Producer Price Index Web Account Setup -

Multi-Program Reporters

August 2012

Thank you for participating in the Producer Price Index (PPI) program. You will be providing data online using the BLS Internet Data Collection Facility, which you currently use to provide data for another BLS survey. This handout is intended to assist you in adding the Producer Price Index to your existing BLS web account.

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Follow these steps:

- 1. You will receive two emails from PPI.Web@bls.gov, one containing a temporary account number and another containing a temporary password. A link to the BLS Internet Data Collection Facility website is included in each email.
- 2. The temporary account number serves as a one-time User ID, and along with the temporary password should be used the first time you log in for the PPI. Do not use the existing User ID and/or password that you use to log in when reporting to another survey. Click **I** Accept.

Internet Data (Collection Fa	cility (IDCF) Log	gon
Welcome to the Ir (BLS) survey docu	nternet Data Coll Iments.	lection Facility (IDC	F). To re
User ID:		0	
Password:			vord?
Terms and Condi	itions of Use		
WARNING! You are prosecution. The G attempts to upload and 1030.	e using an Official overnment may m information and/o	United States Govern nonitor and audit the or change information	nment S usage of on thes
I Accept			

3. Enter your email address. Be sure to use the same email address that you use to log in for other BLS

surveys. Click



* Email		
* Confirm Email		
	Continue	

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4. Enter the password you currently use to log in for other BLS survey(s). The other surveys to which you			
report will be listed on this screen. Click Continue			
According to our records you are using jones.m@abcco.com as your email address for the following survey(s):			
International Price Program			
To link your Producer Price Index account with your other survey(s), please type the password that you currently use to report for your other survey(s) into the box below. If you do not remember your password, please click the "Forgot Password?" link below.			
Password: ••••••• 9 Forgot Password?			
Continue			
5. Confirm that your contact information is correct. Make any necessary changes. Click Continue.			
Please complete the items below. Name & Address of Person Completing this Form (* Required Field)			
* Your Name Miles Jones			
Your Job Title			
* Your Company Abc Manufacturing Inc.			
Name Name			
* Address 1 Main Street			
* City Springfield			
★ State MD Y @ ★ Zip Code 01234			
* Telephone 1112223333 Ext Fax			
ex. 1234567890 ex. 1234567890			
Continue			
6. Your permanent account number will be displayed. For subsequent log in attempts, you may use this			
account number or your email address in the User ID field. Click Continue.			
7 On the "Welcome to the Internet Data Collection Facility" screen select "Producer Price Index" from the			
dron-down to begin reporting data to the PPI			
Welcome to the Internet Data Collection Facility			
 Please review your information listed below, and click the "Update" button to make any changes. Select the appropriate survey and click the "Continue" arrow when you are ready to enter data. 			
Update Respondent Info Miles Jones 1 Main Street			
Update Abc Manufacturing Inc. Springfield, MD 1234 jones.m@abcco.com 111-222-3333			
Please select a survey: Producer Price Index Please select one			
International Price Program			
Assistance:			
If you have any problems setting up your account, reply to the emails or click the Help Request Form. 📼 link at			
the bottom of any screen.			

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