I forgot my password, what do I do?

A. From the Welcome to Purdue University and IPFW Biller Direct On-Line Payment System

1. Click on **Reset Password**

   ![Reset Password Image]

2. Under **Reset Password** complete the requested fields. All data is located on your invoice

   a. Enter **Business Partner Number** listed on your invoice
   b. Enter **Contract Account Number** listed on your invoice
   c. Enter the **Invoice Number** listed on your invoice
   d. Enter **New Password**: password is determined by the user
   e. Verify **New Password**: verify the password created in step 1.d
   f. Click **Reset Password**

3. You should receive the following message: **Your password has been successfully reset**

4. Click on **Sign In** to continue logging on
5. **Sign In**

   a) Enter **User ID**
   b) Enter **Password**
   c) Click **Log On**