Refresh list" button is located in the top right corner of the dashboard area. On the left side, there is a sidebar with navigation links: "To Do", "Completed Surveys", "Messages", and "Contact EIA".

# Accessing Your EIA-111 Webform

## My To Do

The **To Do** tab provides a link to the webform(s) your company is required to file.

Click on the Entity ID number (hyperlinked in blue) to access the EIA-111 webform.

The screenshot displays the EIA-111 Respondent Portal interface. At the top, the EIA logo and 'U.S. Energy Information Administration' are visible, along with the 'Respondent Portal' title. A dropdown menu shows 'EIA-111 Training Company' and a 'CS' status indicator. The left sidebar contains navigation links: 'To Do' (highlighted with a red box), 'Completed Surveys', 'Messages', and 'Contact EIA'. The main content area is titled 'My To Do' and includes a 'Refresh list' button. Below this, a section titled 'All Open Survey Submissions' contains a table of survey entries.

ID	Survey Type	Location	Report For	Current Status	Survey Due Date	Last updated by	Last Updated Time
<a href="#">S-22012</a>	EIA-111		January - March, 2022	Not Started	April 30, 2022	RespondentSurveyWB	September 7, 2021 10:26:03 AM EDT
<a href="#">S-22011</a>	EIA-111		October - December, 2021	Not Started	January 31, 2022	RespondentSurveyWB	September 7, 2021 10:26:03 AM EDT
<a href="#">S-22010</a>	EIA-111		July - September, 2021	Not Started	October 31, 2021	RespondentSurveyWB	September 7, 2021 10:26:02 AM EDT

# Best Practices Using the EIA-111 Webform

## Browser



Google Chrome is the best option for optimal portal and webform performance. Other browsers will work; however, some visibility issues may occur.

## Navigation



Click on the EIA logo at the top of any screen to return to the EIA Respondent Portal Dashboard at any time

## Navigation

A rectangular button with rounded corners, outlined in blue, containing the word "Back" in blue text.

Back

Utilize the back button **within** the webform rather than your browser's back button. This button is located at the bottom of each screen.

## Print

A rectangular button with rounded corners, outlined in blue, containing the word "Print" in blue text.

Print

Utilize the print button **within** the webform rather than your browser's print function. This button is located at the bottom of each screen.

# Advantages of using the EIA-111 Respondent Portal & Webform



## Accessibility

- Ability to access current cycles, enter data, and view previous submissions



## Data Validation

- Webform contains interactive edits
- Exception Dashboard allows for data review and error resolution



## Account Security

- Access to data and submissions only allowed by registered users



## Sections of the EIA-111 Form to File based on Type of Operation

The Respondent Portal enables only the Sections that are required for your type of operation.

<b>Export Authorization</b>	Complete Sections 2A and 2B. Complete Section 5 (Comments) if applicable.
<b>Power Marketer</b>	Complete Sections 2A and 2B. Complete Section 5 (Comments) if applicable.
<b>Public Utility</b>	Complete Sections 2A and 2B. Complete Section 5 (Comments) if applicable.
<b>Border Balancing Authority</b>	Complete Sections 3A and 3B. Complete Section 5 (Comments) if applicable.
<b>Presidential Permit</b>	Complete Sections 4A. Complete Section 5 (Comments) if applicable.
<b>Transmission Limit Restriction</b>	Complete Section 4B. Complete Section 5 (Comments) if applicable.

# Filing the Webform – Section 1 Respondent Identification

## Section 1

**Section 1** contains pre-loaded respondent identification information.

If you need to change any of the information in Section 1, you must contact EIA for assistance.

Email: [eia4usa@eia.gov](mailto:eia4usa@eia.gov)  
Phone: 1-855-EIA-4USA  
(1-855-342-4872)

Click **Continue** to proceed.

(S-22012) IN PROGRESS

 **EIA-111: Quarterly Electricity Imports and Exports Report** (January - March, 2022)

OMB No. 1905-0208  
Expiration Date: 09/24/2024  
Burden: 1.5 hours

Section 1

Section 2A

Section 2B

Section 3A

Section 3B

Section 4A

Section 4B

Section 5

Review

**Section 1: Respondent Identification**

Reporting Period:

January - March, 2022

Company Name:

EIA-111 Training Company

Doing Business As:

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Location:

---

Cancel

Print


Continue

# Filing the – Data Entry

## Notes on Data Entry

As you enter data on the webform, edits will flag in addition to the full-form edits once all data are entered and submitted.

In this example, the respondent did not provide the month under the Identification drop down menu. Notice the red text under the empty data field (Value cannot be blank). In addition, if the respondent clicks **Continue**, a warning will appear on screen before advancing to the next Section.

(S-22012) **IN PROGRESS**  **EIA-111: Quarterly Electricity Imports and Exports Report** (January - March, 2022) OMB No. 1905-0208  
Expiration Date: 09/24/2024  
Burden: 1.5 hours

**Section 2A: Imports into the U.S. from Canada or Mexico**

**2A.1) Did the entity have any imports this quarter?**

☒ Yes  
☐ No

**Enter a separate entry for each import.**

- If 'Other' is selected for **Foreign Source Balancing Authority**, **U.S. Sink Balancing Authority**, **Transmission Provider/Transmission Facility(ies)**, and/or **Category of Service**, please add a comment in the text box.
- Total Payments is the sum of **Energy Payments** and **Other Payments**.

Imports into U.S. From Canada or Mexico Add

Identification	Imports	Transaction Payments
<b>Month*</b> --Select One-- <small>Value cannot be blank</small>	<b>Category of Service*</b> --Select One--	<b>Energy Payments (\$US)*</b> <input type="text"/>
<b>Foreign Source Balancing Authority*</b> --Select One--	<b>Energy Purchases or Exchange Imported (MWh)*</b> <input type="text"/>	<b>Other Payments (\$US)*</b> <input type="text"/>
<b>US Sink Balancing Authority*</b> --Select One--		<input type="text"/>
<b>Transmission Provider*</b> --Select One--		<input type="text"/>

Back Remove Print Continue

surveyuat.eia.gov says

Please correct flagged fields before submitting the form!

OK


# Filing the Webform – Section 2A Imports into the U.S. from Canada or Mexico

## Section 2A

Section 2A captures data on Imports into the U.S. from Canada or Mexico.

- Use the **Add** button to enter import data for each month in the quarter
- Use the **Remove** button if you need to delete an import
- Click on **Continue** to proceed to the next Section of the form

A note on data entry: as you progress from field to field, the red asterisk will indicate required fields

(S-22011) **IN PROGRESS**  **EIA-111: Quarterly Electricity Imports and Exports Report** (October - December, 2021) OMB No. 1905-0208  
Expiration Date: 09/24/2024  
Burden: 1.5 hours

✓ Section 1   **Section 2A**   Section 2B   Section 3A   Section 3B   Section 4A   Section 4B   Section 5   Review

**Section 2A: Imports into the U.S. from Canada or Mexico**

2A.1) Did the entity have any imports this quarter?

☒ Yes  
☐ No

**Enter a separate entry for each import.**

- If 'Other' is selected for **Foreign Source Balancing Authority**, **U.S. Sink Balancing Authority**, **Transmission Provider/Transmission Facility(ies)**, and/or **Category of Service**, please add a comment in the text box.
- Total Payments is the sum of **Energy Payments** and **Other Payments**.

**Imports into U.S. From Canada or Mexico** **Add**

Identification	Imports	Transaction Payments
Month* December	Category of Service* Firm	Energy Payments (\$US)* 2,000.00
Foreign Source Balancing Authority* Independent Electricity System Operator IESO	Energy Purchases or Exchange Imported (MWh)* 200	Other Payments (\$US)* 0.00
US Sink Balancing Authority* Midcontinent Independent Transmission System		Total Payments (\$US)* 2,000.00
Transmission Provider/Transfer Facility(ies)* Mid-Continent ISO		

**Remove**

**Back** **Print** **Continue**

# Filing the Webform – Section 2B: Exports from the U.S. to Canada or Mexico

## Section 2B

Section 2B captures data on exports from the U.S. to Canada or Mexico.

For each export, click on the [Add](#) button to file identification data, export data and transaction revenue data

(S-22012) IN PROGRESS

 **EIA-111: Quarterly Electricity Imports and Exports Report** (January - March, 2022)

OMB No. 1905-0208  
Expiration Date: 09/24/2024  
Burden: 1.5 hours

### Section 2B: Exports from the U.S. to Canada or Mexico

2B.1) Did the entity have any exports this quarter?

☒ Yes

☐ No

**Enter a separate entry for each export.**

- If 'Other' is selected for **Presidential Permit or DOE Export Authorization Number**, **U.S. Source Balancing Authority**, **Foreign Sink Balancing Authority**, **Transmission Provider/Transmission Facility(ies)**, and/or **Category of Service**, please add a comment in the text box.
- Total Revenues is the sum of **Energy Revenues** and **Other Revenues**.

Exports from the U.S. to Canada or Mexico

Identification

Month★  

January

Presidential Permit or DOE Export Authorization Number★  

EA-134

US Source Balancing Authority★  

--Select One--

Foreign Sink Balancing Authority★  

--Select One--

Transmission Provider/Transfer Facility(ies)★

Exports

Category of Service★  

--Select One--

Energy Sales or Exchange Exported (MWh)★

Transaction Revenue

Energy Revenues (\$US)★

Other Revenues (\$US)★

Total Revenues (\$US)★

Add

Remove

Back

Print

Continue

# Filing the Webform – Section 3A: Actual Interchange


## Section 3A

U.S. Border Balancing Authorities report actual interchange in Section 3A.

Click [Add](#) to enter additional rows and [Remove](#) if you need to delete a row.

Click **Continue** to proceed to the next Section of the form.

(S-22012) IN PROGRESS

 **EIA-111: Quarterly Electricity Imports and Exports Report** (January - March, 2022)

OMB No. 1905-0208  
Expiration Date: 09/24/2024  
Burden: 1.5 hours

✓ Section 1   ✓ Section 2A   ✓ Section 2B   **Section 3A**   Section 3B   Section 4A   Section 4B   Section 5   Review

### Section 3A: Actual Interchange

Did the entity have actual interchange this quarter?

☒ Yes  
☐ No

Identification		Actual Interchange (MWh)		
Month	Directly Connected Canadian or Mexican Balancing Authority Name	Received (MWh)	Delivered (MWh)	
January ▾	--Select One-- ▾	MWh	MWh	<a href="#">Add</a> <a href="#">Remove</a>

Section Comments

[Back](#) [Print](#) [Continue](#)

# Filing the Webform – Section 3B: Implemented Interchange


## Section 3B

Section 3B captures data from U.S. Border Balancing Authorities on the monthly total of Implemented Interchange crossing U.S. international borders.

Click [Add](#) to enter additional rows and [Remove](#) if you need to delete a row.

Once complete, click on the **Continue** button to proceed to the next Section applicable to your operation.

(S-22012) IN PROGRESS

 **EIA-111: Quarterly Electricity Imports and Exports Report** (January - March, 2022)

OMB No. 1905-0208  
Expiration Date: 09/24/2024  
Burden: 1.5 hours

✓ Section 1

✓ Section 2A

✓ Section 2B

✓ Section 3A

**Section 3B**

Section 4A

Section 4B

Section 5

Review

### Section 3B: Implemented Interchange

3B.1) Was this entity on the transmission path for any implemented interchange that crossed a United States international border this quarter?

☒ Yes  
☐ No

If 'Other' is selected for **Source Balancing Authority**, **Sink Balancing Authority Area**, and/or **Transmission Provider/Transfer Facility(ies)** please add a comment in the text box.

Implemented Interchange

Identification				Implemented Interchange (MWh)	
Month	Source Balancing Authority	Sink Balancing Authority Area	Transmission Provider/Transfer Facility(ies)	Delivered (MWh)	
Janu	--Select One--	--Select One--	--Select One--	MWh	<div><div>Add</div><div>Remove</div></div>

Section Comments

Back

Print

Continue


# Filing the Webform – Section 4A: Metered Flow on Transfer Facilities

## Section 4A

Presidential Permit Holders file Section 4A on the metered flow on transfer facilities for each month in the quarter.

Click [Add](#) to enter additional rows and [Remove](#) if you need to delete a row.

(S-22012) IN PROGRESS

 **EIA-111: Quarterly Electricity Imports and Exports Report** (January - March, 2022)

OMB No. 1905-0208  
Expiration Date: 09/24/2024  
Burden: 1.5 hours

✓ Section 1 ✓ Section 2A ✓ Section 2B ✓ Section 3A ✓ Section 3B **Section 4A** Section 4B Section 5 Review

**Section 4A: Metered Flow on Transfer Facilities**  
**4A.1) Did the entity have any metered flow this quarter?**  
☒ Yes  
☐ No

**Metered Flow on Transfer Facilities**

Month	Presidential Permit #/Transfer Facility	Received (MWh)	Delivered (MWh)	<a href="#">Add</a>
January ▾	--Select One-- ▾	MWh	MWh	<a href="#">Remove</a>

**Section Comments**

[Back](#)[Print](#)[Continue](#)




# Filing the Webform – Section 4B:

## Section 4B

Those respondents with Transmission Limit Restrictions file Section 4B.

Click [Add](#) to enter additional rows and [Remove](#) if you need to delete a row.

(S-22011) IN PROGRESS

 **EIA-111: Quarterly Electricity Imports and Exports Report** (October - December, 2021)

OMB No. 1905-0208  
Expiration Date: 09/24/2024  
Burden: 1.5 hours

✓ Section 1

✓ Section 2A

✓ Section 2B

✓ Section 3A

✓ Section 3B

✓ Section 4A

**Section 4B**

Section 5

Review

**Section 4B: Exceeded Limit Events**

4B.1) Did the entity have an event where the terms of their DOE Order was exceeded this quarter?  
☒ Yes  
☐ No

Exceed Limit Events

Month	Presidential Permit or DOE Export Authorization Number	Date of the Exceeded Event	Hour(s) of the Exceeded Event	Specific Term Order Exceeded
Decem	--Select One--	mm/dd/yyyy		

Section Comments

Back

Print

Continue

# Filing the Webform – Section 5 Overall Comments

## Section 5

Enter any overall comments pertaining to any data entered thus far.

If you have questions and/or comments that require a reply, do not use this comment section. We recommend using the **Message** feature so that the EIA Customer Care Team can follow up directly.

Once complete, click on the **Continue** button to proceed to the Preview screen.


The screenshot displays the EIA-111 webform interface. At the top, the header includes the EIA logo, the title "EIA-111: Quarterly Electricity Imports and Exports Report (January - March, 2022)", and metadata: "OMB No. 1905-0208", "Expiration Date: 09/24/2024", and "Burden: 1.5 hours". A progress bar shows sections 1 through 4B completed with green checkmarks, while Section 5 is currently active. The main content area is titled "Section 5: Overall Comments" and contains a large text input box for comments. At the bottom, there are "Back", "Print", and "Continue" buttons. A mouse cursor is visible over the "IN PROGRESS" status indicator for Section 5.

# Review Section

## Review


The Review section provides a summary of all information entered for the entire webform. Scroll down the page to review all data entered. Make changes if needed, then click on the **Submit** button.

Clicking **Submit** will cause the EIA-111 submission to be checked for potential errors and submitted to EIA.

Use the  button to print a copy of the entire form.



The screenshot shows the 'Review' section of the EIA-111 webform. At the top, a progress bar indicates that Sections 1 through 5 are complete, with 'Review' being the current active section. The main content area is titled 'Review' and contains 'Section 1: Respondent Identification' and 'Section 2A: Imports into the U.S. from Canada or Mexico'. Section 1 includes fields for Reporting Period (October - December, 2021), Company Name (EIA-111 Training Company), Doing Business As, and Location. Section 2A.1 asks if the entity had any imports this quarter, with 'Yes' selected. Below this, instructions for entering separate entries for each import are provided. At the bottom of the form, there are 'Back', 'Print', and 'Submit' buttons. A blue box with a downward arrow points to the 'Submit' button, and a red box with an upward arrow points to the 'Submit' button.

(S-22011) **IN PROGRESS**  **EIA-111: Quarterly Electricity Imports and Exports Report** (October - December, 2021) OMB No. 1905-0208  
Expiration Date: 09/24/2024  
Burden: 1.5 hours

✓ Section 1 ✓ Section 2A ✓ Section 2B ✓ Section 3A ✓ Section 3B ✓ Section 4A ✓ Section 4B ✓ Section 5 **Review**

### Review

#### Section 1: Respondent Identification

Reporting Period: October - December, 2021

Company Name: EIA-111 Training Company

Doing Business As: \_\_\_\_\_

Location: \_\_\_\_\_

#### Section 2A: Imports into the U.S. from Canada or Mexico




2A.1) Did the entity have any imports this quarter?

☒ Yes  
☐ No

Enter a separate entry for each import.

- If 'Other' is selected for Foreign Source Balancing Authority, U.S. Sink Balancing Authority, Transmission Provider/Transmission Facility(ies), and/or Category of Service, please add a comment in the text box.
- Total Payments is the sum of Energy Payments and Other Payments.

Imports into U.S. From Canada or Mexico

# Using the Exception Dashboard

## Exception Dashboard

Once the EIA-111 form is submitted, the system will apply edit validation rules to the data. If there are errors, a **Review Errors** banner will appear. Click **Close** to continue. This will return the respondent to the Preview tab.

The system will provide a list of potential errors found within the data submission via the **Exception Dashboard**.

The screenshot shows the EIA-111 Respondent Portal for 'EIA-111 Training Company'. The 'Exception Dashboard' is active, showing a table of errors. One error is listed: 'Section 2A: Imports into the U. (- Energy Payments (\$US))' with the description 'The ratio between Energy Purchases and Energy Payments must be between 0-1,000'. A 'Review Errors' modal is overlaid on the dashboard, containing instructions to review errors and a 'Close' button. A red box highlights this modal, and a red arrow points from it to a larger, detailed view of the modal below.

Location of Error	Error Description	Override Comment
Section 2A: Imports into the U. (- Energy Payments (\$US))	The ratio between Energy Purchases and Energy Payments must be between 0-1,000	

**Review Errors**

Please review the errors in your form. Before submitting this form, you must either update the values or provide override comments as to why the value is correct by clicking the comment bubble to the right of the error.

[Close](#)

This is a detailed view of the 'Review Errors' modal. It contains the same instructions as the modal in the screenshot above. A red arrow points to the 'Close' button.

**Review Errors**

Please review the errors in your form. Before submitting this form, you must either update the values or provide override comments as to why the value is correct by clicking the comment bubble to the right of the error.

[Close](#)

# Using the Exception Dashboard

## Exception Dashboard

The **Exception Dashboard** provides a list of any flagged edits found in the data submission, the location, a description, and an option to enter an override comment (if allowed).

The Exception Dashboard is a scrollable banner found at the top of the page. Use the scroll bar on the far right to view all potential errors.

The screenshot shows the EIA-111 Quarterly Electricity Imports and Exports Report interface. At the top, a banner titled "Exception Dashboard" is highlighted with a red box. This banner contains a table of errors. A red double-headed arrow points to the scroll bar on the right side of this banner. Below the banner, the "Review" section is visible, starting with "Section 1: Respondent Identification" and "Section 2A: Imports into the U.S. from Canada or Mexico".

Location of Error	Error Description	Override Comment
Section 2A: Imports into the U. (- Energy Payments (\$US))	The ratio between Energy Purchases and Energy Payments must be between 0-1,000	

**Review**

**Section 1: Respondent Identification**

Reporting Period: October - December, 2021

Company Name: EIA-111 Training Company

Doing Business As: \_\_\_\_\_

Location: \_\_\_\_\_

**Section 2A: Imports into the U.S. from Canada or Mexico**

2A.1) Did the entity have any imports this quarter?

☒ Yes

☐ No

Enter a separate entry for each import.

Cancel Print Submit



# Using the Exception Dashboard


## EXAMPLE 1: DATA MUST BE FIXED

In this example, the respondent entered an energy payment that exceeds the limit allowed by EIA. Upon review, the respondent miskeyed the quantity.

The Exception Dashboard identified this error and the actual data field in Section 2A also describes the error flag in **red** text.

Once the error is fixed by entering valid data, click **Submit** and the exception dashboard error will disappear.

(S-22127) **PENDING**  **EIA-111: Quarterly Electricity Imports and Exports Report** (January - March, 2022) 

**Exception Dashboard**  Errors without Override: 2

Location of Error	Error Description	Override Comment
Section 2A: Imports into the U. (- Energy Payments (\$US))	Energy Payments must range from 0 to 10,000,000	


**Section 2A: Imports into the U.S. from Canada or Mexico**

**2A.1) Did the entity have any imports this quarter?**

☒ Yes  
☐ No

**Enter a separate entry for each import.**

- If 'Other' is selected for **Foreign Source Balancing Authority**, U.S. Sink Balancing Authority, Transmission Provider/Transmission Facility(ies), and/or **Category of Service**, please add a comment in the text box.
- Total Payments is the sum of **Energy Payments and Other Payments**.

**Imports into U.S. From Canada or Mexico** 

Identification	Imports
Month★ <div>January</div>	Category of Service★ <div>Firm</div>
Foreign Source Balancing Authority★ <div>Independent Electricity System Operator IESO</div>	Energy Purchases or Exchange Imported (MWh)★ <div>10,000</div>
US Sink Balancing Authority★ <div></div>	


**Transaction Payments**





Energy Payments (\$US)★  

11000000

  
Energy Payments must range from 0 to 10,000,000

Other Payments (\$US)★



# Using the Exception Dashboard

## EXAMPLE 2: HOW TO OVERRIDE

In some cases, the data entered are valid even though they were flagged on the exception dashboard. In this example, the megawatt hours reported under Imports was flagged.

To override an edit, click on the speech bubble (🗨️) on the exception dashboard row. Enter the explanation in the Override Comment field and click **submit**.

The screenshot displays the EIA-111 Exception Dashboard for the report 'EIA-111: Quarterly Electricity Imports and Exports Report (January - March, 2022)'. The dashboard shows a table of errors without overrides. One error is highlighted: 'Section 2A: Imports into the U. (- Energy Purchases or Exchange Imported (MWh))' with the description 'Must range from 0 to 10,000,000'. A red circle highlights the speech bubble icon in the 'Override Comment' column for this error. A red arrow points from this icon to a modal window titled 'Comment for Error Override'. The modal contains a text area for the override comment, which has been filled with: 'This MWh value is valid according to our records based on monthly electric contracts'. The modal also includes 'Cancel' and 'Submit' buttons.

**Exception Dashboard** Errors without Override: 2

Location of Error	Error Description	Override Comment
Section 2A: Imports into the U. (- Energy Purchases or Exchange Imported (MWh))	Must range from 0 to 10,000,000	

**Imports into U.S. From Canada or Mexico**

**Identification**

Month: January

Foreign Source Balancing Authority: Independent Electricity System Operator IESO

US Sink Balancing Authority: Midcontinent Independent Transmission System

Transmission Provider/Transfer Facility(ies): Mid-Continent ISO

**Imports**

Category of Service: Firm

Energy Purchases or Exchange Imported (MWh): 10000001

Must range from 0 to 10,000,000

**Transaction Payments**

Energy Payments (\$US): 10000001

Energy Payments must range from 0 to 10,000,000

Other Payments (\$US): 0.00

Total Payments (\$US): 10,000,001.00

**Comment for Error Override**

You may override the selected error if you provide a comment:

Location of Error	Error Description
Section 2A: Imports into the U. (- Energy Purchases or Exchange Imported (MWh))	Must range from 0 to 10,000,000

Override Comment:

This MWh value is valid according to our records based on monthly electric contracts



Cancel Submit

# Using the Exception Dashboard


## EXAMPLE 2: HOW TO OVERRIDE


Once a comment is submitted, the row will change from pink to yellow.

Notice the flagged error with an override comment is now yellow. The error has been addressed with a comment and accepted by EIA for further review.

(S-22127) **PENDING**  **EIA-111: Quarterly Electricity Imports and Exports Report** (January - March, 2022) 

	Comment
Section 2A: Imports into the U. (- Energy Payments (\$US))	Energy Payments must range from 0 to 10,000,000
Section 2A: Imports into the U. (- Energy Purchases or Exchange Imported (MWh))	Must range from 0 to 10,000,000



**Imports into U.S. From Canada or Mexico** 

**Identification**

Month\*

Foreign Source Balancing Authority\*

US Sink Balancing Authority\*

Transmission Provider/Transfer Facility(ies)\*

**Imports**

Category of Service\*


Energy Purchases or Exchange Imported (MWh)\*

**Transaction Payments**




Energy Payments (\$US)\*

Other Payments (\$US)\*

Total Payments (\$US)\*



**Section Comments**


  




# Form EIA-111 Submission



## Review & Submit

When the submission passes all edits, the respondent will see the green banner indicating that the submission was successfully received.

At this stage, if you need to re-submit the survey with revised data, use the button  under the green banner.

If you have revisions to prior quarters, please contact the EIA Customer Care Team for assistance.

 Your submission for the production month of October - December, 2021 was received on September 20, 2021 at 2:36 PM.

 EIA-111 (S-22123)	<a href="#">Re-Submit Survey</a>	Urgency 0	Deadline —	Status Resolved-Accepted	
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### Review

#### Section 1: Respondent Identification

Reporting Period: October - December, 2021

Company Name: EIA-111 Training Company

Doing Business As: —

Location: —

#### Section 2A: Imports into the U.S. from Canada or Mexico

2A.1) Did the entity have any imports this quarter?

Yes

Enter a separate entry for each import.

- If 'Other' is selected for Foreign Source Balancing Authority, U.S. Sink Balancing Authority, Transmission Provider/Transmission Facility(ies), and/or Category of Service, please add a comment in the text box.
- Total Payments is the sum of Energy Payments and Other Payments.

Imports into U.S. From Canada or Mexico [Add](#)

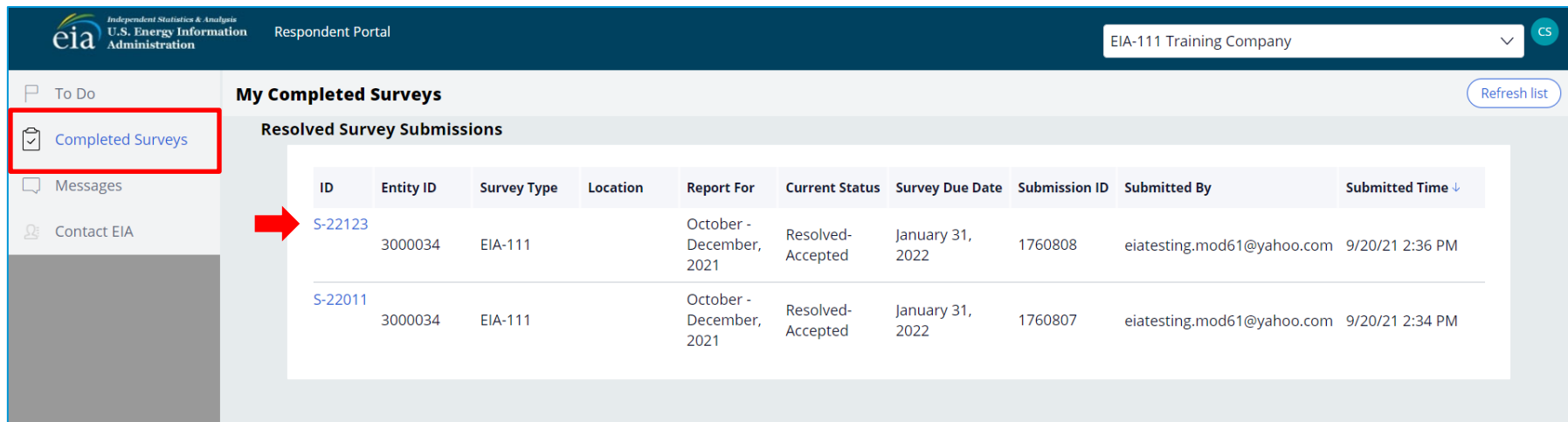
# Navigating the Respondent Portal – Completed Surveys

## My Completed Surveys

Once a form is successfully submitted to EIA, the **Completed Surveys** tab will populate with a list of all resolved and accepted survey submissions.

## Access to Surveys submitted using the Webform

Use the **Completed Surveys** tab to access surveys previously submitted via the webform but may require revision. Click on the blue ID hyperlink to access the webform, print and re-submit as needed.



The screenshot displays the EIA Respondent Portal interface. The top header includes the EIA logo, the text 'Independent Statistics & Analysis U.S. Energy Information Administration', and 'Respondent Portal'. On the right, there is a dropdown menu showing 'EIA-111 Training Company' and a 'CS' status indicator. The left sidebar contains navigation links: 'To Do', 'Completed Surveys' (highlighted with a red box), 'Messages', and 'Contact EIA'. The main content area is titled 'My Completed Surveys' and features a 'Resolved Survey Submissions' table. A red arrow points to the first row of the table.

ID	Entity ID	Survey Type	Location	Report For	Current Status	Survey Due Date	Submission ID	Submitted By	Submitted Time ↓
<a href="#">S-22123</a>	3000034	EIA-111		October - December, 2021	Resolved-Accepted	January 31, 2022	1760808	eiatesting.mod61@yahoo.com	9/20/21 2:36 PM
<a href="#">S-22011</a>	3000034	EIA-111		October - December, 2021	Resolved-Accepted	January 31, 2022	1760807	eiatesting.mod61@yahoo.com	9/20/21 2:34 PM

# Navigating the Respondent Portal - Messages

## Messages

The Messages tab will house all correspondence between the respondent and EIA.

To send a message to EIA, click on the **New Message** button to compose a message.

The screenshot shows the 'Respondent Portal' interface. On the left sidebar, the 'Messages' tab is highlighted with a red box. The main content area is titled 'My Messages' and features a 'New Message' button with a red arrow pointing to it. Below this, there are three sections: 'All Open Messages', 'All Open Messages Pending with EIA', and 'Resolved Messages'. Each section contains a table with columns for ID, Message Initiated, Message Subject, and Last Updated (or Closed Date for resolved messages). The 'All Open Messages' and 'All Open Messages Pending with EIA' sections show a 'Work queue is empty' message with an envelope icon. The 'Resolved Messages' section shows 'No Items' with an envelope icon. The top right of the portal shows the user's location as 'EIA Training Company: Washington, DC'.

# Navigating the Respondent Portal - Messages

## Messages

To send a message to EIA, click on the button

New Message

This function will initiate a secure message to EIA's support staff. The subject and message fields are required. Respondents can use the **Add** button to send attachments if necessary.

Click the **Send Message** button and a tracking number will be provided for the successful transmission of your message.

Initiate Messaging (ME-7002)

Subject \*

Resubmissions

Message \*

How can I modify a previously submitted form?

Add

- Attach A Note
- Attach file(s)
- Attach a link

Attachments

Time	Description	Operator	Attachment type	Delete
No matching data was found.				

Displaying 0 records

Cancel

Send Message

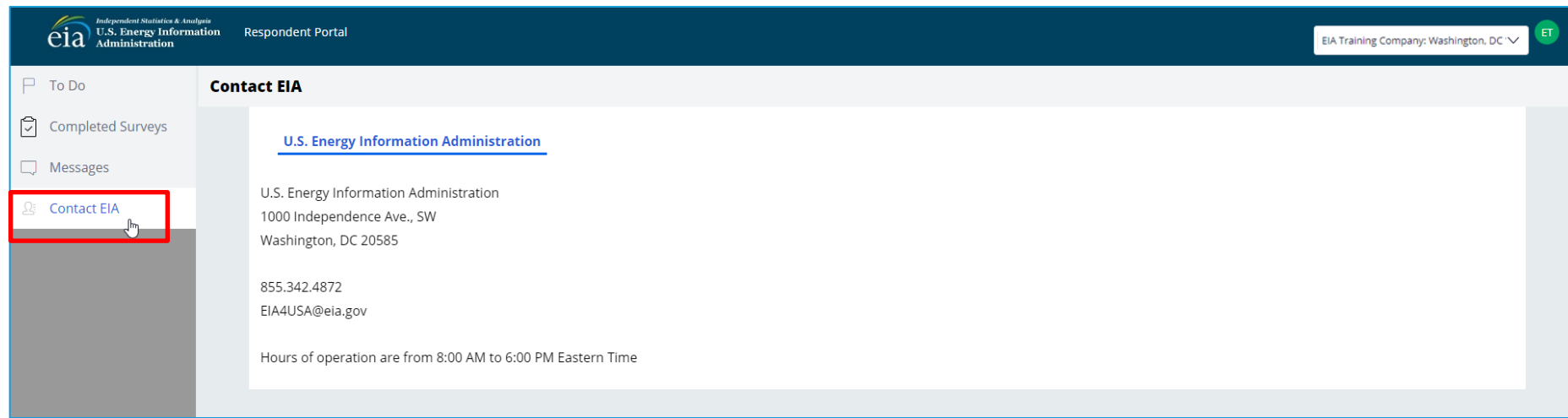
✓ You have successfully submitted your Message. Your message tracking number is ME-4001.

Close

# Navigating the Respondent Portal – Contact EIA

## Contact EIA

Contact information is provided for respondent support via mail, phone and email.



The screenshot displays the U.S. Energy Information Administration (EIA) Respondent Portal. The top navigation bar includes the EIA logo, the text "Independent Statistics & Analysis U.S. Energy Information Administration", the title "Respondent Portal", and a dropdown menu for "EIA Training Company: Washington, DC" with a green "ET" status indicator. The left sidebar contains a list of navigation options: "To Do", "Completed Surveys", "Messages", and "Contact EIA". The "Contact EIA" option is highlighted with a red rectangle and a mouse cursor. The main content area, titled "Contact EIA", provides contact information for the U.S. Energy Information Administration, including the address (1000 Independence Ave., SW, Washington, DC 20585), phone number (855.342.4872), email (EIA4USA@eia.gov), and hours of operation (8:00 AM to 6:00 PM Eastern Time).

**Contact EIA**

[U.S. Energy Information Administration](#)

U.S. Energy Information Administration  
1000 Independence Ave., SW  
Washington, DC 20585

855.342.4872  
EIA4USA@eia.gov

Hours of operation are from 8:00 AM to 6:00 PM Eastern Time

## Benefits of Using the Webform

- ✓ The webform incorporates data validation edits allowing respondents to submit more accurate data with less follow up
- ✓ The webform is a secure method of transmission and ensures that only registered users submit data for your company
- ✓ Respondents can easily access and revise data in one central location
- ✓ Respondents can communicate securely and directly with EIA

## Questions?

If you have further questions, please contact us at:

- Email: [EIA4USA@eia.gov](mailto:EIA4USA@eia.gov)
- Phone: 1-855-EIA-4USA (1-855-342-4872)
- Link to the EIA Respondent Portal: <https://survey.eia.gov>