

## Account Number Email

**From:** PPI.WEB@bls.gov  
**Sent:** Monday, February 8, 2021 5:15 AM  
**To:** bradford\_z@zbc.com  
**Subject:** Producer Price Index Account Setup - Account Number

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 or services to the Producer Price Index.

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

Your temporary user ID is: **204PPI000001**

To access your Producer Price Index account and submit prices, use the following link: <https://idcf.psb.bls.gov>

If you are using Internet Explorer and are unable to access the link, please copy the URL above into another browser, such as Chrome, Safari, or Firefox.

If you have any problems logging in or if you have any questions about the information we are requesting, you may reply to this email or contact Ana Lyst at 111-222-3333.

Thank you for your valued participation in the Producer Price Index program.

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 user ID 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 user ID and a link to the website where you will provide updates. To proceed, click the link to the website.





## 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:



Password:



[Forgot Password?](#)

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

### 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.**



### Step 1 of 4: Check Email Address

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

\* Email:  ⓘ

\* Confirm Email:  ⓘ

[Continue](#)

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



### Step 2 of 4: Enter New User Information

Please complete the items below.

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

\* Your Name:  ⓘ

Your Job Title:

\* Your Company Name:  ⓘ

\* Address:  ⓘ

\* City:  ⓘ

\* State:  ⓘ

\* Zip Code:   ⓘ

\* Telephone:   ⓘ

Fax:

[Continue](#)

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



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.

### Step 3 of 4: Create a Permanent Password

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

Password:

Confirm Password:

[Continue](#)

- 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



#### Step 4 of 4: Confirmation Notice

Thank you for completing your registration.

Your permanent IDCF User ID appears below.

**CS48408439**

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" button to report your data.

Please do not click on the "Back" button, your registration process has been completed.

[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.



## Welcome to the Internet Data Collection Facility

- [Select Survey](#)
- [Update Respondent Info](#)
- [Change Password](#)

- Please review your information listed below, and click the "Update" button to make any changes.
- Select the appropriate survey and click the "Continue" button when you are ready to enter data.

### Respondent Information

<input type="button" value="Update"/>	<b>Zachariah Bradford</b> bradford_z@zbc.com 410-555-5555	<b>ZBC Widget Co</b> 1 Main St Baltimore MD 21231
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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:

*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.*



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.

### Summary of Items

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

	Item Code:	Item Specification	Submitted
<input type="button" value="Select"/>	1234567890A01	Fluid cream, bulk sale. Butterfat content: 35%. Bulk tanker. Plant location: Bal...	
<input type="button" value="Select"/>	1234567890A02	Supermarket. Soda. Edible grocery department. Product category: Groceries and ot...	

- Having technical problems? Click [Help Request Form](#)
- Need other help? Contact Ana Lyst at 111-222-3333.

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 permitted by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act (44 U.S.C. 3572) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent. Per the Federal Cybersecurity Enhancement Act of 2015, Federal information systems are protected from malicious activities through cybersecurity screening of transmitted data.

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 item, 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.





### Item Detail

	Item Code	Submitted
	<a href="#">1234567890A01</a>	
	<a href="#">1234567890A02</a>	

**Current Pricing Date:** Feb 09, 2021

**Item Code:** 1234567890A01  
**Reporter Code:** 0987654321

**For assistance, contact:** Ana Lyst, Industry Analyst  
**Phone Number:** (111) 222-3333

View Previous Data

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.

**Item Description**

Please enter item description data here

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

<b>Type Of Sale:</b> <input type="text" value="Market Sale"/>	<b>Size Of Shipment:</b> <input type="text" value="N/A"/>
<b>Domestic/Foreign Buyer:</b> <input type="text" value="Domestic buyer"/>	<b>Size Of Order:</b> <input type="text" value="N/A"/>
<b>Type Of Buyer:</b> <input type="text" value="Wholesaler"/>	<b>Unit Of Measure:</b> <input type="text" value="Pound"/>
<b>Shipment/Contract Terms:</b> <input type="text" value="Purchase Order"/>	<b>Freight:</b> <input type="text" value="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.

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.

**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 Discou	5%	Yes <input checked="" type="radio"/> No <input type="radio"/>	<input type="checkbox"/>

[Add Adjustments](#)

**Reported Price:**  
Please enter Reported Prices

**Average price**

On Oct 13, 2020	\$	<input type="text" value="2.10"/>	per Pound
On Nov 10, 2020	\$	<input type="text" value="2.21"/>	per Pound
On Dec 15, 2020	\$	<input type="text" value="2.34"/>	per Pound
On Jan 12, 2021	\$	<input type="text" value="2.83"/>	per Pound
<b>On Feb 09, 2021</b>	\$	<input type="text"/>	per Pound

**Reporter Remarks**

450 characters remaining

(Maximum characters: 450)

Enter the price for your item or confirm that the price has not changed using the "Report no price change" button. To proceed, click "Submit and Go to Next Item."

**Attachments:**

[Add a File](#)



**Item Detail**

	Item Code	Submitted
	<a href="#">1234567890A01</a>	✔
▶	<a href="#">1234567890A02</a>	

**Current Pricing Date:** Feb 09, 2021

**For assistance, contact:** Ana Lyst, Industry Analyst  
**Phone Number:** (111) 222-3333

**Item Code:** 1234567890A02  
**Reporter Code:** 987654321

View Previous Data

**Item Description**

Please enter item description data here

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	C
1	Price to buyer:	\$799.99	
2	Acquisition price:	\$200.99	
3	Margin price:	\$599	

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 13, 2020	\$	<input type="text" value="599.00"/>	per Unit, margin price
On Nov 10, 2020	\$	<input type="text" value="599.00"/>	per Unit, margin price
On Dec 15, 2020	\$	<input type="text" value="599.00"/>	per Unit, margin price
On Jan 12, 2021	\$	<input type="text" value="599.00"/>	per Unit, margin price
<b>On Feb 09, 2021</b>	\$	<input type="text" value="599.00"/>	per Unit, margin price

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."



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.

	Item Code	Submitted
	<a href="#">1234567890A01</a>	✔
	<a href="#">1234567890A02</a>	✔

✔ **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](#)