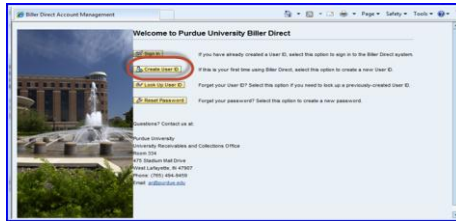


I am a first time user, how do I create my log in?

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

1. Click on **Create User ID**



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

- 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**

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)**



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



- 1) Enter **User ID** Enter **Password**
- 2) Click **Log On**