

Training for the EIA Respondent Portal Monthly Crude Oil and Lease Condensate, and Natural Gas Production Report (Form EIA-914)



November 2023

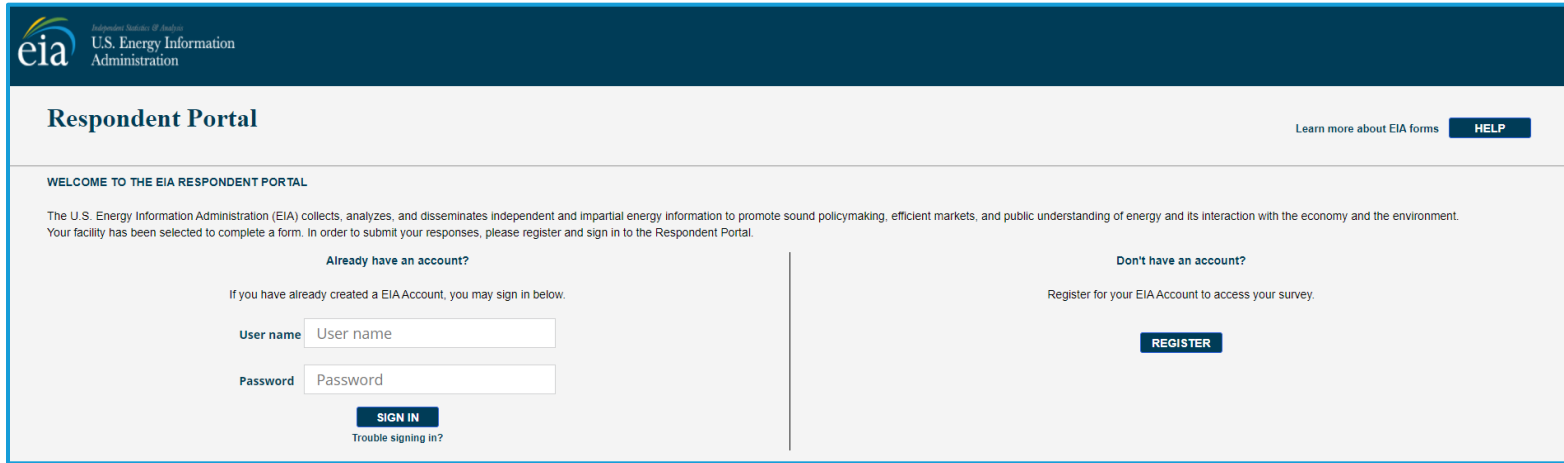
U.S. Energy Information Administration

Office of Energy Statistics



This presentation addresses the following:

- How to register for and use the EIA Respondent Portal
- How to sign in, navigate and submit the webform, including data validation



The screenshot shows the EIA Respondent Portal interface. At the top left is the EIA logo with the text "Independent Statutory Of Analysis U.S. Energy Information Administration". The main heading is "Respondent Portal". On the right, there is a link "Learn more about EIA forms" and a "HELP" button. Below the heading, a welcome message states: "WELCOME TO THE EIA RESPONDENT PORTAL. The U.S. Energy Information Administration (EIA) collects, analyzes, and disseminates independent and impartial energy information to promote sound policymaking, efficient markets, and public understanding of energy and its interaction with the economy and the environment. Your facility has been selected to complete a form. In order to submit your responses, please register and sign in to the Respondent Portal."

The page is divided into two columns. The left column is for users with an account, titled "Already have an account?". It includes the text "If you have already created a EIA Account, you may sign in below." and a sign-in form with fields for "User name" and "Password", a "SIGN IN" button, and a link "Trouble signing in?". The right column is for new users, titled "Don't have an account?". It includes the text "Register for your EIA Account to access your survey." and a "REGISTER" button.



How to Access the EIA Respondent Portal

Access Instructions

All EIA-914 respondents will register for an account in the EIA Respondent Portal to access the EIA-914 webform. Respondents will receive a one-time email with a new Entity ID that will appear in the Respondent Portal. Once registered, respondents can use the **Sign In** section of this page.

- Follow the link to EIA's online reporting system which will be provided.
- First time users click on the **Register** button
- Please use the **Google Chrome** internet browser
- Use this link to access the EIA Respondent Portal: **<https://survey.eia.gov>**



Respondent Portal

Learn more about EIA forms [HELP](#)

WELCOME TO THE EIA RESPONDENT PORTAL

The U.S. Energy Information Administration (EIA) collects, analyzes, and disseminates independent and impartial energy information to promote sound policymaking, efficient markets, and public understanding of energy and its interaction with the economy and the environment. Your facility has been selected to complete a form. In order to submit your responses, please register and sign in to the Respondent Portal.

Already have an account?

If you have already created a EIA Account, you may sign in below.

User name

Password

SIGN IN

[Trouble signing in?](#)

Don't have an account?

Register for your EIA Account to access your survey.

REGISTER



Registration via the EIA Respondent Portal

Access Instructions

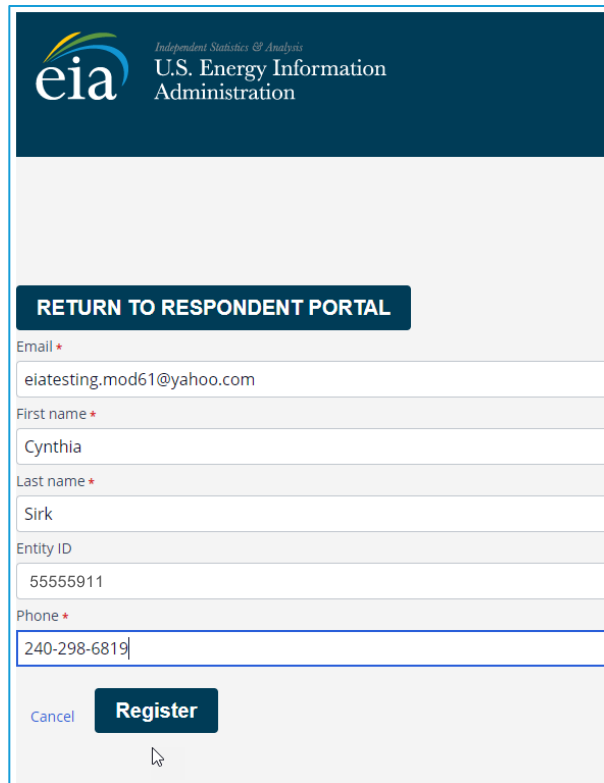
Enter the information provided to you via the invitation email to register:

- Email
- First and last name
- Entity ID
- Phone
- Company name

***Note: Please include all contact information provided in the invitation email, including Entity ID. We recommend using the copy/paste function to avoid mistakes.**

Optional information includes your job title and manager's identification information.

Click on the radial button yes/no to indicate if you are responsible for submitting data on behalf of your company.



The screenshot shows the EIA Respondent Portal registration form. At the top is the EIA logo and the text "Independent Statistics & Analysis U.S. Energy Information Administration". Below this is a dark blue button labeled "RETURN TO RESPONDENT PORTAL". The form fields are: Email (with a red asterisk), First name (with a red asterisk), Last name (with a red asterisk), Entity ID, and Phone (with a red asterisk). The values entered are: eiatesting.mod61@yahoo.com, Cynthia, Sirk, 55555911, and 240-298-6819. At the bottom left is a "Cancel" link, and at the bottom right is a dark blue "Register" button.



This screenshot shows the EIA Respondent Portal registration form with additional fields. At the top is the EIA logo and the text "Independent Statistics & Analysis U.S. Energy Information Administration". Below this is a dark blue button labeled "RETURN TO RESPONDENT PORTAL". The form fields are: Company Name (with a red asterisk), Job Title, Manager's Full Name, Manager's Email, Manager's Phone No, and a question "Are you responsible for submitting data on behalf of your company?" with "Yes" (selected) and "No" radio buttons. The values entered are: EIA Training Company, Office Manager, John Doe, johndoe@yahoo.com, 240-298-6820, and Yes. At the bottom left is a "Cancel" link, and at the bottom right is a dark blue "Register" button.

Registration via the EIA Respondent Portal

Access Instructions

Once the registration information has been entered, and the information matches what EIA has on file for your company, EIA will send an email with instructions for accessing the Respondent Portal.



Thank you for registering! Please check your email for further instructions.

[RETURN TO RESPONDENT PORTAL](#)

Registration via the EIA Respondent Portal

Access Instructions

Note: if the contact information entered on the registration page does not match the information provided in the invitation email, an EIA Customer Care Team member will contact you via email with instructions to continue access to the Respondent Portal.



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Administration

The information that you provided cannot be confirmed, therefore, a Customer Care Team member will be in contact with you shortly.

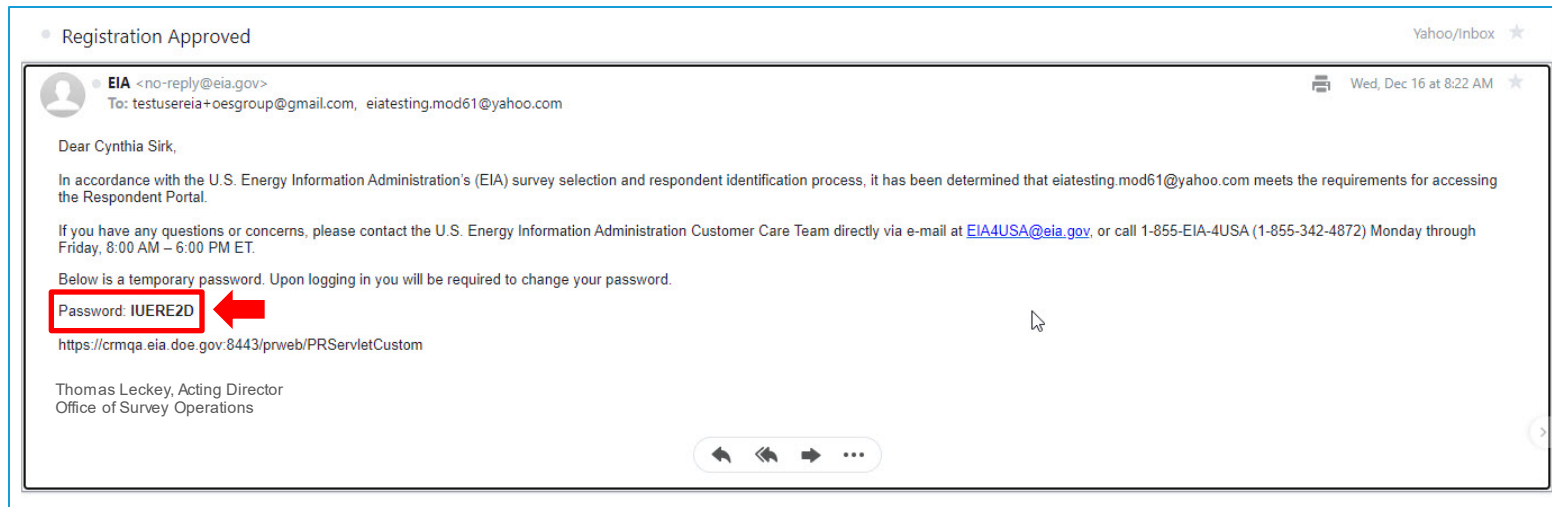
If you have any questions or concerns, please contact the U.S. Energy Information Administration Customer Care Team directly via e-mail at EIA4USA@eia.gov, or call 1-855-EIA-4USA (1-855-342-4872) Monday through Friday, 8:00 AM – 6:00 PM ET.

[RETURN TO RESPONDENT PORTAL](#)

Registration via the EIA Respondent Portal

Access Instructions

Respondents will receive an email that confirms their registration approval with a temporary password and instructions on how to proceed. Once this email is received, return to the Respondent Portal to continue the registration process.

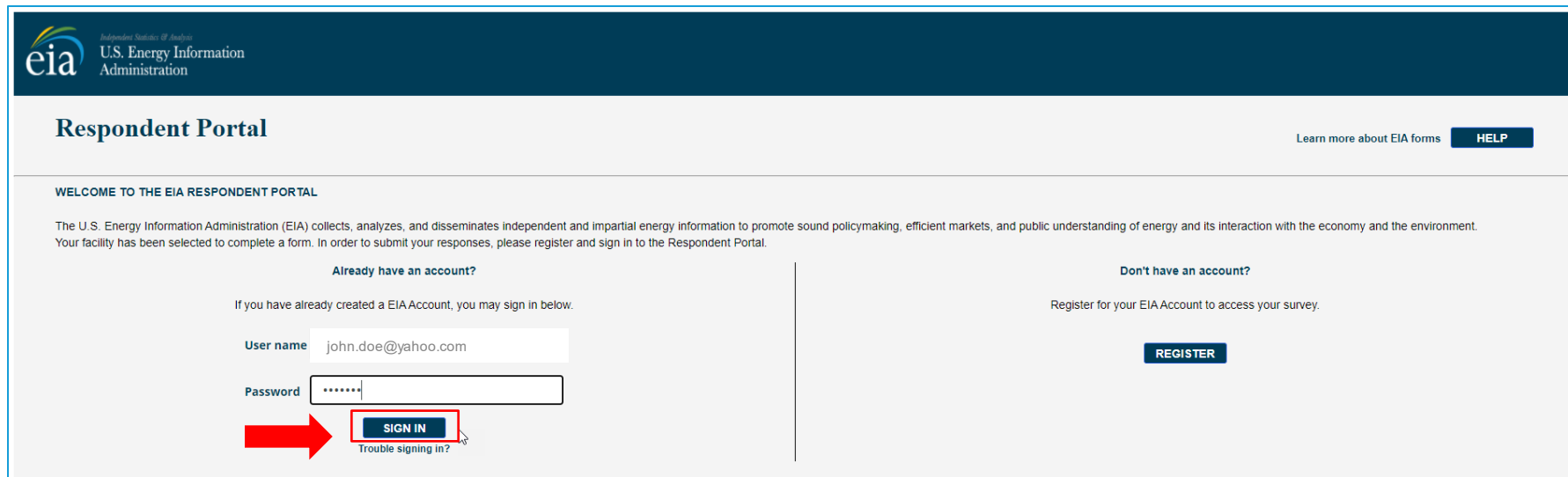


Registration via the EIA Respondent Portal

Access Instructions

On the Respondent Portal landing page, enter your email address as the **User Name** and the temporary password provided in the registration approval email.

Click **Sign In** to continue the registration process. If you have any problems with your password, click on the **Trouble Signing in?** link for instructions to reset your password.



The screenshot shows the EIA Respondent Portal landing page. At the top is the EIA logo and the text "Independent Statistics & Analysis U.S. Energy Information Administration". Below this is the heading "Respondent Portal" and a "HELP" button. A welcome message states: "WELCOME TO THE EIA RESPONDENT PORTAL. The U.S. Energy Information Administration (EIA) collects, analyzes, and disseminates independent and impartial energy information to promote sound policymaking, efficient markets, and public understanding of energy and its interaction with the economy and the environment. Your facility has been selected to complete a form. In order to submit your responses, please register and sign in to the Respondent Portal."

The page is divided into two columns. The left column is for users who "Already have an account?". It includes the instruction "If you have already created a EIA Account, you may sign in below." and two input fields: "User name" with the value "john.doe@yahoo.com" and "Password" with masked characters "*****". Below these fields is a red arrow pointing to a "SIGN IN" button, which is also highlighted with a red box. A link "Trouble signing in?" is located directly beneath the "SIGN IN" button.

The right column is for users who "Don't have an account?". It includes the instruction "Register for your EIA Account to access your survey." and a "REGISTER" button.

Registration via the EIA Respondent Portal

Access Instructions

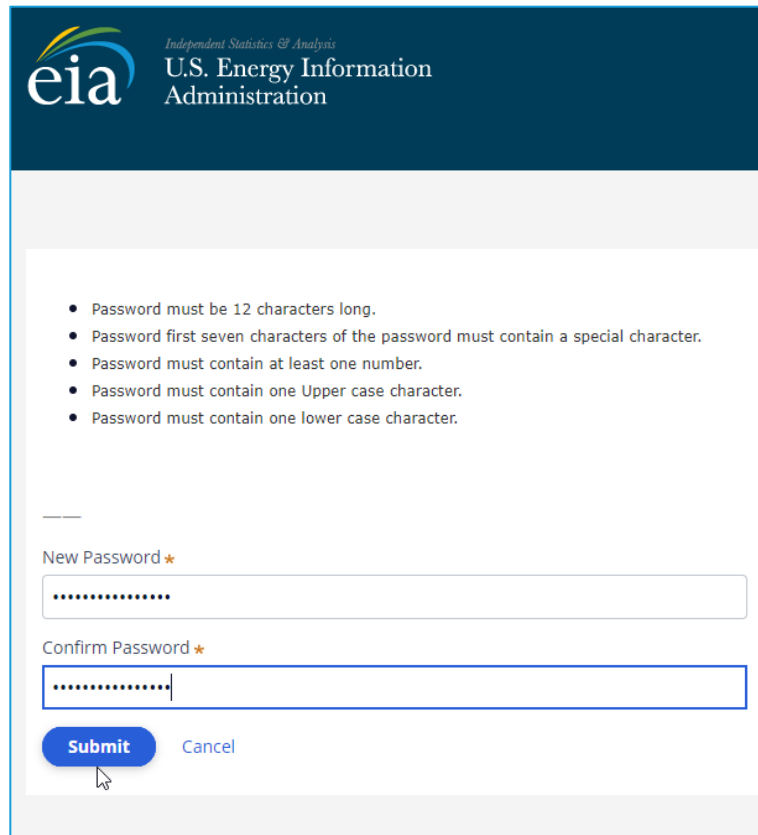
You will be required to reset your temporary password to a permanent one that meets the EIA security requirements. Click **Submit** to continue the registration process.

Once you have created a new password, you will receive a confirmation screen as follows:

Your password has been successfully changed!

[RETURN TO RESPONDENT PORTAL](#)

Click on the **Return to Respondent Portal** link to log in once more with your Username (email address) and new password to proceed to your EIA-914 webform.



The screenshot shows the EIA Respondent Portal interface. At the top, the EIA logo and "U.S. Energy Information Administration" are displayed. Below the header, a list of password requirements is shown: Password must be 12 characters long, Password first seven characters of the password must contain a special character, Password must contain at least one number, Password must contain one Upper case character, and Password must contain one lower case character. Below the requirements, there are two input fields: "New Password" and "Confirm Password", both containing masked text (dots). At the bottom, there are two buttons: "Submit" (highlighted with a mouse cursor) and "Cancel".

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U.S. Energy Information
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- Password must be 12 characters long.
- Password first seven characters of the password must contain a special character.
- Password must contain at least one number.
- Password must contain one Upper case character.
- Password must contain one lower case character.

— — —

New Password *

Confirm Password *

Submit Cancel

Registration via the EIA Respondent Portal with Two-Factor Authentication

Access Instructions

After your successful log in with a permanent password, EIA will send a one-time passcode via email. Enter the eight-digit passcode and click on **Verify One Time Passcode** to proceed to your EIA-914 webform.

Note: this passcode expires within five minutes. If you mistype the code or pass the five-minute expiration, simply click on the Resend button and check your email for a new passcode. **This two-factor authentication step will be required for log in each time you access the Respondent Portal.**

Enter the One-Time passcode sent to this email address:
e****@yahoo*.com .

One Time Passcode *

Verify One Time Passcode

Resend One Time Passcode

Cancel

A note about two-factor authentication: The cybersecurity threat landscape is constantly changing and evolving. Cyber-attacks are becoming more sophisticated and require network and system defenders to deploy more advanced protection capabilities. Two-factor authentication is one such capability that decreases risk of compromise by creating additional complexity for the attacker to compromise a system.

Registration via the EIA Respondent Portal

Access Instructions

The final step to access the EIA-914 webform is to view and agree to EIA's Warning Privacy and Security Notice. Respondents can read the Rules of Behavior by clicking on the link provided then click on the **Agree** button to proceed.



Legal Notice

**** For Official Use Only ****

WARNING PRIVACY, AND SECURITY NOTICE

This is a Federal computer system and is the property of the United States Government. Users have no explicit or implicit expectation of privacy.

With the exception of individually identifiable data or information collected exclusively for statistical purposes under a pledge of confidentiality (i.e. data protected from disclosure by the Confidential Information Protection and Statistical Efficiency Act of 2002, Public Law 107-347), in accordance with applicable law any use of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site, Department of Energy, and law enforcement personnel, as well as authorized officials of other agencies both domestic and foreign. By using this system, the user consents to lawful interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized site or Department of Energy personnel.

Unauthorized or improper use of this system may result in administrative disciplinary action and civil and/or criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use.

Rules of Behavior

I abide by the following rules of behavior [Rules of Behavior](#)

AGREE

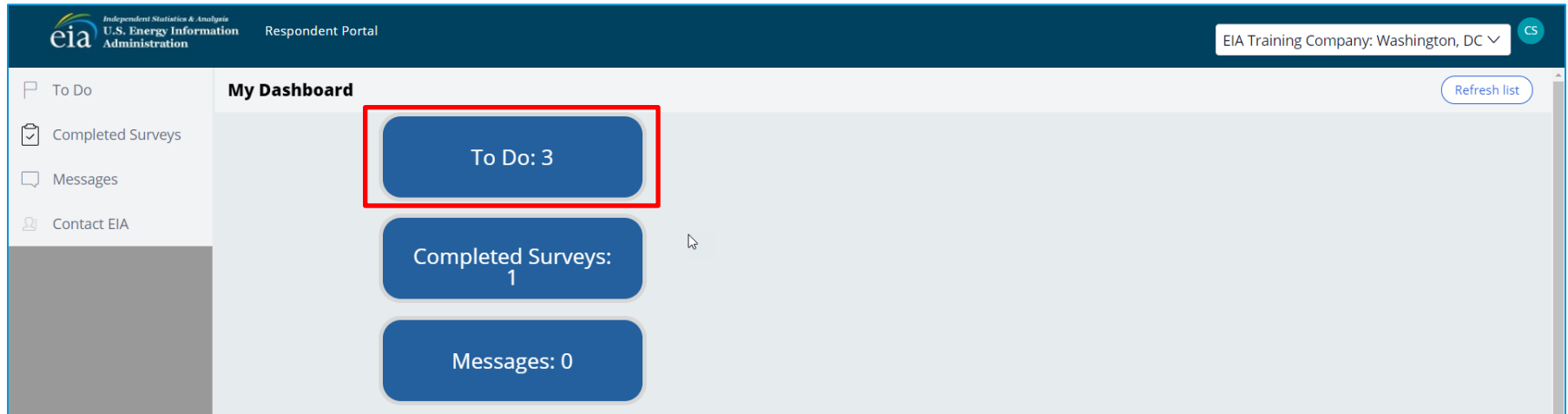
DISAGREE

Accessing Your EIA-914 Webform

My Dashboard

My Dashboard is a landing page that allows the respondent to (1) navigate to forms that need to be filed, (2) view completed surveys and (3) compose and/or view any messages between the respondent and EIA.

The Dashboard will present the number of cycles needing to be filed, the number of completed surveys, and any messages to the Respondent. To begin filing EIA-914 data via the webform, click on the **To Do** button.



The screenshot shows the EIA Respondent Portal interface. At the top, the header includes the EIA logo, the text "Independent Statistics & Analysis U.S. Energy Information Administration", and "Respondent Portal". On the right, it says "EIA Training Company: Washington, DC" with a dropdown arrow and a "CS" icon. Below the header, the "My Dashboard" section is visible. On the left, there is a sidebar with links: "To Do", "Completed Surveys", "Messages", and "Contact EIA". The main content area displays three blue buttons: "To Do: 3" (highlighted with a red rectangle), "Completed Surveys: 1", and "Messages: 0". A "Refresh list" button is located in the top right corner of the dashboard area.

Accessing Your EIA-914 Webform

My To Do

The **To Do** tab provides a link to the webform(s) your company is required to file.

Click on the ID number (hyperlinked in blue) to access the EIA-914 webform.

EIA-914 data are confidential and protected by the Confidential Information Protection and Statistical Efficiency Act (CIPSEA).

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Administration

Respondent Portal

EIA Training Company: Washington, DC 



 To Do

 Completed Surveys

 Messages

 Contact EIA

My To Do 

All Open Survey Submissions

ID	Survey Type	Location	Report For	Current Status	Survey Due Date	Last updated by	Last Updated Time
S-9194	EIA-914	Washington, DC	July, 2021	Not Started	August 31, 2021	RespondentSurveyWB	March 23, 2021 9:46:24 AM EDT
S-9193	EIA-914	Washington, DC	May, 2021	Not Started	June 30, 2021	RespondentSurveyWB	March 23, 2021 9:43:05 AM EDT
S-9148	EIA-914	Washington, DC	May, 2020	Not Started	July 10, 2020	RespondentSurveyWB	March 12, 2021 9:09:53 AM EST

Best Practices Using the EIA-914 Webform

Browser



Google Chrome is the best option for optimal portal and webform performance. Other browsers will work; however, some visibility issues may occur.

Navigation



Click on the EIA logo at the top of any screen to return to the EIA Respondent Portal Dashboard at any time

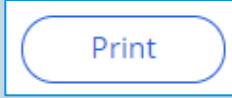
Navigation

A rectangular button with rounded corners, outlined in blue, containing the word "Back" in blue text.

Back

Utilize the back button **within** the webform rather than your browser's back button. This button is located at the bottom of each screen.

Print

A rectangular button with rounded corners, outlined in blue, containing the word "Print" in blue text.

Print

Utilize the print button **within** the webform rather than your browser's print function. This button is located at the bottom of each screen.

Filing the EIA-914 Webform – Section 1

Section 1

Section 1 contains pre-loaded respondent identification information.

If you need to change any of the information in Section 1, you must contact EIA for assistance.

Email: eia4usa@eia.gov
Phone: 1-855-EIA-4USA
(1-855-342-4872)

If you mark YES to 1.1, 1.2, enter the operator name, location (state) and any applicable comment. If you mark YES to 1.3, enter the subsidiary/affiliate company and any applicable comment.

Click **Continue** to proceed to Section 2.

(5-9194) **IN PROGRESS**  **EIA-914: Monthly Crude Oil and Lease Condensate, and Natural Gas Production Report** (July, 2021) OMB No. 1905-0265
Expiration Date: 12/31/2020
Burden: 4.0 hours

Section 1 Section 2 Section 3 Section 4 Preview

Section 1: Respondent Identification

Reporting Period: July, 2021
Company Name: EIA Training Company
Doing Business As: —
Location: Washington, DC

Sales, Acquisitions, and Affiliated Companies

1.1)
For this reporting period, are you including any recently acquired properties (leases, wells, fields, other companies, etc.) for the first time? ☐ Yes ☒ No

1.2)
For this reporting period, have you excluded any divested (or sold) properties (leases, wells, fields, etc.) for the first time? ☒ Yes ☐ No

List all companies and states involved in the table below if:

- Your company divested properties which resulted in more than a 150 million cubic feet (MMcf) per month decrease in reported gross withdrawals or lease production, OR
- Your company divested properties which resulted in more than a 1,000 barrel (bbl) per month decrease in reported oil production.
- This applies to operated properties only.

Report the name of the new operator and the state(s) the properties are located. Include any comments in the textbox that follows.

Name of new operator	Location of divested properties	Comments for divested (or sold) properties listed	Add
EIA Training Two Company	Mississippi		Remove

1.3)
For this reporting period, are you completing this form for a combined group of a subsidiary/affiliate companies? ☐ Yes ☒ No

Cancel Print Continue

Filing the EIA-914 Webform – Section 2

Section 2

Section 2 collects Monthly Natural Gas Production by State/Area.

Instructions on what to report are provided in the Webform.

Use the (?) tool tip for help topics and additional information on how to fill out this section and all subsequent sections of the form.

Once complete, click on the **Continue** button to proceed to Section 3.

(S-9193) **IN PROGRESS**

eia EIA-914: Monthly Crude Oil and Lease Condensate, and Natural Gas Production Report (May, 2021) Expiration Date: 12/31/2020 Burden: 4.0 hours

Section 1 Section 2 Section 3 Section 4 Review

Section 2: Monthly Gas Production ? **Tool tip for help topics**

Report:

- 100% of the production for wells that you or your company operates. This includes natural gas production associated with both oil wells and gas wells operated by the company within a state. This is also called the "Gross Operated" or "8/8ths Basis" production.
- All production of natural gas in million cubic feet (MMcf) rounded to the nearest million (no decimals).
- Natural gas volumes at a pressure of 14.73 psia and 60 degrees Fahrenheit. If your pressure base is different from 14.73 psia, convert your volumes to 14.73 psia. To do this, calculate a pressure adjustment factor for each state or federal offshore area. This adjustment factor is the value of your pressure base at 60 degrees Fahrenheit divided by 14.73. Multiply all your volumes by this factor and report the resulting values. For example, if your pressure base is 15.025 psia at 60 degrees Fahrenheit, your factor will be 15.025 / 14.73 = 1.02.
- Zero (0) if operated properties in any area produce no natural gas. If there are no operated properties in an area, leave the cell blank for that area.
- For the reporting period only.
- Reasonable estimates if necessary to meet the EIA-914 due date.

Note:

- Include gas production from both oil wells and gas wells.

2.1) For each state or federal offshore area that your company produced natural gas in, what are the natural gas gross withdrawals (production) and the natural gas lease production (sales)?

State/Region	Natural Gas Gross Withdrawals (Production)	Natural Gas Lease Production (Sales)	Comments
Arkansas	MMcf	MMcf	
California	MMcf	MMcf	
Colorado	5000	4,900	
Kansas	MMcf	MMcf	
Louisiana	MMcf	MMcf	
Montana	MMcf	MMcf	
New Mexico	MMcf	MMcf	
North Dakota	MMcf	MMcf	
Ohio	MMcf	MMcf	
Oklahoma	MMcf	MMcf	

Back Print Continue

Filing the EIA-914 Webform – Section 2

Section 2 Comments

Respondents are encouraged to submit comments using the (💬) button. EIA provides a preset list of comments from which to choose. Once the comment field is chosen, click on the submit button. This will change the (💬) from gray to black.

Once complete, click on the **Continue** button to proceed to Section 3.

(5-9194) **IN PROGRESS** **eia** EIA-914: Monthly Crude Oil and Lease Condensate, and Natural Gas Production Report (July, 2021) Expiration Date: 12/31/2021 Burden: 4.0 hours

Section 1 **Section 2** Section 3 Section 4 Preview

Section 2: Monthly Gas Production

Report:

- 100% of the production for wells that you or your company own or operate.
- All production of natural gas in million cubic feet (Mcf).
- Natural gas volumes at a pressure of 14.73 psia and an adjustment factor is the value of your pressure base divided by 15.025 / 14.73 = 1.02.
- Zero (0) if operated properties in any area produce no gas.
- For the reporting period only.
- Reasonable estimates if necessary to meet the EIA-914 requirements.

Note:

- Include gas production from both oil wells and gas wells.

2.1) For each state or federal offshore area that you own or operate, provide the following information:

State/Region	Production (Mcf)	Comments
Arkansas		
California		
Colorado		
Kansas		
Louisiana		
Montana		
New Mexico		
North Dakota		
Ohio		
Oklahoma		

Comments for EIA-914

Comments: Select from the list below your reason(s) for changes in production (select all that apply).

- ☒ 1. Decrease because of sales or divestitures, also select 1a and provide details.
1a.
- ☐ 2. Increase because of acquisitions or mergers, also select 2a and provide details.
- ☒ 3. Decrease because of poor well economics, for example, low oil and gas prices, and/or no longer profitable.
- ☐ 4. Increase because of improved well economics.
- ☐ 5. Decrease because of weather for example, storms, cold temperatures, ice, hurricanes, other weather issues.
- ☐ 6. Increase because of improved weather.
- ☐ 7. Decrease because of pipeline shut-in, for example, maintenance, repairs, downtime, etc.
- ☐ 8. Increase because of pipeline returning to service, added capacity, expansion, etc.
- ☐ 9. Decrease because of gas plant shut-in, for example, maintenance, downtime, etc.
- ☐ 10. Increase because of gas plant returning to service.
- ☐ 11. Decrease because of normal/natural decline.
- ☐ 12. Decrease due to plugging or abandoning wells.
- ☐ 13. Increase because of production from newly drilled/completed wells, also select 13a and specify the number of wells.
- ☐ 14. Decrease because of wells shut-in, for example, maintenance, downtime, equipment failure, workovers, recompletion, etc.
- ☐ 15. Increase because of wells returning to production after shut-in, maintenance, downtime, equipment failure, workovers, recompletion, etc.
- ☐ 16. Other/additional information

Production (Sales)

Production (Sales)	Comments

Buttons: Back, Cancel, Submit, Print, Continue

Filing the EIA-914 Webform – Section 3

Section 3

Section 3 collects Monthly Crude Oil and Lease Condensate Production by State/Area.

Respondents are encouraged to use the (💬) button to enter comments for Section 3.

Once complete, click on the **Continue** button.

(5-9193) **IN PROGRESS**

 **EIA-914: Monthly Crude Oil and Lease Condensate, and Natural Gas Production Report** (May, 2021) OMB No. 1905-0205
Expiration Date: 12/31
Burden: 4.0 hours

✓ Section 1 ✓ Section 2 **Section 3** Section 4 Review

Section 3: Monthly Crude Oil and Lease Condensate Production ⓘ
Report:

- 100% of the production for wells that you or your company operates. This includes crude oil and lease condensate production associated with both oil wells and gas wells operated by the company within a state. This is also called the "Gross Operated" or "8/8ths Basis" production.
- All production of crude oil and lease condensate (combined) rounded to the nearest barrel (no decimals).
- Zero (0) if operated properties in any area produce no crude oil and lease condensate. If there are no operated properties in an area, leave the cell blank for that area.
- For the reporting period only.
- Reasonable estimates if necessary to meet the EIA-914 due date.

Note:

- Include crude oil and lease condensate production from both oil wells and gas wells.

3.1) For each state or federal offshore area that your company produced crude oil and lease condensate in, what is the total volume of crude oil and lease condensate produced?

State/Region	Total Crude Oil and Lease Condensate (Production)	Comments
Arkansas	bbls	💬
California	bbls	💬
Colorado	15,000	💬
Kansas	bbls	💬
Louisiana	bbls	💬
Montana	bbls	💬
New Mexico	bbls	💬
North Dakota	bbls	💬
Ohio	bbls	💬
Oklahoma	bbls	💬
Pennsylvania	bbls	💬

[Back](#)[Print](#)[Continue](#)

Filing the EIA-914 Webform - Review Section

Review

The Review section provides a summary of all information entered for Sections 1 through 3. Scroll down the page to review all data entered. Make changes if needed, then click on the **Submit** button.

Clicking **Submit** will cause the EIA-914 submission to be edited.

Use the [Print](#) button to print a copy of the entire form.

(5-9193) **IN PROGRESS**  **EIA-914: Monthly Crude Oil and Lease Condensate, and Natural Gas Production Report** (May, 2021) OMB No. 1905-0205 Expiration Date: 12/31/2020 Burden: 4.0 hours

✓ Section 1 ✓ Section 2 ✓ Section 3 ✓ Section 4 **Review**

Review Page

Section 1: Respondent Identification

Reporting Period: May, 2021
Company Name: EIA Training Company
Doing Business As: —
Location: Washington, DC

Sales, Acquisitions, and Affiliated Companies

1.1) For this reporting period, are you including any recently acquired properties (leases, wells, fields, other companies, etc.) for the first time? ☐ Yes ☒ No

1.2) For this reporting period, have you excluded any divested (or sold) properties (leases, wells, fields, etc.) for the first time? ☒ Yes ☐ No

List all companies and states involved in the table below if:

- Your company divested properties which resulted in more than a 150 million cubic feet (MMcf) per month decrease in reported gross withdrawals or lease production, OR
- Your company divested properties which resulted in more than a 1,000 barrel (bbl) per month decrease in reported oil production.
- This applies to operated properties only.

Report the name of the new operator and the state(s) the properties are located. Include any comments in the textbox that follows.

Name of new operator	Location of divested properties	Comments for divested (or sold) properties listed	
EIA Training Company Two	Mississippi		Add Remove

1.3) For this reporting period, are you completing this form for a combined group of a subsidiary/affiliated companies? ☐ Yes ☒ No

Section 2: Monthly Gas Production

Report:

- 100% of the production for wells that you or your company operates. This includes natural gas production associated with both oil wells and gas wells operated by the company within a state. This is also called the "Gross Operated" or "8/8ths Basis" production.

[Back](#) [Print](#) [Submit](#)

Scroll down to
view Sections 1
through 3



Using the Exception Dashboard

Exception Dashboard

Once the EIA-914 form is submitted, the system will apply edit validation rules to the data. If there are errors, a **Review Errors** banner will appear. Click **Close** to continue. This will return the respondent to the Review tab.

The system will provide a list of potential errors found within the data submission via the **Exception Dashboard**.

The screenshot shows the EIA-914 form titled "EIA-914: Monthly Crude Oil and Lease Condensate, and Natural Gas Production Report (May, 2021)". A red box highlights the "Review Errors" banner at the top of the form. The banner contains the text: "Please review the errors in your form. Before submitting this form, you must either update the values or provide override comments as to why the value is correct by clicking the comment bubble to the right of the error." Below the banner is a "Close" button. A red arrow points from the "Close" button in the banner to the "Close" button in the larger "Review Errors" dialog box shown below the screenshot.

Location of Error	Error Description	Override Comment
Section 2: (Colorado - Production)	Colorado - Gas Gross Withdrawals: This value is a positive number this month but was reported as a null last month. Please provide a comment to explain or update value if appropriate.	

Review Page

Section 1: Respondent Identification

Reporting Period: May, 2021

Review Errors

Please review the errors in your form. Before submitting this form, you must either update the values or provide override comments as to why the value is correct by clicking the comment bubble to the right of the error.

Close

Sales, Acquisitions, and Divested Properties

1.1) For this reporting period, are you including any recently acquired properties (leases, wells, fields, other companies, etc.) for the first time?

☐ Yes ☒ No

1.2) For this reporting period, have you excluded any divested (or sold) properties (leases, wells, fields, etc.) for the first time?

☒ Yes ☐ No

List all companies and states involved in the table below if:

- Your company divested properties which resulted in more than a 150 million cubic feet (MMcf) per month decrease in reported gross withdrawals or lease production, OR
- Your company divested properties which resulted in more than a 1,000 barrel (bbl) per month decrease in reported oil production.
- This applies to operated properties only.

Review Errors

Please review the errors in your form. Before submitting this form, you must either update the values or provide override comments as to why the value is correct by clicking the comment bubble to the right of the error.

Close

Using the Exception Dashboard

Exception Dashboard

The **Exception Dashboard** provides a list of any errors found in the data submission, the location of the error, a description of the error, and an option to enter an override comment.

The Exception Dashboard is a scrollable banner found at the top of the page. Use the scroll bar on the far right to view all potential errors.

The screenshot displays the EIA Respondent Portal interface. At the top, the header includes the EIA logo, "Respondent Portal", and a dropdown menu for "EIA Training Company: Washington, DC". A navigation sidebar on the left lists "To Do", "Completed Surveys", "Messages", and "Contact EIA". The main content area features a red-bordered "Exception Dashboard" banner. This banner contains a table with two columns: "Location of Error" and "Error Description". The table lists an error for "Section 2. (Colorado - Production)" with the description: "Colorado - Gas Gross Withdrawals: This value is a positive number this month but was reported as a null last month. Please provide a comment to explain or update value if appropriate." An "Override Comment" column is also present. A red double-headed arrow on the right side of the dashboard indicates it is scrollable. Below the dashboard is the "Review Page" for "Section 1: Respondent Identification". This section includes fields for "Reporting Period" (May, 2021), "Company Name" (EIA Training Company), "Doing Business As" (blank), and "Location" (Washington, DC). It also contains a "Sales, Acquisitions, and Affiliated Companies" section with two questions (1.1 and 1.2) regarding property inclusion/exclusion, each with "Yes" and "No" radio button options. At the bottom, there are "Cancel", "Print", and "Submit" buttons.

Exception Dashboard

Location of Error	Error Description	Override Comment
Section 2. (Colorado - Production)	Colorado - Gas Gross Withdrawals: This value is a positive number this month but was reported as a null last month. Please provide a comment to explain or update value if appropriate.	

Review Page

Section 1: Respondent Identification

Reporting Period: May, 2021

Company Name: EIA Training Company

Doing Business As: —

Location: Washington, DC

Sales, Acquisitions, and Affiliated Companies

1.1)
For this reporting period, are you including any recently acquired properties (leases, wells, fields, other companies, etc.) for the first time?

☐ Yes
☒ No

1.2)
For this reporting period, have you excluded any divested (or sold) properties (leases, wells, fields, etc.) for the first time?

☒ Yes
☐ No

List all companies and states involved in the table below if:

- Your company divested properties which resulted in more than a 150 million cubic feet (MMcf) per month decrease in reported gross withdrawals or lease production. OR
- Your company divested properties which resulted in more than a 1,000 barrel (bbl) per month decrease in reported oil production.
- This applies to operated properties only.

Cancel Print Submit

Types of EIA-914 Data Validation Edits and Troubleshooting in the System

Three Types of Data Validation Edits				Troubleshoot Edit	
Edit Types	Possible Scenario	Triggers Edit	Error Message	Correct Data Field	Enter Comment
1. Data entry failure	An alpha character is entered	Navigate away from the field	The data field cannot contain an alpha character	✓	✗
2. Submit fail	NGLP is greater than NGGW	Press submit button	NGLP cannot be greater than NGGW	✓	✗
3. Submit fail comment required	Current data in state X was null in the previous cycle*	Press submit button	This value was null last month; change or provide an explanation	✓	✓

* Null (Blank cell) implies there is no operated properties in a state/area. Applies to section 2 & 3.

* Zero (0) implies there is no production in operated properties in a state/area. Applies to section 2 & 3.

NGLP = Natural gas lease production

NGGW = Natural gas gross withdrawals

Using the Exception Dashboard

Exception Dashboard – FIXING MISKEYED DATA (submit fail edit)

In this example, the respondent miskeyed 2,900 MMcf for Production (sales) and meant to key 1,900.

Notice that for this error, the exception dashboard does NOT contain the option to override (🗨️).

Once the error is fixed, click **Submit** and the exception dashboard will convert the error from pink to yellow.

(S-9194) **PENDING** **EIA-914: Monthly Crude Oil and Lease Condensate, and Natural Gas Production Report** (July)

Exception Dashboard Errors without Override: 2

Location of Error	Error Description	Override Comment
Section 2: (California - Sales)	California - Natural Gas Lease Production cannot be greater than Natural Gas Gross Withdrawals.	

Section 2: Monthly Gas Production

Report:

- 100% of the production for wells that you or your company operates. This includes natural gas production associated with both oil wells and gas wells operated by the company within a state. This is also called the "Gross Operated" or "8/8ths Basis" production.
- All production of natural gas in million cubic feet (MMcf) rounded to the nearest million (no decimals).
- Natural gas volumes at a pressure of 14.73 psia and 60 degrees Fahrenheit. If your pressure base is different from 14.73 psia, convert your volumes to 14.73 psia. To do this, calculate a pressure adjustment factor for each state or federal offshore area. This adjustment factor is the value of your pressure base at 60 degrees Fahrenheit divided by 14.73. Multiply all your volumes by this factor and report the resulting values. For example, if your pressure base is 15.025 psia at 60 degrees Fahrenheit, your factor will be 15.025 / 14.73 = 1.02.
- Zero (0) if operated properties in any area produce no natural gas. If there are no operated properties in an area, leave the cell blank for that area.
- For the reporting period only.
- Reasonable estimates if necessary to meet the EIA-914 due date.

Note:

- Include gas production from both oil wells and gas wells.

2.1) For each state or federal offshore area that your company produced natural gas in, what are the natural gas gross withdrawals (production) and the natural gas lease production (sales)?

State/Region	Natural Gas Gross Withdrawals (Production)	Natural Gas Lease Production (Sales)	Comments
Arkansas	MMcf	MMcf	🗨️
California	2000	2900	🗨️
Colorado	MMcf	MMcf	🗨️

Change the typo to
1,900 and resubmit
to clear the edit flag

Using the Exception Dashboard

(S-10030) **PENDING**

 **EIA-914: Monthly Crude Oil and Lease Condensate, and Natural Gas Production Report** (September, 2021)

Error Description

Override Comment

Location of Error

Section 3. (Texas - Production)

Texas - Crude Production: This value is a positive number this month but was reported as a null last month. Please provide a comment to explain or update value if appropriate.

Exception Dashboard OVERRIDE COMMENT

The system flagged data reported in Section 3 for Texas. It identified that no data were reported for Texas in the previous month.

Notice the flagged data field is identified with a (▲) icon.

Scroll to Section 3 and either (1) change erroneous data or (2) enter an override comment explaining why the data are valid. When complete, click the **Submit** button.



(S-10030) **PENDING**

 **EIA-914: Monthly Crude Oil and Lease Condensate, and Natural Gas Production Report** (September, 2021)

OMR No. 1905-1005
Expiration Date: 12/31/2020
Burden: 4.0 hours

✓ Section 1 ✓ Section 2 **Section 3** Section 4 Review

Section 3: Monthly Crude Oil and Lease Condensate Production

Report:

- 100% of the production for wells that you or your company operates. This includes crude oil and lease condensate production associated with both oil wells and gas wells operated by the company within a state. This is also called the "Gross Operated" or "8/8ths Basis" production.
- All production of crude oil and lease condensate (combined) rounded to the nearest barrel (no decimals).
- Zero (0) if operated properties in any area produce no crude oil and lease condensate. If there are no operated properties in an area, leave the cell blank for that area.
- For the reporting period only.
- Reasonable estimates if necessary to meet the EIA-914 due date.

Note:

- Include crude oil and lease condensate production from both oil wells and gas wells.

3.1) For each state or federal offshore area that your company produced crude oil and lease condensate in, what is the total volume of crude oil and lease condensate produced?

State/Region	Total Crude Oil and Lease Condensate (Production)	Comments
Arkansas	000	
California	000	
Colorado	000	
Kansas	000	
Louisiana	000	
Montana	000	
New Mexico	000	
North Dakota	000	
Ohio	000	
Oklahoma	000	
Pennsylvania	000	
Texas	500,000	
Utah	000	

Back

Print Continue

Using the Exception Dashboard

Exception Dashboard – OVERRIDE COMMENT

Certain edits can be overridden if the response provided is satisfactory.

To override an edit, click on the speech bubble (🗨️) on the exception dashboard line. Enter the reasoning for why the data are correct in the Override Comment field and click **submit**.

Once the override is accepted, the exception dashboard will convert the row error from pink to yellow.

(S-10030) **PENDING**  **EIA-914: Monthly Crude Oil and Lease Condensate, and Natural Gas Production Report** (September, 2021)

Location of Error

Section 3. (Texas - Production)

Texas - Crude Production: This value is a positive number this month but was reported as null last month. Please provide a comment to explain or update value if appropriate. 

New Mexico		bbls	
North Dakota		bbls	
Ohio		bbls	
Oklahoma		bbls	
Pennsylvania		bbls	
Texas	500000	500000	
Utah		bbls	

Comment for Error Override ✕

You may override the selected error if you provide a comment:

Location of Error	Error Description
Section 3. (Texas - Production)	Texas - Crude Production: This value is a positive number this month but was reported as a null last month. Please provide a comment to explain or update value if appropriate.

Override Comment:

This is the first time our company is reporting crude oil production for Texas because we acquired wells from Company XYZ

Form EIA-914 Submission

Review & Submit

When the submission passes all edits, the respondent will see the green banner indicating that the submission was successfully received.



Your submission for the production month of July, 2021 was received on March 31, 2021 at 10:15 AM.



EIA-914 (5-9194)

[Re-Submit Survey](#)

Urgency
20

Deadline
—

Status
Resolved-Accepted



Review Page

Section 1: Respondent Identification

Reporting Period: July, 2021

Company Name: EIA Training Company

Doing Business As: —

Location: Washington, DC

Sales, Acquisitions, and Affiliated Companies

1.1)

For this reporting period, are you including any recently acquired properties (leases, wells, fields, other companies, etc.) for the first time? No

1.2)

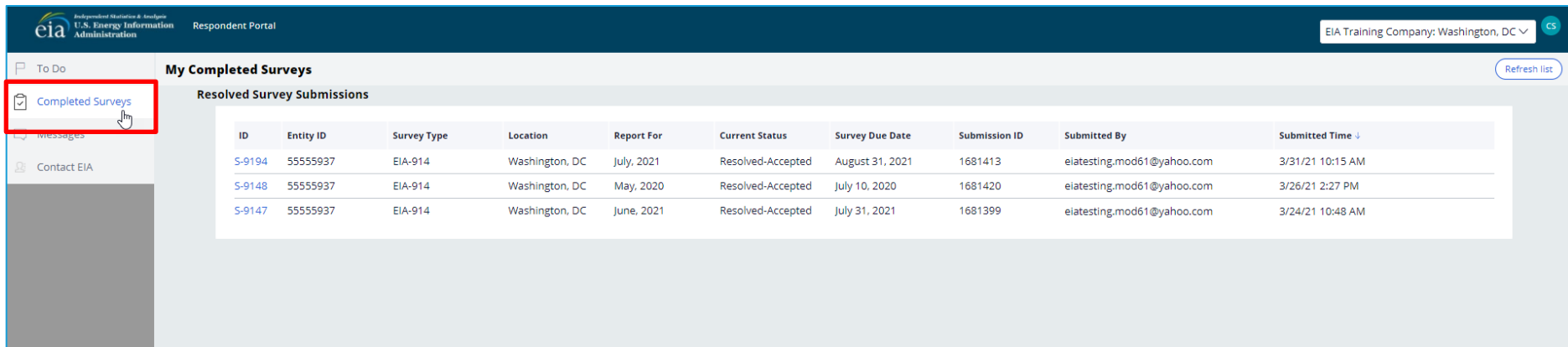
For this reporting period, have you excluded any divested (or sold) properties (leases, wells, fields, etc.) for the first time? Yes

List all companies and states involved in the table below if:

Navigating the Respondent Portal – Completed Surveys

My Completed Surveys

Once a form is successfully submitted to EIA, the **Completed Surveys** tab will populate with a list of all resolved and accepted survey submissions.



The screenshot shows the EIA Respondent Portal interface. The top navigation bar includes the EIA logo, the text 'Independent Statistician & Analysts U.S. Energy Information Administration', and 'Respondent Portal'. On the right, it shows 'EIA Training Company: Washington, DC' and a user icon. The left sidebar has a 'To Do' section with a 'Completed Surveys' link highlighted by a red box and a mouse cursor. The main content area is titled 'My Completed Surveys' and shows a 'Resolved Survey Submissions' table.

ID	Entity ID	Survey Type	Location	Report For	Current Status	Survey Due Date	Submission ID	Submitted By	Submitted Time ↓
S-9194	55555937	EIA-914	Washington, DC	July, 2021	Resolved-Accepted	August 31, 2021	1681413	elatesting.mod61@yahoo.com	3/31/21 10:15 AM
S-9148	55555937	EIA-914	Washington, DC	May, 2020	Resolved-Accepted	July 10, 2020	1681420	elatesting.mod61@yahoo.com	3/26/21 2:27 PM
S-9147	55555937	EIA-914	Washington, DC	June, 2021	Resolved-Accepted	July 31, 2021	1681399	elatesting.mod61@yahoo.com	3/24/21 10:48 AM

Navigating the Respondent Portal - Messages

Messages

The Messages tab will house all correspondence between the respondent and EIA.

To send a message to EIA, click on the **New Message** button to compose a message.

The screenshot shows the EIA Respondent Portal interface. On the left sidebar, the 'Messages' tab is highlighted with a red box. The main content area is titled 'My Messages' and features a 'New Message' button with a red arrow pointing to it. Below this, there are three sections: 'All Open Messages', 'All Open Messages Pending with EIA', and 'Resolved Messages'. Each section contains a table with columns for ID, Message Initiated, Message Subject, and Last Updated (or Closed Date for resolved messages). The 'All Open Messages' and 'All Open Messages Pending with EIA' sections show a 'Work queue is empty' message with a folder icon. The 'Resolved Messages' section shows 'No Items' with a folder icon. The top right of the portal displays 'EIA Training Company: Washington, DC' and a 'Refresh list' button.

Navigating the Respondent Portal - Messages

Messages

To send a message to EIA, click on the button

New Message

This function will initiate a secure message to EIA's support staff. The subject and message fields are required. Respondents can use the Add button to send attachments if necessary.

Click the **Send Message** button and a tracking number will be provided for the successful transmission of your message.

Initiate Messaging (ME-7002)

Subject *

Resubmissions

Message *

How can I modify a previously submitted form?

Add

- Attach A Note
- Attach file(s)
- Attach a link

Attachments

Time Description Operator Attachment type Delete

No matching data was found.

Displaying 0 records

Cancel Send Message

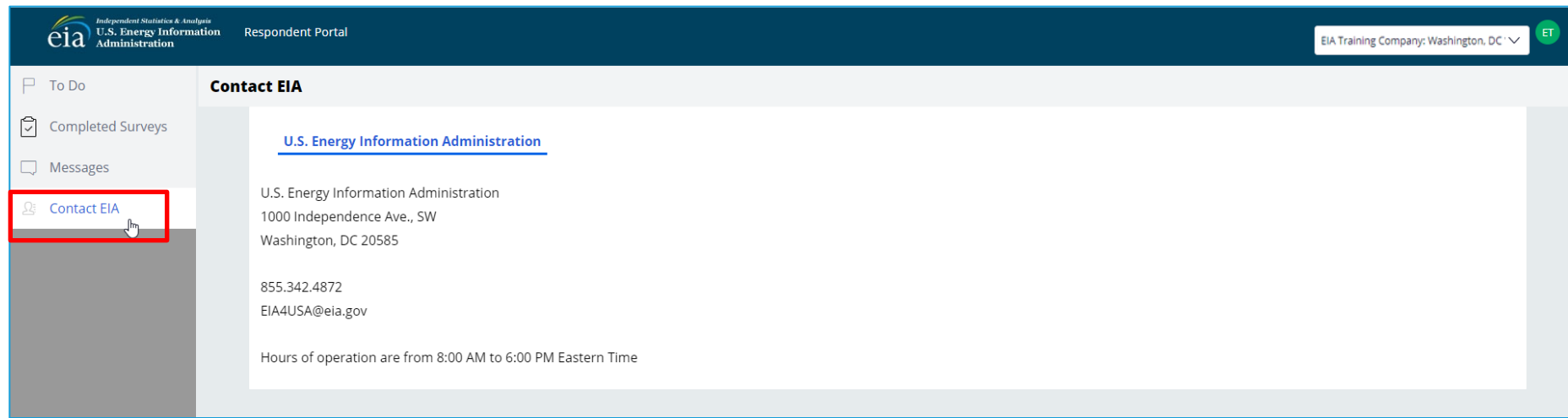
✓ You have successfully submitted your Message. Your message tracking number is ME-4001.

Close

Navigating the Respondent Portal – Contact EIA

Contact EIA

Contact information is provided for respondent support via mail, phone and email.



The screenshot displays the U.S. Energy Information Administration (EIA) Respondent Portal. The top navigation bar includes the EIA logo, the text "Independent Statistics & Analysis U.S. Energy Information Administration", the title "Respondent Portal", and a dropdown menu for "EIA Training Company: Washington, DC" with a green "ET" status indicator. The left sidebar contains a list of navigation options: "To Do", "Completed Surveys", "Messages", and "Contact EIA". The "Contact EIA" option is highlighted with a red rectangle and a mouse cursor. The main content area, titled "Contact EIA", provides the following information:

- [U.S. Energy Information Administration](#)
- U.S. Energy Information Administration
1000 Independence Ave., SW
Washington, DC 20585
- 855.342.4872
EIA4USA@eia.gov
- Hours of operation are from 8:00 AM to 6:00 PM Eastern Time

EIA-914 Monthly Crude Oil and Lease Condensate, and Natural Gas Production Report

If you have questions, please contact the EIA Survey Support Team at:

- Email: EIA4USA@eia.gov
- Phone: 1-855-EIA-4USA (1-855-342-4872)
- Link to the EIA Respondent Portal: <https://survey.eia.gov>