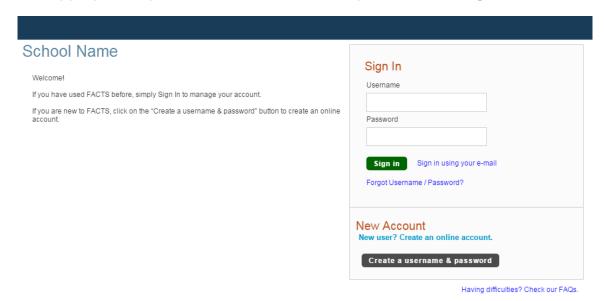
Setting up a FACTS Payment Plan



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).
- Create a user name, password, and select security questions.
- You are now logged in to your FACTS Account. Select Set up a Payment Plan.
- Choose the appropriate term (school year) and click Continue.
- Contact Information: Review the information and choose a correspondence method.
- Students: Each student included in the payment plan must be added.
- 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.
- 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.
- 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.