I am a first time user, how do I create my log in?

A. From the Welcome to Purdue University and IPFW Biller Direct On-Line Payment System
   
   1. Click on **Create User ID**

   ![Create User ID Image]

   2. Under **Create New User ID** complete the requested fields. All data is located on your invoice

   ![Invoice Image]

   a. Enter **Business Partner Number**
   b. Enter **Contract Account Number**
   c. Enter the **Invoice Number** listed on your invoice
   d. Enter **New Password**: this is your password for accessing Biller Direct On-Line Payment System
   e. Verify **New Password**: verify the password created in step 1.d
   f. Click **Create User ID**

   ![Create User ID Confirmation Image]

   g. A message will be returned **User ID successfully created.** **Your User ID is ..........**, this is your permanent User ID for accessing the Purdue University Biller Direct On Line Payment System (**be sure to retain your user ID**)

   ![Sign In Image]

   h. Click **Sign In** to continue logging in

   ![Sign In Confirmation Image]