Producer Price Index

Web Account Setup

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Thank you for participating in the Producer Price Index (PPI) program. This handout is intended to assist you in setting up your web account, as you will be providing data online via the BLS Internet Data Collection Facility.

Follow these steps:

- 1. You will receive two emails from PPI.Web@bls.gov, one containing a temporary account number and another containing a temporary password. Click on the link in the email with the temporary account number to access the BLS Internet Data Collection Facility website.
- 2. The temporary account number serves as your initial User ID and should be pre-filled in the User ID field. Use the temporary password from the email to log on for the first time. Click I Accept.



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

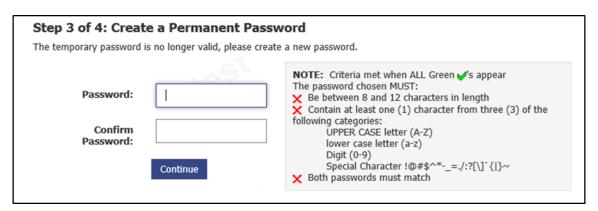




4. Verify your contact information. Click Continue.



5. Create a permanent password that meets the displayed criteria. Click **Continue**. You will use this password when logging on in the future.



6. Your permanent account number will be displayed. This account number will be included in all future data requests. Click **Continue** to begin reporting your data.

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

