

# 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 from [IPP.HelpDesk@bls.gov](mailto:IPP.HelpDesk@bls.gov) – 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The temporary password is no longer valid, please create a new password.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:  **ATTENTION (Criteria met when NO red X's appear)**


Confirm Password:

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:

Your Answer:



If you have questions or comments please send e-mail to: [fdc.helpdesk@bls.gov](mailto:fdc.helpdesk@bls.gov)  
Updated: Tuesday, September 19, 2006  
URL: <https://idfd.psb.bls.gov/content/pinpass.asp>

**The “Create a Permanent Password” Screen**

**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.

Digital certificate – This option is available after you have created your account.

To obtain a digital certificate: Select Change Security Option from the menu on the right-hand side of the logon screen. On-screen instructions will explain the advantages and disadvantages of digital certificates and guide you through the process of creating one.

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](mailto: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 have a link to the logon screen of the web repricing site.

Some mail servers will block emails originating from the Bureau of Labor Statistics. **Add [IPP.HelpDesk@bls.gov](mailto:IPP.HelpDesk@bls.gov) to your Contacts list** to allow transmission.

If you lose your permanent account number or password, reply to your notification email or send an email to: [IPP.HelpDesk@bls.gov](mailto:IPP.HelpDesk@bls.gov)