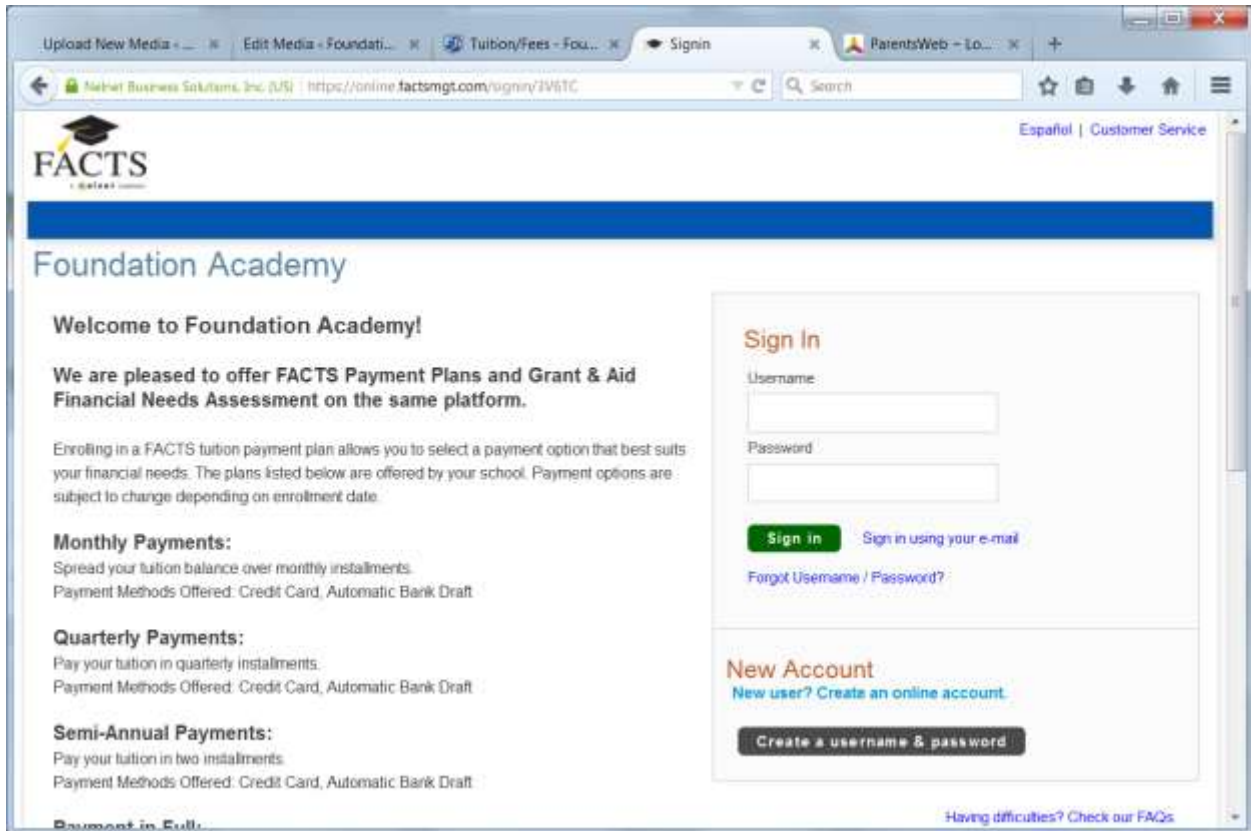
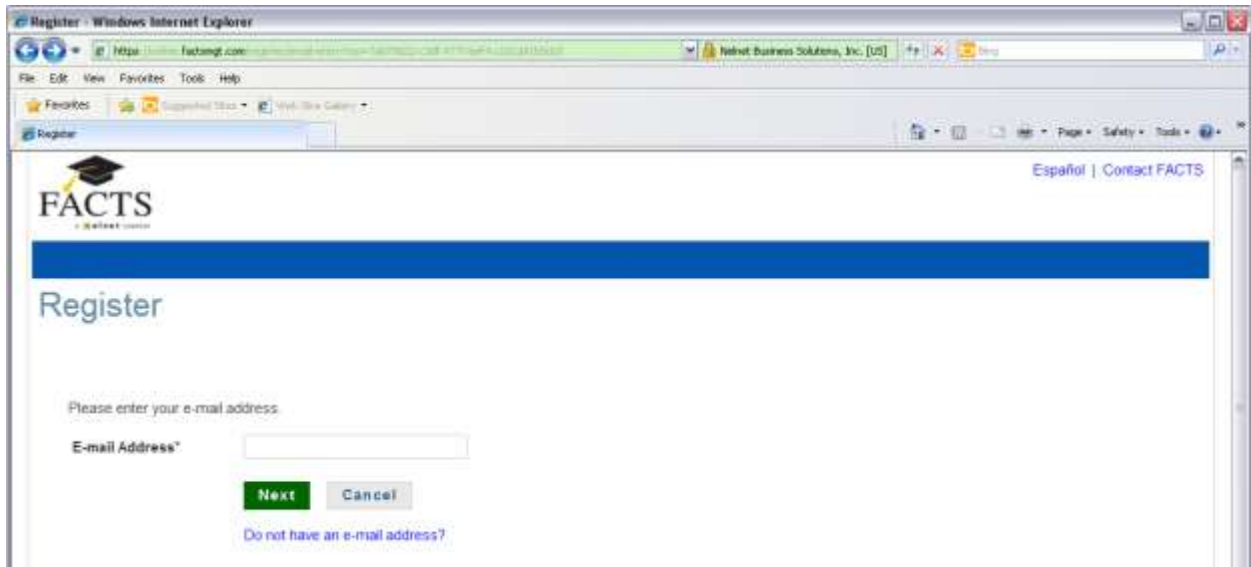


Setting up your FACTS family account and tuition payment plan option:

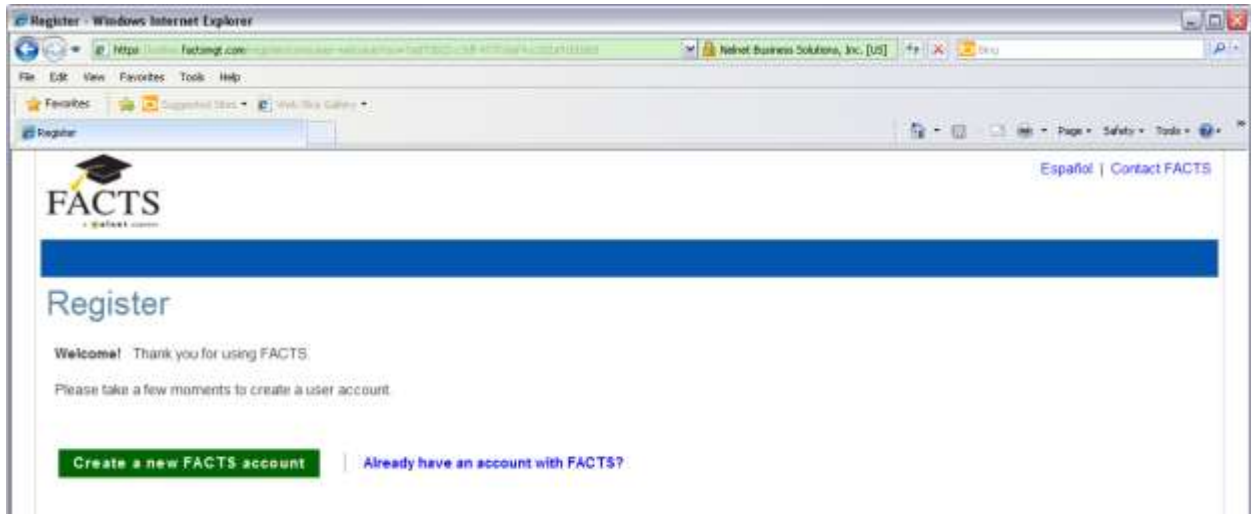
Click the FACTS link and then click Create a username & password



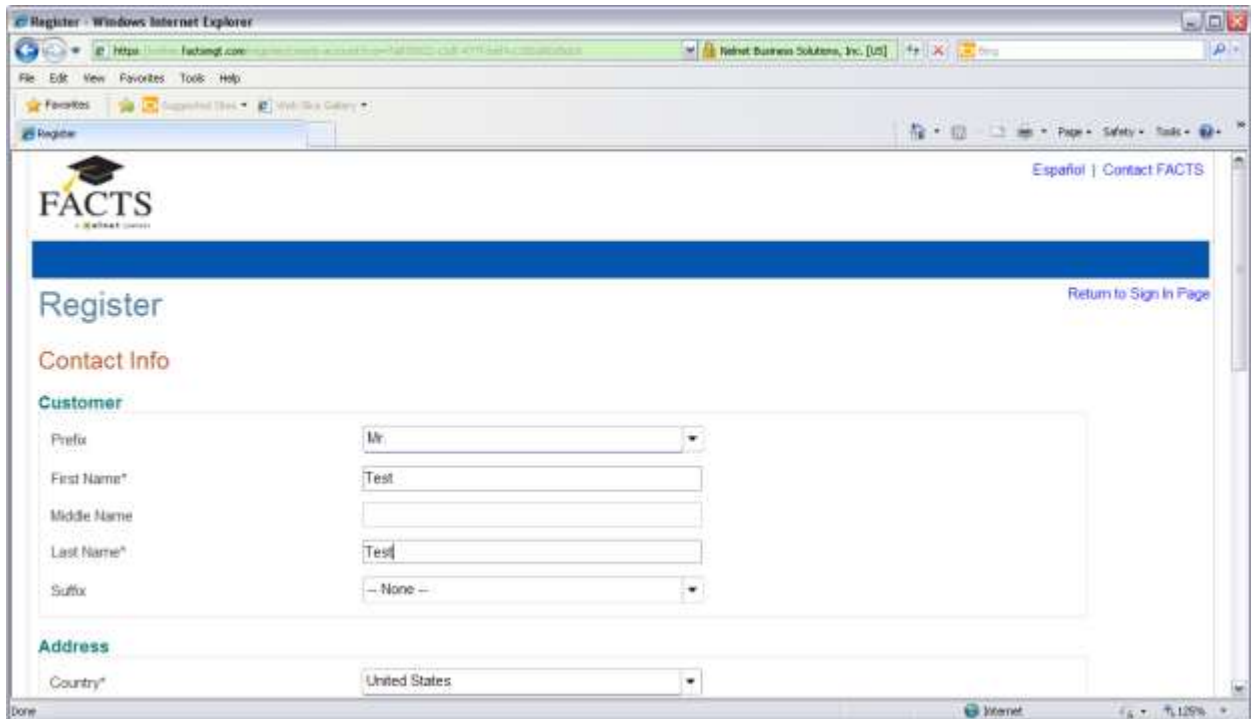
Enter your email address and click next



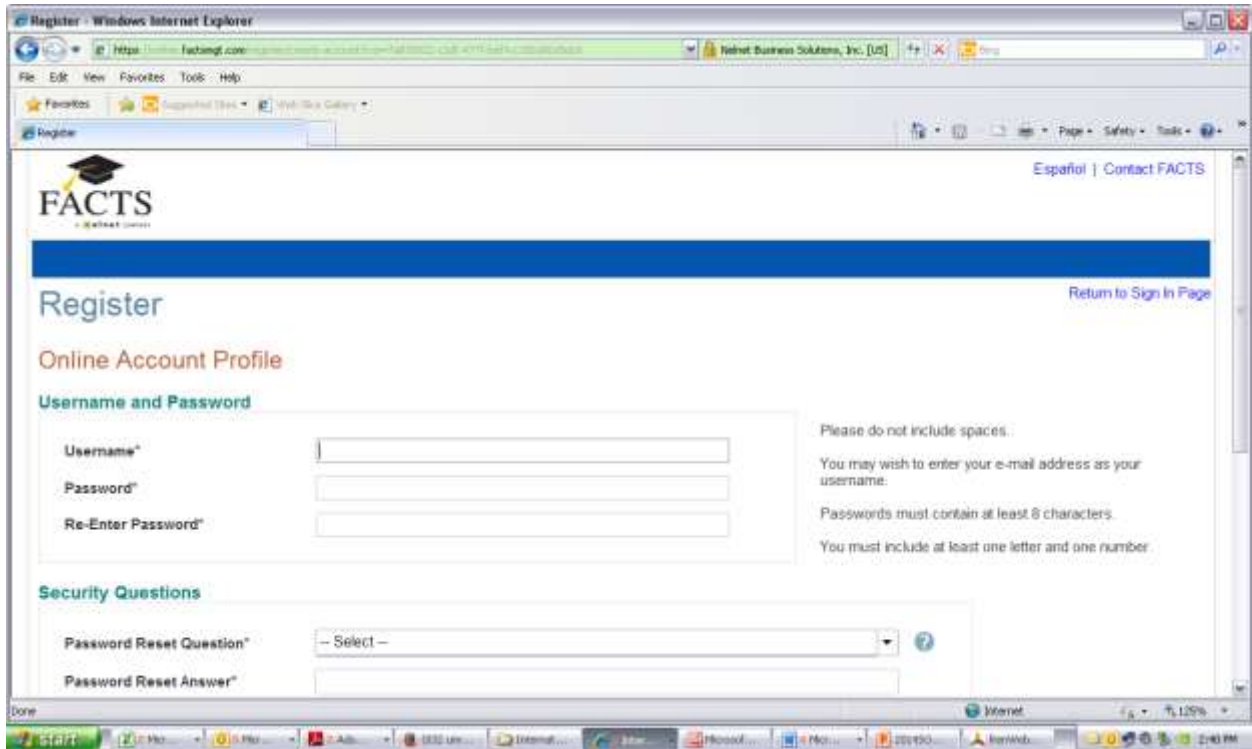
Click Create a new FACTS account



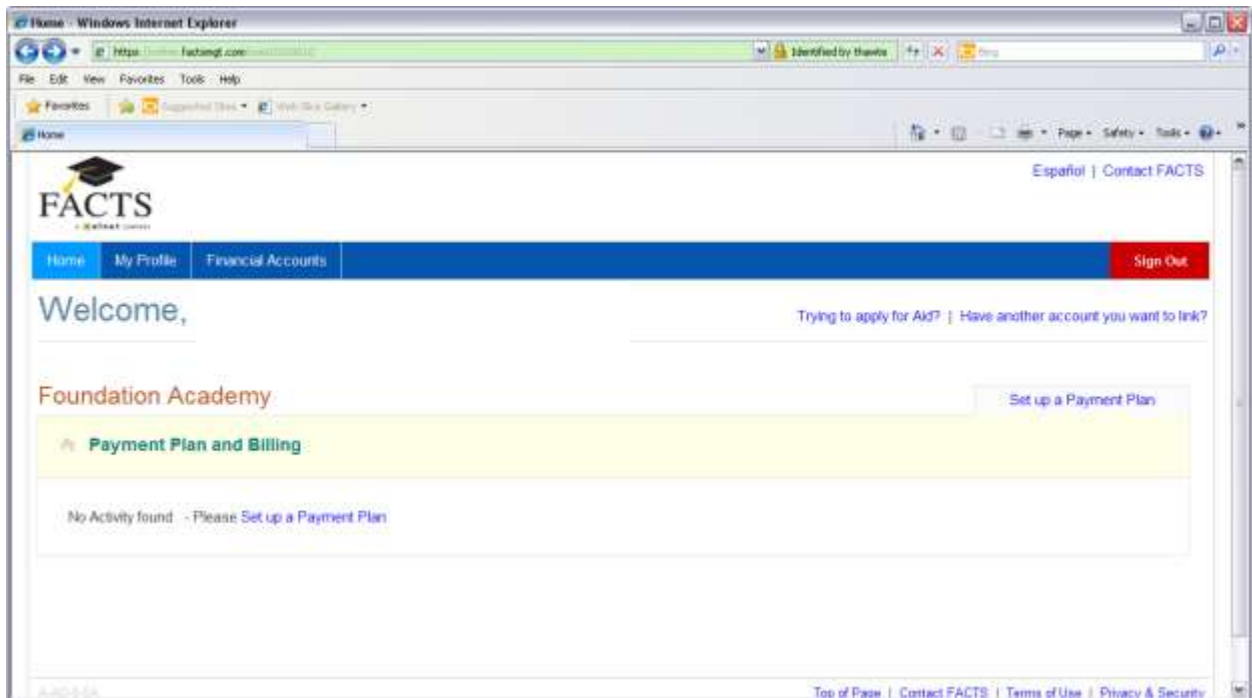
Enter the information requested and click next



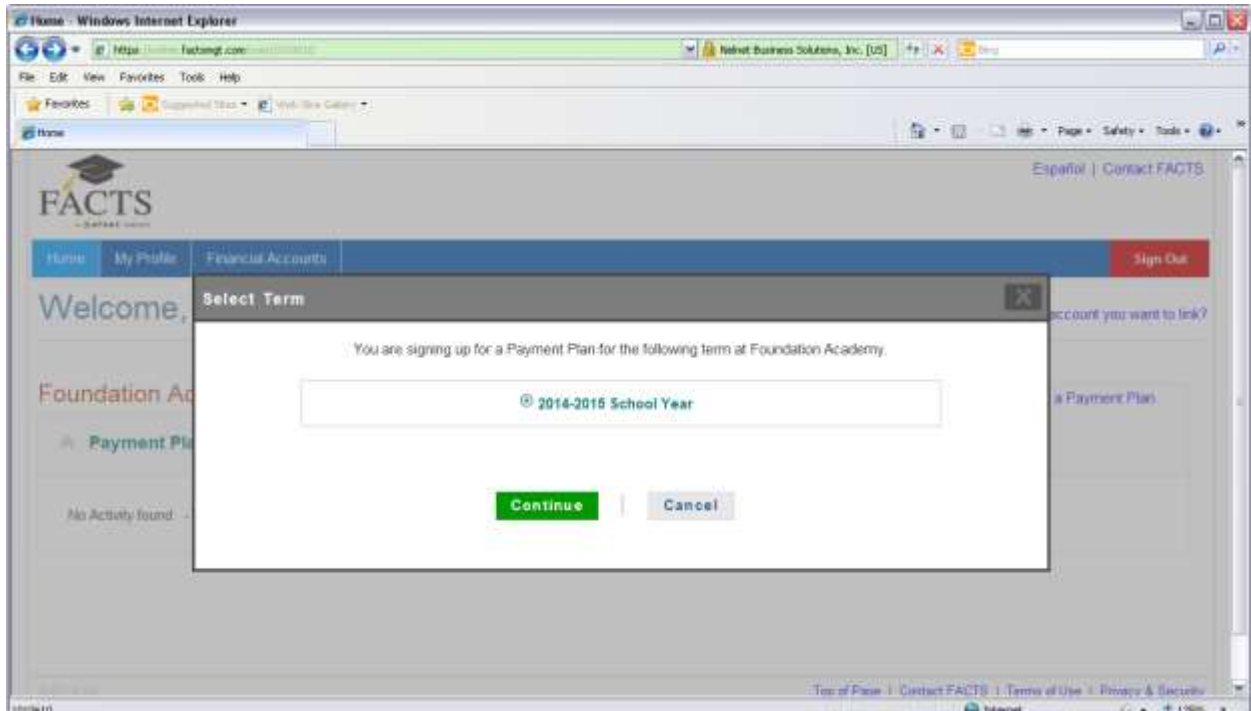
Create a username and password and choose security questions in case you forget (see their suggestions on the right of the screen)



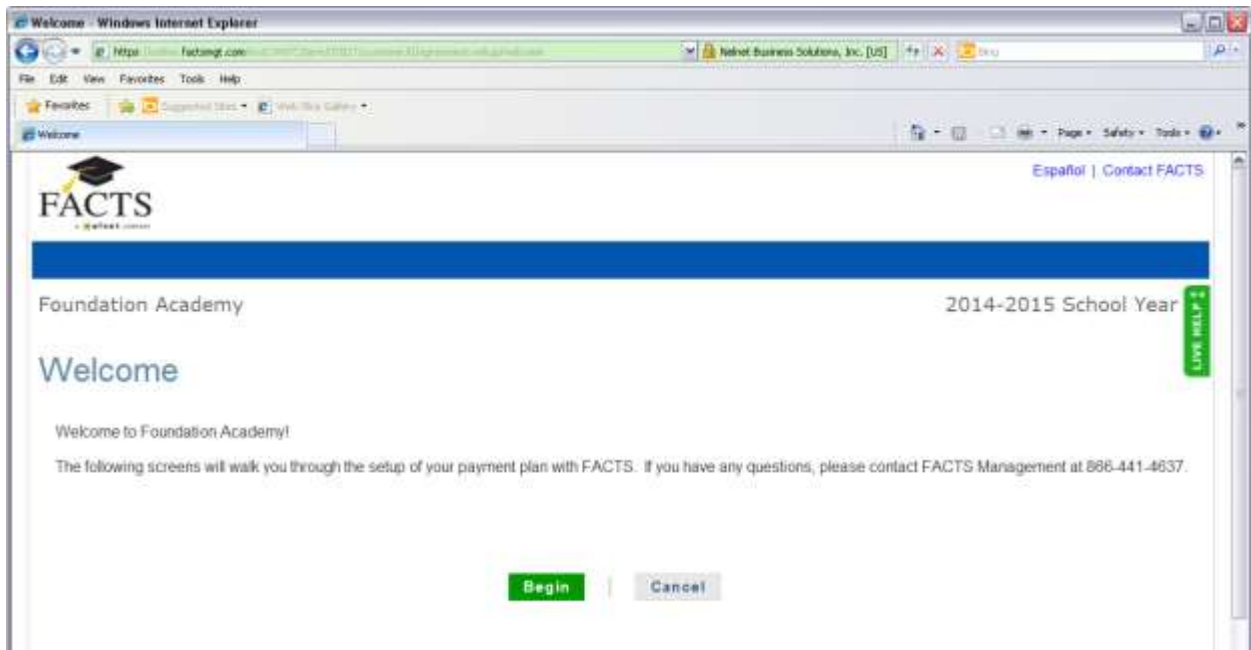
1. Select Tuition Payment Plan: Click Payment Plan and Billing



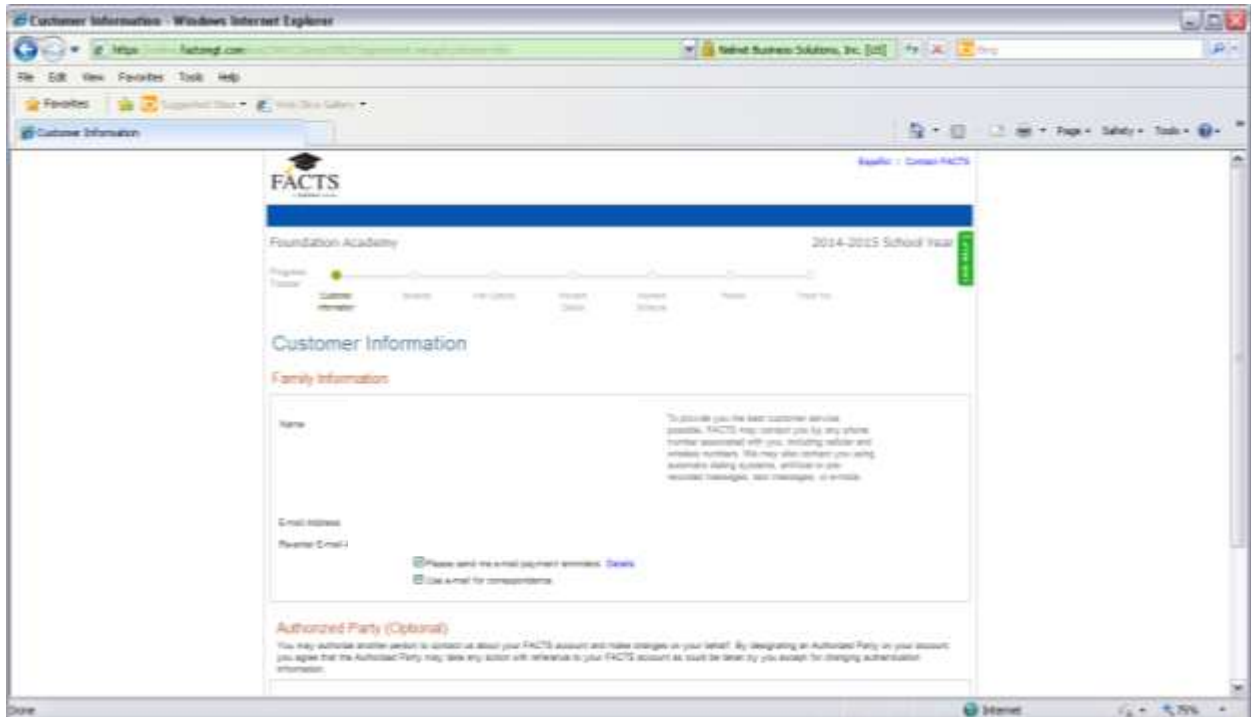
Make sure the appropriate year is selected and click Continue



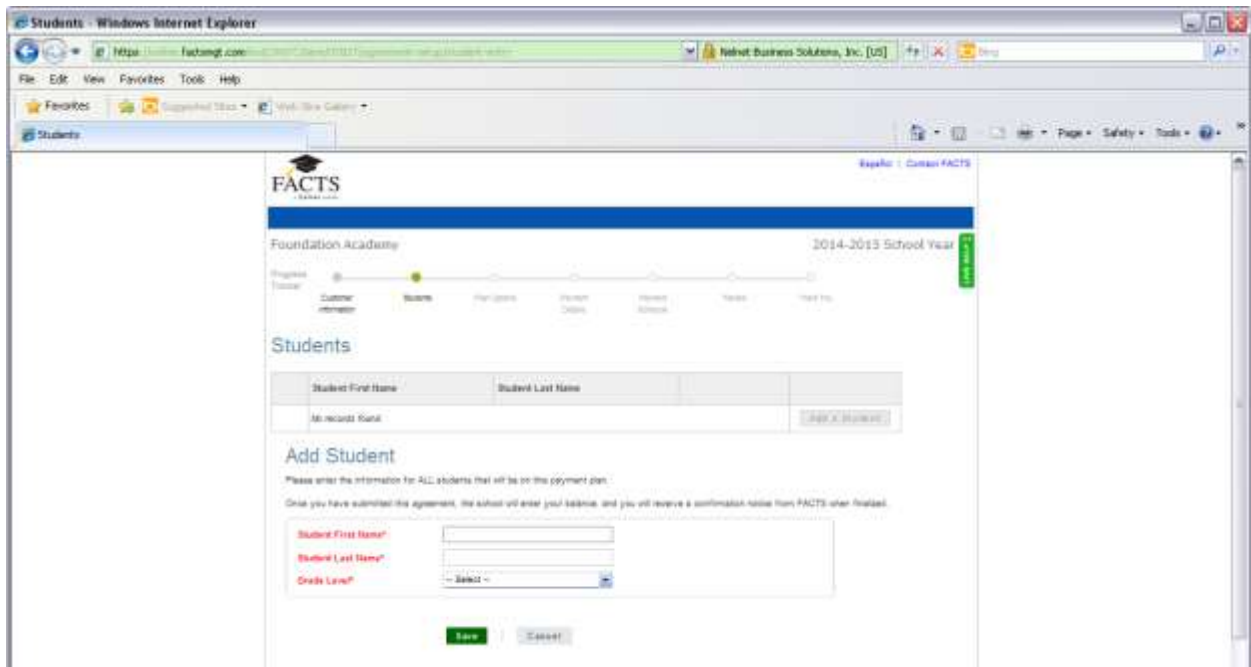
Click Begin



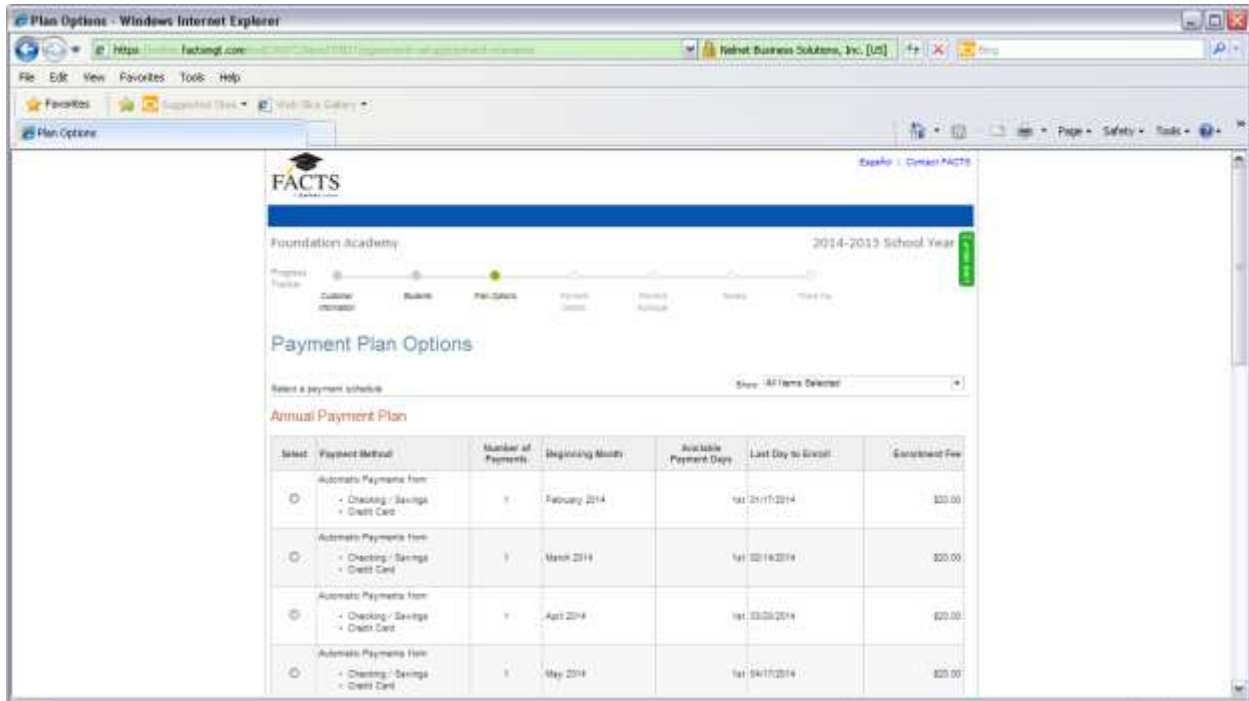
Enter information requested (you will have to scroll down to see all of the information fields)



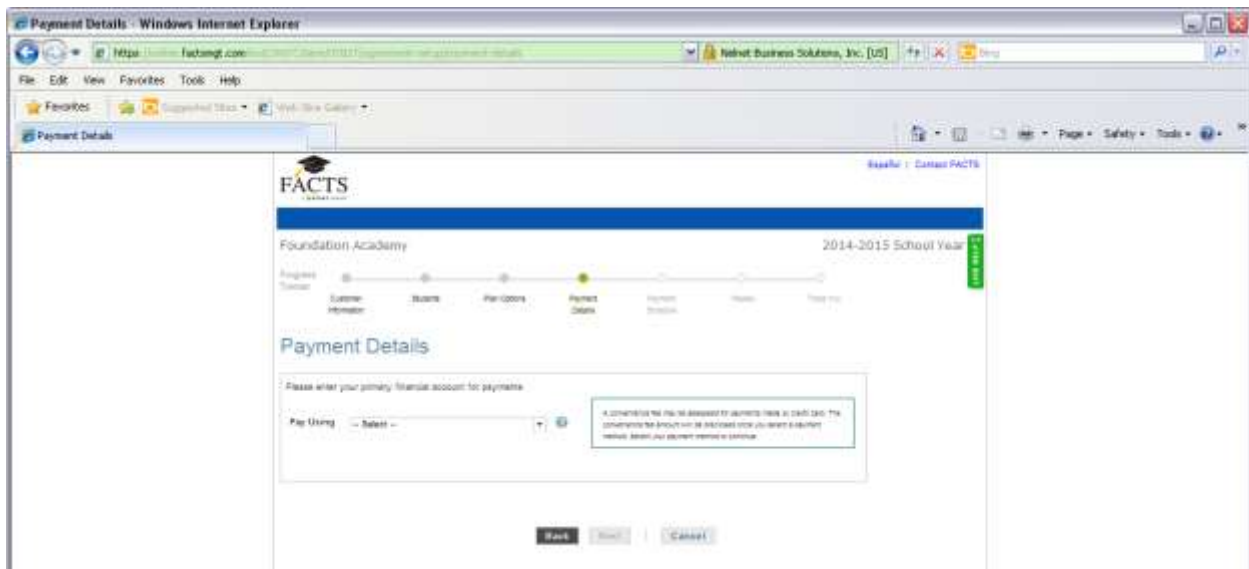
Enter your student(s) by entering their name, grade for next school year (2015-2016) and click SAVE



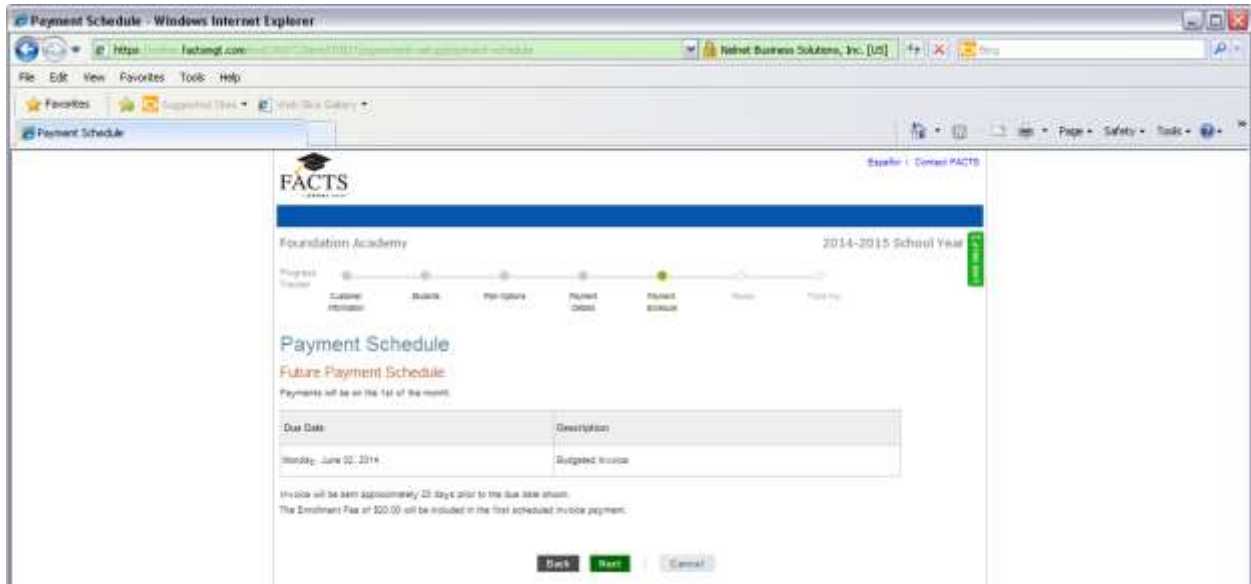
Click the option of the payment plan that best meets your needs



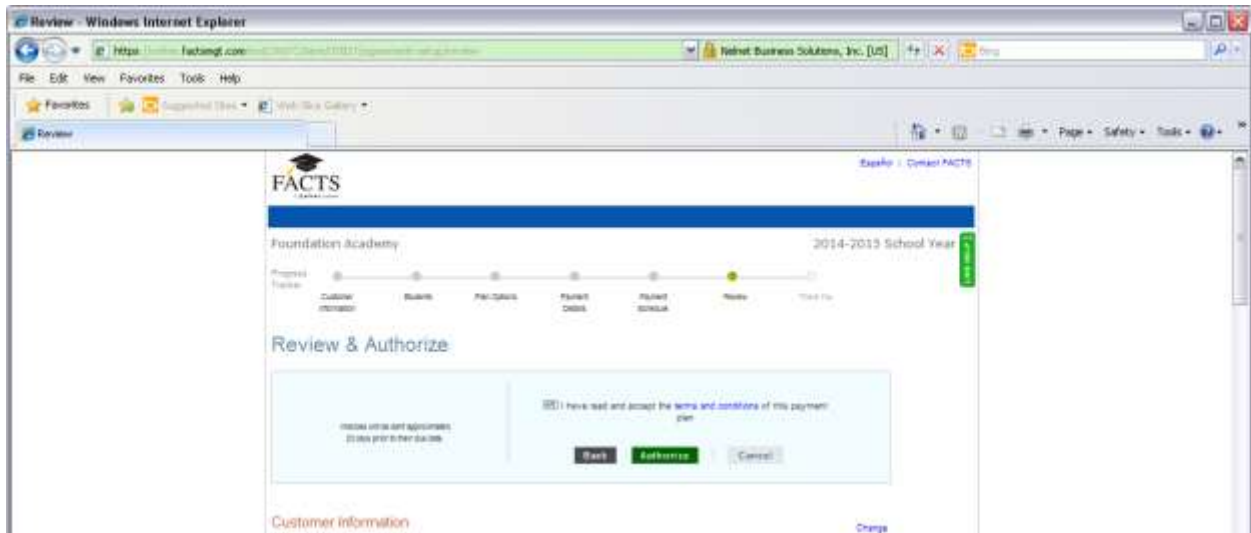
Choose the desired form of payment and click NEXT



The next screen will show a confirmation of what you entered. Click NEXT to continue or BACK to make changes

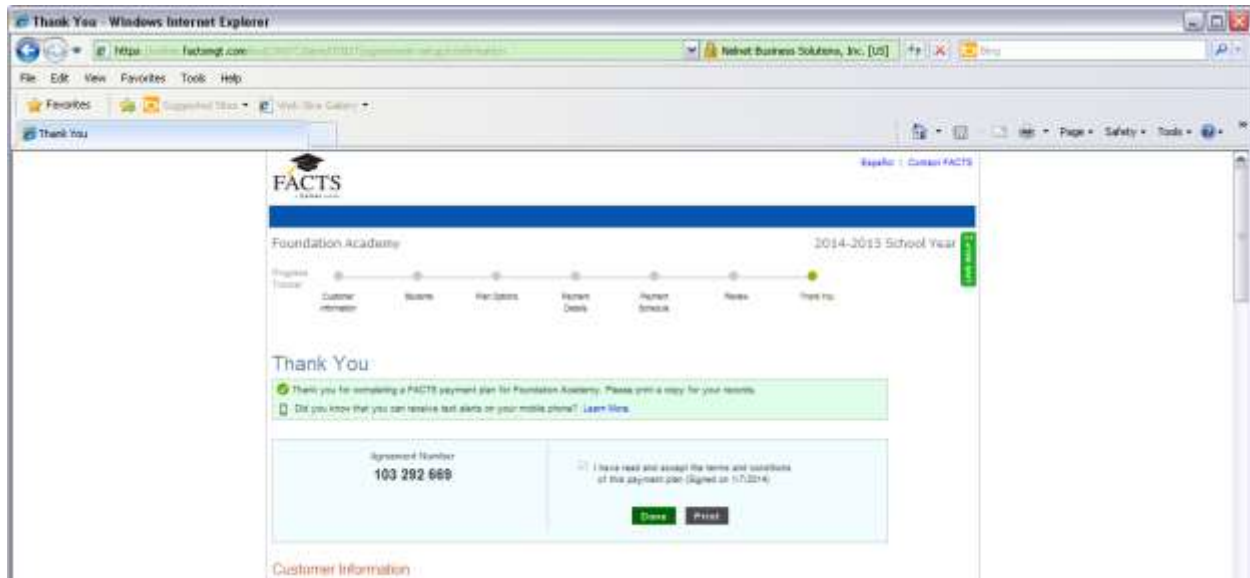


The next screen will ask you to authorize their terms and conditions. Click link to read them and then click in the check box and click AUTHORIZE



The final screen will appear. You can click print to print a confirmation (which is also emailed) and then click DONE.





You will then be back at your FACTS account home page and will how that your tuition account is set up and is pending with the finance office. They will enter the appropriate tuition & fees for all programs and apply any appropriate discounts.

Click Sign out.

If you have questions about the FACTS process, payment setup or details, please contact FACTS directly by either the live chat option on the screen or by calling them at 866-441-4637. They are available 24 hours.