## I forgot my password, what do I do?

As a registered user, you may request to have your password reset from the Log In screen.

- 1. Enter your User ID
- 2. Enter your Password
- 3. Click on Forgot Password to go to Forgot Password

Welcome to the Electronic Payment System	
Bold fields with * are required.	
User Log In Enter your User ID and Password, then click Log In. Forgot Password	1 User ID*: 2 Password*:

4. Enter Email address or User ID  $\rightarrow$  click **Submit** to go to Shared Secret Question and Answer



5. Enter Shared Secret Question Answer  $\rightarrow$  click **Submit** 



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# Frequently asked Questions: Purdue University Accounts Receivable OnLine Payment System

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6. You will receive an email : <u>In response to your rquest, a new Password has been assigned to your</u> <u>User ID for the Purdue University Web Payment System.</u>



- 7. Return to the log in page, <u>https://purdue.university/onlinepay</u>, enter your User ID and new password.
- 8. You will be instructed to change the password.