

# Information Session for the EIA Respondent Portal Annual Survey of Coal Stocks & Coal Exports (EIA-8A)



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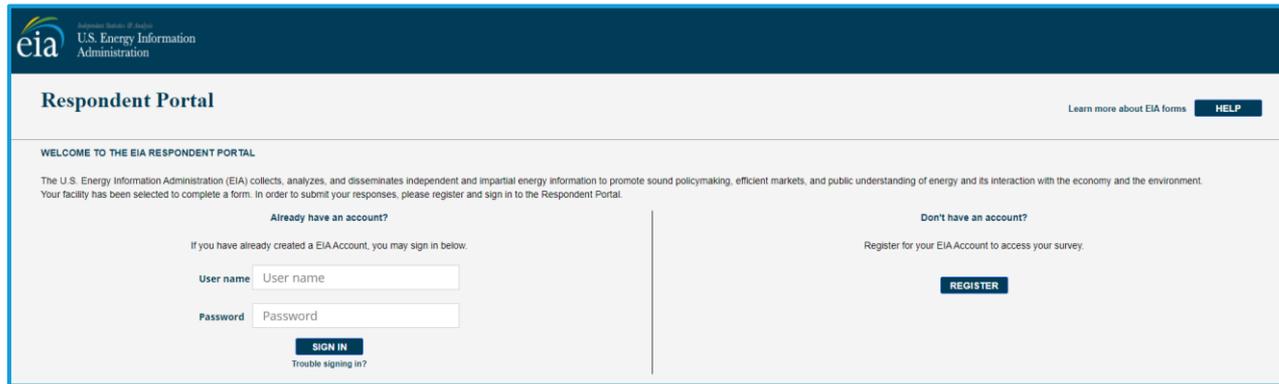
*Wednesday, January 12, 2022*

*U.S. Energy Information Administration  
Office of Energy Statistics*

# Agenda

This presentation addresses the following:

- What's new & why
- How to register for and use the new EIA Respondent Portal
- How to sign in, navigate and submit the webform, including data validation
- Timeline for registering and reporting
- Ask questions and get answers



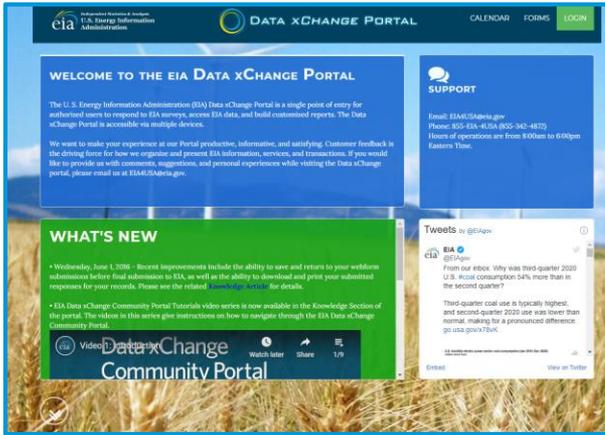
The screenshot shows the EIA Respondent Portal interface. At the top left is the EIA logo with the text "U.S. Energy Information Administration". The main heading is "Respondent Portal" with a "HELP" button to the right. Below the heading is a welcome message: "WELCOME TO THE EIA RESPONDENT PORTAL" followed by a paragraph explaining the portal's purpose. There are two main sections: "Already have an account?" which includes a "SIGN IN" button and a link for "Trouble signing in?"; and "Don't have an account?" which includes a "REGISTER" button. The "SIGN IN" section has input fields for "User name" and "Password".



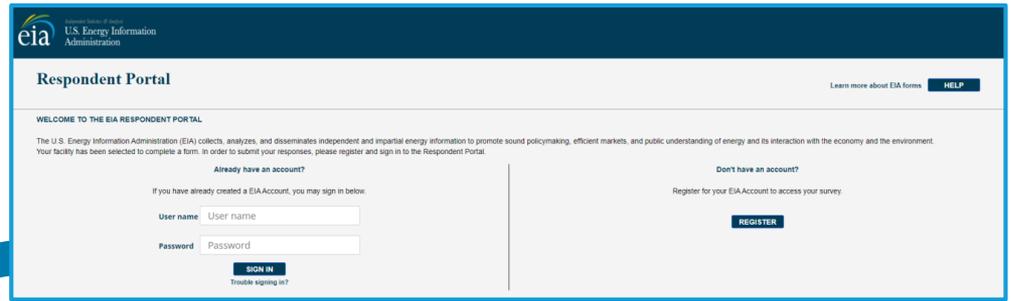
# What's New and Why?

EIA has developed a **new** Respondent Portal to submit your EIA-8A form via a webform.

EIA Data xChange Portal (Current)



New Respondent Portal (Webform launches Feb. 1 for calendar year 2021)



## Why the New Portal?

- ✓ New interface - same look on survey form
- ✓ More user friendly; reduced respondent burden
- ✓ Respondent has more control in data validation
- ✓ More secure transmission of data

For reference, respondents can download the form and instructions at <https://www.eia.gov/survey/>

# How to Access the EIA Respondent Portal

## Access Instructions

All respondents must register for an account in the EIA Respondent Portal to access the EIA-8A 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.

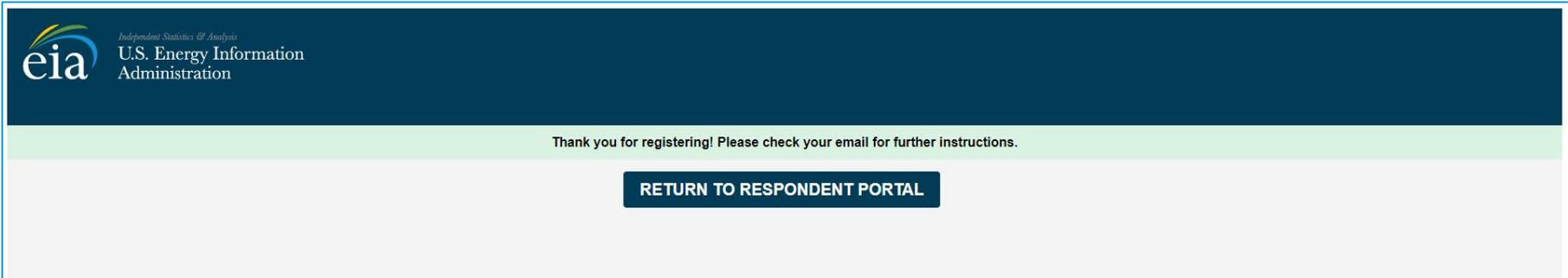
The screenshot shows the top portion of the registration form. At the top left is the EIA logo with the text "Independent Statistics & Analysis" and "U.S. Energy Information Administration". Below this is a dark blue button with white text that says "RETURN TO RESPONDENT PORTAL". Underneath the button are several input fields: "Email \*" with the value "eiaesting.mod61@yahoo.com", "First name \*" with "Cynthia", "Last name \*" with "Sirk", "Entity ID" with "55555911", and "Phone \*" with "240-298-6819". At the bottom left of this section is a "Cancel" link, and at the bottom right is a dark blue "Register" button.

The screenshot shows the bottom portion of the registration form. At the top left is the EIA logo with the text "Independent Statistics & Analysis" and "U.S. Energy Information Administration". Below this is a dark blue button with white text that says "RETURN TO RESPONDENT PORTAL". Underneath the button are several input fields: "Company Name \*" with "EIA Training Company", "Job Title" with "Office Manager", "Manager's Full Name" with "John Doe", "Manager's Email" with "johndoe@yahoo.com", and "Manager's Phone No" with "240-298-6820". Below these fields is a question: "Are you responsible for submitting data on behalf of your company?" with two radio buttons: "Yes" (which is selected) and "No". 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.



# 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 obtain access to the Respondent Portal.



Thank you for providing this information. You will receive an email from [no-reply@eia.gov](mailto:no-reply@eia.gov) once our Customer Care Team reviews the information provided.

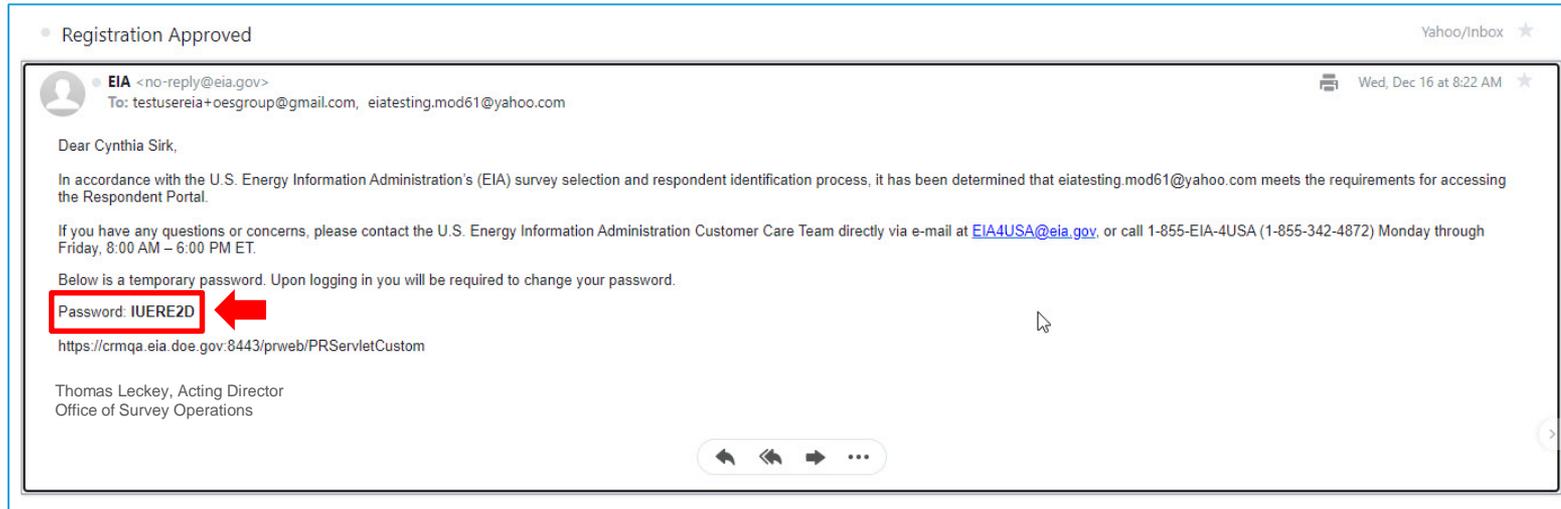
If you have any questions or concerns, please contact the U.S. Energy Information Administration Customer Care Team directly via e-mail at [EIA4USA@eia.gov](mailto:EIA4USA@eia.gov) or call 1-855-EIA-4USA (1-855-342-4872) Monday through Friday, 8:00 AM – 6:00 PM ET.

[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 left is the EIA logo and the text "Independent Statistics Of America 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, it says "WELCOME TO THE EIA RESPONDENT PORTAL". A paragraph explains that the 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. It also states that the user's facility has been selected to complete a form. There are two main sections: "Already have an account?" and "Don't have an account?". The "Already have an account?" section includes the text "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 the password field is a "SIGN IN" button, which is highlighted with a red box and a red arrow pointing to it. Below the "SIGN IN" button is a link "Trouble signing in?". The "Don't have an account?" section includes the text "Register for your EIA Account to access your survey." and a "REGISTER" button.

# Registration via the EIA Respondent Portal

## Access Instructions

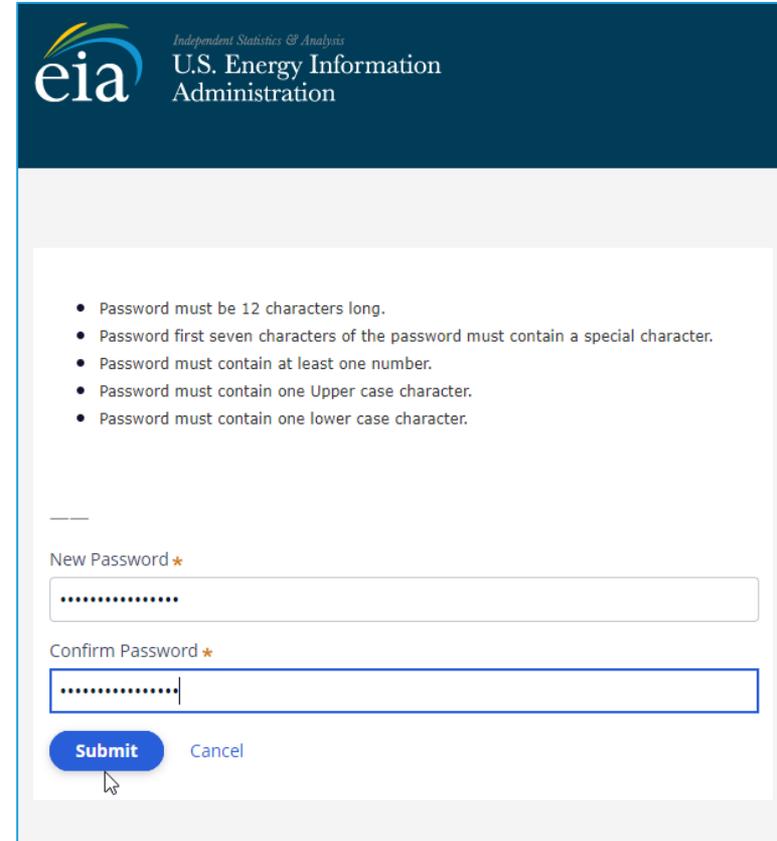
You will be required to reset your temporary password to a permanent one that meets the EIA security requirements. Click **Submit** to continue the registration process.

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 User name (email address) and new password to proceed to your EIA-8A webform.



The screenshot shows the EIA Respondent Portal interface. At the top left is the EIA logo with the tagline "Independent Statistics & Analysis" and "U.S. Energy Information Administration". Below the logo is a list of password requirements:

- 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.

Below the list are two input fields: "New Password \*" and "Confirm Password \*", both containing masked characters. At the bottom are two buttons: "Submit" (highlighted with a mouse cursor) and "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-8A webform.

Note: this passcode expires within five minutes. If you mistype the code or pass the five-minute activation period, 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-8A 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-8A 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-8A data via the webform, click on the **To Do** button.

The screenshot displays the 'My Dashboard' interface of the EIA Respondent Portal. The header includes the EIA logo, 'Independent Statistics & Analysis U.S. Energy Information Administration', and 'Respondent Portal'. A dropdown menu shows 'EIA Training Company: Washington, DC' with a 'CS' indicator. The main content area features three blue buttons: 'To Do: 3' (highlighted with a red box), 'Completed Surveys: 1', and 'Messages: 0'. A 'Refresh list' button is located in the top right corner. The left sidebar contains navigation options: 'To Do', 'Completed Surveys', 'Messages', and 'Contact EIA'.

# Accessing Your EIA-8A Webform

## My Dashboard

**Note:** If you submit multiple reports, use the drop down arrow to navigate.

Clicking on the desired name populates the **My Dashboard** landing page allowing access to the **To Do**, **Completed Surveys**, and **Message** links for each entity.

The screenshot displays the EIA Respondent Portal interface. The top navigation bar includes the EIA logo, the text "Independent Statistics & Analysis U.S. Energy Information Administration", and "Respondent Portal". On the left, a sidebar contains navigation links: "To Do", "Completed Surveys", "Messages", and "Contact EIA". The main content area is titled "My Dashboard" and features three large blue buttons: "To Do: 8", "Completed Surveys: 0", and "Messages: 0". On the right side, a dropdown menu is open, listing several entities: "EIA Training - Coal Coking Plant: WASHINGTON, DC", "EIA Training - Coal Coking Plant: WASHINGTON, DC", "EIA Training - Coal Consumer: WASHINGTON, DC", "EIA Training - Coal Gasification Plant: WASHINGTON, DC", "EIA Training - Coal Liquefaction Plant: WASHINGTON, DC", and "EIA Training - Coal Refining Plant: WASHINGTON, DC". A red circle highlights the dropdown arrow icon on the top item, and a mouse cursor is positioned over the "EIA Training - Coal Consumer: WASHINGTON, DC" option. A small tooltip with the number "5555978" is visible next to the selected option.

# Accessing Your EIA-8A Webform

## My To Do

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

Click on the Entity ID number (hyperlinked in blue) to access the EIA-8A webform.

The screenshot shows the EIA Respondent Portal interface. The top navigation bar includes the EIA logo, 'Independent Statistics & Analysis U.S. Energy Information Administration', 'Respondent Portal', and a dropdown menu for 'EIA Training - Coal Consumer: WASHINGTON, DC'. On the left, a sidebar contains navigation options: 'To Do' (highlighted with a red box), 'Completed Surveys', 'Messages', and 'Contact EIA'. The main content area is titled 'My To Do' and features a 'Refresh list' button. Below this is a section for 'All Open Survey Submissions' containing a table with the following data:

ID	Survey Type	Location	Report For	Current Status	Survey Due Date	Last updated by	Last Updated Time
<a href="#">S-28077</a>	EIA-8A	WASHINGTON, DC	December, 2022	Not Started	February 28, 2023	RespondentSurveyWB	January 3, 2022 9:06:18 AM EST
<a href="#">S-28076</a>	EIA-8A	WASHINGTON, DC	December, 2021	Not Started	April 1, 2022	RespondentSurveyWB	January 3, 2022 9:06:16 AM EST
<a href="#">S-21056</a>	EIA-3	WASHINGTON, DC	April - June, 2022	Pending	July 31, 2022	eiatesting.mod61@yahoo.com	September 1, 2021 10:28:42 AM EDT
<a href="#">S-21056</a>	EIA-3	WASHINGTON, DC	October - December, 2022	In progress	January 31, 2023	eiatesting.mod61@yahoo.com	August 30, 2021 11:56:46 AM EDT
<a href="#">S-21060</a>	EIA-3	WASHINGTON, DC	July - September, 2022	In progress	October 31, 2022	eiatesting.mod61@yahoo.com	August 27, 2021 8:45:32 AM EDT
<a href="#">S-19527</a>	EIA-3	WASHINGTON, DC	January - March, 2022	Not Started	April 30, 2022	RespondentSurveyWB	July 13, 2021 7:29:59 AM EDT

# Best Practices Using the EIA-8A 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



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



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.

# Advantages of using the EIA-8A Respondent Portal & Webform



## Accessibility

- Ability to access current cycles, enter data, and view previous submissions (beginning with the 2021 cycle)



## Data Validation

- Webform contains interactive edits
- Exception Dashboard allows for data review and error resolution



## Account Security

- Access to data and submissions only allowed by registered users

## Sections of the EIA-8A Form to File

The EIA-8A consists of four sections.

<b>Section 1</b> Respondent Identification	Complete Section 1 for identification. This section captures your operational status and information on sales or mergers.
<b>Section 2</b> Individual Location Reports of Coal Stocks Owned by Company	Complete if your company owned 10,000 or more short tons of coal stocks that originated in the U.S. on December 31 <sup>st</sup> of the reporting year.
<b>Section 3</b> Coal Exported from each State	Complete if your company exported coal that originated in the U.S. during the reporting year.
<b>Section 4</b> Overall Comments	Complete if you have any comments for EIA.

# Filing the Webform – Section 1 Respondent Identification

## Section 1

**Section 1** contains some pre-loaded respondent identification information.

For Question 1.2, use the drop down menu to choose whether your company was in operation, temporarily not in operation, or ceased operation.

For Question 1.3, use the radial button to choose whether your company was sold or merged during the reporting year. If your company sold or merged, provide EIA with the date and the new company's contact information.

Click **Continue** to proceed.

(S-28077) **IN PROGRESS** EIA-8A: Annual Survey of Coal Stocks and Coal Exports (December, 2022) OMB No. 1905-0167 Expiration Date: 08/31/2023 Burden: 1 hours

Section 1 Section 2 Section 3 Section 4 Review

### Section 1: Respondent Identification

Reporting Period:	December, 2022
Company Name:	EIA Training - Coal Consumer
Doing Business As:	---
Location:	WASHINGTON, DC

1.2) What was the operational status for your company during the reporting year?

Facility Operational Status  
My company was in operation

1.3) Was your company sold or merged during the reporting year?

My company was NOT sold/merged during the reporting year (Continue to Section 2)  
 My company was sold or merged during the reporting year

Cancel Print Continue

This information is pre-populated and cannot be edited. Contact EIA if incorrectly coded.

# Filing the Webform – Section 1 Respondent Identification

## Section 1

### Section 1 (continued)

For question 1.3, if your company was sold or merged during the reporting year, fill out the requested information about the new company.

Click **Continue** to proceed.

(5-28077) **IN PROGRESS**  **EIA-8A: Annual Survey of Coal Stocks and Coal Exports** (December, 2022) OMB No. 1905-0167  
Expiration Date: 08/31/2023  
Burden: 1 hours

1.3) Was your company sold or merged during the reporting year?

My company was NOT sold/merged during the reporting year (Continue to Section 2)

My company was sold or merged during the reporting year

Sold/Merged Date	<input type="text" value="3/1/2021"/>
New Company Name	<input type="text" value="Coal Merger LLC"/>
New Mailing Address	<input type="text" value="1000 Main Street"/>
City	<input type="text" value="Lignite"/>
State	<input type="text" value="ND - North Dakota"/>
Zip code	<input type="text" value="10001"/>
New Company Contact's Name	<input type="text" value="John Doe"/>
New Contact's Title	<input type="text" value="Supervisor"/>
New Contact's Phone Number	<input type="text" value="343-123-1234"/>
New Contact's Fax Number	<input type="text" value="343-565-5678"/>
New Contact's E-mail	<input type="text" value="johndoe@coalmerger.com"/>

# Filing the Webform - Section 2 Individual Location Reports of Coal Stocks Owned by Company

## Section 2

Complete Section 2 if your company owned 10,000 or more short tons of coal stocks that originated in the U.S.

Report the following:

- Location of coal stock (state)
- States the coal originate from
- Quantity of coal from each state
- Coal Rank
- Whether the coal was metallurgical or non-metallurgical

Use the **Continue** button to proceed to the next section.

[5-28077] IN PROGRESS

Section 1 Section 2 Section 3 Section 4 Review

**Section 2: Individual Location Reports of Coal Stocks Owned by Company**

**Note:**

- Coal stocks are defined as coal that has been mined or purchased and stored awaiting shipment or transfer to user.

**Exclude:**

- Pit inventory in coal stocks. Pit inventory is coal in place that has been surveyed or prepared for mining.
- Coal stocks reported on the EIA-923, Power Plant Operations Report. The EIA-923 includes on-site and off-site (i.e., transfer terminal) electric utility coal stockpiles.

1) Did the company for which you are reporting OWN 10,000 or more short tons of coal stocks that originated in the United States on December 31st of the reporting year?

Yes (Complete Section 2)  
 No (Skip to Section 3)

2) What are the quantity, total revenue, rank, coal grade, port of export, and final destination country of coal exported from each origin state by this company?

**Note:**

- Rank types include Anthracite, Bituminous, Subbituminous, and Lignite
- Report IT if your coal is in-transit

Click [Add Entry](#) to create a new entry below.

In which location is the coal stock located in?  
MD - Maryland [Remove Entry](#)

Which states did this coal originate from?	How much coal came from each state?	What was the rank of the coal received from each state?	Was this coal metallurgical or non-metallurgical?	
PAA - Pennsylvania, Anthracite	44200 short tons	Anthracite [ANT]	Non-Metallurgical	<a href="#">Add</a> <a href="#">Remove</a>
NWV - West Virginia, Northern	51995 short tons	Bituminous [BIT]	Metallurgical	<a href="#">Remove</a>
EKY - Kentucky, Eastern	2950 short tons	Bituminous [BIT]	Non-Metallurgical	<a href="#">Remove</a>
<b>Total coal stocks</b>	<b>99,145.00 short tons</b>			

Section Comments

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

# Filing the Webform - Section 3 Coal Exported from Each State

## Section 3

If your company exported coal that originated in the U.S., enter the following information:

- State of origin
- Quantity of coal
- Total revenue of exported coal
- Coal Rank
- Whether the coal is metallurgical or non-metallurgical
- Port of export
- Final destination country

Use the ADD button to add additional rows if needed.

(5-28077) **IN PROGRESS** eia EIA-8A: Annual Survey of Coal Stocks and Coal Exports (December, 2022) OMB No. 1905-3167 Expiration Date: 08/31/2023 Burden: 1 hours

### Section 3: Coal Exported from Each State

1) Did the company for which you are reporting EXPORT coal that originated in the United States during the reporting year?

Yes (Complete Section 3)  
 No (Skip to Section 4)

**Note:**

- Coal exports are defined as coal that has been mined or purchased for shipment outside of the United States.

**Exclude:**

- Imported coal
- Coal that was not mined in the United States

2) What are the quantity, total revenue, rank, coal grade, port of export, and final destination country of coal exported from each origin state by this company?

**Note:**

- Report separate lines for each unique combination of origin state (a), rank (d), coal grade (e), port of export (f), and destination country (g).
- Rank types include Anthracite, Bituminous, Subbituminous, and Lignite

What state did this coal originate from? (a)	How much coal was exported from the origin state reported in column a? (b)	What was the total revenue of the coal reported in column b? (c)	What was the rank of the coal reported in column b? (d)	Is the coal grade reported in column b metallurgical or non-metallurgical? (e)	What was the port of export? (f)	What was the final destination country? (g)	
PAA - Pennsylvania, Anthracite	61000 short tons	\$ 12810000 .00	Bituminous [BIT]	Non-Metallurgical	14 - Norfolk, VA	5-880 - Japan	<a href="#">Add</a> <a href="#">Remove</a>
WKY - Kentucky, Western	10000 short tons	\$ 1900000 .00	Bituminous [BIT]	Metallurgical	21 - Port Arthur, T	5-880 - Japan	<a href="#">Remove</a>
<b>Total exported coal</b>		71,000 short tons					

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

# Filing the Webform – Section 4 Overall Comments

## Section 4

Enter any overall comments pertaining to any data entered thus far, especially explanation for why operations were higher or lower than usual.

If you have questions and/or comments that require a reply, do not use this comment section. We recommend using the **Message** feature so that the EIA Customer Care Team can follow up directly.

Once complete, click on the **Continue** button to proceed to the Preview screen.

The screenshot displays the EIA-8A webform interface. At the top, it shows the form ID (S-28077) in a purple box with 'IN PROGRESS' next to it, the EIA logo, and the title 'EIA-8A: Annual Survey of Coal Stocks and Coal Exports (December, 2022)'. On the right, it lists 'OMB No. 1905-0167', 'Expiration Date: 08/31/2023', and 'Burden: 1 hours'. Below the header, a progress bar indicates that Section 1, Section 2, and Section 3 are completed (marked with checkmarks), while Section 4 is the current active section. The main content area is titled 'Section 4: Overall Comments' and contains a large, empty text input box for entering comments. At the bottom of the form, there are three buttons: 'Back', 'Print', and 'Continue'.

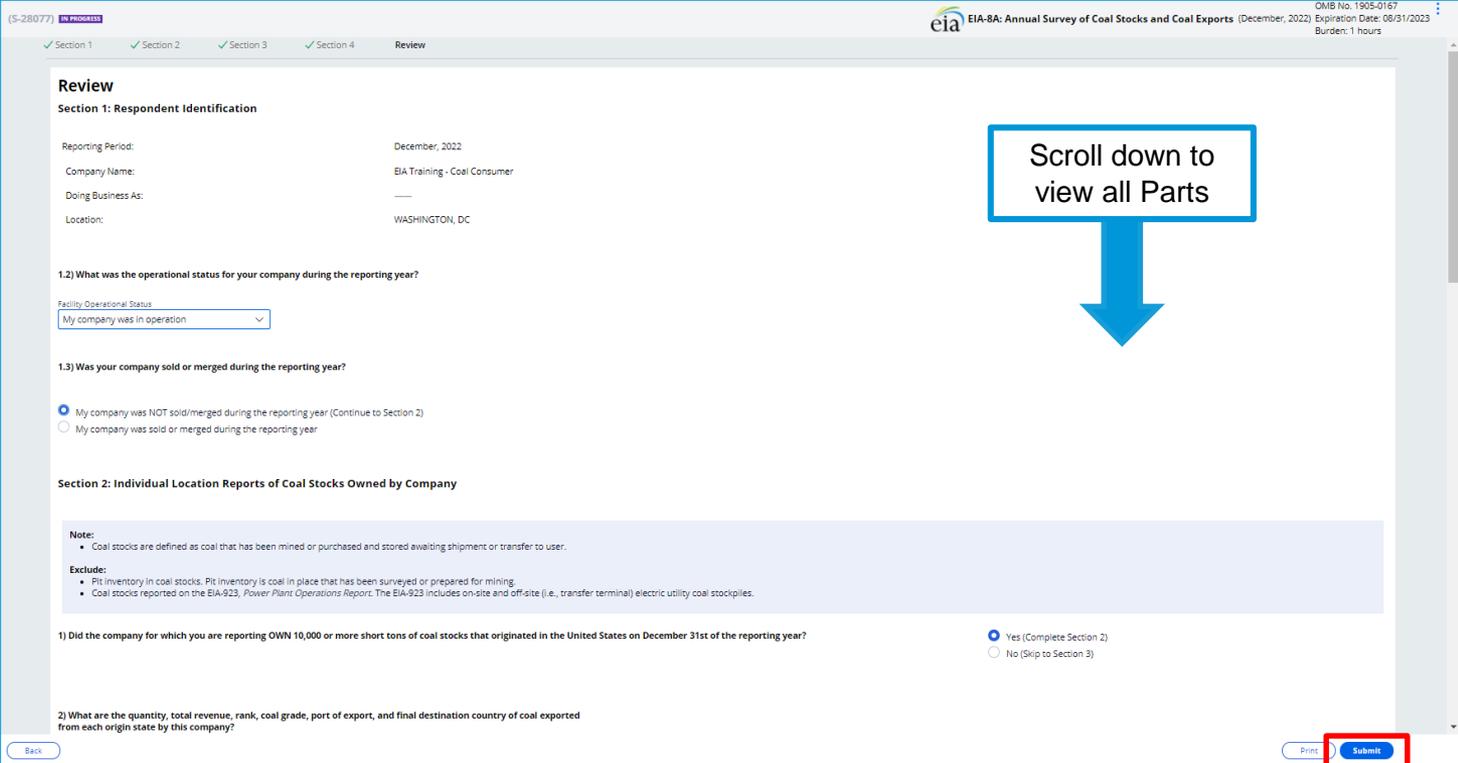
# Filing the Webform – Review

## Section 4

The Review section provides a summary of all information entered for the entire webform. 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-8A submission to be checked for potential errors and submitted to EIA.

Use the  button to print a copy of the entire form.



(5-28077) **EIA PROGRESS** EIA-8A: Annual Survey of Coal Stocks and Coal Exports (December, 2022) OMB No: 1905-0167 Expiration Date: 08/31/2023 Burden: 1 hours

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

### Review

#### Section 1: Respondent Identification

Reporting Period: December, 2022  
Company Name: EIA Training - Coal Consumer  
Doing Business As: —  
Location: WASHINGTON, DC

1.2) What was the operational status for your company during the reporting year?

Facility Operational Status

1.3) Was your company sold or merged during the reporting year?

My company was NOT sold/merged during the reporting year (Continue to Section 2)  
 My company was sold or merged during the reporting year

#### Section 2: Individual Location Reports of Coal Stocks Owned by Company

**Note:**

- Coal stocks are defined as coal that has been mined or purchased and stored awaiting shipment or transfer to user.

**Exclude:**

- Pit inventory in coal stocks. Pit inventory is coal in place that has been surveyed or prepared for mining
- Coal stocks reported on the EIA-923, Power Plant Operations Report. The EIA-923 includes on-site and off-site (i.e., transfer terminal) electric utility coal stockpiles.

1) Did the company for which you are reporting OWN 10,000 or more short tons of coal stocks that originated in the United States on December 31st of the reporting year?

Yes (Complete Section 2)  
 No (Skip to Section 3)

2) What are the quantity, total revenue, rank, coal grade, port of export, and final destination country of coal exported from each origin state by this company?

# Using the Exception Dashboard

## Exception Dashboard

Once the EIA-8A form is submitted, the system will apply edit validation rules to the data. If there are flagged edits, 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-8A Respondent Portal interface. At the top, there is a navigation bar with the EIA logo and the text "U.S. Energy Information Administration Respondent Portal". On the right, it says "EIA Training - Coal Consumer: WASHINGTON, DC". Below the navigation bar, there is a "To Do" list with items like "Completed Surveys", "Messages", and "Contact EIA". The main content area is titled "Exception Dashboard" and shows a table of errors. The table has columns for "Location of Error", "Error Description", and "Override Comment". One error is visible: "Section 2: Individual Location Reports Of Coal Stocks Owned By Company - Coal Stock Location" with the description "State code does not match with prior years submission (line 1)". Below the table, there is a "Review" section titled "Section 1: Respondent Identification". A "Review Errors" modal is open, displaying 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." and a "Close" button. A red arrow points from the "Close" button in the modal to the "Close" button in the screenshot above.

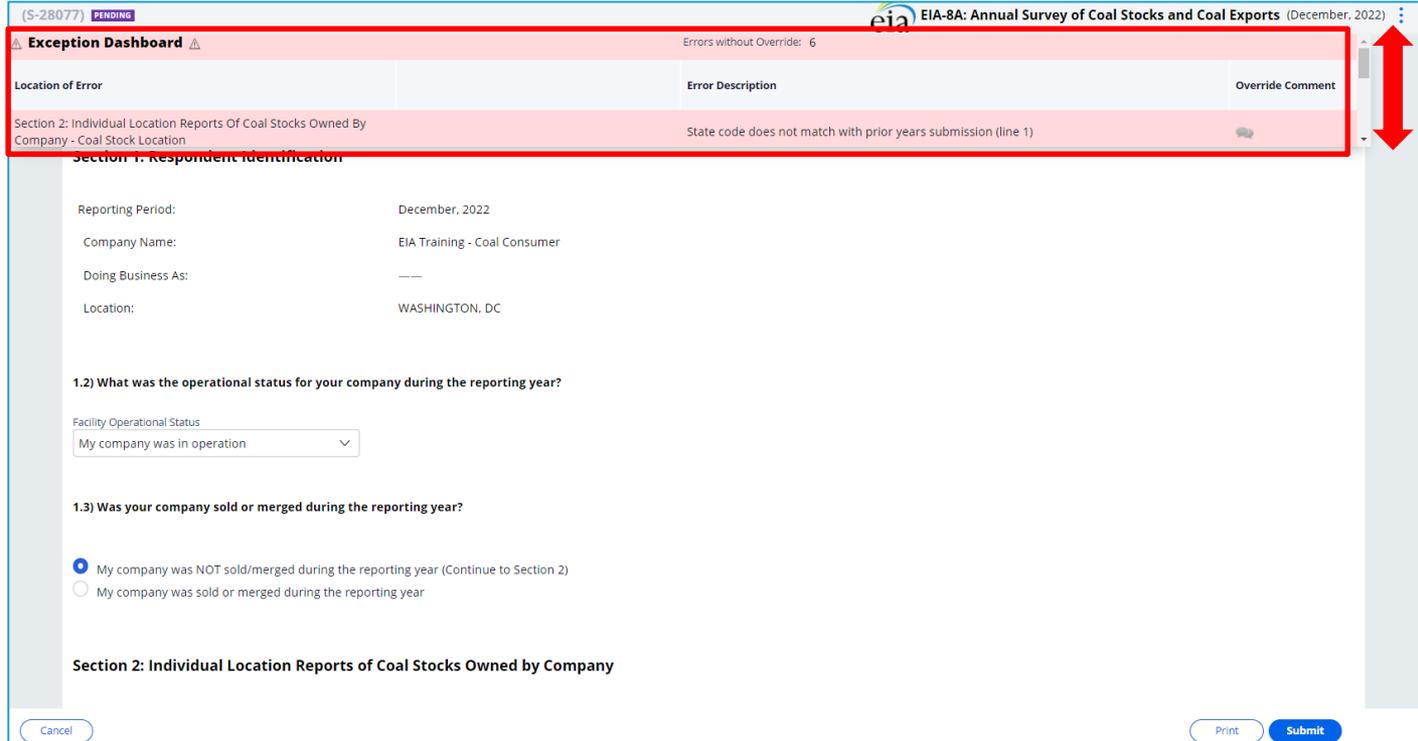
A close-up of the "Review Errors" modal. The modal has a title bar with "Review Errors" and a close button (X). The main text reads: "Please review the errors in your form. Before submitting this form, you must either update the values or provide override comments as to why the value is correct by clicking the comment bubble to the right of the error." Below the text is a "Close" button. A red arrow points to the "Close" button.

# Using the Exception Dashboard

## Exception Dashboard

The **Exception Dashboard** provides a list of any flagged edits found in the data submission, the location, a description, and an option to enter an override comment (if allowed).

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.



(S-28077) PENDING EIA-8A: Annual Survey of Coal Stocks and Coal Exports (December, 2022)

**Exception Dashboard** Errors without Override: 6

Location of Error	Error Description	Override Comment
Section 2: Individual Location Reports Of Coal Stocks Owned By Company - Coal Stock Location	State code does not match with prior years submission (line 1)	

**Section 1: Respondent Identification**

Reporting Period: December, 2022  
Company Name: EIA Training - Coal Consumer  
Doing Business As: —  
Location: WASHINGTON, DC

1.2) What was the operational status for your company during the reporting year?

Facility Operational Status  
My company was in operation

1.3) Was your company sold or merged during the reporting year?

My company was NOT sold/merged during the reporting year (Continue to Section 2)  
 My company was sold or merged during the reporting year

**Section 2: Individual Location Reports of Coal Stocks Owned by Company**

Cancel Print Submit

# Using the Exception Dashboard

## EXAMPLE 1: DATA DID NOT MATCH PRIOR YEAR DATA

In this example, the respondent entered **MD – Maryland** for the location of coal stocks. Prior year data showed Pennsylvania.

If the data entered is incorrect, simply use the drop down menu to revise the data to Pennsylvania. Click the SUBMIT button and the error will disappear.

However, in this case, the location is correct and the edit can be overridden using a comment.

(S-28077) PENDING EIA-8A: Annual Survey of Coal Stocks and Coal Exports (December, 2022)

### Exception Dashboard

Errors without Override: 6

Location of Error	Error Description	Override Comment
Section 2: Individual Location Reports Of Coal Stocks Owned By Company - Coal Stock Location	State code does not match with prior years submission (line 1)	

1) Did the company for which you are reporting OWN 10,000 or more short tons of coal stocks that originated in the United States on December 31st of the reporting year?

Yes (Complete Section 2)  
 No (Skip to Section 3)

2) What are the quantity, total revenue, rank, coal grade, port of export, and final destination country of coal exported from each origin state by this company?

**Note:**

- Rank types include Anthracite, Bituminous, Subbituminous, and Lignite
- Report IT if your coal is in-transit

Click [Add Entry](#) to create a new entry below.

In which location is the coal stock located in?

MD - Maryland  

[Remove Entry](#)

Which states did this coal originate from?	How much coal came from each state?	What was the rank of the coal received from each state?	Was this coal metallurgical or non-metallurgical?	
<input type="text" value="PAA - Pennsylvania, Anthracite"/>	<input type="text" value="44200"/> short tons	<input type="text" value="Anthracite [ANT]"/>	<input type="text" value="Non-Metallurgical"/>	<a href="#">Add</a>
<input type="text" value="NWW - West Virginia, Northern"/>	<input type="text" value="51995"/> short tons	<input type="text" value="Bituminous [BIT]"/>	<input type="text" value="Metallurgical"/>	<a href="#">Remove</a>
<input type="text" value="EKY - Kentucky, Eastern"/>	<input type="text" value="2950"/> short tons	<input type="text" value="Bituminous [BIT]"/>	<input type="text" value="Non-Metallurgical"/>	<a href="#">Remove</a>

[Cancel](#) [Print](#) [Submit](#)

# Using the Exception Dashboard

## EXAMPLE 1: HOW TO OVERRIDE

In some cases, the data entered are valid even though they were flagged on the exception dashboard.

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-28077) PENDING

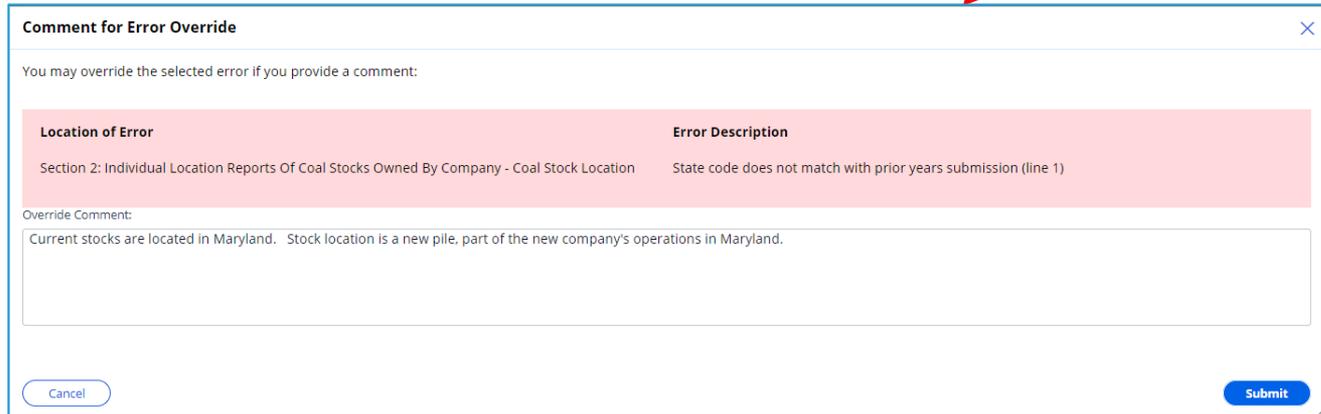
**Exception Dashboard** Errors without Override: 6

Location of Error	Error Description	Override Comment
Section 2: Individual Location Reports Of Coal Stocks Owned By Company - Coal Stock Location	State code does not match with prior years submission (line 1)	

Click [Add Entry](#) to create a new entry below.

In which location is the coal stock located in?  
MD - Maryland

[Remove Entry](#)



**Comment for Error Override** [X]

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

Location of Error	Error Description
Section 2: Individual Location Reports Of Coal Stocks Owned By Company - Coal Stock Location	State code does not match with prior years submission (line 1)

Override Comment:

Current stocks are located in Maryland. Stock location is a new pile, part of the new company's operations in Maryland.

[Cancel](#) [Submit](#)

# Using the Exception Dashboard

## EXAMPLE 1: HOW TO OVERRIDE

Notice the flagged error with an override comment is now yellow. The error has been addressed with a comment.

Also, notice that once the edit is cleared, the red triangle alert (▲) has disappeared from the data field.

(S-28077) **PENDING** eia EIA-8A: Annual Survey of Coal Stocks and Coal Exports (December, 2022)

Section 3: Coal Exported from Each State - Coal Rank Must enter valid rank based on selected state code in Section 3

Section 3: Coal Exported from Each State - Revenue The report price per ton is outside our expected range for Non-Metallurgical coal. Please revise or provide an explanation

**Section 2: Individual Location Reports Of Coal Stocks Owned By Company - Coal Stock Location** State code does not match with prior years submission (line 1)

**Section 2: Individual Location Reports of Coal Stocks Owned by Company**

**Note:**

- Coal stocks are defined as coal that has been mined or purchased and stored awaiting shipment or transfer to user.

**Exclude:**

- Pit inventory in coal stocks. Pit inventory is coal in place that has been surveyed or prepared for mining.
- Coal stocks reported on the EIA-923, *Power Plant Operations Report*. The EIA-923 includes on-site and off-site (i.e., transfer terminal) electric utility coal stockpiles.

1) Did the company for which you are reporting OWN 10,000 or more short tons of coal stocks that originated in the United States on December 31st of the reporting year?  Yes (Complete Section 2)  No (Skip to Section 3)

2) What are the quantity, total revenue, rank, coal grade, port of export, and final destination country of coal exported from each origin state by this company?

**Note:**

- Rank types include Anthracite, Bituminous, Subbituminous, and Lignite
- Report IT if your coal is in-transit

Click  to create a new entry below.

In which location is the coal stock located in?  
MD - Maryland

# Using the Exception Dashboard

## EXAMPLE 2: FIXING AN ERROR THAT CANNOT BE OVERRIDEN

In the second example, the respondent has reported data that cannot be overridden. Notice that on the exception dashboard, there is no speech bubble to enter an override comment.

The respondent entered a coal rank of Bituminous in column (d) when the state of origin in column (a) shows Pennsylvania Anthracite. Simply change the rank to Anthracite and the error will disappear.

Notice the absence of the  
override comment option

(S-28077) PENDING

eia EIA-8A: Annual Survey of Coal Stocks and Coal Exports (December, 2022)

Section 3: Coal Exported from Each State - Coal Origin Please review the coal origin if the coal is Metallurgical

Section 3: Coal Exported from Each State - Coal Rank Must enter valid rank based on selected state code in Section 3

Section 3: Coal Exported from Each State - Revenue The report price per ton is outside our expected range for Non-Metallurgical coal. Please revise or provide an explanation

What state did this coal originate from? (a)	How much coal was exported from the origin state reported in column a? (b)	What was the total revenue of the coal reported in column b? (c)	What was the rank of the coal reported in column b? (d)	Is the coal grade reported in column b metallurgical or non-metallurgical? (e)	What was the port of export? (f)	What was the final destination country? (g)	
PAA - Pennsylvania, Ant ▾	61000 short tons	\$ 12810000 .00	Bituminous [BIT] ▾	Non-Metallurgical ▾	14 - Norfolk ▾	5-880 - Japan ▾	Add Remove
WKY - Kentucky, Wester ▾	10000 short tons	\$ 1900000 .00	Bituminous [BIT] ▾	Metallurgical ▾	21 - Port Art ▾	5-880 - Japan ▾	Remove
Total exported coal		71,000 short tons					
Section Comments							

Cancel Print Submit

# Using the Exception Dashboard

## EXAMPLE 3: RANGE EDITS

In the third example, the respondent has reported a revenue in column (c) that falls outside the expected range for Anthracite coal. This edit can be corrected, if miskeyed, or overridden if the data are valid.

Here, the respondent again clicked on the speech bubble on the exception dashboard and entered a comment to override the edit.

(S-28077) **PENDING** EIA-8A: Annual Survey of Coal Stocks and Coal Exports (December, 2022) ⋮

Section 2: Individual Location Reports Of Coal Stocks Owned by Company - Coal Stock Location State code does not match with prior years submission (line 3)

Section 3: Coal Exported from Each State - Coal Origin Please review the coal origin if the coal is Metallurgical

Section 3: Coal Exported from Each State - Revenue The report price per ton is outside our expected range for Anthracite coal. Please revise or provide an explanation

What state did this coal originate from? (a)	How much coal was exported from the origin state reported in column a? (b)	What was the total revenue of the coal reported in column b? (c)	What was the rank of the coal reported in column b? (d)	Is the coal grade reported in column b metallurgical or non-metallurgical? (e)	What was the port of export? (f)	What was the final destination country? (g)	
PAA - Pennsylvania, Ant	61000 short tons	\$ <span style="color: red;">▲</span> 12810000 .00	Anthracite [ANT]	Non-Metallurgical	14 - Norfolk	5-880 - Japan	<span>Add</span> <span>Remove</span>
WKY - Kentucky, Wester	10000 short tons	\$ 1900000 .00	Bituminous [BIT]	Metallurgical	21 - Port Artf	5-880 - Japan	<span>Remove</span>

**Comment for Error Override** ✕

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

Location of Error	Error Description
Section 3: Coal Exported from Each State - Revenue	The report price per ton is outside our expected range for Non-Metallurgical coal. Please revise or provide an explanation

Override Comment:

The revenue for this export was higher than typical because of favorable market conditions.

Cancel Submit

# Form EIA-8A Submission

## Review & Submit

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

At this stage, if you need to re-submit the survey with revised data, use the button [Re-Submit Survey](#) under the green banner.

If you have revisions to prior years, please contact the EIA Customer Care Team for assistance.

✔ Your submission for annual coal stocks and exports was received on January 05, 2022 at 12:41 PM.

EIA-8A (5-28077) [Re-Submit Survey](#) Urgency 20 Deadline — Status Resolved-Accepted

### Review

#### Section 1: Respondent Identification

Reporting Period: December, 2022  
Company Name: EIA Training - Coal Consumer  
Doing Business As: —  
Location: WASHINGTON, DC

**1.2) What was the operational status for your company during the reporting year?**

Facility Operational Status  
My company was in operation

**1.3) Was your company sold or merged during the reporting year?**

My company was NOT sold/merged during the reporting year (Continue to Section 2)

#### Section 2: Individual Location Reports of Coal Stocks Owned by Company

Note:  
\* Coal stocks are defined as coal that has been mined or purchased and stored awaiting shipment or transfer to user.

# 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.

## Access to Surveys submitted using the Webform

Use the **Completed Surveys** tab to access surveys previously submitted via the webform but may require revision. Click on the blue ID hyperlink to access the webform, print and re-submit as needed.

The screenshot shows the EIA Respondent Portal interface. The top navigation bar includes the EIA logo, the text 'Independent Statistics & Analysis U.S. Energy Information Administration', and 'Respondent Portal'. On the right, there is a dropdown menu for 'EIA Training - Coal Consumer: WASHINGTON, DC' and a user profile icon labeled 'CS'. A left sidebar contains navigation options: 'To Do', 'Completed Surveys' (highlighted with a red box), 'Messages', and 'Contact EIA'. The main content area is titled 'My Completed Surveys' and features a 'Resolved Survey Submissions' table. A red arrow points to the first row of the table, which has a blue ID hyperlink 'S-28077'. A 'Refresh list' button is located in the top right corner of the table area.

ID	Entity ID	Survey Type	Location	Report For	Current Status	Survey Due Date	Submission ID	Submitted By	Submitted Time
<a href="#">S-28077</a>	55555978	EIA-8A	WASHINGTON, DC	December, 2022	Resolved-Accepted	February 28, 2023	1784337	eiatesting.mod61@yahoo.com	1/5/22 12:41 PM
<a href="#">S-21052</a>	55555978	EIA-3	WASHINGTON, DC	January - March, 2023	Resolved-Accepted	April 30, 2023	1753546	eiatesting.mod61@yahoo.com	8/30/21 9:44 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 displays the Respondent Portal interface. The top navigation bar includes the EIA logo, the text 'Respondent Portal', and a dropdown menu for 'EIA Training Company: Washington, DC'. The left sidebar contains navigation options: 'To Do', 'Completed Surveys', 'Messages' (highlighted with a red box), and 'Contact EIA'. The main content area is titled 'My Messages' and features a 'New Message' button (indicated by a red arrow). 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'. Below each table is a message icon and the text 'Work queue is empty'.

# 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 shows the Respondent Portal interface. The top navigation bar includes the EIA logo (Independent Statistics & Analysis, U.S. Energy Information Administration), the text 'Respondent Portal', and a dropdown menu for 'EIA Training Company: Washington, DC' with a green 'ET' indicator. A left sidebar contains navigation options: 'To Do', 'Completed Surveys', 'Messages', and 'Contact EIA'. The 'Contact EIA' option is highlighted with a red box and a mouse cursor. The main content area is titled 'Contact EIA' and contains 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

## Recap

-  Respondents are encouraged to register for the new EIA Respondent Portal with instructions provided in the invitation email that will be sent this week
-  EIA will launch the new EIA Respondent Portal on February 1<sup>st</sup> for the calendar year 2021 collection cycle
-  For any revisions to previous submissions, please contact the EIA Customer Care Team for assistance:  
Email: [EIA4USA@eia.gov](mailto:EIA4USA@eia.gov)  
Phone: 1-855-EIA-4USA (1-855-342-4872)

## Benefits of Using the Webform

- ✓ The new webform incorporates more data validation edits allowing respondents to submit more accurate data with less follow up
- ✓ The webform is a more secure method of transmission and ensures that only registered users submit data for your company
- ✓ Respondents can easily access and revise data in one central location
- ✓ Respondents can communicate securely and directly with EIA

# Annual Survey of Coal Stocks & Coal Exports (EIA-8A) Information Session

Thank you for joining our Information Session today!

If you have further questions, please contact us at:

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