

## FOR FORM EIA-3

Responding Entity Name: [RESPONDENTNAME]

Attention: [PRIMARYCONTACTNAME]

Kindly be advised that the due date for 3rd quarter 2012 EIA-3 submission, which was Friday, November 2, 2012, has past.

Using your User ID and Password complete the "Manufacturing and Transformation/Processing Coal Plants and Commercial and Institutional Coal Users," survey by visiting:

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

Please note that EIA-3 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).

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) given above.

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 form, please provide the following information in a reply email. Send e-mail to [EIA-3@eia.gov](mailto:EIA-3@eia.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-5

Responding Entity Name: [RESPONDENTNAME]

Dear [PRIMARYCONTACTNAME]:

Kindly be advised that the due date for 2nd quarter 2012 EIA-5 submission, which was Friday, November 2, 2012, has past.

Using your User ID and Password complete the "Quarterly Coal Consumption and Quality Report - Coke Plants" survey by visiting:

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

Please note that EIA-5 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).

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) given above.

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-5 IDC system.

Mail ID: [PRIMARYCONTACTID]

If you are no longer the person submitting the EIA-5 form, please provide the following information in a reply email. Send e-mail to [EIA-5@eia.gov](mailto:EIA-5@eia.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