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

1. Open your internet browser, and enter in [https://signon.eia.doe.gov/ssoserver/login](https://signon.eia.doe.gov/ssoserver/login) into your search bar.

2. In the window that opens, bypass the UserID and Password requests, and select 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.
4. If you complete the above steps, the following screen will appear. Select OK and close your web browser.

5. Once you have closed out of your web browser, reopen your browser and return to https://signon.eia.doe.gov/ssoserver/login.

6. Enter your UserID you created into the UserID Field, then enter your password into the Password Field. Then, select the Logon button below those fields.
7. Once you login, you will need to enroll your UserID. Please go to the Enrollment section of this screen, and select Add EIA Survey Reporting Capability (New. Replaces all prior enrollment links).

Here, you will be able to enroll your account, which will then grant you access to the surveys you need to submit.

8. To enroll your UserID, you will need to use the MailID and Secret Code that was sent to you. If you need assistance, or did not have a Mail ID and Secret Code sent to you, please email EIA-7A@eia.gov and submit a help inquiry. Someone will be able to assist you.

If you have entered in your Mail ID and Secret Code, select Submit Credentials to enroll your account. This is the only time you will use the Mail ID and Secret Code sent to you be EIA. In any further sessions, you will use the UserID and Password you created when you registered for the SSO system.
9. The next window should have the EIA-7A Annual Coal Production and Preparation report as an option for you to access and complete. If you do not see EIA-7A Coal Production Report under your available surveys to complete, please email EIA-7A@eia.gov immediately. Someone will be able to assist you and grant you access to this survey.

   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.

10. Once you select the EIA-7A Coal Production Report, you will be brought to a window that has a drop down menu that shows what Mine(s) or Prep Plant(s) you will need to complete a survey for. If there are any Mine(s) or Prep Plant(s) you do not have access to, but need access to, please email EIA-7A@eia.gov immediately.

   If you have any other questions or concerns, or need any assistance, please email EIA-7A@eia.gov and someone will be able to help you.