

# WEEKLY ELECTRIC OUTPUT

## Using This Site

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### We have redesigned our EEI Weekly Electric Output data submission tool.

- To submit your data, use the [Data Entry page](#) and follow the steps below.

### Accessing the Site

- In order to submit data, you must be logged into the site. Go to the [Data Entry page](#) and log in using your email address and EEI website password.
- If you do not know your password, select **Reset Password**.
- If you do not have an account, select **Create An Account**. You will have access to the site in one business day.

### Submitting Data

- Start at <http://weo.eei.org/Pages/HistoricalData.aspx>.
- Enter the most recent week's data in the top left box under **Current Year**.
- If you need to edit previously submitted data, click inside the appropriate box and update your data. Please note, the left column is for **Current Year** data and the right column is for **Previous Year** data.
- If you need to add a comment, click the **Comment** box next the appropriate week, enter your comment in the dialog box and select **OK**.
- Once you are done entering your data and comments, select **Submit** at the bottom of your screen. You should see a pop-up note that "**Your Data Has Been Submitted**." (You may need to turn off your pop-up blocker for this site.)
- Once your data has been submitted, you will see the percent change updated on the far right of your screen. If you have submitted comments, the appropriate **Comment** box will be orange.

### Adding Another User

- If someone else at your company needs rights to submit data, start typing their last name into the **Secondary Contact** box. Select the individual's name from the list and hit **Save**. If you do not see the person's name, they may need to **Create an Account**. (See instructions below.)
- To **Create An Account**, go to <http://weo.eei.org/Pages/HistoricalData.aspx>, and select **Create an Account** from the login screen. Complete the form and select **Submit**. The account should be created by the next business day.

### Editing Your Profile

- To update your phone or fax number, company address or title, select **Edit Your Account** at the top right of the screen. Changes are immediate.
- To **Reset Your Password**, go to <http://weo.eei.org/Pages/HistoricalData.aspx>, and select **Reset Password**. You will receive instructions for resetting your password via email.
- To change your email address, please contact [accounts@eei.org](mailto:accounts@eei.org).

### Questions?

If you have questions or comments about the site, please contact **Peggy Suggs** at [psuggs@eei.org](mailto:psuggs@eei.org), or 202-508-5572, or **Steve Frauenheim** at [sfrauenheim@eei.org](mailto:sfrauenheim@eei.org), or 202-508-5580.