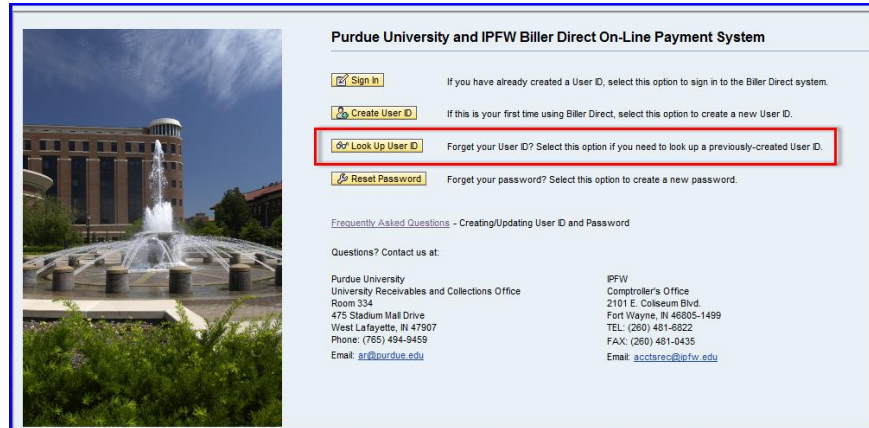


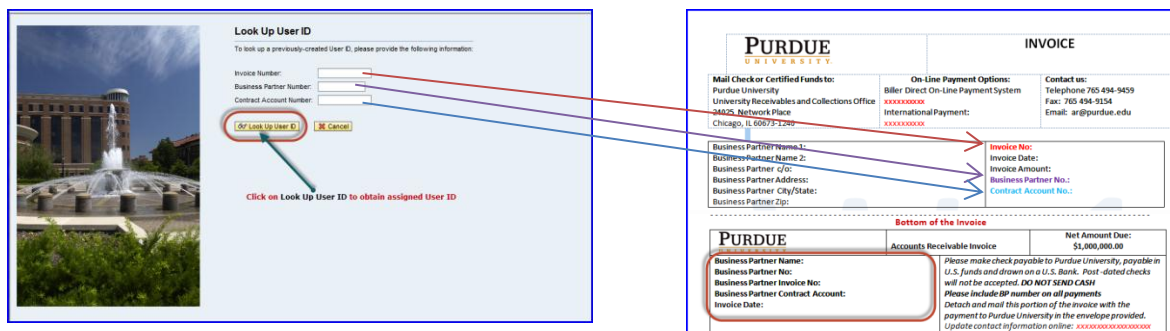
I forgot my User ID, what do I do?

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

1. Click on **Look Up User ID**

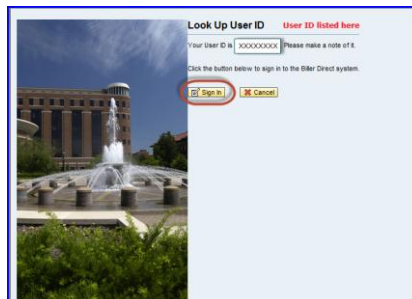


2. Under **Look Up User ID** complete the requested fields. All data is located on your invoice



- a. Enter the **Business Partner Number** listed on your invoice
- b. Enter the **Contract Account Number** listed on your invoice
- c. Enter the **Invoice Number** listed on your invoice
- d. Click on **Look Up User ID**

- e. Your User ID will be listed on the next screen. Be sure to retain your USER ID for future reference for logging in



- f. Click **Sign In** to continue logging in

3. **Sign In**

- a. Enter **User ID (Step 2.e)**
- b. Enter **Password**
- c. Click **Log On**

