

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



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*Tuesday, May 18, 2021*

*Thursday, May 20, 2021*

*U.S. Energy Information Administration*

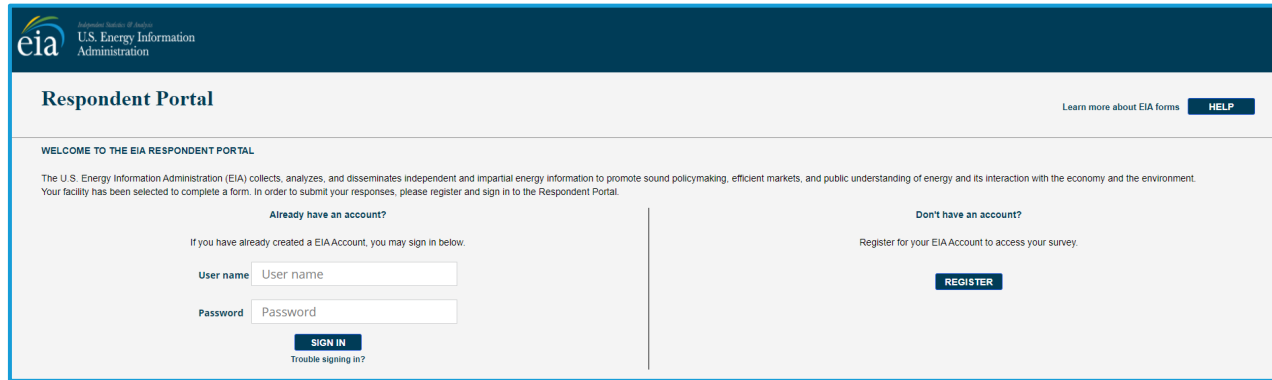
*Office of Energy Statistics*



# 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



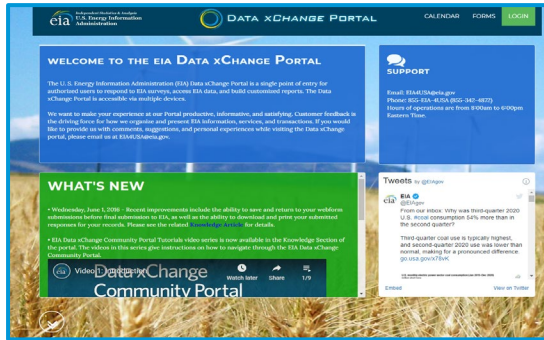
The screenshot shows the EIA Respondent Portal registration page. At the top left is the EIA logo with the text "U.S. Energy Information Administration". The page title is "Respondent Portal" with a "HELP" button and a link to "Learn more about EIA forms". Below the title is a welcome message: "WELCOME TO THE EIA RESPONDENT PORTAL" and a paragraph explaining that the user's facility has been selected to complete a form. 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 registration form has fields for "User name" and "Password".



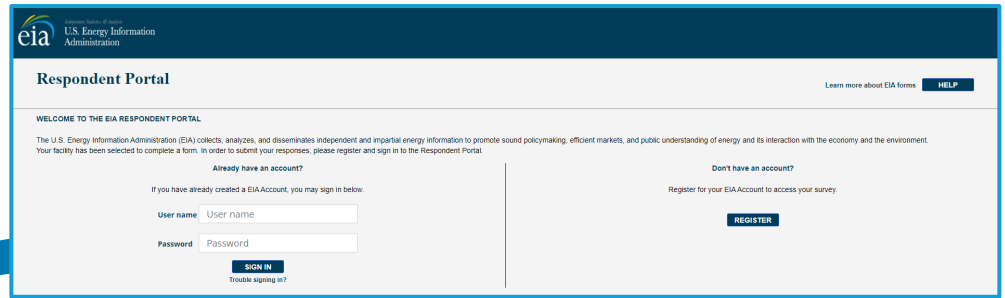
# What's New and Why?

EIA has developed a **new** Respondent Portal to submit your EIA-914 form via a webform.

Phasing out Data xChange Portal (**Current**)



New Respondent Portal (**Webform Launches June 1<sup>st</sup> for May collection cycle**)



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

## 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



# How to Access the EIA Respondent Portal

## Access Instructions

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

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



## Respondent Portal

Learn more about EIA forms [HELP](#)

### WELCOME TO THE EIA RESPONDENT PORTAL

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

#### Already have an account?

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

User name

Password

**SIGN IN**

[Trouble signing in?](#)

#### Don't have an account?

Register for your EIA Account to access your survey.

**REGISTER**



# Registration via the EIA Respondent Portal

## Access Instructions

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

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

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

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

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

The screenshot shows the 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.

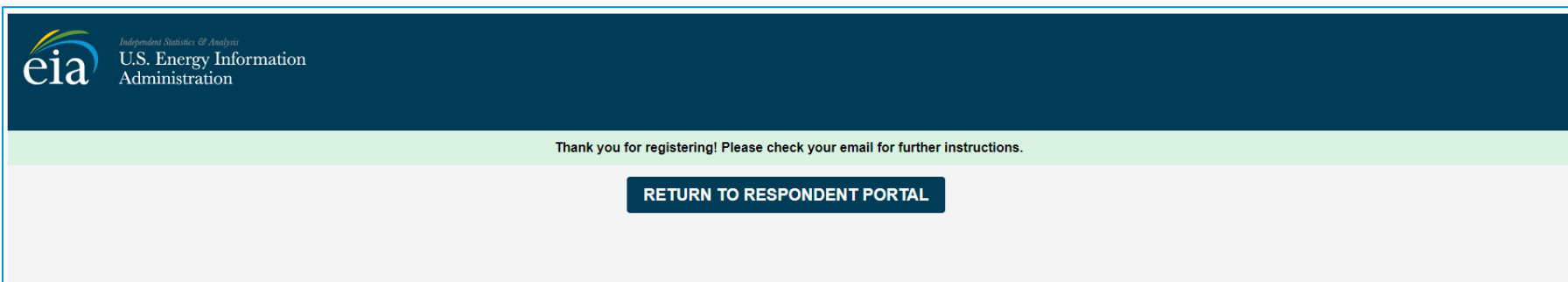
The screenshot shows the bottom portion of the registration form. At the top left is the EIA logo with the text "Independent Statistics & Analysis" and "U.S. Energy Information Administration". Below this is a dark blue button with white text that says "RETURN TO RESPONDENT PORTAL". Underneath the button 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

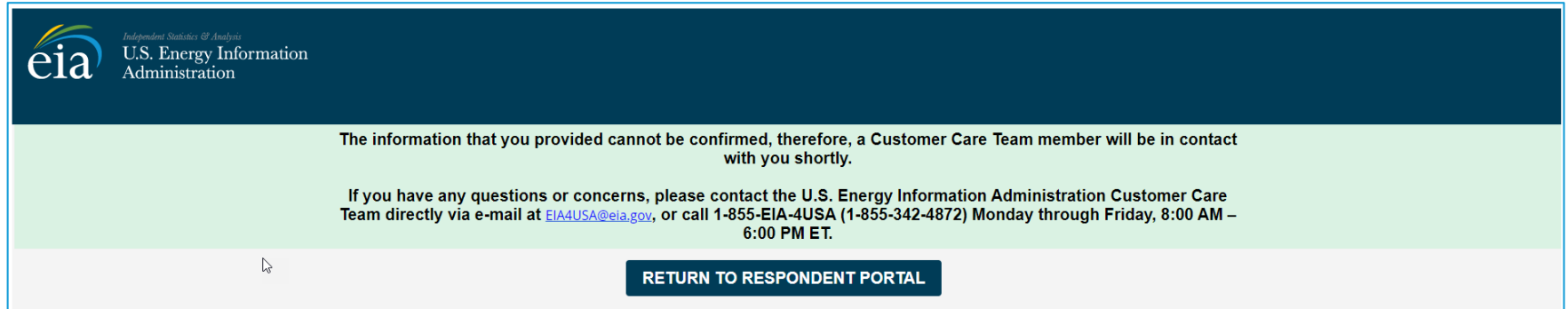
Once the registration information has been entered, and the information matches what EIA has on file for your company, EIA will send an email with instructions for accessing the Respondent Portal.



# 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 continue access to the Respondent Portal.



The screenshot shows an email notification from the U.S. Energy Information Administration. The header includes the EIA logo and the text "Independent Statistics & Analysis U.S. Energy Information Administration". The main body of the email contains the following text:

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

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

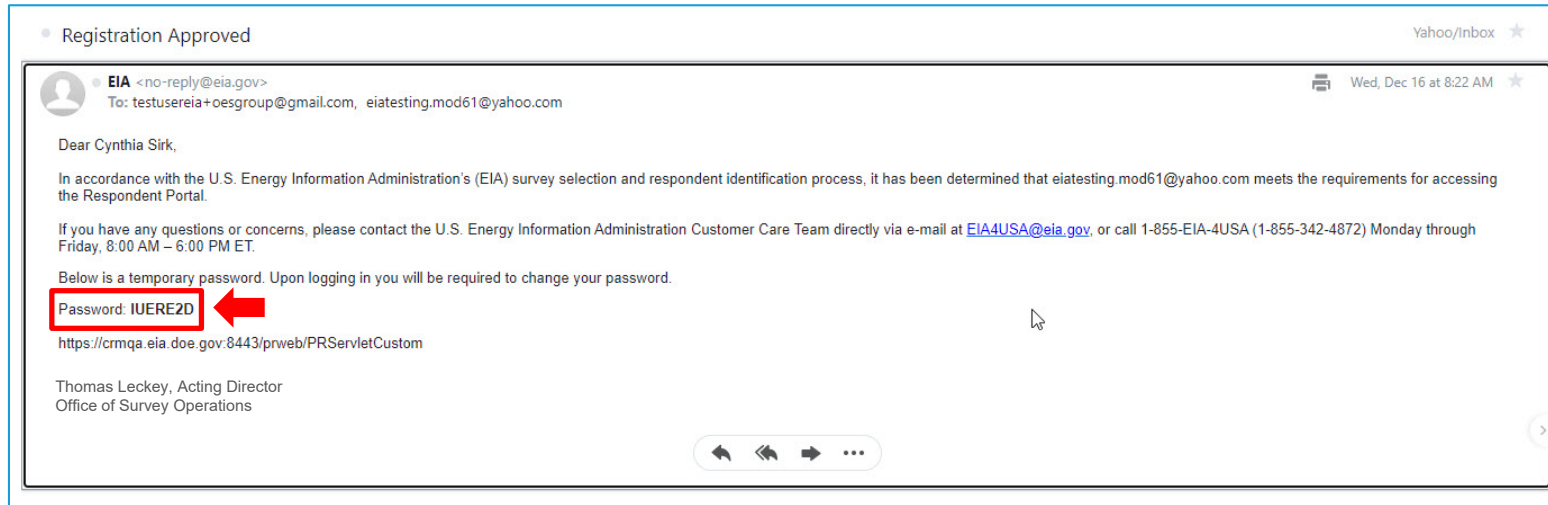
At the bottom of the email, there is a dark blue button with the text "RETURN TO RESPONDENT PORTAL".



# 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

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

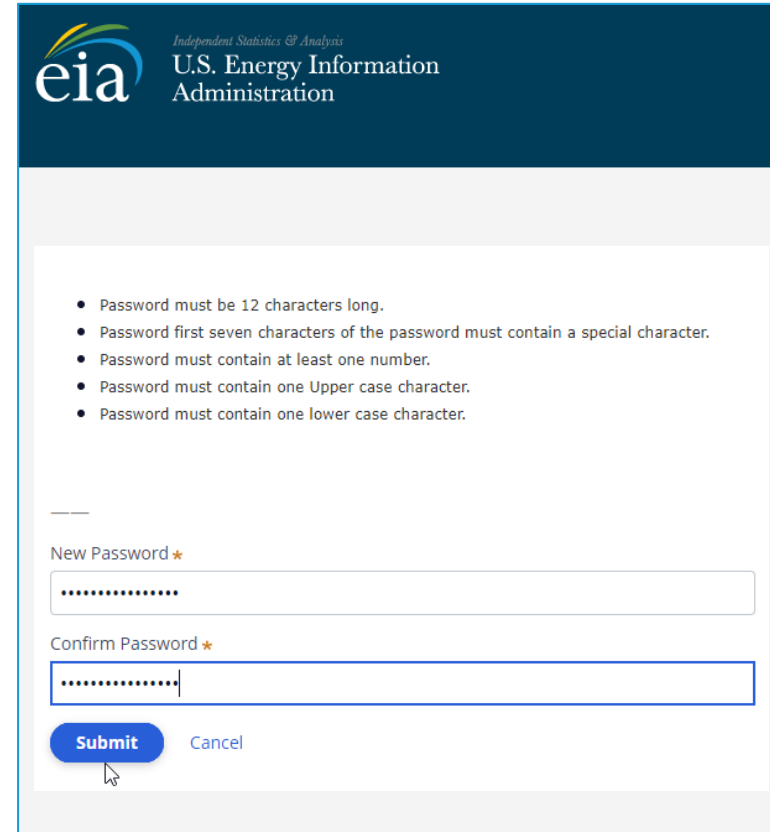
You will be required to reset your temporary password to a permanent one that meets the EIA security requirements. Click **Submit** to continue the registration process.

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-914 webform. The registration process can begin any time after June 1<sup>st</sup>.



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 "Submit" and "Cancel" buttons. A mouse cursor is pointing at the "Submit" button.

# Registration via the EIA Respondent Portal with Two-Factor Authentication

## Access Instructions

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

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

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

**One Time Passcode** \*

**Verify One Time Passcode**

**Resend One Time Passcode**

**Cancel**

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

# Registration via the EIA Respondent Portal

## Access Instructions

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



### Legal Notice

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

### **WARNING PRIVACY, AND SECURITY NOTICE**

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

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

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

### Rules of Behavior

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

**AGREE**

**DISAGREE**

# Accessing Your EIA-914 Webform

## My Dashboard

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

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

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

# Accessing Your EIA-914 Webform

## My To Do

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

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

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

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 Respondent Portal', and a dropdown menu for 'EIA Training Company: Washington, DC'. A 'Refresh list' button is located in the top right corner of the main content area.

The left 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 displays a table of 'All Open Survey Submissions'. The table has the following columns: ID, Survey Type, Location, Report For, Current Status, Survey Due Date, Last updated by, and Last Updated Time. The ID 'S-9148' is highlighted with a red arrow.

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

# Best Practices Using the EIA-914 Webform

## Browser



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

## Navigation



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

## Navigation



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-914 Webform



## Accessibility

- Ability to access current cycles, enter data, and view previous submissions (beginning with May 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



# Filing the EIA-914 Webform – Section 1

## Section 1

Section 1 contains pre-loaded respondent identification information.

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

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

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

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

(5-9194) **IN PROGRESS** EIA-914: Monthly Crude Oil and Lease Condensate, and Natural Gas Production Report (July, 2021) OMB No. 1905-0205 Expiration Date: 12/31/2020 Burden: 4.0 hours

Section 1 Section 2 Section 3 Section 4 Preview

### Section 1: Respondent Identification

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

#### Sales, Acquisitions, and Affiliated Companies

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

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

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

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

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

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

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

Cancel Print Continue

# Filing the EIA-914 Webform – Section 2

## Section 2

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

Instructions on what to report are provided in the Webform.

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

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

(S-9193) **IN PROGRESS** EIA-914: Monthly Crude Oil and Lease Condensate, and Natural Gas Production Report (May, 2021) Expiration Date: 12/31/2020 Burden: 4.0 hours

Section 1 Section 2 Section 3 Section 4 Review

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

**Report:**

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

**Note:**

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



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

State/Region	Natural Gas Gross Withdrawals (Production)	Natural Gas Lease Production (Sales)	Comments
Arkansas	<input type="text" value="MMcf"/>	<input type="text" value="MMcf"/>	
California	<input type="text" value="MMcf"/>	<input type="text" value="MMcf"/>	
Colorado	<input type="text" value="5000"/>	<input type="text" value="4,900"/>	
Kansas	<input type="text" value="MMcf"/>	<input type="text" value="MMcf"/>	
Louisiana	<input type="text" value="MMcf"/>	<input type="text" value="MMcf"/>	
Montana	<input type="text" value="MMcf"/>	<input type="text" value="MMcf"/>	
New Mexico	<input type="text" value="MMcf"/>	<input type="text" value="MMcf"/>	
North Dakota	<input type="text" value="MMcf"/>	<input type="text" value="MMcf"/>	
Ohio	<input type="text" value="MMcf"/>	<input type="text" value="MMcf"/>	
Oklahoma	<input type="text" value="MMcf"/>	<input type="text" value="MMcf"/>	

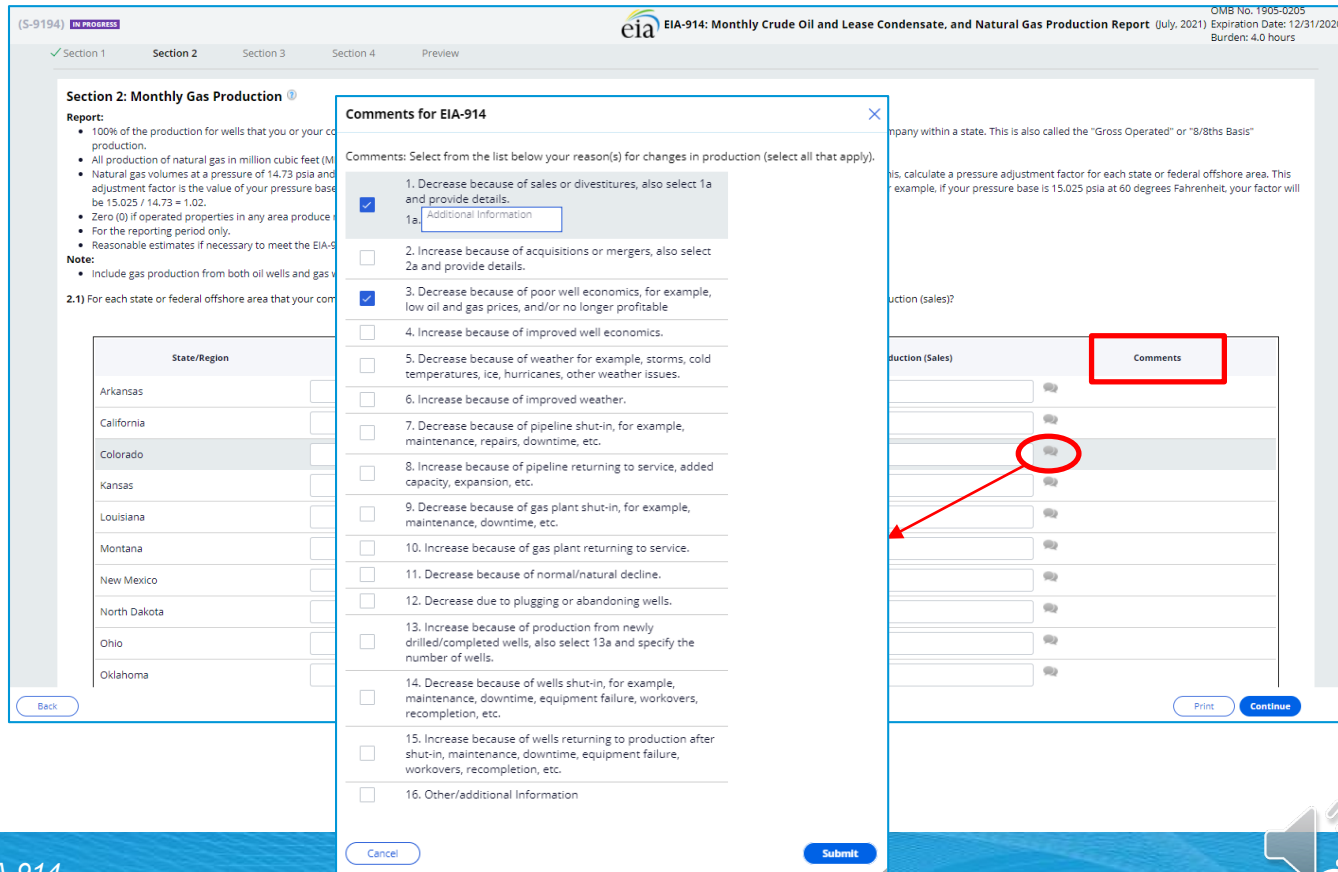
[Back](#) [Print](#) [Continue](#)

# Filing the EIA-914 Webform – Section 2

## Section 2 Comments

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

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



The screenshot displays the EIA-914 webform interface. At the top, it shows the form title "EIA-914: Monthly Crude Oil and Lease Condensate, and Natural Gas Production Report" and the OMB No. 1905-0205. The navigation bar includes "Section 1", "Section 2" (active), "Section 3", "Section 4", and "Preview".

**Section 2: Monthly Gas Production**

**Report:**

- 100% of the production for wells that you or your company own or operate.
- All production of natural gas in million cubic feet (Mcf).
- Natural gas volumes at a pressure of 14.73 psia and an adjustment factor is the value of your pressure base divided by 15,025 / 14.73 = 1.02.
- Zero (0) if operated properties in any area produce no gas.
- For the reporting period only.
- Reasonable estimates if necessary to meet the EIA-914 requirements.

**Note:**

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

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

State/Region	Production (Sales)	Comments
Arkansas	<input type="text"/>	<input type="text"/>
California	<input type="text"/>	<input type="text"/>
Colorado	<input type="text"/>	<input type="text"/>
Kansas	<input type="text"/>	<input type="text"/>
Louisiana	<input type="text"/>	<input type="text"/>
Montana	<input type="text"/>	<input type="text"/>
New Mexico	<input type="text"/>	<input type="text"/>
North Dakota	<input type="text"/>	<input type="text"/>
Ohio	<input type="text"/>	<input type="text"/>
Oklahoma	<input type="text"/>	<input type="text"/>

**Comments for EIA-914**

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

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

Buttons: Back, Cancel, Submit, Print, Continue


# Filing the EIA-914 Webform – Section 3

## Section 3

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

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

Once complete, click on the **Continue** button to proceed to Section 4.

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

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

### Section 3: Monthly Crude Oil and Lease Condensate Production <sup>?</sup>

**Report:**

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

**Note:**

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

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

State/Region	Total Crude Oil and Lease Condensate (Production)	Comments
Arkansas	<input type="text" value="bbbls"/>	💬
California	<input type="text" value="bbbls"/>	💬
Colorado	<input type="text" value="15,000"/>	💬
Kansas	<input type="text" value="bbbls"/>	💬
Louisiana	<input type="text" value="bbbls"/>	💬
Montana	<input type="text" value="bbbls"/>	💬
New Mexico	<input type="text" value="bbbls"/>	💬
North Dakota	<input type="text" value="bbbls"/>	💬
Ohio	<input type="text" value="bbbls"/>	💬
Oklahoma	<input type="text" value="bbbls"/>	💬
Pennsylvania	<input type="text" value="bbbls"/>	💬

Back Print **Continue**

# Filing the EIA-914 Webform – Section 4

## Section 4

Section 4 collects Crude Oil and Lease Condensate Run Ticket Volumes by API Gravity.

Respondents are encouraged to use the (🗨️) button to enter comments for Section 4.

Note: at any time during data entry, you can hover over any cell to reveal what gravity category that cell refers to.

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

(S-9193) **IN PROGRESS**

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

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

### Section 4: Crude Oil and Lease Condensate Run Ticket Volumes (Sales) by API Gravity

**Report:**

- The crude oil and lease condensate run ticket volumes by each API gravity category for each state where this operator has producing wells.
- The volume of crude oil and lease condensate by API gravity category rounded to the nearest barrel (no decimals).
- Crude oil and lease condensate volumes by API gravity categories at 60 degrees Fahrenheit.
- For the reporting period only.
- Reasonable estimates if necessary to meet the EIA-914 due date.

**Do Not Report:**

- The average API gravity for each state.

**Note:**

- If the sales volumes are unavailable, please report the production volumes by API Gravity Category.
- Leave cells blank for any state or region that the operator is not producing wells or has no sales.

4.1) Report the amount of crude oil and lease condensate by API Gravity Category for each state for your operated wells. For each state, group your run tickets, corrected to 60 degrees Fahrenheit, by API Gravity Category and then sum them.

State/Region	Less than or equal to 20.0	20.1 - 25.0	25.1 - 30.0	30.1 - 35.0	35.1 - 40.0	40.1 - 45.0	45.1 - 50.0	50.1 - 55.0	More than 55.0	Unk	Total
Arkansas	bbis	bbis	bbis	bbis	bbis	bbis	bbis	bbis	bbis	bbis	
California	bbis	bbis	bbis	bbis	bbis	bbis	bbis	bbis	bbis	bbis	
Colorado	bbis	bbis	bbis	19,000	4,050	bbis	bbis	bbis	bbis	bbis	23,050
Kansas	bbis	bbis	bbis	30.1 - 35.0	bbis	bbis	bbis	bbis	bbis	bbis	
Louisiana	bbis	bbis	bbis	bbis	bbis	bbis	bbis	bbis	bbis	bbis	
Montana	bbis	bbis	bbis	bbis	bbis	bbis	bbis	bbis	bbis	bbis	
New Mexico	bbis	bbis	bbis	bbis	bbis	bbis	bbis	bbis	bbis	bbis	
North Dakota	bbis	bbis	bbis	bbis	bbis	bbis	bbis	bbis	bbis	bbis	
Ohio	bbis	bbis	bbis	bbis	bbis	bbis	bbis	bbis	bbis	bbis	
Oklahoma	bbis	bbis	bbis	bbis	bbis	bbis	bbis	bbis	bbis	bbis	
Pennsylvania	bbis	bbis	bbis	bbis	bbis	bbis	bbis	bbis	bbis	bbis	

Section 4: Crude Oil API Gravity Volume Comment

Do you have any comments for API Gravity data reported in Colorado :

Cancel Submit


Back Print Continue


# Filing the EIA-914 Webform - Review Section

## Review

The Review section provides a summary of all information entered for Sections 1 through 4. Scroll down the page to review all data entered. Make changes if needed, then click on the **Submit** button.

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

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

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

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

### Review Page

#### Section 1: Respondent Identification

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

#### Sales, Acquisitions, and Affiliated Companies

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

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

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

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

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

Name of new operator	Location of divested properties	Comments for divested (or sold) properties listed	<input type="button" value="Add"/>
<input type="text" value="EIA Training Company Two"/>	<input type="text" value="Mississippi"/>	<input type="text"/>	<input type="button" value="Remove"/>


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

#### Section 2: Monthly Gas Production <sup>?</sup>

**Report:**

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

Scroll down to view Sections 1 through 4



# Using the Exception Dashboard

## Exception Dashboard

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

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

The screenshot shows the EIA-914 Respondent Portal interface. At the top, there is a navigation bar with the EIA logo and the text "Respondent Portal". Below this, a banner indicates "Exception Dashboard" with a warning icon and "Errors without Override: 6". A table lists errors, with one error highlighted: "Colorado - Gas Gross Withdrawals: This value is a positive number this month but was reported as a null last month. Please provide a comment to explain or update value if appropriate." Below the error list, a "Review Page" is visible, showing "Section 1: Respondent Identification" and "Reporting Period: May, 2021". 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.

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 from the "Close" button in the screenshot above to this "Close" button.

# Using the Exception Dashboard

## Exception Dashboard

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

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

The screenshot displays the EIA-914 Respondent Portal interface. At the top, the navigation bar includes the EIA logo, the text "Independent Division of the U.S. Energy Information Administration", and "Respondent Portal". A dropdown menu shows "EIA Training Company: Washington, DC". Below the navigation bar, a sidebar on the left contains links for "To Do", "Completed Surveys", "Messages", and "Contact EIA". The main content area features a scrollable banner titled "Exception Dashboard" with a warning icon and "Errors without Override: 6". The dashboard lists an error in "Section 2. (Colorado - Production)" with the description "Colorado - Gas Gross Withdrawals: This value is a positive number this month but was reported as a null last month. Please provide a comment to explain or update value if appropriate." and an "Override Comment" field. Below the dashboard is the "Review Page" for "Section 1: Respondent Identification", which includes fields for "Reporting Period" (May, 2021), "Company Name" (EIA Training Company), "Doing Business As" (—), and "Location" (Washington, DC). The Review Page also includes questions 1.1 and 1.2 regarding recently acquired and divested properties, and a section for listing all companies and states involved. At the bottom of the Review Page are "Cancel", "Print", and "Submit" buttons.



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

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

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

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

NGLP = Natural gas lease production

NGGW = Natural gas gross withdrawals

# Using the Exception Dashboard

## Exception Dashboard – FIXING MISKEYED DATA (submit fail edit)

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

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

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

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

**Exception Dashboard** ⚠️ Errors without Override: 2

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

**Section 2: Monthly Gas Production** ⓘ

**Report:**

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

**Note:**

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

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

State/Region	Natural Gas Gross Withdrawals (Production)	Natural Gas Lease Production (Sales)	Comments
Arkansas	<input type="text" value="MMcf"/>	<input type="text" value="MMcf"/>	🗨️
California	<input type="text" value="2000"/>	<input type="text" value="2900"/>	🗨️
Colorado	<input type="text" value="MMcf"/>	<input type="text" value=""/>	🗨️

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

# Using the Exception Dashboard


(S-10030) **PENDING**

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

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

## Exception Dashboard OVERRIDE COMMENT

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

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

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



(S-10030) **PENDING**

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

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

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

**Section 3: Monthly Crude Oil and Lease Condensate Production**

**Report:**

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

**Note:**

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

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

State/Region	Total Crude Oil and Lease Condensate (Production)	Comments
Arkansas	<input type="text" value="000"/>	
California	<input type="text" value="000"/>	
Colorado	<input type="text" value="000"/>	
Kansas	<input type="text" value="000"/>	
Louisiana	<input type="text" value="000"/>	
Montana	<input type="text" value="000"/>	
New Mexico	<input type="text" value="000"/>	
North Dakota	<input type="text" value="000"/>	
Ohio	<input type="text" value="000"/>	
Oklahoma	<input type="text" value="000"/>	
Pennsylvania	<input type="text" value="000"/>	
Texas	<input type="text" value="500,000"/>	
Utah	<input type="text" value="000"/>	

Back Print Continue

# Using the Exception Dashboard

## Exception Dashboard – OVERRIDE COMMENT

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

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

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

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

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

Location of Error	Value	Unit	Action
New Mexico	<input type="text"/>	bbbls	🗨️
North Dakota	<input type="text"/>	bbbls	🗨️
Ohio	<input type="text"/>	bbbls	🗨️
Oklahoma	<input type="text"/>	bbbls	🗨️
Pennsylvania	<input type="text"/>	bbbls	🗨️
Texas	<input type="text" value="500000"/>	500000	🗨️
Utah	<input type="text"/>	bbbls	🗨️

Comment for Error Override

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

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

Override Comment:

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


Cancel Submit

# Form EIA-914 Submission

## Review & Submit

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

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

 EIA-914 (5-9194)

[Re-Submit Survey](#)

Urgency  
20

Deadline  
—

Status  
Resolved-Accepted



## Review Page

### Section 1: Respondent Identification

Reporting Period: July, 2021

Company Name: EIA Training Company

Doing Business As: —

Location: Washington, DC

### Sales, Acquisitions, and Affiliated Companies

- 1.1) For this reporting period, are you including any recently acquired properties (leases, wells, fields, other companies, etc.) for the first time? No
- 1.2) For this reporting period, have you excluded any divested (or sold) properties (leases, wells, fields, etc.) for the first time? Yes

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

# Navigating the Respondent Portal – Completed Surveys

## My Completed Surveys

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

The screenshot 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 right, it shows 'EIA Training Company: Washington, DC' and a user icon. A sidebar on the left contains navigation options: 'To Do', 'Completed Surveys' (highlighted with a red box and a mouse cursor), 'Messages', and 'Contact EIA'. The main content area is titled 'My Completed Surveys' and features a 'Resolved Survey Submissions' table. A 'Refresh list' button is located in the top right of the table area.

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

# Navigating the Respondent Portal - Messages

## Messages

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

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

The screenshot 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'. The 'All Open Messages' and 'All Open Messages Pending with EIA' sections show a 'Work queue is empty' message. The 'Resolved Messages' section shows 'No Items'.

# Navigating the Respondent Portal - Messages

## Messages

To send a message to EIA, click on the button

New Message

Similar to creating customer cases in the past, this function will initiate a secure message to EIA's support staff. The subject and message fields are required. Respondents can use the Add button to send attachments if necessary.

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

Initiate Messaging (ME-7002)

Subject \*

Resubmissions

Message \*

How can I modify a previously submitted form?

Add

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

Attachments

Time	Description	Operator	Attachment type	Delete
No matching data was found.				

Displaying 0 records

Cancel Send Message

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

Close



# Navigating the Respondent Portal – Contact EIA

## Contact EIA

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

The screenshot displays the 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. The left sidebar contains navigation options: "To Do", "Completed Surveys", "Messages", and "Contact EIA" (highlighted with a red box and a mouse cursor). The main content area is titled "Contact EIA" and provides the following information:

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

# Timeline for Reporting Cycles & Resubmissions

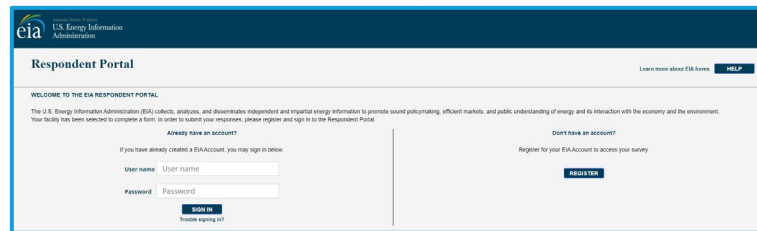
**April cycle**  
Opens May 1<sup>st</sup>  
Due June 9<sup>th</sup>  
Note: resubmissions for April & months prior use the Data xChange Portal

Use  
Data  
xChange  
Portal

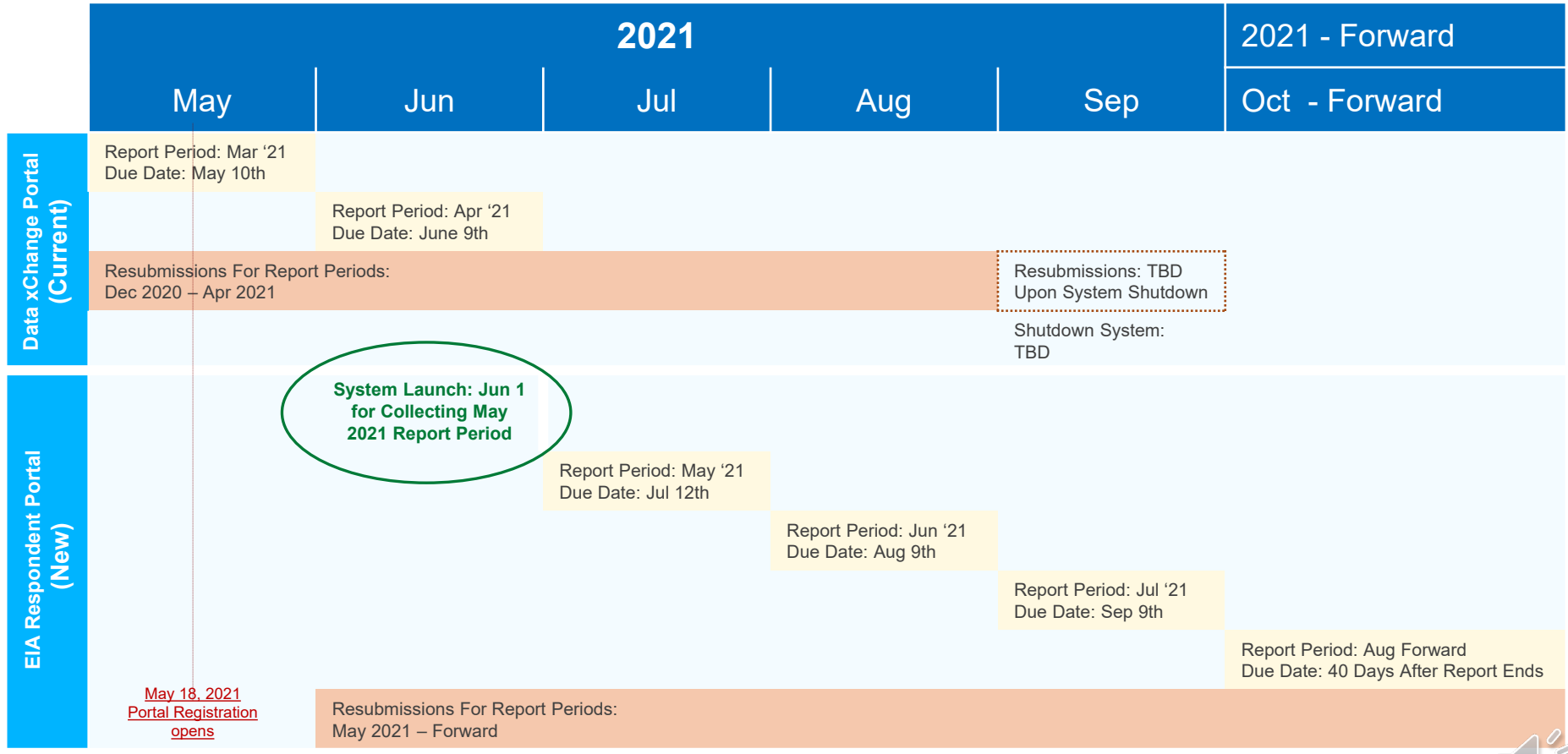


**May cycle**  
Opens Jun 1<sup>st</sup>  
Due July 12<sup>th</sup>

Use  
EIA  
Respondent  
Portal






# Timeline for Reporting Cycles & Resubmissions



May 18, 2021  
Portal Registration opens



## 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 June 1<sup>st</sup> for the May 2021 collection cycle (due by July 12<sup>th</sup>)
-  Submissions for the April 2021 cycle (due June 9<sup>th</sup>) and resubmissions prior to April use the Data xChange Portal.

## Benefits of Using the Webform

- ✓ Webform updates month to month automatically, eliminating the possibility of reporting the wrong month or year
- ✓ No need to manually enter your Entity ID, the webform auto-populates
- ✓ Webform incorporates extensive data validation edits allowing respondents to submit more accurate data with less follow up
- ✓ Webform is a more secure method of transmission and ensures that only registered users submit data for your company
- ✓ Respondents can easily access, revise and resubmit previous cycles
- ✓ Respondents can communicate securely and directly with EIA
- ✓ Easy access to all cycles (current & previous) in one central location

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

## 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

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