

Thank you for participating in the International Price Program (IPP). 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 International Price Program to your existing BLS web 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 a one-time User ID, and along with the temporary password should be used the first time you log in for the IPP. 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 Facility (IDCF) Logon

Welcome to the Internet Data Collection Facility (IDCF).
To report your survey data, you must logon with a valid password for this facility.

User ID:

Password:

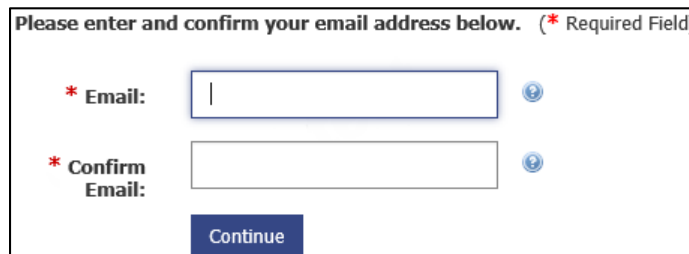
[Forgot Password?](#)

Terms and Conditions of Use

WARNING! You are using an Official United States Government System, which may result in criminal prosecution. The Government may monitor and audit the use of this system for monitoring and auditing. Unauthorized attempts to upload information and/or change data may be a violation of the Computer Fraud and Abuse Act of 1986 and Title 18 U.S.C. Sec. 1001 and 1030.

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 **Continue**.



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

* Email:

* Confirm Email:

Continue

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 *m_jones@abc.com* as your email address for the following survey(s):

• **Producer Price Index**

To link your *International Price Program* 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?](#)

[Continue](#)

5. Confirm that your contact information is correct. Make any necessary changes. Click [Continue](#).

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

* Your Name:	<input type="text" value="Miles Jones"/>	
Your Job Title:	<input type="text"/>	
* Your Company Name:	<input type="text" value="ABC Manufacturing"/>	
	<input type="text"/>	
* Address:	<input type="text" value="1 Main Street"/>	
* City:	<input type="text" value="Springfield"/>	
* State:	<input type="text" value="MD"/> 	
* Zip Code:	<input type="text" value="01234"/> <input type="text"/>	
* Telephone:	<input type="text" value="1112223333"/> <input type="text"/>	
Fax:	<input type="text"/>	

[Continue](#)

6. Your permanent account number will be displayed. For subsequent login 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 International Price Program from the drop-down to begin reporting data to the IPP.

Please select a survey:

Please select one
Producer Price Index
[International Price Program](#)

Assistance:

If you have any problems setting up your account, reply to the emails or click the [Help Request Form](#)  link.