

## **CONGRATULATIONS and WELCOME!**

### Instructions on completing your PFGA Enrollment

1. Click through to FACTS from here: <https://online.factsmgmt.com/signin/4KG8S>
2. Log in with your normal user name and password.
3. You will land on a page that says “Hello” at the top. Click the green “Set up a Payment Plan” button.
4. This will take you to a screen that says “Welcome.” Just above the word “Welcome”, click the 2017-2018 School year button. More info will pop up for you to read, then press “Begin.”
5. Everything from there should be straightforward. You will be setting up “customer” information, “student” information, “forms”, your “payment options”, your “payment details” and your “payment schedule.”
6. The process will be complete once you “review and authorize.”

Thanks so much!

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