

Dear [PRIMARYCONTACTNAME],

The U.S. Energy Information Administration (EIA) has opened the 2022 data collection cycle for the EIA-7A Annual Coal Production and Preparation survey.

User ID: [SSOUSERID]

Please submit your data before April 3, 2023, 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 or believe that you have received this message in error.

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. http://www.eia.gov/survey/form/eia_7a/registration_guide.pdf

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]

If you are an existing respondent but have forgotten your 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.

Your cooperation is greatly appreciated.

Best,

Alannah Creswell

Form EIA-7A Coal Team

U.S. Energy Information Administration

Alannah.Creswell@eia.gov

202-586-2898