Producer Price Index

Web Account Setup – Multi-Program Reporters

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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, 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 should be pre-filled in the User ID field. Log on to the site by entering 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.



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.

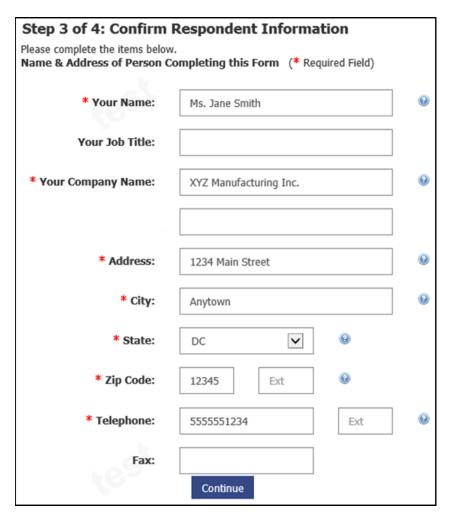




4. Enter the password you currently use to log on for other BLS survey(s). The other surveys to which you report will be listed on this screen. Click **Continue**.



5. Confirm that your contact information is correct. Make any necessary changes. Click 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.



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.

