

## FOR FORM EIA-3

Responding Entity Name: [RESPONDENTNAME]

Dear [PRIMARYCONTACTNAME]:

The purpose of this email is to check whether you will be the person preparing and submitting data for 2013 Quarter 3 on Survey Form EIA-3, and to update contact supervisor information. We will be announcing the start of the next reporting period on Friday, November 2, 2013.

If you are no longer the person submitting the EIA-3 form, then please provide the following information in a reply email to [eia-3@eia.gov](mailto:eia-3@eia.gov):

Name of New Preparer:

New Preparer's Address:

New Preparer's telephone #:

New Preparer's email address:

If we do not already have it, kindly provide the name and contact information of the reporting entity's supervisor. This increases our ability to close a survey cycle should you be out of the office.

Name of Supervisor:

Supervisor's Mailing Address:

Supervisor's telephone #:

Supervisor email address:

We thank you for your kind assistance.

Sincerely,

Tejasvi Raghuv  
Industry Economist and Survey Manager  
Coal Statistics Team  
U.S. Energy Information Administration  
(202) 586-8926  
[tejasvi.raghuv@eia.gov](mailto:tejasvi.raghuv@eia.gov)

## FOR FORM EIA-7A

Dear [PRIMARYCONTACTNAME],

The U.S. Energy Information Administration (EIA) has opened the [CYCLEYEAR] data collection cycle for the [SURVEYNAME].

You have been identified as the primary contact for the MSHA ID(s) listed below:

[RESPONDENTIDNAMECYCLE.{{}}]

Please submit your data electronically before April 2, 2012, by accessing EIA's secure e-filing system at <https://signon.eia.doe.gov/ssoserver/login>. Please let us know if you are no longer the primary contact for any of the entities above or believe that you have received this message in error.

Given EIA's commitment to ensuring the accuracy of its data, we would appreciate if you could review your responses to the following form questions (if applicable) and ensure that they are correct:

II. Annual Mine Productive Capacity

III. Coal Beds Mined, (3) Share of Production (%)

IV. Recoverable Reserves

V. Dispositions of Coal Produced, A. Open Market Sales

V. Dispositions of Coal Produced, F. Export coal

V. Dispositions of Coal Produced G. Coal Stocks held off-site at remote locations

VII. Coal Preparation

### NEW RESPONDENTS:

As a preliminary step, you will need to register for a secure EIA Single sign-on (SSO) account to access the e-filing system. If you already respond to another EIA survey and have an SSO account, you do not need to register again. If you are using the e-filing system for the first time and are not registered for an SSO account, please go to the website listed above and click on, 'register for a UserID'. Follow the prompts to complete the registration process.

The SSO registration is a two-step process. The first step requires you to create a User ID and Password. The second step links your User ID to the surveys that you need to file. This step will require you to have a Mail ID and Secret Code. The Mail ID is listed below. The Secret Code should have been sent to you in a separate email earlier today. The Mail ID and Secret Code will be used only once and for the sole purpose of completing the registration process. You need to complete both steps in order to access Form EIA-7A. Please note that the e-filing system recognizes your registration only after you complete a login.

Mail ID: [PRIMARYCONTACTID]

The following two guides are available to you for reference:

1. [http://www.eia.gov/survey/form/eia\\_7a/registration\\_guide.pdf](http://www.eia.gov/survey/form/eia_7a/registration_guide.pdf)
2. [http://www.eia.gov/survey/form/eia\\_7a/users\\_guide.pdf](http://www.eia.gov/survey/form/eia_7a/users_guide.pdf)

If you are an existing respondent but have forgotten your User ID or password, or if you are not responsible for the submission this year, it is important that you email us the new contact information. Please address your inquiries to [EIA-7A@eia.gov](mailto:EIA-7A@eia.gov).

Your cooperation is greatly appreciated.

Paulette Young  
Survey Manager, [SURVEYNAME]  
Office of Oil, Gas, and Coal Supply Statistics  
U.S. Energy Information Administration