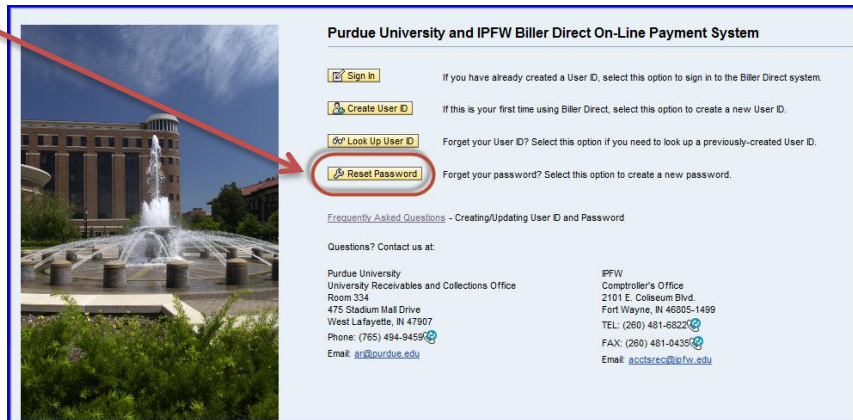


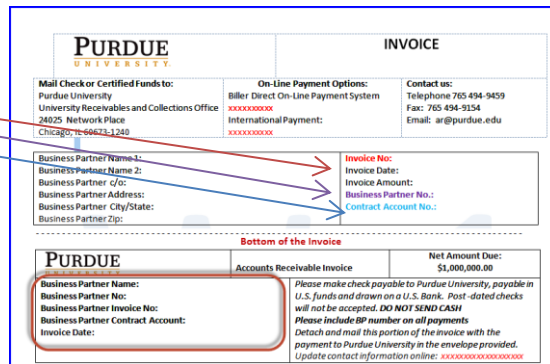
I forgot my password, what do I do?

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

1. Click on **Reset Password**



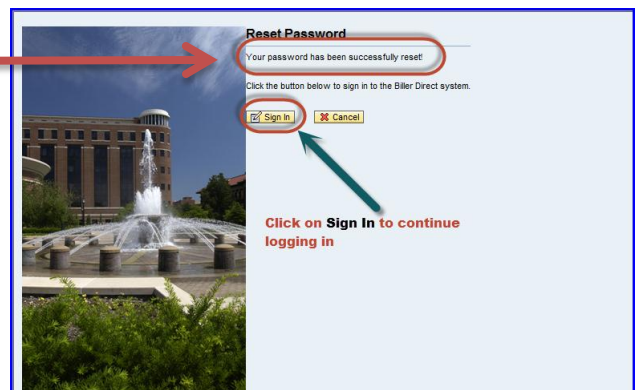
2. Under **Reset Password** complete the requested fields. All data is located on your invoice



- Enter **Business Partner Number** listed on your invoice
- Enter **Contract Account Number** listed on your invoice
- Enter the **Invoice Number** listed on your invoice
- Enter **New Password** : password is determined by the user
- Verify **New Password** : verify the password created in step 1.d
- 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**

