

# Producer Price Index Web Account Setup - Multi-Program Reporters

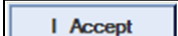


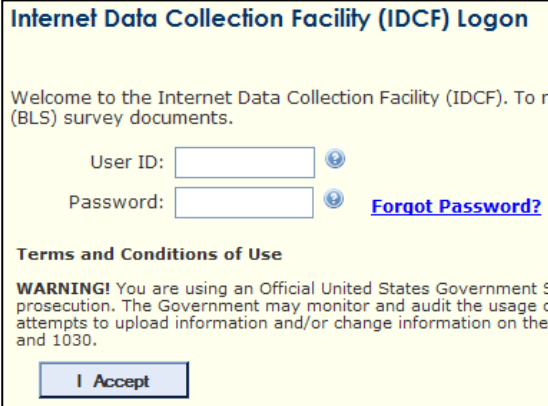
August 2012

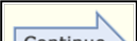
www.bls.gov

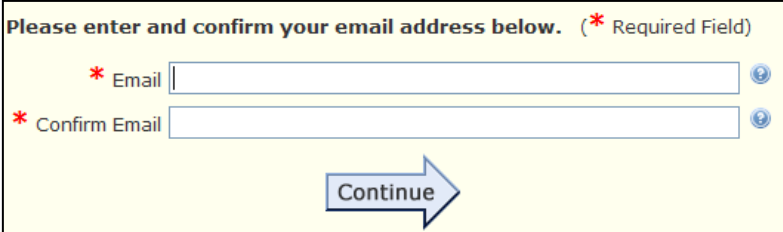
Thank you for participating in the Producer Price Index (PPI) program. You will be providing data online using the BLS Internet Data Collection Facility, which you currently use to provide data for another BLS survey. This handout is intended to assist you in adding the Producer Price Index to your existing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

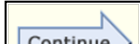
## Follow these steps:

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  .

A screenshot of the "Internet Data Collection Facility (IDCF) Logon" page. The page has a yellow background and a blue header. It contains a welcome message, two input fields for "User ID:" and "Password:" with blue question mark icons to their right, and a blue link for "Forgot Password?". Below the input fields is a section titled "Terms and Conditions of Use" with a "WARNING!" message. At the bottom of the form is a blue button labeled "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  .

A screenshot of an email confirmation form with a yellow background. It features a heading "Please enter and confirm your email address below. (\* Required Field)". There are two input fields: the first is labeled "\* Email" and the second is labeled "\* Confirm Email". Both fields have blue question mark icons to their right. A blue arrow-shaped button labeled "Continue" is positioned at the bottom center of the form.

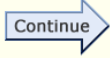
4. Enter the password you currently use to log in for other BLS survey(s). The other surveys to which you report will be listed on this screen. Click  .


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:  [Forgot Password?](#)




5. Confirm that your contact information is correct. Make any necessary changes. Click  .


Please complete the items below.


**Name & Address of Person Completing this Form** (\* Required Field)



\* Your Name  


Your Job Title

\* Your Company Name  

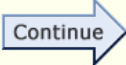
\* Address  

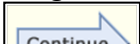
\* City  

\* State   \* Zip Code   

\* Telephone   Ext  Fax

ex. 1234567890 ex. 1234567890



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  .

7. On the "Welcome to the Internet Data Collection Facility" screen, select "Producer Price Index" from the drop-down to begin reporting data to the PPI.

**Welcome to the Internet Data Collection Facility**

o Please review your information listed below, and click the "Update" button to make any changes.  
o Select the appropriate survey and click the "Continue" arrow when you are ready to enter data.


**Update Respondent Info**

Miles Jones 1 Main Street  
Abc Manufacturing Inc. Springfield, MD 1234  
jones.m@abcco.com 111-222-3333

Please select a survey:  

Please select one

**Assistance:**

If you have any problems setting up your account, reply to the emails or click the  link at the bottom of any screen.