

## FOR FORM EIA-3

Responding Entity Name: [RESPONDENTNAME]

Dear [PRIMARYCONTACTNAME]:

Please be advised that the EIA-3 IDC will close on Friday, November 2, 2013.

This quarterly coal survey report is mandatory and required pursuant to the authority granted to the Department of Energy (DOE) by the Federal Energy Information Administration Act of 1974 (Public Law 93-275).

The Internet Data Collection (IDC) system is open and will be available to you. To help you get started, we are providing your User ID below:

USER ID: [SSOUSERID]

If you are a new IDC user, this would be one of two e-mails that you are going to receive, giving you the necessary information to register for the EIA Single Sign On (SSO), at:

<https://signon.eia.doe.gov/ssoserver/login>.

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-3 IDC system.

Mail ID: [PRIMARYCONTACTID]

If you are no longer the person submitting the EIA-3 forms, please provide the following information in a reply email. Send e-mail to [EIA-3@eia.doe.gov](mailto:EIA-3@eia.doe.gov). The subject line should be "New Preparer".

Name of New Preparer:

New Preparer's telephone number:

New Preparer's email address:

If you experience problems with the EIA Single Sign On, please contact the Help Center at [EIASurveyHelpCenter@eia.gov](mailto:EIASurveyHelpCenter@eia.gov). If you have further questions, please contact me at [tejasvi.raghuveer@eia.gov](mailto:tejasvi.raghuveer@eia.gov) or (202) 586-8926.

Sincerely,

Tejasvi Raghuveer  
Industry Economist and Survey Manager  
Coal Statistics Team  
U.S. Energy Information Administration

## FOR FORM EIA-7A

March 16, 2013

Attention: [RESPONDENTID]

Subject: Reminder to File Your 2012 Form EIA-7A

Dear EIA-7A Respondent:

This is reminder of the upcoming due date for your 2012 Form EIA-7A, "Coal Production and Preparation Report." Response to this survey is required by law, and your data should be reported to the U.S. Energy Information Administration within 90 days after the close of the 2012 calendar year. The due date for the 2012 EIA-7A form is Monday, April 1, 2013.

If you have already submitted the form(s), please disregard this reminder. If not, please submit your data via mail, FAX (202-287-1944), or the Form EIA-7A Internet Data Collection (IDC) system. The EIA-7A IDC system is available using <https://signon.eia.gov/ssoserver/login>, and has been redesigned to make filing quick and easy. If you have any questions or need assistance, please feel free to use one of the following:

Email address - EIA-7A@eia.gov

Help Desk - (202) 586-9595 (for assistance with the EIA Single Sign On (SSO) System)

Michael Lintner and I are also available to answer questions and help with filing your survey(s). I can be reached at (202) 586-1719; Michael can be contacted at (202) 586-0667. Thank you in advance for your prompt response and the 2012 Form EIA-7A submission.

Sincerely,

Paulette Young  
EIA-7A Survey Manager  
U.S. Energy Information Administration, EI-24  
Department of Energy  
1000 Independence Avenue, SW  
Washington, DC 20585