

# FACTS PAYMENT PLAN SET UP FOR FAMILIES

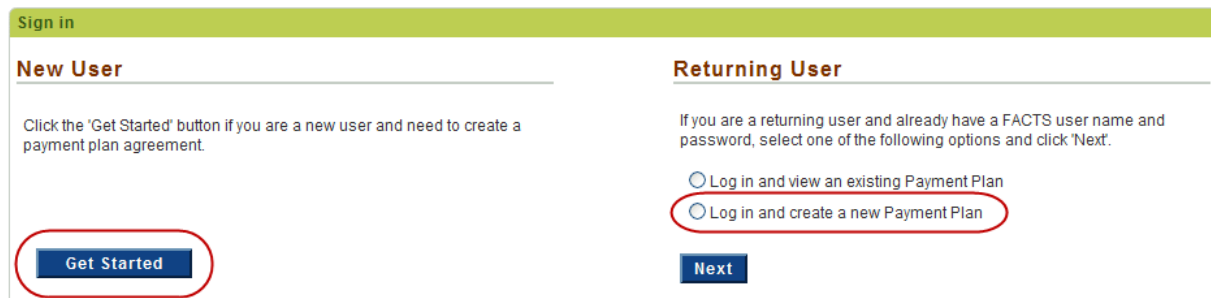
## HERE ARE SOME ITEMS THAT YOU MAY NEED:

- STUDENT ID(S) IF APPLICABLE (PROVIDED BY YOUR SCHOOL)
- PAYMENT ACCOUNT INFORMATION (CHECK AND/OR CREDIT CARD)

- 1 Go to your school's website to find the FACTS information link. Once there, click the appropriate option.

### Payment Plan Setup

#### Welcome



**Sign in**

**New User**

Click the 'Get Started' button if you are a new user and need to create a payment plan agreement.

**Get Started**

**Returning User**

If you are a returning user and already have a FACTS user name and password, select one of the following options and click 'Next'.

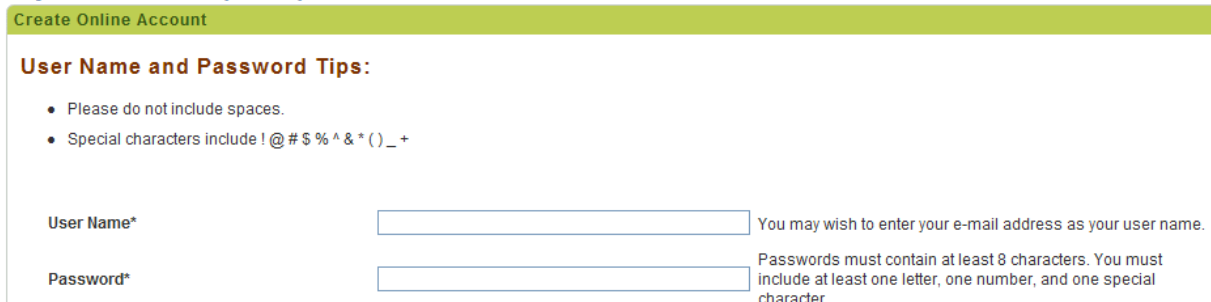
Log in and view an existing Payment Plan

Log in and create a new Payment Plan

**Next**

- 2 Enter student information for each student on the agreement.
- 3 Select a payment plan option.
- 4 Enter the Responsible Party's demographic information. Create a user name and password to maintain your online account and agreement information. Select security questions and answers to identify yourself when contacting FACTS. (Please retain security information for your records).

### Payment Plan Setup - Step 3 of 6



**Create Online Account**

**User Name and Password Tips:**

- Please do not include spaces.
- Special characters include ! @ # \$ % ^ & \* ( ) \_ +

User Name\*  You may wish to enter your e-mail address as your user name.

Password\*  Passwords must contain at least 8 characters. You must include at least one letter, one number, and one special character.

- 5 Enter financial account information for making payments.
- 6 Review your account summary and click the 'Submit' button.
- 7 Select to print or e-mail your confirmation page. It includes your agreement number which will be needed when referencing your tuition payment plan with your school and FACTS.

**If you have any questions, please contact a FACTS representative at (866) 441-4637 or by email at [inquiry@factsmgt.com](mailto:inquiry@factsmgt.com)**