Creating Your IPP Web Account—Multi-Program Reporters

November 2021

Thank you for participating in the International Price Program (IPP). You will be providing data online using the BLS Internet Data Collection Facility, which you currently use to provide data for another BLS survey. This page is intended to assist you in adding the International Price Program to your existing BLS web 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 a one-time User ID, and along with that the temporary password should be used the first time you log in for the IPP. Do not use the existing User ID and/or password that you use to log in when reporting to another survey. Click the "I Accept" button.



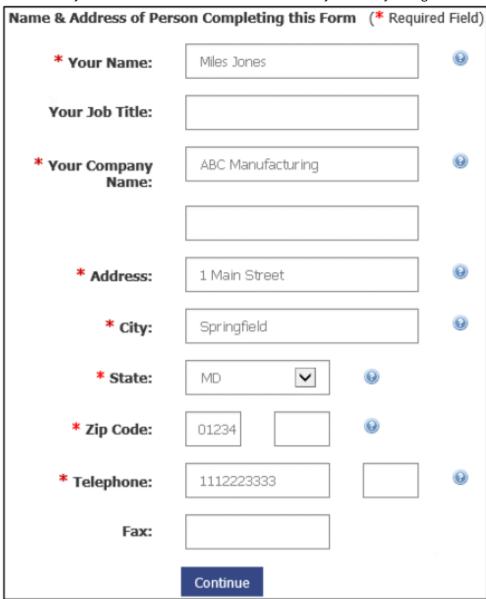
3. Enter your email address. Be sure to use the same email address that you use to log in for other BLS surveys. Click the "Continue" button.



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



5. Confirm that your contact information is correct. Make any necessary changes. Click the "Continue" button.



- 6. Your permanent account number will be displayed. For subsequent login attempts, you may use this account number or your email address in the User ID fields. Click the "Continue" button.
- 7. On the "Welcome to the Internet Data Collection Facility" screen, select International Price Program from the drop-down to begin reporting data to the IPP.



Assistance

If you have any problems setting up your account, reply to the emails or <u>click the Help Request Form link</u> at the bottom of any screen.

International Price Program ● IPP.Helpdesk@bls.gov ● www.bls.gov/mxp ● 202-691-7101

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