

# U.S. Import/Export Price Indexes Creating Your IPP Web Account



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www.bls.gov

Thank you for participating in the International Price Program (IPP). 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 IPP.HelpDesk@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 the temporary password 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 **I Accept**.

A screenshot of the "Internet Data Collection Facility (IDCF) Logon" page. The page title is "Internet Data Collection Facility (IDCF) Logon". Below the title, it says "Welcome to the Internet Data Collection Facility (IDCF). To report your survey data, you must logon with a valid password for". There are two input fields: "User ID:" and "Password:". The "Password:" field has "Password" written inside it. To the right of each field is a blue question mark icon. Below the fields is a blue link that says "Forgot Password?". Underneath is the heading "Terms and Conditions of Use" followed by a "WARNING!" section. The warning text states: "You are using an Official United States Government System, which may result in criminal prosecution. The Government may monitor and audit the monitoring and auditing. Unauthorized attempts to upload information and/or ch... Fraud and Abuse Act of 1986 and Title 18 U.S.C. Sec. 1001 and 1030." At the bottom of the form is a blue button labeled "I Accept".

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

A screenshot of an email confirmation form. At the top, it says "Please enter and confirm your email address below. (\* Required Field)". There are two input fields: "\* Email:" and "\* Confirm Email:". Both fields have a blue question mark icon to their right. Below the fields is a blue button labeled "Continue".

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

**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](#).

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. For subsequent login attempts, you may use this account number or your email address in the User ID field. Click [Continue](#) to begin reporting your data.

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.