

# FACTS PAYMENT PLAN SET UP FOR FAMILIES

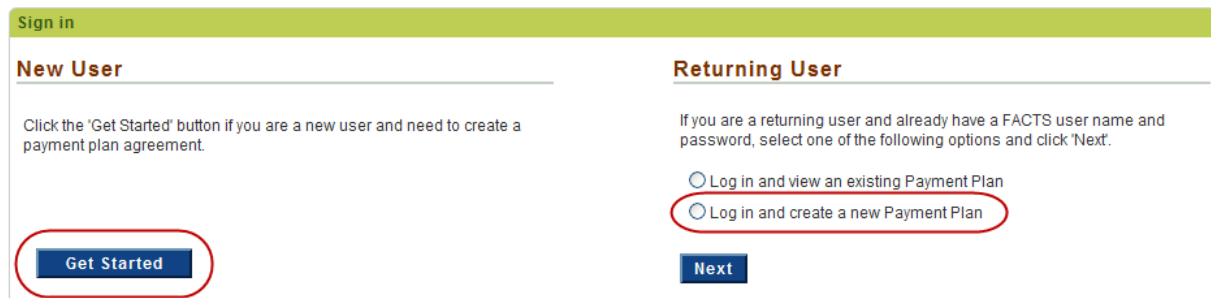
## HERE ARE SOME ITEMS THAT YOU MAY NEED:

- 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.

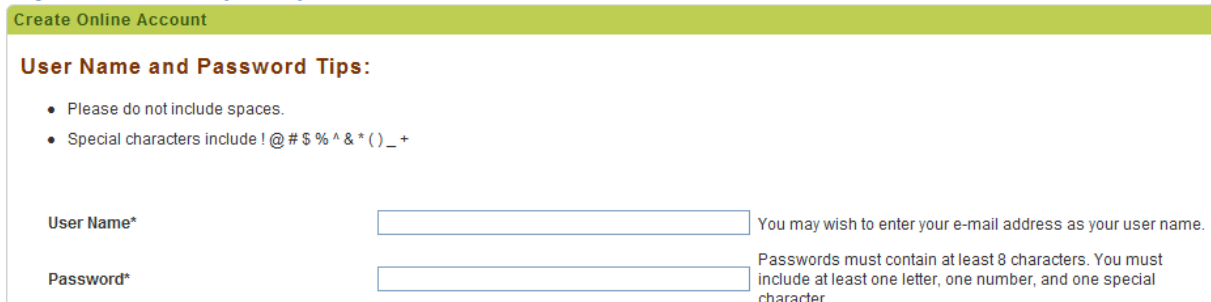
### Payment Plan Setup

#### Welcome



- 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



- 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](mailto:inquiry@factsmgt.com)