Account Number Email

BLS will prompt you to set up your account on the BLS Internet Data Collection Facility website by sending two separate emails containing a temporary account number and password. The emails will arrive within one to three months of the BLS representative's contact with you. Here is an example of an email containing your temporary account number and a link to the website where you will provide updates. To proceed, click "Login."

Zachariah Bradford,

During a recent contact with a representative from the U.S. Bureau of Labor Statistics (BLS), your company agreed to supply periodic updates for selected products for the Producer Price Index.

To report prices for the first time, you will need to use the temporary account number below, as well as the temporary password sent to you in a separate email. The account number and password are sent separately for security purposes. Please login and submit prices for February as soon as possible.

Your temporary account number is **204123456789**.

To access your Producer Price Index account and submit prices, use the following link: Login

If you have any questions, you may reply to this email. Thank you for your valued participation in the Producer Price Index program.

BLS

BUREAU OF LABOR STATISTICS
Internet Data Collection Facility

Internet Data Collection Facility (IDCF) Logon

Test Your Browser

Welcome to the Internet Data Collection Facility (IDCF).
To report your survey data, you must logon with a valid password for the IDCF User ID that is included in your Bureau of Labor Statistics (BLS) survey documents.

User ID: [User ID]   ?

On the logon page, enter the temporary account number and password from the emails into the User ID and Password fields. Click "I Accept" to continue.

Password: [Password]   ?

Forgot Password?

Terms and Conditions of Use

WARNING! You are using an Official United States Government System, which may be used only for authorized purposes. Unauthorized modification of any information stored on this system may result in criminal prosecution. The Government may monitor and audit the usage of this system, and all persons are hereby notified that the use of this system constitutes consent to such monitoring and auditing. Unauthorized attempts to upload information and/or change information on these web sites are strictly prohibited and are subject to prosecution under the Computer Fraud and Abuse Act of 1986 and Title 18 U.S.C. Sec. 1001 and 1030.

I Accept

Please read:
Due to security reasons, your session will time out after 30 minutes of system inactivity. You will need to logon to the website again to continue.

If you have questions or comments please complete and submit the Help Request Form 📧 | Version: 10.1

Step 1 of 4: Check Email Address

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

* Email   bradford_z@zbc.com   ⍰

* Confirm Email   bradford_z@zbc.com   ⍰

[Continue]

To begin setting up your account, confirm your email address by entering it in the Confirm Email textbox. To proceed, click "Continue."

If you have questions or comments please complete and submit the Help Request Form ✉ | Version: 10.1

ADA Statement | Privacy Policy | Logout

Step 2 of 4: Enter New User Information

Please complete the items below.
Name & Address of Person Completing this Form (* Required Field)

Next, you will be asked to confirm and/or update your contact information. To proceed, click "Continue."

* Your Name   Zachariah Bradford

Your Job Title

* Your Company Name   ZBC Widget Co

* Address   1 Main St

* City   Baltimore

* State   MD   *** Zip Code** 21231   Zip Ext

* Telephone   4105555555   Ext

Fax

Continue

Step 3 of 4: Create a Permanent Password

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

Continue

If you have questions or comments please complete and submit the Help Request Form ⟩ | Version: 10.1

You will then create a permanent password. For security reasons, the password must adhere to the criteria listed. It must be between eight and twelve characters in length, and it must contain at least one character from three of the following categories – an upper case letter, a lower case letter, a digit, and/or a special character. Click "Continue" to proceed.

BUREAU OF LABOR STATISTICS
Internet Data Collection Facility

Step 4 of 4: Confirmation Notice

Thank you for completing your registration.

Your permanent IDCF User ID appears below.

CS74013945

In the future, you can use either this number or your email address along with your permanent password to log in.

Your User ID will also be emailed to you. To ensure that you receive email from the Bureau of Labor Statistics (BLS), add our domain "bls.gov" to your email Safe List.

Click on the "Continue" arrow to report your data.

Continue

At this point, your account will have been set up. To proceed, click "Continue" for a demonstration of the steps you will take to update your prices.

Select Survey

Update Respondent Info

Change Password

If you have questions or comments please complete and submit the Help Request Form | Version: 10.1

BUREAU OF LABOR STATISTICS
Internet Data Collection Facility

Welcome to the Internet Data Collection Facility

Select Survey
Update Respondent Info
Change Password

Respondent Information

| Update | **Zachariah Bradford**
bradford_z@zbc.com
410-555-5555 | **ZBC Widget Co**
1 Main St
Baltimore   MD   21231 |

After your account has been set up, this will be the first screen you see upon subsequent log-ins. If you notice any corrections that need to be made to your contact information, click the "Update" button and make the changes. To proceed with reporting your data, select "Producer Price Index" from the dropdown menu and click "Continue."

Please select a survey: Producer Price Index ▼

Continue

Maintenance activities may be conducted on Sundays from noon to 6:00 p.m. Eastern Time in order to keep the Internet Data Collection Facility (IDCF) at its peak performance and to cause as little disruption in service as possible to our customers. If the system is unavailable, please try back at a later time.

If you have questions or comments please complete and submit the Help Request Form 🔗 | Version: 10.1

BUREAU OF LABOR STATISTICS
Producer Price Index Web Repricing

Help | Logout

This page will list all of the items for which you have agreed to provide data to the Producer Price Index. In this example, there are two items. To proceed, click the "Select" button next to the first item.

Welcome to the **Producer Price Index (PPI)** Web Repricing site. Please select an item below to continue.

	Item Code	Item Specification	Submitted
Select	1234567890A 01	Fluid cream, bulk sale. Butterfat content: 35%. Bulk tanker. Plant location: Bal...	
Select	1234567890A 02	Supermarket. Soda. Edible grocery department. Product category: Groceries and ot...	

- Having technical problems? Click Help Request Form
- Need other help? Contact Bud Travino at 202-691-7020.

The Bureau of Labor Statistics, its employees, agents, and partner statistical agencies, will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent of the law. In accordance with the Confidential Information Protection and Statistical Efficiency Act of 2002 (Title 5 of Public Law 107-347) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent.

Paperwork Reduction Act Statement. Public reporting burden for this collection of information is estimated to vary from 1 to 30 minutes per response with an average of 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this estimate or any other aspect of this information collection, including suggestions for reducing this burden, please send them to the Bureau of Labor Statistics, Producer Price Index Program, 1220-0008, Room 3840, 2 Massachusetts Avenue N.E., Washington, DC 20212. The OMB control number for this voluntary survey is 1220-0008. Without a currently valid OMB number BLS would not be able to conduct this survey.

If you have questions or comments please complete and submit the Help Request Form| Version: 2.0

Home | Update Contact Information | Help | Logout

Item Code	Submitted
▶ 1234567890A 01	
1234567890A 02	

Current Pricing Date: Feb 11, 2014
Analyst Name: Bud Travino
Phone Number: 202-555-5555

Item Code: 1234567890A 01
Reporter Code: 0987654321

This screen will contain all of the relevant information for an item. The top left of the screen will list each of your items and its status of completion. A green checkmark will appear next to an item code once you have entered information for that item and clicked "Submit and Go to Next Item" at the bottom of the screen.

View Previous Data [▼] [View]

Item Description

Please enter item description data here

[Item Discontinued?]

Please make changes in the box

Fluid cream, bulk sale. Butterfat content: 35%. Bulk tanker. Plant location: Baltimore, MD.

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: Wholesaler Unit Of Measure: Pound

Shipment/Contract Terms: Purchase Order Freight: FOB Factory

A description of the item will appear at the top of the page. Below the item description is a list of the item's transaction terms. If any of the pre-filled information for the item has changed, please make the appropriate edits in the text boxes. Click here to see the rest of this page.

Adjustments to Price:

Please enter Item Adjustments to price data

Adjustment Category	Adjustment Detail	Value/Terms	Already applied to reported Price?	Delete Adjustment
Discount ▾	Wholesaler Discount	5%	⦿ Yes ◯ No	☐

Add Adjustments

Scrolling down the page for each item, you will see any discounts or surcharges, if applicable, prices for previous months, and a text box for the current month's price. If any changes need to be made to the price for a previous month, you would simply enter the correct price in the text boxes. Otherwise, enter the current month's price for this item.

Reported Price:

Please enter Reported Prices

Net Transaction (actual shipment)

On Oct 15, 2013	$ 2.10	per Pound
On Nov 12, 2013	$ 2.21	per Pound
On Dec 10, 2013	$ 2.34	per Pound
On Jan 14, 2014	$ 2.83	per Pound
On Feb 11, 2014 ▶	$	per Pound Report no price change

Reporter Remarks

Once you have entered the price for your item or confirmed that the price has not changed using the "Report no price change" button, click "Submit and Go to Next Item." To proceed, click "Submit and Go to Next Item."

450 characters remaining

Attach a file
Add Attachments

Submit and Go to Next Item   Save Changes and Complete Later   Cancel Changes

Home | Update Contact Information | Help | Logout

Current Pricing Date: Feb 11, 2014
Analyst Name: Bud Travino
Phone Number: 202-555-5555

Item Code: 1234567890A 02
Reporter Code: 0987654321

Item Code	Submitted
1234567890A 01	✔
▶ 1234567890A 02	

View Previous Data [ ] [View]

Item Description

Please enter item description data here

[Item Discontinued?]

Please make changes in the box

Supermarket. Soda. Edible grocery department. Product category: Groceries and other food items for consumption off the premises. Production ID#: 123456. Variety/Model: Brand X. Special features of product: 2-liter. Exact Address/Store ID: 123 Office St, Anytown, USA 11111. Level: Company-wide. Time period: 1st two weeks of month.

	A	B
1	Retail Price	$799.99
2	(minus)	
3	Vendor Price	$200.99
4	(equals)	
5	Margin price	$599.00

The total price for some products or services may be calculated using various inputs. In these cases, you will update the prices for the inputs to arrive at the calculated total price. Click here to proceed.

Reported Price:

Please enter Reported Prices

Average Margin Price

On Oct 15, 2013 $ [599.00] **per Unit**

On Nov 12, 2013 $ [599.00] **per Unit**

On Dec 10, 2013 $ [599.00] **per Unit**

On Jan 14, 2014 $ [599.00] **per Unit**

On Feb 11, 2014   ▶ $ [   ] **per Unit**   [Report no price change]

In the Reported Price area for these types of items, the total price calculated may populate in the Reported Price field. To proceed, click "Submit and Go to Next Item."

[Submit and Go to Next Item]   [Save Changes and Complete Later]   [Cancel Changes]

If you have questions or comments please complete and submit the Help Request Form| Version: 2.0

BUREAU OF LABOR STATISTICS
Producer Price Index Web Repricing

Item Code	Submitted
1234567890A 01	✔
1234567890A 02	✔

Once you have submitted data for all of your items, you will reach an exit page. From this page, you may access PPI published data or information from other BLS programs. If you want to return to edit your submitted data, click on the item codes on the left side of the screen. If you experience problems at any time while providing data, please click the Help Request Form link on the bottom of the page. This concludes the web demonstration.

✔ **Thank you for updating Item information.**

Your data have been submitted.

Summary of Data Submitted

Return to Webpricing Home Page | Return to IDCF Home Page | Return to Login Page

Economy at a Glance | BLS Home Page | National PPI data | PPI Respondent Website

If you have questions or comments please complete and submit the Help Request Form| Version: 2.0