

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



July 2014

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 has a white background with a black border. At the top, it says "Internet Data Collection Facility (IDCF) Logon". Below that, 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 "User ID:" field contains a blue question mark icon. The "Password:" field contains the text "Password" and a blue question mark icon. Below the "Password:" field is a blue link that says "Forgot Password?". Underneath is a section titled "Terms and Conditions of Use" with a "WARNING!" in bold. The warning text reads: "WARNING! 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 that says "I Accept".

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


A screenshot of the email confirmation page. The page has a white background with a black border. 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 contain a blue question mark icon. Below the "Confirm Email:" field is a blue button that says "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.