

Setting up a FACTS Payment Plan



1 Go to your school's FACTS link: <https://online.factsmgt.com/signin/419P4> . On the welcome page click the appropriate option: 'Create a username & password' or 'Sign in'.

- 2 Enter your demographic information (name, address, phone number, email).
- 3 Create a user name, password, and select security questions.
- 4 You are now logged in to your FACTS Account. Select **Set up a Payment Plan**.
- 5 Choose the appropriate term (school year) and click Continue.
- 6 **Contact Information:** Review the information and choose a correspondence method.
- 7 **Students:** Each student included in the payment plan must be added.
- 8 **Plan Options:** Select a payment plan and click Next. Note information about possible fees.
- 9 **Payment Details:** Enter your financial account information.
- 11 **Payment Schedule:** Select your payment date and review your schedule.
- 10 **Review:** You can select the links to the right to go back and edit the entries. Check the box to agree to the Terms & Conditions and click Submit.
- 12 **Thank You:** Print or e-mail your confirmation page. It includes your agreement number which can be used to reference your tuition payment plan with your school and FACTS.

You may contact a FACTS representative at (866) 441-4637 with questions.