

# Producer Price Index Web Account Setup

www.bls.gov/ppi

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Thank you for participating in the Producer Price Index (PPI) program. This handout is intended to assist you in setting up your web account, as you will be providing data online via the BLS Internet Data Collection Facility.

## Follow these steps:

1. You will receive two emails from [PPI.Web@bls.gov](mailto:PPI.Web@bls.gov), one containing a temporary account number and another containing a temporary password. Click on the link in either email to access the BLS Internet Data Collection Facility website.
2. The temporary account number serves as your initial User ID. Use the temporary account number and temporary password from the emails to log on for the first time. Click **I Accept**.

### Internet Data Collection Facility (IDCF) Logon

Welcome to the Internet Data Collection Facility (IDCF).  
To report your survey data, you must logon with a valid password for the IDCF User ID that is included in your Bureau of Labor Statistics (BLS) s

User ID:  ⓘ

Password:  ⓘ

[Forgot Password?](#)

**Terms and Conditions of Use**

**WARNING!** You are using an Official United States Government System, which may be used only for authorized purposes. Unauthorized modification of any information Government may monitor and audit the usage of this system, and all persons are hereby notified that the use of this system constitutes consent to such monitoring and a change information on these web sites are strictly prohibited and are subject to prosecution under the Computer Fraud and Abuse Act of 1986 and Title 18 U.S.C. Sec. 10

**I Accept**

3. Enter and confirm your email address. Click **Continue**.

### Step 1 of 4: Check Email Address

Please enter and confirm your email address below. (\* Required Field)

\* Email  ⓘ

\* Confirm Email  ⓘ

**Continue**

4. Verify your contact information. Click [Continue](#) .

### Step 2 of 4: Enter New User Information

Please complete the items below.  
**Name & Address of Person Completing this Form** (\* Required Field)

\* Your Name  ⓘ

Your Job Title

\* Your Company Name  ⓘ

\* Address  ⓘ

\* City  ⓘ

\* State  \* Zip Code   ⓘ

\* Telephone   ⓘ

Fax

[Continue](#)

5. Create a permanent password that meets the displayed criteria. Click [Continue](#) . You will use this password when logging on in the future.

### Step 3 of 4: Create a Permanent Password

The temporary password is no longer valid, please create a new password.

Password:

Confirm Password:

[Continue](#)

**NOTE:** Criteria met when ALL Green ✓'s appear  
The password chosen MUST:

- ✗ Be between 8 and 12 characters in length
- ✗ Contain at least one (1) character from three (3) of the following categories:
  - UPPER CASE letter (A-Z)
  - lower case letter (a-z)
  - Digit (0-9)
  - Special Character !@#\$%^&\*\_=-./:?[ \ ] ` { | } ~
- ✗ Both passwords must match

6. Your permanent account number will be displayed. This account number will be included in all future data requests. Click [Continue](#) to begin reporting your data.

If you have any problems setting up your account, send an email to [PPI.Web@bls.gov](mailto:PPI.Web@bls.gov) or click the [Help Request Form](#)  link at the bottom of any screen.