

Setting up a FACTS Payment Plan



Here are some items you may need:

- Customer or Student ID (provided by the school, if applicable)
- Financial Account information

1 Go to your school's website to find and select the FACTS information link.

On the welcome page click the appropriate option: 'Create a username & password' or 'Sign in'.

School Name

Welcome!

If you have used FACTS before, simply Sign In to manage your account.

If you are new to FACTS, click on the "Create a username & password" button to create an online account.

Sign In

Enter your Username or E-mail and Password

Username

Password

Sign in

Forgot Username / Password?

New Account

New user? Create an online account.

Create a username & password

Having difficulties? Check our FAQs.

- 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 on the right.
- 5** Choose the appropriate term (school year) and click Continue.
- 6** Customer Information: Review the information displayed. Choose your correspondence method and add Authorized Parties.
- 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 is needed when referencing your tuition payment plan with your school and FACTS.

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