

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 '**Get Started**' button under '**New User**'.

Payment Plan Setup - Welcome

Sign In
Returning User

New User

If you have not previously created a User Name and Password, please create a profile to sign up for a payment plan.

I already have a FACTS User Account

Get Started

- 2 Enter student information for each student on the agreement.

- 3 Select a payment plan option.

- 4 * Enter the Responsible Party's demographic information and enter a user name and password. This information is required and allows you to maintain your account and agreement information. (* See reverse side)

Payment Plan Setup - Step 3 of 6

Create Online Account

Online Account Creation

Please enter a username and password to create your online account. Your online account will allow you to view and manage your payment plan online, including changing demographic and financial account information. You may wish to enter your e-mail address as your username.

- User Name may include letters, numbers and/or special characters.
- Passwords must contain at least eight (8) characters and contain at least one letter, one number, and one special character.
- Please do not include spaces.
- Special characters include !@#%&'*~^_<

User Name*

Password*

- 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.