

Welcome to the EIA-111 Information Session for the New EIA Respondent Portal

Your patience is appreciated as we allow a few minutes for attendees to join the call. The presentation will begin shortly.

Housekeeping Items:

- All phones are muted
- If you have questions during the presentation, please enter them into the WebEx Chat to be answered after the presentation
- A recorded version of this presentation will be posted on the EIA website

Information Session for the EIA Respondent Portal Quarterly Electricity Imports and Exports Report (EIA-111)



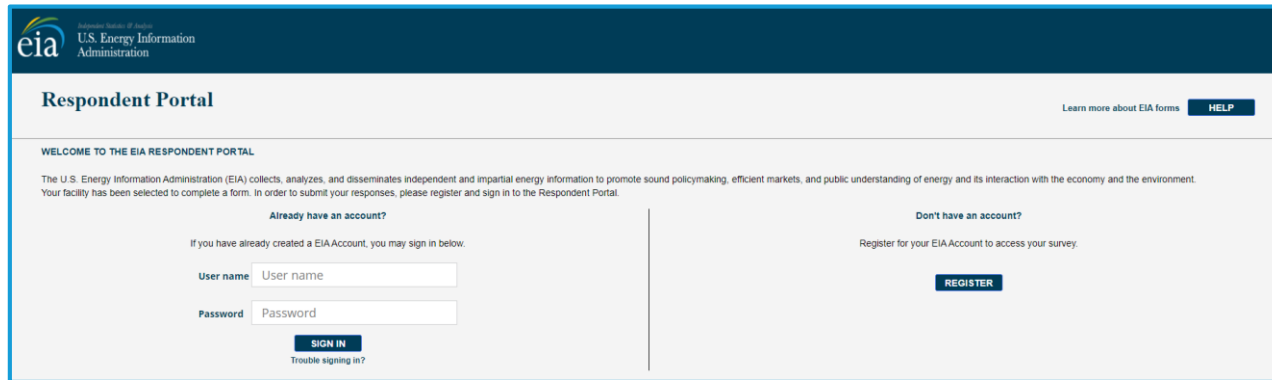
Wednesday, September 29, 2021

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

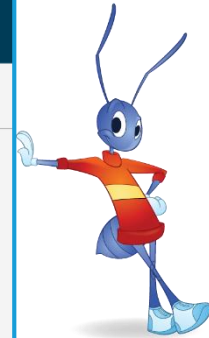
Agenda

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



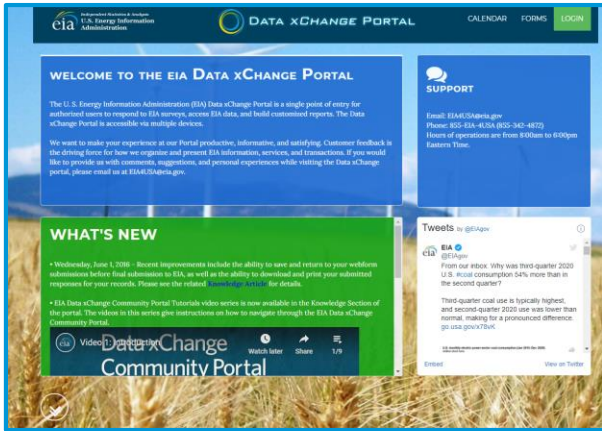
The screenshot shows the EIA Respondent Portal interface. At the top left is the EIA logo and the text "U.S. Energy Information Administration". The main heading is "Respondent Portal" with a "HELP" button to the right. Below this is a "WELCOME TO THE EIA RESPONDENT PORTAL" section. A paragraph explains that the user's facility has been selected to complete a form and they need to register and sign in. There are two columns: "Already have an account?" with a "SIGN IN" button and a "Trouble signing in?" link; and "Don't have an account?" with a "REGISTER" button. The "SIGN IN" button is highlighted.



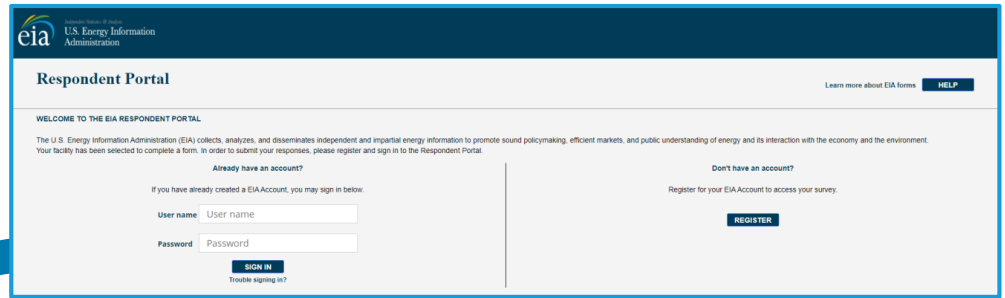
What's New and Why?

EIA has developed a **new** Respondent Portal to submit your EIA-111 form via a webform.

EIA Data xChange Portal (Current)



New Respondent Portal (Webform launches Oct. 1 for 3rd Quarter data)



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-111 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.

Independent Statistics & Analysis
U.S. Energy Information Administration

[RETURN TO RESPONDENT PORTAL](#)

Email *
eiatesting.mod61@yahoo.com

First name *
Cynthia

Last name *
Sirk

Entity ID
55555911

Phone *
240-298-6819

[Cancel](#) [Register](#)

Independent Statistics & Analysis
U.S. Energy Information Administration

[RETURN TO RESPONDENT PORTAL](#)

Company Name *
EIA Training Company

Job Title
Office Manager

Manager's Full Name
John Doe

Manager's Email
johndoe@yahoo.com

Manager's Phone No
240-298-6820

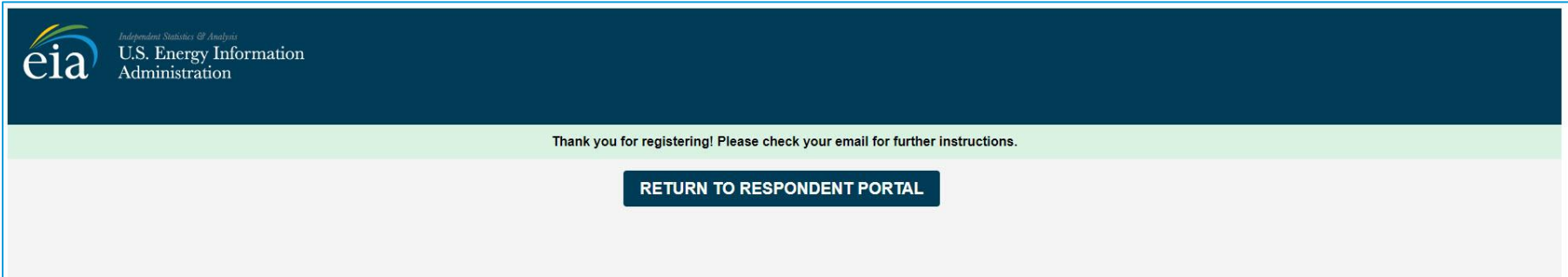
Are you responsible for submitting data on behalf of your company?
 Yes
 No

[Cancel](#) [Register](#)

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 once our Customer Care Team reviews the information provided.

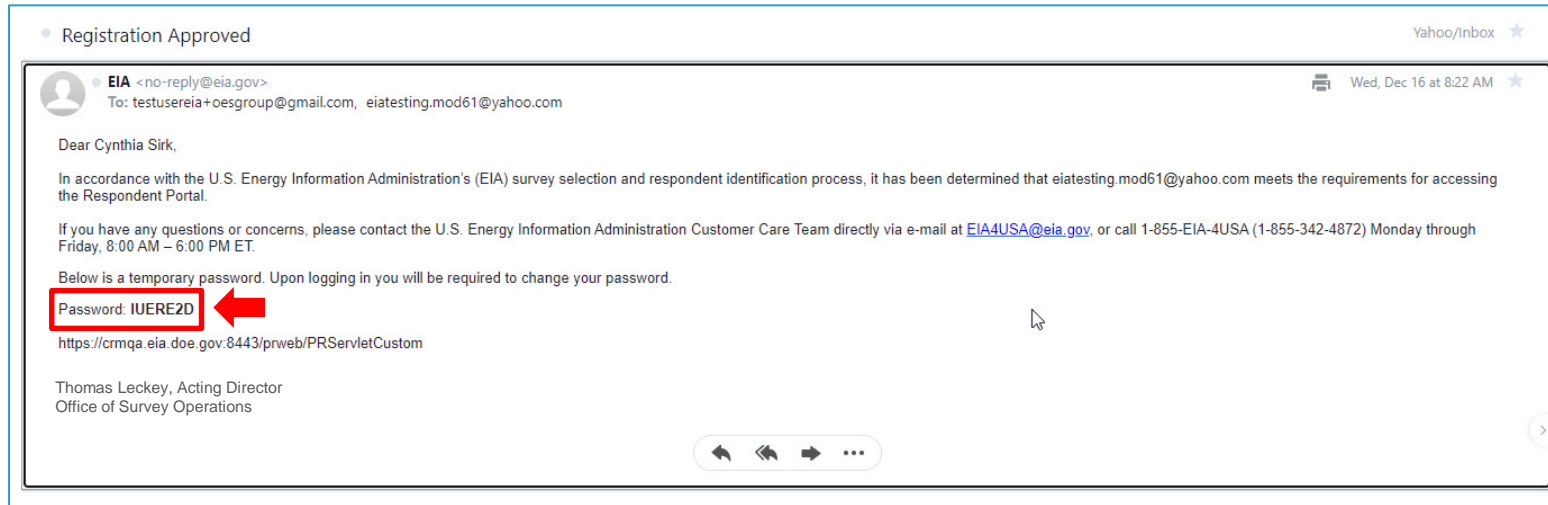
If you have any questions or concerns, please contact the U.S. Energy Information Administration Customer Care Team directly via e-mail at EIA4USA@eia.gov or call 1-855-EIA-4USA (1-855-342-4872) Monday through Friday, 8:00 AM – 6:00 PM ET.

[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.

U.S. Energy Information Administration

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 john.doe@yahoo.com

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

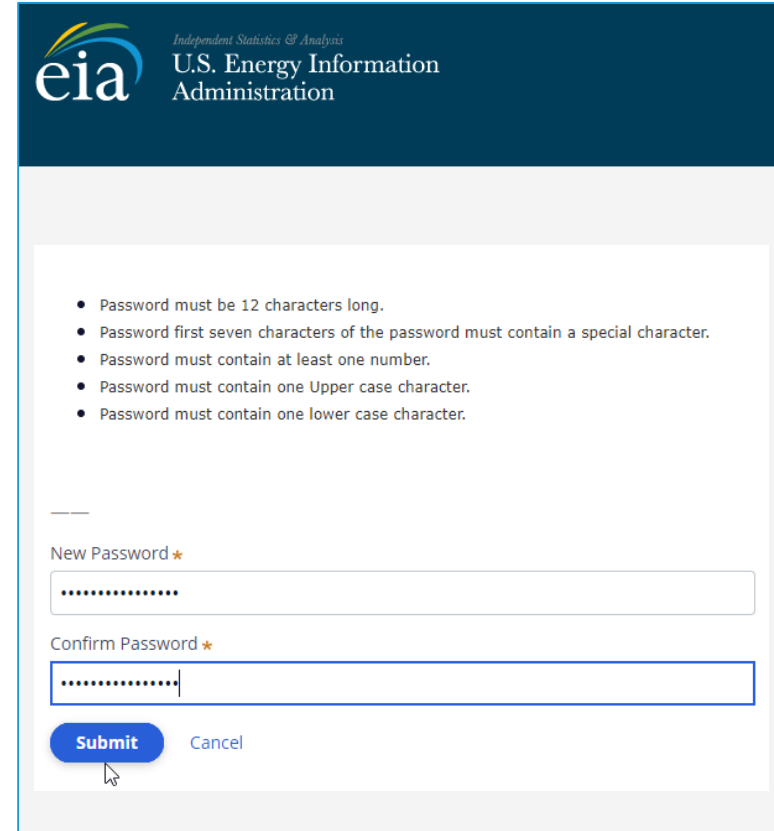
You will be required to reset your temporary password to a permanent one that meets the EIA security requirements. Click **Submit** to continue the registration process.

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-111 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, a list of password requirements is displayed:

- 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, there 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-111 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-111 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

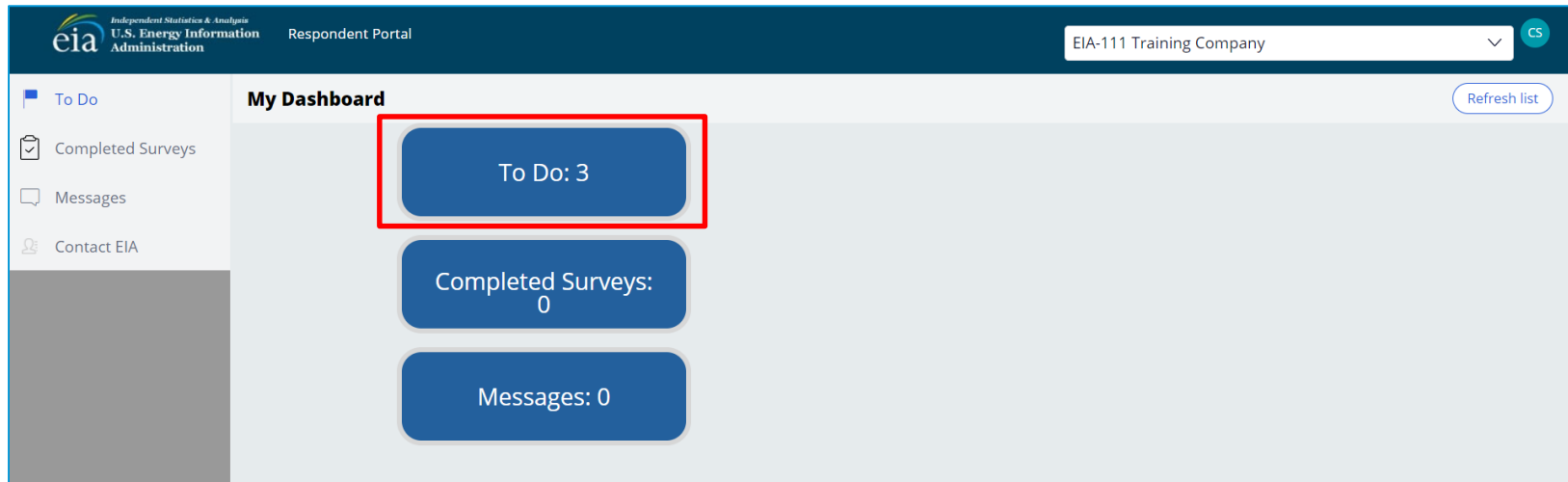
DISAGREE

Accessing Your EIA-111 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-111 data via the webform, click on the **To Do** button.



The screenshot displays the EIA-111 Respondent Portal interface. At the top, the EIA logo and 'U.S. Energy Information Administration' are visible on the left, and 'Respondent Portal' is centered. A dropdown menu on the right shows 'EIA-111 Training Company' with a 'CS' indicator. The main content area is titled 'My Dashboard' and includes a 'Refresh list' button. On the left sidebar, there are links for 'To Do', 'Completed Surveys', 'Messages', and 'Contact EIA'. The main dashboard area contains three blue buttons: 'To Do: 3' (highlighted with a red box), 'Completed Surveys: 0', and 'Messages: 0'.

Accessing Your EIA-111 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 shows the EIA-111 Respondent Portal interface. At the top left is the EIA logo with the text "Independent Statistics & Analysis U.S. Energy Information Administration". To its right is "Respondent Portal". On the right side of the header, there is a search bar containing "EIA-111 Training Company" and a dropdown arrow icon circled in red. Below the header is a navigation sidebar on the left with 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: 3", "Completed Surveys: 0", and "Messages: 0". A "Refresh list" button is located in the top right corner of the dashboard area.

Accessing Your EIA-111 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-111 webform.

The screenshot shows the EIA-111 Respondent Portal interface. At the top, the EIA logo and 'U.S. Energy Information Administration' are visible. The user is logged in as 'EIA-111 Training Company'. The 'My To Do' tab is selected and highlighted with a red box. Below the navigation menu, the 'My To Do' section displays 'All Open Survey Submissions' in a table. The table has columns for ID, Survey Type, Location, Report For, Current Status, Survey Due Date, Last updated by, and Last Updated Time. The first row (S-22012) is for January-March 2022. The second row (S-22011) is for October-December 2021. The third row (S-22010) is for July-September 2021 and is highlighted with a red arrow pointing to its ID.

ID	Survey Type	Location	Report For	Current Status	Survey Due Date	Last updated by	Last Updated Time
S-22012	EIA-111		January - March, 2022	Not Started	April 30, 2022	RespondentSurveyWB	September 7, 2021 10:26:03 AM EDT
S-22011	EIA-111		October - December, 2021	Not Started	January 31, 2022	RespondentSurveyWB	September 7, 2021 10:26:03 AM EDT
S-22010	EIA-111		July - September, 2021	Not Started	October 31, 2021	RespondentSurveyWB	September 7, 2021 10:26:02 AM EDT

Best Practices Using the EIA-111 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-111 Respondent Portal & Webform



Accessibility

- Ability to access current cycles, enter data, and view previous submissions (beginning with the Q3 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-111 Form to File based on Type of Operation

The Respondent Portal enables only the Sections that are required for your type of operation.

Export Authorization

Complete Sections 2A and 2B. Complete Section 5 (Comments) if applicable.

Power Marketer

Complete Sections 2A and 2B. Complete Section 5 (Comments) if applicable.

Public Utility

Complete Sections 2A and 2B. Complete Section 5 (Comments) if applicable.

Border Balancing Authority

Complete Sections 3A and 3B. Complete Section 5 (Comments) if applicable.

Presidential Permit

Complete Sections 4A. Complete Section 5 (Comments) if applicable.

Transmission Limit Restriction

Complete Section 4B. Complete Section 5 (Comments) if applicable.

Filing the Webform – Section 1 Respondent Identification

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)

Click **Continue** to proceed.

(S-22012) **IN PROGRESS**

 **EIA-111: Quarterly Electricity Imports and Exports Report** (January - March, 2022) OMB No. 1905-0208
Expiration Date: 09/24/2024
Burden: 1.5 hours

Section 1 Section 2A Section 2B Section 3A Section 3B Section 4A Section 4B Section 5 Review

Section 1: Respondent Identification


Reporting Period:	January - March, 2022
Company Name:	EIA-111 Training Company
Doing Business As:	---
Location:	---

Filing the – Data Entry

Notes on Data Entry

As you enter data on the webform, edits will flag in addition to the full-form edits once all data are entered and submitted.

In this example, the respondent did not provide the month under the Identification drop down menu. Notice the red text under the empty data field (Value cannot be blank). In addition, if the respondent clicks **Continue**, a warning will appear on screen before advancing to the next Section.

(S-22012) **IN PROGRESS**  **EIA-111: Quarterly Electricity Imports and Exports Report** (January - March, 2022) OMB No. 1905-0208
Expiration Date: 09/24/2024
Burden: 1.5 hours

Section 2A: Imports into the U.S. from Canada or Mexico
2A.1) Did the entity have any imports this quarter?
 Yes
 No

Enter a separate entry for each import.

- If 'Other' is selected for **Foreign Source Balancing Authority, U.S. Sink Balancing Authority, Transmission Provider/Transmission Facility(ies), and/or Category of Service**, please add a comment in the text box.
- Total Payments is the sum of **Energy Payments and Other Payments**.

Imports into U.S. From Canada or Mexico Add

Identification	Imports	Transaction Payments
Month* --Select One-- <small>Value cannot be blank</small>	Category of Service* --Select One--	Energy Payments (\$US)* <input type="text"/>
Foreign Source Balancing Authority* --Select One--	Energy Purchases or Exchange Imported (MWh)* <input type="text"/>	Other Payments (\$US)* <input type="text"/>
US Sink Balancing Authority* --Select One--		
Transmission Provider* --Select One--		

Back Print Continue

surveyat.eia.gov says
Please correct flagged fields before submitting the form!

OK

Filing the Webform – Section 2A Imports into the U.S. from Canada or Mexico

Section 2A

Section 2A captures data on Imports into the U.S. from Canada or Mexico.

- Use the **Add** button to enter import data for each month in the quarter
- Use the **Remove** button if you need to delete an import
- Click on **Continue** to proceed to the next Section of the form

A note on data entry: as you progress from field to field, the red asterisk will indicate required fields

(S-22011) **IN PROGRESS** EIA-111: Quarterly Electricity Imports and Exports Report (October - December, 2021) OMB No. 1905-0208 Expiration Date: 09/24/2024 Burden: 1.5 hours

Section 1 Section 2A Section 2B Section 3A Section 3B Section 4A Section 4B Section 5 Review

Section 2A: Imports into the U.S. from Canada or Mexico

2A.1) Did the entity have any imports this quarter?

Yes
 No

Enter a separate entry for each import.

- If 'Other' is selected for **Foreign Source Balancing Authority, U.S. Sink Balancing Authority, Transmission Provider/Transmission Facility(ies), and/or Category of Service**, please add a comment in the text box.
- Total Payments is the sum of **Energy Payments and Other Payments**.


Imports into U.S. From Canada or Mexico			Add
Identification	Imports	Transaction Payments	
Month* December	Category of Service* Firm	Energy Payments (\$US)* 2,000.00	Remove
Foreign Source Balancing Authority* Independent Electricity System Operator IESO	Energy Purchases or Exchange Imported (MWh)* 200	Other Payments (\$US)* 0.00	
US Sink Balancing Authority* Midcontinent Independent Transmission System		Total Payments (\$US)* 2,000.00	
Transmission Provider/Transfer Facility(ies)* Mid-Continent ISO			

Back Print Continue

Filing the Webform – Section 2B: Exports from the U.S. to Canada or Mexico

Section 2B

Section 2B captures data on exports from the U.S. to Canada or Mexico.

For each export, click on the  button to file identification data, export data and transaction revenue data

(S-22012) IN PROGRESS

 **EIA-111: Quarterly Electricity Imports and Exports Report** (January - March, 2022) OMB No. 1905-0208
Expiration Date: 09/24/2024
Burden: 1.5 hours

Section 2B: Exports from the U.S. to Canada or Mexico

2B.1) Did the entity have any exports this quarter?

Yes
 No

Enter a separate entry for each export.

- If 'Other' is selected for **Presidential Permit or DOE Export Authorization Number, U.S. Source Balancing Authority, Foreign Sink Balancing Authority, Transmission Provider/Transmission Facility(ies), and/or Category of Service**, please add a comment in the text box.
- Total Revenues is the sum of **Energy Revenues and Other Revenues**.

Exports from the U.S. to Canada or Mexico 

Identification	Exports	Transaction Revenue
Month* <input type="text" value="January"/>	Category of Service* <input type="text" value="--Select One--"/>	Energy Revenues (\$US)* <input type="text"/>
Presidential Permit or DOE Export Authorization Number* <input type="text" value="EA-134"/>	Energy Sales or Exchange Exported (MWh)* <input type="text"/>	Other Revenues (\$US)* <input type="text"/>
US Source Balancing Authority* <input type="text" value="--Select One--"/>		Total Revenues (\$US)* <input type="text"/>
Foreign Sink Balancing Authority* <input type="text" value="--Select One--"/>		
Transmission Provider/Transfer Facility(ies)* <input type="text"/>		




Filing the Webform – Section 3A: Actual Interchange

Section 3A

U.S. Border Balancing Authorities report actual interchange in Section 3A.

Click **Add** to enter additional rows and **Remove** if you need to delete a row.

Click **Continue** to proceed to the next Section of the form.

(S-22012) **IN PROGRESS**  **EIA-111: Quarterly Electricity Imports and Exports Report** (January - March, 2022) OMB No. 1905-0208
Expiration Date: 09/24/2024
Burden: 1.5 hours

✓ Section 1 ✓ Section 2A ✓ Section 2B **Section 3A** Section 3B Section 4A Section 4B Section 5 Review

Section 3A: Actual Interchange

Did the entity have actual interchange this quarter?

Yes
 No

Identification		Actual Interchange (MWh)		
Month	Directly Connected Canadian or Mexican Balancing Authority Name	Received (MWh)	Delivered (MWh)	Add
January	--Select One--	MWh	MWh	Remove

Section Comments

Back **Print** **Continue**

Filing the Webform – Section 3B: Implemented Interchange


Section 3B

Section 3B captures data from U.S. Border Balancing Authorities on the monthly total of Implemented Interchange crossing U.S. international borders.

Click [Add](#) to enter additional rows and [Remove](#) if you need to delete a row.

Once complete, click on the **Continue** button to proceed to the next Section applicable to your operation.

(S-22012) IN PROGRESS

 **EIA-111: Quarterly Electricity Imports and Exports Report** (January - March, 2022) OMB No. 1905-0208
Expiration Date: 09/24/2024
Burden: 1.5 hours

✓ Section 1 ✓ Section 2A ✓ Section 2B ✓ Section 3A **Section 3B** Section 4A Section 4B Section 5 Review

Section 3B: Implemented Interchange

3B.1) Was this entity on the transmission path for any implemented interchange that crossed a United States international border this quarter?

Yes
 No

If 'Other' is selected for **Source Balancing Authority, Sink Balancing Authority Area, and/or Transmission Provider/Transfer Facility(ies)** please add a comment in the text box.

Implemented Interchange

Identification				Implemented Interchange (MWh)	
Month	Source Balancing Authority	Sink Balancing Authority Area	Transmission Provider/Transfer Facility(ies)	Delivered (MWh)	
Januz	--Select One--	--Select One--	--Select One--	MWh	Add Remove

Section Comments


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

Filing the Webform – Section 4A: Metered Flow on Transfer Facilities

Section 4A

Presidential Permit Holders file Section 4A on the metered flow on transfer facilities for each month in the quarter.

Click [Add](#) to enter additional rows and [Remove](#) if you need to delete a row.

(S-22012) IN PROGRESS  EIA-111: Quarterly Electricity Imports and Exports Report (January - March, 2022) OMB No. 1905-0208
Expiration Date: 09/24/2024
Burden: 1.5 hours

✓ Section 1 ✓ Section 2A ✓ Section 2B ✓ Section 3A ✓ Section 3B **Section 4A** Section 4B Section 5 Review

Section 4A: Metered Flow on Transfer Facilities

4A.1) Did the entity have any metered flow this quarter?

Yes
 No

Metered Flow on Transfer Facilities

Month	Presidential Permit #/Transfer Facility	Received (MWh)	Delivered (MWh)	Add
January	--Select One--	MWh	MWh	Remove

Section Comments

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


Filing the Webform – Section 4B:

Section 4B

Those respondents with Transmission Limit Restrictions file Section 4B.

Click [Add](#) to enter additional rows and [Remove](#) if you need to delete a row.

(S-22011) IN PROGRESS

 **EIA-111: Quarterly Electricity Imports and Exports Report** (October - December, 2021) OMB No. 1905-0208
Expiration Date: 09/24/2024
Burden: 1.5 hours

✓ Section 1 ✓ Section 2A ✓ Section 2B ✓ Section 3A ✓ Section 3B ✓ Section 4A **Section 4B** Section 5 Review

Section 4B: Exceeded Limit Events

4B.1) Did the entity have an event where the terms of their DOE Order was exceeded this quarter?

Yes
 No

Exceed Limit Events

Month	Presidential Permit or DOE Export Authorization Number	Date of the Exceeded Event	Hour(s) of the Exceeded Event	Specific Term Order Exceeded	
Decem	--Select One--	mm/dd/yyyy			Add
					Remove

Section Comments

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

Filing the Webform – Section 5 Overall Comments

Section 5

Enter any overall comments pertaining to any data entered thus far.

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-111 webform interface. At the top, the header includes the EIA logo, the title "EIA-111: Quarterly Electricity Imports and Exports Report (January - March, 2022)", and the OMB No. 1905-0208. A progress bar shows sections 1 through 4B completed with green checkmarks, and Section 5 is currently active. The "Section 5: Overall Comments" section features a large, empty text input box. At the bottom of the form, there are "Back", "Print", and "Continue" buttons. The "Continue" button is highlighted in blue.

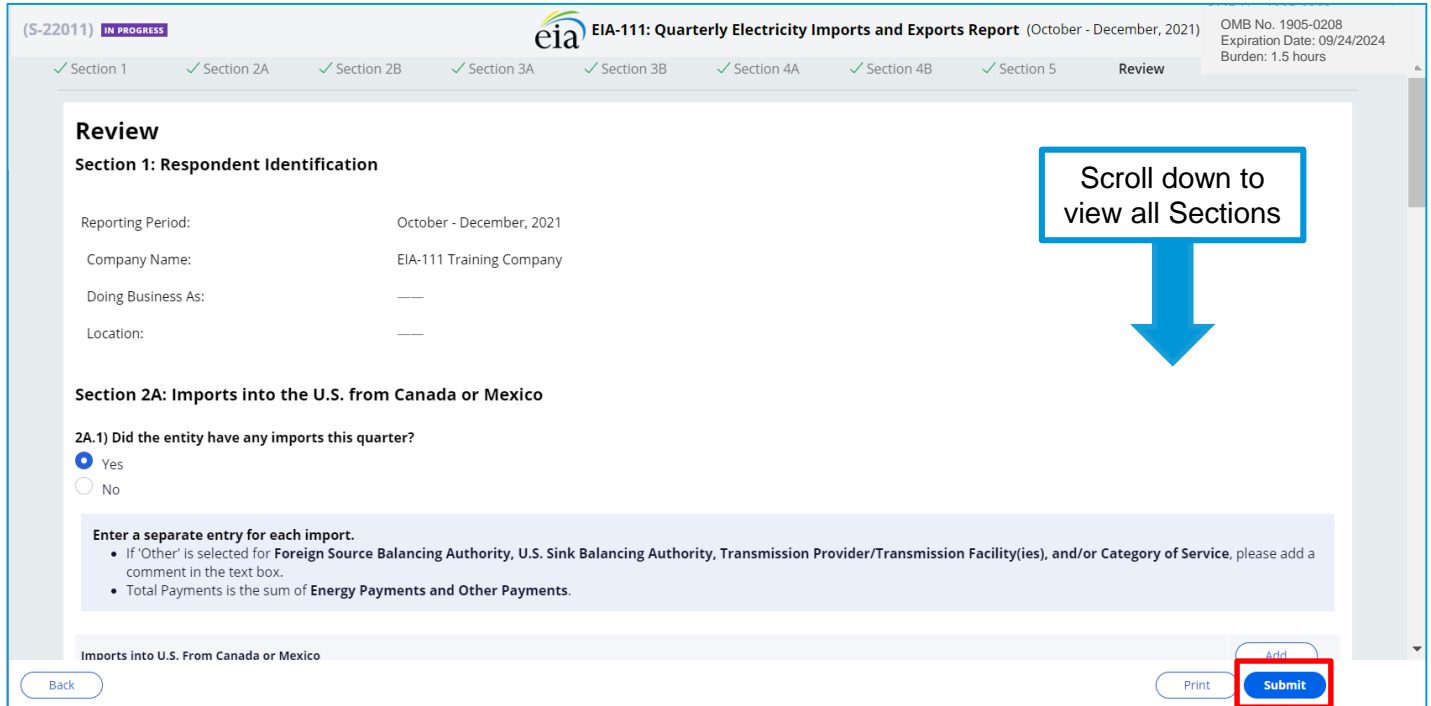
Review Section


Review

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-111 submission to be checked for potential errors and submitted to EIA.

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



(S-22011) **IN PROGRESS**  **EIA-111: Quarterly Electricity Imports and Exports Report** (October - December, 2021) OMB No. 1905-0208
Expiration Date: 09/24/2024
Burden: 1.5 hours

✓ Section 1 ✓ Section 2A ✓ Section 2B ✓ Section 3A ✓ Section 3B ✓ Section 4A ✓ Section 4B ✓ Section 5 **Review**

Review

Section 1: Respondent Identification

Reporting Period: October - December, 2021
Company Name: EIA-111 Training Company
Doing Business As: ---
Location: ---

Section 2A: Imports into the U.S. from Canada or Mexico

2A.1) Did the entity have any imports this quarter?
 Yes
 No

Enter a separate entry for each import.

- If 'Other' is selected for Foreign Source Balancing Authority, U.S. Sink Balancing Authority, Transmission Provider/Transmission Facility(ies), and/or Category of Service, please add a comment in the text box.
- Total Payments is the sum of Energy Payments and Other Payments.

Imports into U.S. From Canada or Mexico

Back Print Add **Submit**

Using the Exception Dashboard

Exception Dashboard

Once the EIA-111 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 Preview tab.

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

The screenshot shows the EIA-111 Respondent Portal interface. At the top, the user is logged in as 'EIA-111 Training Company'. The main content area displays the 'Exception Dashboard' for a 'PENDING' submission (S-22011). A table lists errors, with one error highlighted: 'Section 2A: Imports into the U. (- Energy Payments (\$US))' with the description 'The ratio between Energy Purchases and Energy Payments must be between 0-1,000'. 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.' A 'Close' button is visible in the modal. 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 text inside 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.' A 'Close' button is located at the bottom left of the modal. 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-22011) PENDING EIA-111: Quarterly Electricity Imports and Exports Report (October - December, 2021) ⋮

Exception Dashboard ⚠️ Errors without Override: 1

Location of Error	Error Description	Override Comment
Section 2A: Imports into the U. (- Energy Payments (\$US))	The ratio between Energy Purchases and Energy Payments must be between 0-1,000	<input type="text"/>

Review

Section 1: Respondent Identification

Reporting Period: October - December, 2021

Company Name: EIA-111 Training Company

Doing Business As: ---

Location: ---

Section 2A: Imports into the U.S. from Canada or Mexico

2A.1) Did the entity have any imports this quarter?

Yes

No

Enter a separate entry for each import.

Cancel Print Submit

Using the Exception Dashboard

EXAMPLE 1: DATA MUST BE FIXED

In this example, the respondent entered an energy payment that exceeds the limit allowed by EIA. Upon review, the respondent miskeyed the quantity.

The Exception Dashboard identified this error and the actual data field in Section 2A also describes the error flag in **red** text.

Once the error is fixed by entering valid data, click **Submit** and the exception dashboard error will disappear.

(S-22127) PENDING

EIA-111: Quarterly Electricity Imports and Exports Report (January - March, 2022)

Exception Dashboard

Errors without Override: 2

Location of Error	Error Description	Override Comment
Section 2A: Imports into the U. (- Energy Payments (\$US))	Energy Payments must range from 0 to 10,000,000	

Section 2A: Imports into the U.S. from Canada or Mexico

2A.1) Did the entity have any imports this quarter?

Yes
 No

Enter a separate entry for each import.

- If 'Other' is selected for Foreign Source Balancing Authority, U.S. Sink Balancing Authority, Transmission Provider/Transmission Facility(ies), and/or Category of Service, please add a comment in the text box.
- Total Payments is the sum of Energy Payments and Other Payments.

Imports into U.S. From Canada or Mexico Add

Identification	Imports	Transaction Payments
Month* January	Category of Service* Firm	Energy Payments (\$US)* 11000000 Energy Payments must range from 0 to 10,000,000
Foreign Source Balancing Authority* Independent Electricity System Operator IESO	Energy Purchases or Exchange Imported (MWh)* 10,000	Other Payments (\$US)*
US Sink Balancing Authority*		

Cancel Print Submit Remove

Using the Exception Dashboard

EXAMPLE 2: HOW TO OVERRIDE

In some cases, the data entered are valid even though they were flagged on the exception dashboard. In this example, the megawatt hours reported under Imports was flagged.

To override an edit, click on the speech bubble (🗨️) on the exception dashboard row. Enter the explanation in the Override Comment field and click **submit**.

The screenshot shows the EIA-111 Exception Dashboard for the report 'EIA-111: Quarterly Electricity Imports and Exports Report (January - March, 2022)'. The dashboard displays a table of errors. One error is highlighted in red:

Location of Error	Error Description	Override Comment
Section 2A: Imports into the U. (- Energy Purchases or Exchange imported (MWh))	Must range from 0 to 10,000,000	

Below the table, the 'Imports into U.S. From Canada or Mexico' form is shown. The 'Imports' section has a red arrow pointing to the 'Energy Purchases or Exchange Imported (MWh)' field, which contains the value '10000001' and a red error message: 'Must range from 0 to 10,000,000'. The 'Transaction Payments' section shows 'Energy Payments (\$US)' as '10000001' and 'Other Payments (\$US)' as '0.00'. A red arrow points from the speech bubble icon in the error table row to the 'Comment for Error Override' modal.

The 'Comment for Error Override' modal contains the following information:

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

Location of Error	Error Description
Section 2A: Imports into the U. (- Energy Purchases or Exchange imported (MWh))	Must range from 0 to 10,000,000

Override Comment:
This MWh value is valid according to our records based on monthly electric contracts


Buttons: Cancel, Submit

Using the Exception Dashboard

EXAMPLE 2: HOW TO OVERRIDE

Once a comment is submitted, the row will change from pink to yellow.

Notice the flagged error with an override comment is now yellow. The error has been addressed with a comment and accepted by EIA for further review.

(S-22127) **PENDING**  **EIA-111: Quarterly Electricity Imports and Exports Report** (January - March, 2022) ⋮


Section	Comment
Section 2A: Imports into the U. (- Energy Payments (\$US))	Energy Payments must range from 0 to 10,000,000
Section 2A: Imports into the U. (- Energy Purchases or Exchange Imported (MWh))	Must range from 0 to 10,000,000

Imports into U.S. From Canada or Mexico Add

Identification	Imports	Transaction Payments
Month* <input type="text" value="January"/>	Category of Service* <input type="text" value="Firm"/>	Energy Payments (\$US)* <input type="text" value="1,000,000.00"/>
Foreign Source Balancing Authority* <input type="text" value="Independent Electricity System Operator IESO"/>	Energy Purchases or Exchange Imported (MWh)* <input type="text" value="10,000,001"/>	Other Payments (\$US)* <input type="text" value=""/>
US Sink Balancing Authority* <input type="text" value="Midcontinent Independent Transmission System"/>		Total Payments (\$US)* <input type="text" value="1,000,000.00"/>
Transmission Provider/Transfer Facility(ies)* <input type="text" value="Mid-Continent ISO"/>		Remove

Section Comments


Cancel Print Submit



Form EIA-111 Submission

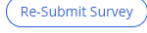
Review & Submit

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  under the green banner.

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

✓ Your submission for the production month of October - December, 2021 was received on September 20, 2021 at 2:36 PM.

EIA-111 (S-22123)  Urgency 0 Deadline --- Status Resolved-Accepted

Review

Section 1: Respondent Identification

Reporting Period: October - December, 2021

Company Name: EIA-111 Training Company

Doing Business As: ---

Location: ---


Section 2A: Imports into the U.S. from Canada or Mexico

2A.1) Did the entity have any imports this quarter?

Yes

Enter a separate entry for each import.

- If 'Other' is selected for Foreign Source Balancing Authority, U.S. Sink Balancing Authority, Transmission Provider/Transmission Facility(ies), and/or Category of Service, please add a comment in the text box.
- Total Payments is the sum of Energy Payments and Other Payments.

Imports into U.S. From Canada or Mexico 

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-111 Training Company' and a 'CS' indicator. 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 hyperlink for the ID 'S-22123'. A 'Refresh list' button is located in the top right corner of the main content area.

ID	Entity ID	Survey Type	Location	Report For	Current Status	Survey Due Date	Submission ID	Submitted By	Submitted Time ↓
S-22123	3000034	EIA-111		October - December, 2021	Resolved-Accepted	January 31, 2022	1760808	eiatesting.mod61@yahoo.com	9/20/21 2:36 PM
S-22011	3000034	EIA-111		October - December, 2021	Resolved-Accepted	January 31, 2022	1760807	eiatesting.mod61@yahoo.com	9/20/21 2:34 PM

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' button. 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 displays 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 **now** with instructions provided in the invitation email sent this week
- ✔ EIA will launch the new EIA Respondent Portal on October 1st for the 3rd Quarter collection cycle
- ✔ For any resubmissions or revisions to data filed using the Data xChange Portal prior to the 3rd Quarter of 2021, please contact the EIA Customer Care Team:

Email: 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

Information Session for the EIA Respondent Portal Quarterly Electricity Imports and Exports Report (EIA-111)

Questions?

- Please write your questions into the WebEx **Chat** feature.
- We may not have time to address all your questions, but will respond via emails collected during event registration
- A copy of this presentation, along with a questions and answers transcript will be distributed via email

Information Session for the EIA Respondent Portal Quarterly Electricity Imports and Exports Report (EIA-111)

Thank you for joining our Information Session today!

If you have further questions, please contact us at:

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