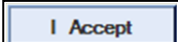
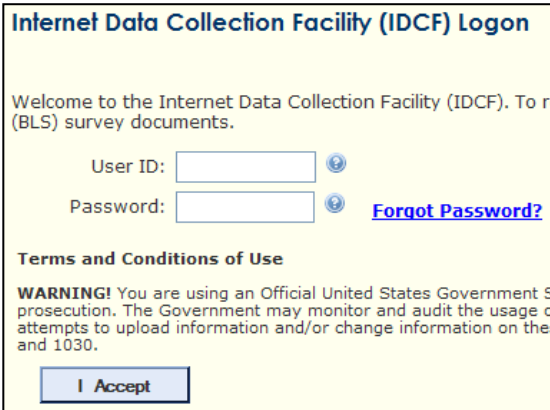


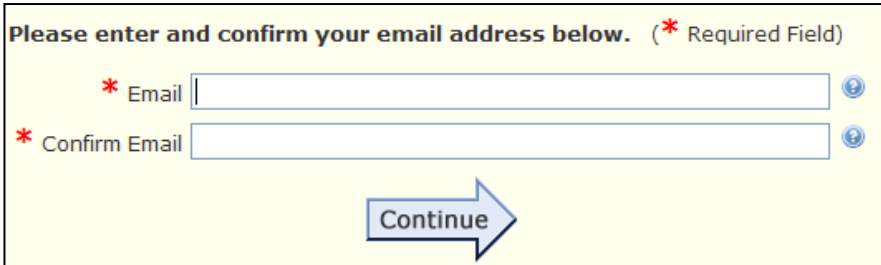
Thank you for participating in the Producer Price Index (PPI) program. You will be providing data online using the BLS Internet Data Collection Facility. This handout is intended to assist you in setting up your account.

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 your initial User ID. Use the temporary account number and temporary password from the emails to log in for the first time. Click  .




3. Enter and confirm your email address. Click  .




4. Verify your contact information. 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




5. Create a permanent password that meets the displayed criteria and choose a security question.

Click  .




The temporary password is no longer valid, please create a new password.


Password:

Confirm Password:

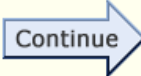
NOTE: Criteria met when ALL Green 's appear


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


Select a Security Question: 

Your Answer:



6. Your permanent account number will be displayed. This account number will be included in all future data requests. Click  to begin reporting your data.

Assistance:

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