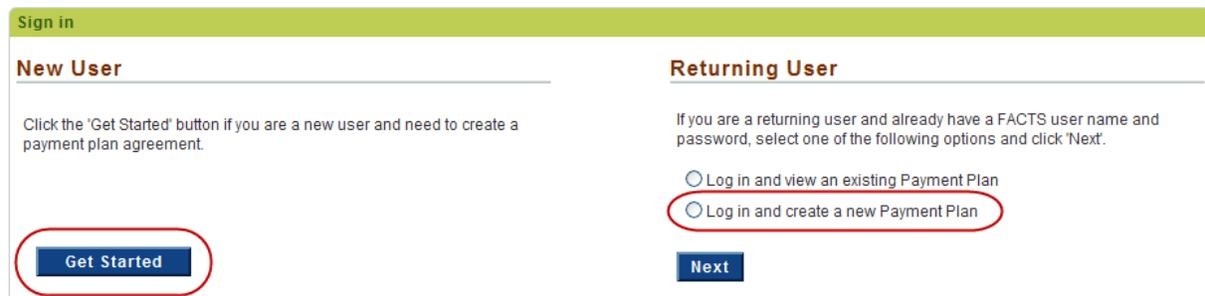# FACTS PAYMENT PLAN SET UP FOR FAMILIES
HERE ARE SOME ITEMS THAT YOU MAY NEED:
- STUDENT ID(S) IF APPLICABLE (PROVIDED BY YOUR SCHOOL)
- PAYMENT ACCOUNT INFORMATION (CHECK AND/OR CREDIT CARD)

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'.
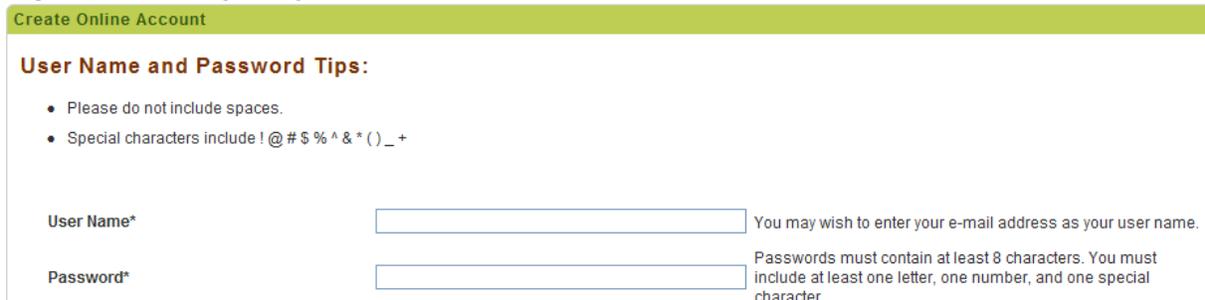
○ Log in and view an existing Payment Plan
○ Log in and create a new Payment Plan

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