



U.S. Department of Energy
Washington, DC 20585

January 15, 2011

Dear *Company Contact Name*:

The U.S. Energy Information Administration (EIA) is pleased to announce that reporting for the mandatory survey **Form EIA-886 Annual Survey of Alternative Fueled Vehicles** for 2010 is online at <https://eiaweb.inel.gov>. This web-enabled reporting system is an important component in the Federal Government's collective efforts to promote an electronic government that improves efficiency and customer service through the use of information technology.

Form EIA-886 collects information from two distinct groups: 1) organizations that "make available" alternative fueled vehicles (suppliers), and 2) organizations that use alternative fueled vehicles (AFVs) and/or alternative transportation fuels (users).

Your organization was identified as a possible supplier and/or user of AFVs and has therefore been granted access to the EIAWEB online reporting system to fulfill your reporting obligation.

To access the system, follow these steps:

1. **Log on to <https://eiaweb.inel.gov>**
2. **Enter your current email address in the User ID prompt field**
3. **Enter the password (password is cAsE sEnSiTiVe):**

An online help system and links to download the paper Form EIA-886 and Instructions are available through the EIAWEB system. The information collected on this form by the EIA will be used to provide Congress with a measure of the extent to which the objectives of the Energy Policy Act of 1992 are being achieved.

Although reporting via the online reporting system is preferred, EIA understands that internet capabilities are not always available for data submission; therefore, we have enclosed a copy of the Form EIA-886 for your organization to file via mail or fax. Please refer to page 1 of the instructions for mail/fax information.

Please provide the EIA-886 information to EIA by March 15, 2011.

If you have questions, please contact my assistant, Michelle Kirby at (208) 526-4273. Thank you for your cooperation.

Sincerely,

A handwritten signature in cursive script, appearing to read "Cynthia Amezcua".

Cynthia Amezcua
Form EIA-886 Survey Manager
U.S. Energy Information Administration