



*Form EIA-914*  
*Frequently Asked Questions*

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## EIA Communications

*How can I reach a member of the EIA Survey Support Team?*

**You may:**

- Call us at 1-855-EIA-4USA (1-855-342-4872)
- Email us at [EIA4USA@eia.gov](mailto:EIA4USA@eia.gov)
- Leave us a message in the EIA Respondent Portal using the *Message* feature

*Will the EIA Respondent Portal email me indicating the opening of the next reporting cycle?*

**Yes.**

*Will EIA ever contact me regarding my submission data?*

**Our analysts routinely perform quality control tests on our survey submission data. We may find interesting patterns or anomalies that prompt us to follow-up with you. Typically, outreach is limited to scenarios where:**

- **We believe the submitted data could significantly affect our aggregated publication statistics (and nullifying or imputing the data would also negatively impact our publication statistics)**
- **Contextual information provided in form comments does not adequately explain the questionable submission data**

## EIA Respondent Portal Submissions

*How do I access my EIA-914 webform?*

Visit <https://survey.eia.gov/>. First-time use requires registration. Registration instructions and credentials will be provided via email.

*What do I do if I need an extension to file my data?*

Please [contact the EIA Survey Support Team](#) as soon as possible.

*What type of security measures are required to access the Respondent Portal?*

The EIA Respondent Portal requires two-factor authentication in order to safeguard your company's submission data.

*How can I make changes to my contact information, add users, or update email addresses?*

You must [contact the EIA Survey Support Team](#).

*Can more than one user access a company's webform?*

**Yes. Multiple representatives for a single company can be registered independently in the EIA Respondent Portal. For confidentiality reasons, we highly recommend respondents do not share access credentials.**

*We have multiple employees that would be responsible for submitting different EIA forms in the respondent portal. Would each of these employees be able to see all EIA form submissions—or can their access be limited to a specific form (or set of forms)?*

**During registration, we can limit an employee account to specific forms.**

*Can a submission be made using a PDF document?*

**By default, all respondents are required to use the webform. If you believe you are experiencing extenuating circumstances preventing you from using the webform, please [contact the EIA Survey Support Team](#).**

*How do I make corrections after I have already submitted my webform?*

**In the *My Dashboard* screen of the Respondent Portal, you have access to all completed surveys. Select the completed survey you need to correct and then click the *Resubmit Survey* button.**

*If I have already entered data and close my browser before submitting, will the system save what I have entered?*

**The system will save your form's data each time you change sections, either by clicking the *Back* and *Continue* buttons or by clicking a different section header.**

*How can I download and/or print a copy of my submission?*

**A print button is located at the bottom right corner of each screen in the webform. This should be used instead of your browser's print function. Once you've reached the Review screen after completing all form sections, the entire submission can be printed.**

*Can I view historical data?*

**Yes. Historical data can be viewed in the EIA Respondent Portal. If you cannot find what you are looking for, please [contact the EIA Survey Support Team](#).**

*Can I download bulk historical submission data via Microsoft Excel spreadsheets or in CSV format?*

**Such features are not available in the EIA Respondent Portal at this time.**

*Is it necessary to provide reasons why production has increased or decreased from the previous month?*

**You are not required to leave comments explaining why changes occur unless our automated validation system flags your data in the *Exception Dashboard*. That said, we encourage you to fully utilize the interactive commenting feature of the webform as a preventative measure against [follow-up outreach from us](#).**

## Form Specifics

*What are the latest changes to Form EIA-914?*

**We are no longer collecting Section 4, Crude Oil and Lease Condensate Run Ticket Volumes (Sales) by API Gravity. This change was made to reduce burden associated with collecting and reporting this information.**

*Where can I find specific form instructions and a reference copy of the webform?*

**Please visit <https://www.eia.gov/Survey/#eia-914>.**

*Who do I contact if have a specific question that is not covered by the form instructions or if I believe there is an error in the form instructions?*

**Please [contact the EIA Survey Support Team](#).**

*What is the ultimate goal or reason the government needs this information?*

**EIA's mission is to provide credible, reliable, and timely energy information to meet energy data users' needs. Collecting crude oil and natural gas production data on Form EIA-914 allows EIA to fulfill its mission by publishing accurate and timely statewide production statistics. These statistics are necessary to identify domestic monthly production levels, variations, and trends. Such information is crucial to inform policies and decision-making regarding trade of the nation's crude oil and natural gas supplies. Congress, federal and state agencies, industry analysts, educators, and the public rely on this impartial information provided by EIA.**