

# TUITION MANAGEMENT MADE EASY.

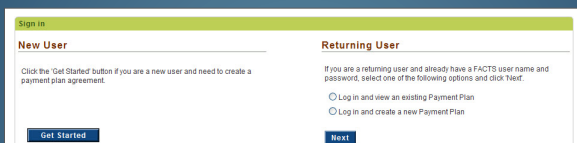
Manage your family's tuition and other payments conveniently and flexibly.

With FACTS Tuition Management and Payment Processing, you can:

- Make up missed tuition payments
- Make a tuition payment in advance
- Add multiple payment methods to your online FACTS profile (i.e. credit card, bank account)
- Switch between payment methods throughout the year\* (credit card to bank account or vice versa)

## FACTS PAYMENT PLAN SETUP FOR FAMILIES

1. Go to your school's website, find the FACTS information link, and click the "Get Started" button under "New User."



The screenshot shows a "Sign in" header with two main sections: "New User" and "Returning User".

**New User**

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

**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

Buttons: "Get Started" (under New User) and "Next" (under Returning User).

2. Enter student information for EACH student on the agreement.
3. Select a payment plan option.
4. Enter the proper demographic information and create a username and password.

\*If offered by your school

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

## FACTS CONSUMER PORTAL

To view and update your payment plan online, visit [online.factsmgt.com](http://online.factsmgt.com).

1. To log in, enter your username and password. If you cannot remember this information, you can select “Need help signing in.”
2. You can select your agreement number to view your history and/or make updates to your information.
3. From your toolbar and summary box, you can:
  - View your balance and payment history
  - Change/update your financial account(s) information
  - Make a payment online
  - Update your profile information (address, phone number, etc.)
  - View your complete history with FACTS
  - Print information for your records
  - Verify changes made by the school
4. You can update your profile and security questions by selecting the “Profile” tab and then clicking the “Edit” button on the right of your screen.

**If you have any questions, please contact a FACTS representative at 866.441.4637 or [inquiry@factsmgt.com](mailto:inquiry@factsmgt.com).**

