

RENEWABLE SURVEYS

COVER LETTERS

FORM EIA-63A, EIA-63B, AND EIA-902

Template 1: SSO Registered User

Template 2: SSO Unregistered User

Template 3: SSO New User

Dear Registered User:

Effective immediately, the Renewable Internet Data Collection and Processing System is available to you for your **2007** EIA-xxx data submission. As you know, your data are very important to the solar or geothermal industry. The information filed on the EIA-xxx is used by Congress, as well as the public and private industry.

**If you are** responsible for the 2007 EIA-xxx data submission, please logon to the EIA SSO system (<https://signon.eia.doe.gov/ssoserver/login>) by using your user id and established valid password. Please file your submission no later than March 01, 2008, and accept our thanks in advance.

Your User ID:                   (This is the ID you created when you registered.)

**If you are not** responsible for the submission this year, it is important that you e-mail us the new contact information before **January 21, 2008**. Our e-mail address is [EIA-xxx@eia.doe.gov](mailto:EIA-xxx@eia.doe.gov). Please include the following information in your e-mail:

- Mailing Company Name
- Mailing Contact Name
- Mailing Contact Title
- Mailing Contact E-mail Address
- Mailing Contact Phone Number
- Mailing Contact Fax Number

Thanking you in advance.

Fred Mayes

Chief, Renewable Information Team  
Energy Information Administration  
[fred.mayes@eia.doe.gov](mailto:fred.mayes@eia.doe.gov)  
(202) 586-1508

Dear SSO Unregistered User:

Effective immediately, the Renewable Internet Data Collection and Processing System is available to you for your 2007 EIA-xxx data submission. As you know, your data are very important to the solar or geothermal industry. The information filed on the EIA-xxx is used by Congress, as well as the public and private industry.

Our records indicate that you have not yet registered in the new internet EIA-xxx survey submission process. By registering in our Single Sign On (SSO) system, you will be able to access your survey forms, complete the data entry, and submit your completed data survey form to EIA.

**You do not need the Mail ID or Code to complete SSO registration. You can complete SSO registration following the steps in the user's guide (see last paragraph).**

**You have received two emails from EIA. The first email contained a Mail ID and the second email contained a Code. You need both of these pieces of information to access your EIA-xxx survey forms the first time. If you do not have this information please e-mail us your request to [EIA-xxx@eia.doe.gov](mailto:EIA-xxx@eia.doe.gov). I will reply by email with your Mail ID and Code.**

**If you are** responsible for the 2007 EIA-xxx data submission, please file your submission no later than March 01, 2008, and accept our thanks in advance.

**If you are not** responsible for the submission this year, it is important that you e-mail us the new contact information before **January 21, 2008**. Our e-mail address is [EIA-xxx@eia.doe.gov](mailto:EIA-xxx@eia.doe.gov). Please include the following information in your e-mail:

- Mailing Company Name
- Mailing Contact Name
- Mailing Contact Title
- Mailing Contact E-mail Address
- Mailing Contact Phone Number
- Mailing Contact Fax Number

The IDC user's guide for the EIA SSO Registration, and completing the Form EIA-xxx is at <http://www.eia.doe.gov/cneaf/solar.renewables/page/forms/eia-63amanual.pdf>.

Thanking you in advance.

Fred Mayes  
Chief, Renewable Information Team  
Energy Information Administration  
[fred.mayes@eia.doe.gov](mailto:fred.mayes@eia.doe.gov)  
(202) 586-1508

Dear SSO New User:

In the beginning of 2006, the Energy Information Administration (EIA) launched the Renewable Internet Data Collection and Processing System. The goal of the implementation is to 'Bring Efficiency and Quality to Energy Data Submissions.'

This is one of two e-mails you are going to receive giving you the necessary information to register for the new EIA Single SignOn (SSO), <https://signon.eia.doe.gov/ssoserver/login>. Once you have completed this and have received both e-mails, you will be able to access the Solar Internet Data Collection System to submit your EIA-xxx data for **2007**. This e-mail contains your **Mail ID** which is found below. You may have received, or will receive another e-mail from EIA's Office of Information Technology, providing you with a **Code** and the instructions to complete the validation process. The Mail ID and the Code will enable you to validate yourself on the EIA-xxx Internet Data Collection System.

**Mail ID:**

The IDC user's guide for the EIA SSO Registration, and completing the Form EIA-xxx is at <http://www.eia.doe.gov/cneaf/solar.renewables/page/forms/eia-63amanual.pdf>.

If you are no longer the person submitting the EIA-xxx form, please provide the following information in a reply email. Send e-mail to [EIA-xxx@eia.doe.gov](mailto:EIA-xxx@eia.doe.gov)  
The subject line should be New Preparer.

Name of New Preparer's Company:

Name of New Preparer:

New Preparer's e-mail address:

New Preparer's telephone number:

New Preparer's fax number:

**Note:** If you experience problems with the EIA Single Sign On, please contact the User Service Center at (202) 586-8959. Once you have successfully completed the EIA Single Sign On process and have created your own validated password on the EIA-xxx Internet Data Collection System, you will then be able to access the EIA-xxx survey. Any questions that you have with the Internet Data Collection System should be addressed to the [EIA-xxx@eia.doe.gov](mailto:EIA-xxx@eia.doe.gov) or Peter Wong at (202) 586-7574, and/or [peter.wong@eia.doe.gov](mailto:peter.wong@eia.doe.gov).

Thanking you in advance.

Fred Mayes  
Chief, Renewable Information Team  
Energy Information Administration  
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(202) 586-1508