

## Creating Your IPP Web Account

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. This page is intended to assist you in setting up your account.

### Follow these steps

1. You will receive two emails from [IPP.Helpdesk@bls.gov](mailto: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 your initial User ID. Use the temporary account number and temporary password from the emails to log in for the first time. Click the "I Accept" button.

### 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

**User ID:**  

**Password:**  

[Forgot Password?](#)


**Terms and Conditions of Use**


**WARNING!** You are using an Official United States Government System, which may result in criminal prosecution. The Government may monitor and audit the use of this system for monitoring and auditing. Unauthorized attempts to upload information and/or change data may be subject to the Computer Fraud and Abuse Act of 1986 and Title 18 U.S.C. Sec. 1001 and 1030.

**I Accept**

3. Enter and confirm your email address. Click the "Continue" button.

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

**\* Email:**  

**\* Confirm Email:**  

**Continue**

4. Verify your contact information. Click the "Continue" button.

**Name & Address of Person Completing this Form** (\* Required Field)

\* **Your Name:**  ?

**Your Job Title:**

\* **Your Company Name:**  ?

**Address:**  ?

\* **City:**  ?

\* **State:**  ?

\* **Zip Code:**

\* **Telephone:**   ?

**Fax:**

5. Create a permanent password that meets the displayed criteria. Click the "Continue" button.

The temporary password is no longer valid, please create a new password.

**Password:**

**Confirm Password:**

**NOTE:** Criteria met when ALL Green ✓'s appear  
The password chosen MUST:

- ✗ Be between 8 and 12 characters in length
- ✗ Contain at least one (1) character from three (3) of the following categories:
  - UPPER CASE letter (A-Z)
  - lower case letter (a-z)
  - Digit (0-9)
  - Special Character !@#\$%^&\*-\_ =./:?[ \ ] ` { | } ~
- ✗ Both passwords must match

6. Your permanent account number will be displayed. This account number will be included in all future data requests. For subsequent login attempts, you may use this account number or your email address in the User ID field. Click the "Continue" button to begin reporting your data.

### Assistance

If you have any problems setting up your account, reply to the emails or [click the Help Request Form link](#) at the bottom of any screen.

**International Price Program • [IPP.Helpdesk@bls.gov](mailto:IPP.Helpdesk@bls.gov) • [www.bls.gov/mxp](http://www.bls.gov/mxp) • 202-691-7101**

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