



Department of Energy

Washington, DC 20585

<CURRENT MMDDYYYY>

<Mr./Ms. Respondent Name>

<Account Name>

<Address Line 1>

<City>, <State> <Zip Code>

Dear <Mr./Ms. Respondent Name>,

Welcome to the U.S. Energy Information Administration (EIA), the statistical and analytical agency within the U.S. Department of Energy. Your company has been selected by EIA as a respondent to Form EIA-111, the “Quarterly Electricity Import and Exports Report.”

Form EIA-111 collects U.S electricity import and export data from importers and exporters of electricity, border balancing authorities, and entities authorized to export electric energy and to construct, operate or maintain facilities for the transmission of electric energy at an international boundary as required by 10 CFR 205.308 and 205.325.

This is a mandatory information collection under 15 U.S.C. §772 et seq. The terms and conditions of an electricity Export Authorization and Presidential Permit for the construction, operation, maintenance, and connection of an international electric transmission facility issued by DOE also require the holder of such an authorization or permit to submit the information and data necessary to complete Form EIA-111 in a timely and accurate manner. EIA estimates that the average reporting burden for this survey is one hour and thirty minutes per quarter, per respondent. Your company’s mandatory participation will continue into the future until further notification.

The respondents to the “Quarterly Electricity Imports and Exports Report” submit data to EIA via the EIA Data xChange Community Portal. The Community Portal is a simple, easy to use, on-line resource that provides essential data management services supporting energy data collections, proprietary energy data transfer, customized energy reporting and much more.

Submit form EIA-111 no later than 30 days after the end of the reporting quarter. The reporting quarters are as follows: First Quarter, January 1-March 31; Second Quarter, April 1-June 30; Third Quarter, July 1-September 30; Fourth Quarter, October 1-December 31.

Based on information gathered by EIA, you have been identified as the initial point of contact for providing information needed to complete Form EIA-111. If you are the appropriate contact, please confirm by emailing us at EIA4USA@eia.gov. If you are not

the appropriate contact, please forward the appropriate person's contact information to EIA4USA@eia.gov and we will contact them directly.

For Form EIA-111, the information reported will be considered public information and may be publicly released in identifiable form.

Please watch your email over the next few days for a message that will contain your EIA username and temporary password to the Community Portal. Once you have updated your password and are able to access the Community Portal, see the **Knowledge** tab for additional information on the EIA-111 and instructions on how to use the EIA Data xChange Community Portal to submit data.

If you have any questions, please contact us directly at EIA4USA@eia.gov or call 1-855-EIA-4USA (1-855-342-4872) Monday through Friday, 8:00 AM-6:00 PM ET.

We are very excited to provide you with a new and innovative way of submitting and receiving data from the U.S. Energy Information Administration. Thank you for supporting EIA's data collection activities.

Sincerely,

Debra Coaxum
Director, Office of Oil, Gas, & Coal Supply Statistics
U.S. Energy Information Administration
U.S. Department of Energy