Bloomberg Data Upload Portal

The Bloomberg Data Upload Portal (BDUP) enables you to deliver your data directly and securely to your clients and other stakeholders using the Bloomberg Professional Service. Bloomberg's data team provides real-time data validation, review by subject matter experts, and full-time customer support to ensure your data is delivered quickly and accurately. Status tracking gives you full transparency into where your data is in the process at all times.

Learn how your team can get started >>

Create your account:

i.   **Get started** at https://up.bloomberg.com.

Select '**Sign Up**' and follow the steps as prompted.

Keep in mind this may be an institutional login, so your organization/company will be granted a **single credential** for verified users, depending on your workflow (i.e. one username and one password).

Consider a username and password you are comfortable sharing with authorized colleagues, where appropriate.

ii.   **Submit** your account request.

The Bloomberg team will review your request and send a confirmation email after verifying your information.

iii.   **Log in** after you receive a confirmation email from us.

Visit the site again: https://up.bloomberg.com and log in with your username and password.

Bloomberg implements **two-factor authentication** to ensure data integrity and security. The two-factor authentication code will be sent to the email address you provided so be sure you have access to that inbox.

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Permission your colleagues:

First time users of a new institutional account will be classified as the *Account Administrator*. As an administrative user, you are able to add or remove colleagues from your institution to access the portal.

i. Once you are logged in, locate your email address on the top right corner of the screen.

ii. Click the icon and select 'Manage Account' in the dropdown menu.

iii. On the 'Manage Account' screen, you can add your team members by adding their email addresses.

iv. Bloomberg will send them a confirmation email prompting them to sign in.

For institutional logins, additional users must **sign in with the shared account** username, shared password, and their individual email address at https://up.bloomberg.com.

All members of your team need to use their **own email address** when logging in in order to receive their two-factor authentication code.

To ensure profile security, authorized users must receive login credentials directly from the Account Administrator.

Get started with your data submission:

i. Once approved and logged in you can access your workflow and get started.

ii. Access all previous or current submission details under the 'My Submissions' tab.

Contact Support:
Access Bloomberg Data Upload Portal Support directly by clicking 'Contact us' at the top of your browser as well as along the bottom toolbar at any time. A data specialist will reach out to you within 24-72 hours of your request.

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