

# STEP-BY-STEP GUIDE FOR COMPLETING THE EIA 878 MOTOR GASOLINE PRICE SURVEY

## OPTION 1

### WEB SURVEY

<https://eiasurvey.norc.org/go/eia/>

Type the web address in your browser and follow the steps below to quickly and easily enter your fuel prices into a web survey.

### Step 1: Entering your PIN

The first screen is the page where you type in your PIN to enter the web survey. The PIN is provided to you in a letter and/or email from NORC. The PIN is used to allow you re-entry into the survey (and start from where you left off) should you have to quit the survey for any reason. NOTE: You may have received an email containing a link to the survey that is embedded with your PIN. In this case, you will not see the PIN screen.

The screenshot shows the 'EIA 878 & 888 Web Survey' header. Below it, a welcome message reads: 'Welcome to the EIA 878 & 888 Web Survey. Please enter the unique 6-digit PIN that was previously assigned to you by the Department of Energy. If you do not know your PIN, please contact us at 866-582-4052.' A text input field labeled 'Please enter your PIN:' is circled in red, with a red arrow pointing to it from the text 'Type PIN here'. Below the input field is a 'Start' button. At the bottom, the NORC logo (at the UNIVERSITY of CHICAGO) and contact information are displayed.

### Step 2: Report your station's fuel prices

The screenshot shows the 'EIA 878 & 888 Web Survey' header. At the top left, 'Back' and 'Quit' buttons are circled in red, with a red arrow pointing to them from the text 'Click here to go to the previous screen or exit the survey'. The main question asks: 'As of 8:00am local time today, what was your price for regular grade gasoline, in dollars per gallon (to the tenth of one cent)?'. An example is provided: 'FOR EXAMPLE: "FOUR FIFTY EIGHT AND NINE-TENTHS" IS RECORDED AS \$ 4.589'. A text input field is circled in red, with a red arrow pointing to it from the text 'Type price here'. Below the input field are three radio button options: 'Don't know', 'No longer sell this grade of gasoline, please explain', and 'Prefer not to answer'. At the bottom right, a 'Next' button is circled in red, with a red arrow pointing to it from the text 'Click here to go to the next question'.

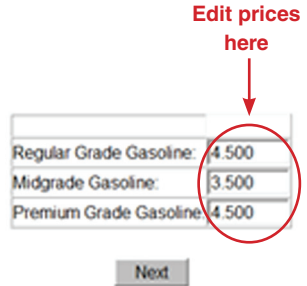
This screen is an example of a fuel price question. Enter the price in the box below the question. If you do not know the price, are no longer selling that particular type of fuel, or prefer not to answer, you may select the corresponding round radio buttons next to the response option. When you have entered your response, click the "Next" button at the bottom of the screen to go to the next question.

In the top left corner of the screen, there are two other buttons used to navigate through the survey: “Back” and “Quit”. The “Back” button will take you to the previously answered question. If you need to exit the survey at any time, please click the “Quit” button in the top right instead of closing your browser. This will insure easy re-entry when you come back to complete the survey later.

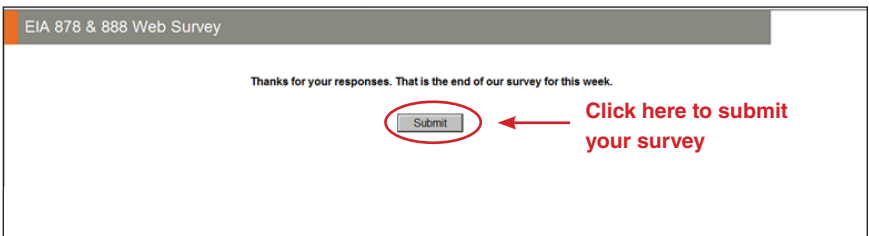
Clicking your browser’s back button will display an error, so please avoid using it. If you do receive an error, you can click the original link for the survey and re-enter the survey using your PIN.

### Step 3: Confirm your prices

If you are completing the EIA-878 Motor Gasoline Price Survey, you will see a confirmation screen after entering prices for all grades of gasoline. The confirmation box shows each grade of motor gasoline and the corresponding price you reported. Please review these values. If you need to make corrections, place your cursor in the price box containing the number you’d like to change, and type in the corrected value. When you have confirmed that all prices are correct, click the “Next” button. NOTE: There is only one price reported for on-highway diesel fuel, so you will not see a confirmation page for the EIA-888 On-Highway Fuel Price Survey.



### Step 4: Submit your responses



The screen above is the final screen you will see when you complete the questionnaire. Click the “Submit” button to submit your responses and exit the survey.

## OPTION 2

## INTERACTIVE VOICE RESPONSE (IVR)

IVR is an automated telephone system that allows you to report your prices using your telephone's touchtone keypad. Follow these simple steps to complete the survey.

**Step 1:** Call NORC at the University of Chicago's IVR telephone line:  
866-582-4052

**Step 2:** When prompted, enter your PIN. You will have received your PIN in a letter and/or email from NORC.

**Step 3:** Follow the prompts to enter all applicable fuel prices. You will also be provided the opportunity to be connected to a customer service representative at any time.

**Step 4:** If you are reporting for multiple stations, you will have the opportunity to enter data for your other stations on the same call.

**Step 5:** When you've completed the survey, you may hang up.

## OPTION 3

## EMAIL

Email the information below to [EIA\\_Survey@norc.org](mailto:EIA_Survey@norc.org).

PIN:

Station Name:

Station Address:


### EIA-878 MOTOR GASOLINE:

Gasoline Grade	Price
Regular	\$ .
Midgrade	\$ .
Premium	\$ .

### Additional Comments:

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**OPTION 4****FAX**

Fax the information below to the toll-free number: 877-359-6637.

PIN:

Station Name:

Station Address:


**EIA-878 MOTOR GASOLINE:**

<b>Gasoline Grade</b>	<b>Price</b>
Regular	\$ .
Midgrade	\$ .
Premium	\$ .

**Additional Comments:**

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If you have questions, call our toll-free number 866-582-4052, or email us at [EIA\\_Survey@norc.org](mailto:EIA_Survey@norc.org).