

IE - How to Reset Your Password

1. First, access billing app: <https://waynecountymi.gov/idsdattorneybilling>
2. Select **Forgot Password?**

WC CHARTER COUNTY OF **WAYNE**
MICHIGAN

Wayne County Indigent Defense Services

Oracle Cloud Account Sign In for IDS Billing

Identity domain ⓘ
IDS_Billing

User Name

Password

[Forgot Password?](#)

Or sign in with

[Need help signing in?](#)

4. Then, type in your vendor number and click **Next**.

Wayne County Indigent Defense Services

Identity domain ⓘ
IDS_Billing

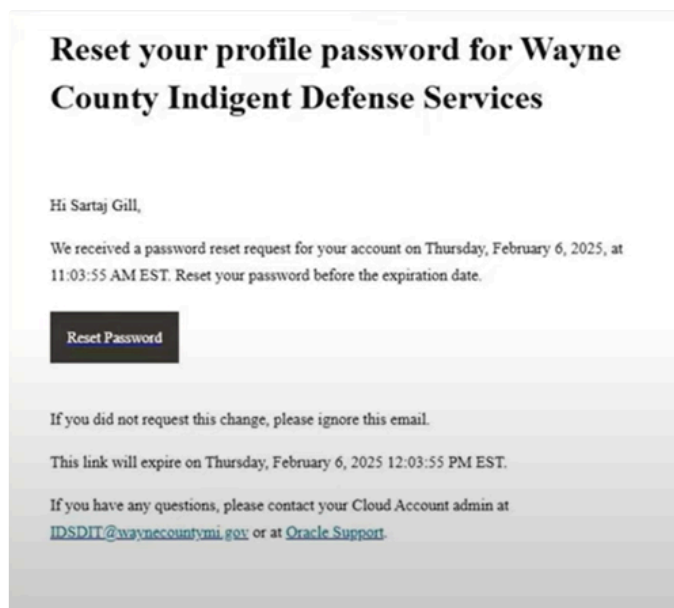
Forgot Your Password?
Having trouble with your password? Reset it here.

What's your user name?

Next

[Cancel](#)

5. You will then receive a notification email to the address IDSD has on file. **Please note:** the password reset link expires after an hour.
 - a. If you missed the email you can always go back and select password reset again
 - b. If you do not receive an email please submit a Jira Helpdesk ticket and they will verify the correct email is in file
6. In the email you receive press Reset Password:



7. Type in a password that meets following criteria:

- Password must have at least 12 characters.
- Password cannot exceed 40 characters.
- Password cannot contain the First Name of the user.
- Password cannot contain the Last Name of the user.
- Password cannot contain the user name.
- Password must have at least 1 lowercase characters.
- Password must have at least 1 uppercase characters.
- Password must have at least 1 numeric characters.
- Cannot repeat last 4 passwords

The screenshot shows a web interface for password reset. At the top left is the Wayne County Michigan logo. Below it, the text reads "Wayne County Indigent Defense Services" and "Nerickson1@waynecountymi.gov". The identity domain is listed as "IDS_Billing". The main heading is "Reset your password" with the instruction "Set a password for your user account." There are two password input fields: "New Password" and "Confirm New Password", both containing masked characters. A list of password requirements is displayed between the fields, including: at least 12 characters, not exceeding 40 characters, not containing first or last name or user name, at least one lowercase and uppercase character, at least one numeric character, and not repeating the last 4 passwords. A "Reset Password" button is at the bottom.

8. You will then receive an email notification that the password has been updated and you can continue to sign in to Oracle Cloud Account for IDS Billing



Wayne County Indigent Defense Services

Oracle Cloud Account Sign In for IDS Billing

Identity domain 
IDS_Billing

User Name


123456

Password

[Forgot Password?](#)

Sign In

Or sign in with

 Wayne County

[Need help signing in?](#)