Producer Price Index

Reporting Your Data to the PPI – Investment Advice

Thank you for participating in the Producer Price Index (PPI) program. You will provide data online using the BLS Internet Data Collection Facility. This handout is intended to assist you in providing your data via the web for NAICS industry 523930, Investment Advice. Be sure to log in and verify your data even if the price has not changed.

<u>Follow these steps:</u>

1. You will receive an email notification from PPI.Web@bls.gov. This notification is typically sent at the beginning of the second or third week of the month. Follow the link to our website in the email. Log in to the site by entering either your account number or email address in the User ID field and the password you previously created in the Password field. Please provide updates within five business days.

2. Verify your contact information, select "Producer Price Index" from the dropdown menu, and click [Continue] .

3. Click [Select] next to any item to get started.

	Item Code	Item Specification	Submitted
Select	523930D001A01	Financial planning services. Comprehensive plan. College planning. Retirement pl...	

4. Review the service description. Please enter any changes to the service description directly in the text box.

Item Description

Please enter item description data here

Please make changes in the box   [Item Discontinued?]

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Financial planning services. Comprehensive plan. College planning. Retirement
planning. Portfolio analysis. Financial counseling. Annual follow-up analysis.
Single bill for entire matter. Individual/family client.
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5. Below the description you may find a grid that contains components of the price for this service. The white text boxes are where your updates should be made. The shaded areas are not updateable; these figures will be calculated by the system.

   If the specific service for which you are providing data is billed on an hourly basis, update the hourly rate and any applicable fixed fees. The number of hours billed will be held fixed and the total fee will calculate automatically based on your changes to the hourly rate and the fixed fee (if applicable).

		A	B
1	Number of hours:		20
2	Hourly rate:		$150.00
3	Subtotal:		$3,000.00
4	Fixed fee:		$1,500.00
5	Total fee		$4,500.00

If the specific service for which you are providing data is an investment advisory service, billed as a percentage of assets under management (sometimes referred to as a wrap fee program), provide the rate of return on the account for the time period listed and the management fee charged for the services rendered. Do not update the assets under management (AUM) figure, as BLS will adjust the AUM by the reported rate of return so that the AUM used in calculating the total fee will not include cash inflows and outflows.

	A	B
1		March 2020
2	Assets under management	$1,500,000.00
3	X Rate of return	2.0%
4	= Adjusted assets	$1,530,000.00
5	X Annual management fee	1.25%
6	= Total annual mgmt. fee	$19,125.00
7	**= Total monthly mgmt. fee**	$1,593.75

6. Review the Terms of Transaction section and make any necessary changes. In most instances, there will not be any updates to these fields.

Terms Of Transaction:
Please enter Item Terms of Transaction data

Type Of Sale:	Market Sale	Size Of Shipment: N/A
Domestic/Foreign Buyer:	Domestic buyer	Size Of Order: N/A
Type Of Buyer:	Private Individual	Unit Of Measure: Entire Service
Shipment/Contract Terms:	Contract	Freight: N/A

7. The components of the total price are entered in the grid described above and should populate automatically in the Reported Price section of the screen. If the total price is not already pre-filled, enter the price that was calculated above for the current period. Also, if necessary, update any prices from prior periods in the text boxes. If there were no changes to the figures in the grid referenced previously, click the Report no price change button.

Reported Price:
Please enter Reported Prices
Fixed plus hourly fee

On Nov 12, 2019	$ 4,500.00	per Entire Service
On Dec 10, 2019	$ 4,500.00	per Entire Service
On Jan 14, 2020	$ 4,500.00	per Entire Service
On Feb 11, 2020	$ 4,500.00	per Entire Service
On Mar 10, 2020	$ 4,500.00	per Entire Service

8. If you would like to make a note about one of your items, use the "Reporter Remarks" text box below the price section.

Reporter Remarks

9. Click Submit and Go to Next Item to continue providing updates for your items.

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10. A list of your items will appear on the left-hand side of the screen. Checkmarks indicate the items you have completed. The arrow indicates which item is currently displayed.

Item Code	Submitted
523930D001A01	✔
▶ 523930D001A02	
523930D001A03	

11. A screen with the following message will appear once you have submitted updates for all your items.

✔ Thank you for updating Item information.
Your data have been submitted.

If you have any issues or questions, the following resources are available to assist you:

- **For assistance from a PPI representative, click the** Help Request Form 📷 **link at the bottom of any screen or contact the PPI analyst, whose phone number is at the top of each screen.**
- **A full list of Producer Price Index contacts can be found at www.bls.gov/ppi/ppicon.htm.**
- **For a list of common help topics, click on** Help **at the top of any screen.**

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