

Step 3: The “Print this Confirmation Page for Future Reference” screen will display.

Important: The system has created a permanent account number for you. It is displayed in the first line of the screen. Either print out this page or write down the account number. **The account number will also automatically be sent to the email address you provided.** You will need both the account number and your permanent password in order to logon to the site in the future.

Your account has now been created.

Simply click the “Continue” button to go directly to the survey to begin reporting price information.

Important points to know about your account

Your temporary password can only be used once to create an account. If you forget the permanent account number, you can use your temporary account number but will still need your permanent password.

If you have any problems creating your account, or logging on to the IPP web site, click the help desk link at the bottom of the logon screen or send an email to fdc.helpdesk@bls.gov.

You will receive an email notifying you that it is time to submit prices each month in which you agreed to report prices to the IPP. It will contain your permanent account number and have a link to the logon screen of the web repricing site.

If you forget your password, simply click on the "Forgot Password" link located to the right of the Password field and enter (or copy and paste from the notification sent) your permanent account number into the appropriate field. The password will then be emailed to you.

Creating an Account for Web Repricing

International Price Program
Internet Data Collection
System



**U.S. Department Of Labor
Bureau of Labor Statistics**

Thank you for agreeing to provide prices to the International Price Program (IPP) over the internet.

In order to provide prices, you simply need to create a password.

Creating a password will in turn create your web account with the Bureau of Labor Statistics.

In the first month you are scheduled to provide data, you will receive two emails – one with a temporary account number and one with a temporary password. (The account number and password are sent in separate emails for security reasons.)

After you have received the two emails, you can begin the account creation process.

To begin, click the link provided in the temporary password email or enter this address into your web-browser to open the site and follow these steps:

<https://idcf.bls.gov>

Creating an Account for Web Repricing

Enter the temporary account number and password (note: both are case sensitive) in the appropriate fields in the Internet Data Collection Facility Logon screen.

Tip: Copy the account number and password from the emails and paste them into the fields.

Click the **“I Accept”** button.

Step 1: The “Enter New User Information” screen will be displayed. Your personal data is displayed in the fields. Please correct it if necessary.

Click on the blue **“Continue”** button.



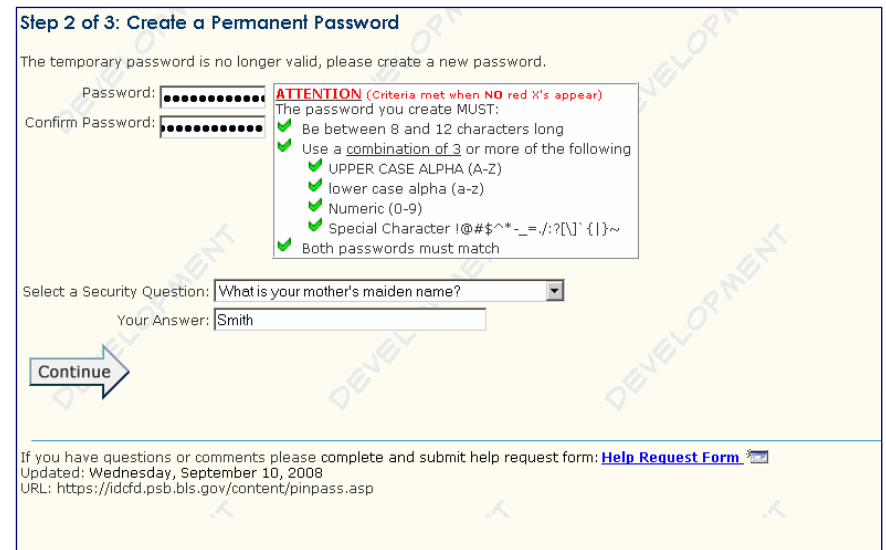
Step 2: The “Create a Permanent Password” screen will display. On the right of the screen is a box listing the criteria for a valid password.

Enter your password in the first field. Note that as the various password criteria are met, the red **X** next to each changes to a green **✓**.

Confirm your password by re-entering in the next field.

Select a Security Question in the drop-down and enter an answer in the field below. You can use these to retrieve your password if you forget it.

Click the blue **“Continue”** arrow.



Step 2 of 3: Create a Permanent Password

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

Password: [masked] **ATTENTION** (Criteria met when **NO** red X's appear)
Confirm Password: [masked] The password you create **MUST**:

- ✓ Be between 8 and 12 characters long
- ✓ Use a **combination of 3** or more of the following
 - ✓ UPPER CASE ALPHA (A-Z)
 - ✓ lower case alpha (a-z)
 - ✓ Numeric (0-9)
 - ✓ Special Character !@#\$%^*_=-./:?[\] { } ~
- ✓ Both passwords must match

Select a Security Question: [What is your mother's maiden name?]
Your Answer: [Smith]

Continue

If you have questions or comments please complete and submit help request form: [Help Request Form](#)
Updated: Wednesday, September 10, 2008
URL: <https://idcf.psb.bls.gov/content/pinpass.asp>

The “Create a Permanent Password” Screen.