

# Web Account Setup – Multi-Program Reporters


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


Follow these steps:

1. You will receive two emails from [PPI.Web@bls.gov](mailto:PPI.Web@bls.gov), one containing a temporary account number and another containing a temporary password. Click on the link in either email to access the BLS Internet Data Collection Facility website.
2. Log on to the site by entering the temporary account number in the User ID field and the temporary password in the Password field. The temporary account number and temporary password should only be used the first time you log on for the PPI. Do not use your existing User ID and/or password used to log on when reporting for another BLS 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 the IDCF User ID that is included in your Bureau of Labor Statistics (BLS) e

User ID:  

Password:  

[Forgot Password?](#)

**Terms and Conditions of Use**


**WARNING!** You are using an Official United States Government System, which may be used only for authorized purposes. Unauthorized modification of any information Government may monitor and audit the usage of this system, and all persons are hereby notified that the use of this system constitutes consent to such monitoring and change information on these web sites are strictly prohibited and are subject to prosecution under the Computer Fraud and Abuse Act of 1986 and Title 18 U.S.C. Sec. 10


**I Accept**

3. Enter your email address. Be sure to use the same email address that you use to log on for other BLS surveys. Click **Continue**.

**Step 1 of 4: Check Email Address**

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

\* Email  

\* Confirm Email  

**Continue**

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

**Step 2 of 4: Linked Accounts**

According to our records you are using `test7587a@bls.gov` 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?](#)

[Continue](#)

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

**Step 3 of 4: Confirm Respondent Information**

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:**   ⓘ

**Fax:**

[Continue](#)

6. Your permanent account number will be displayed. For subsequent log on 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 “Producer Price Index” from the drop-down menu and click **Continue** to begin reporting data to the PPI.

### Respondent Information

<b>Update</b>	<b>Ms. Jane Smith</b> smith@xyz.com 555-555-1234	<b>XYZ Manufacturing Inc.</b> 1234 Main Street Anytown DC 12345
---------------	--	---


Please select a survey:

Please select one

Producer Price Index

International Price Program

**Continue**

If you have any problems setting up your account, send an email to [PPI.Web@bls.gov](mailto:PPI.Web@bls.gov) or click the [Help Request Form](#)  link at the bottom of any screen.