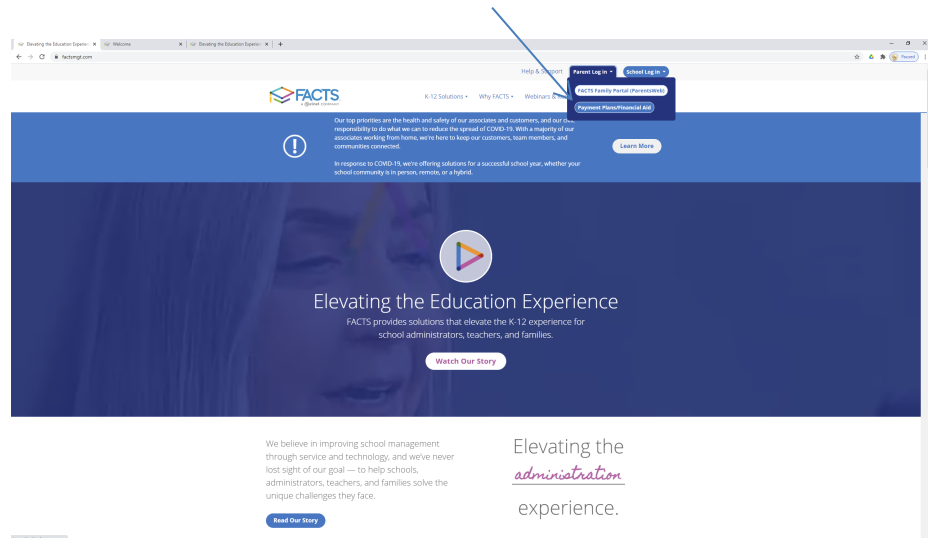


FACTS Online Instructions for Payment Plan Enrollment

Start by visiting FACTS Management factsmgt.com.

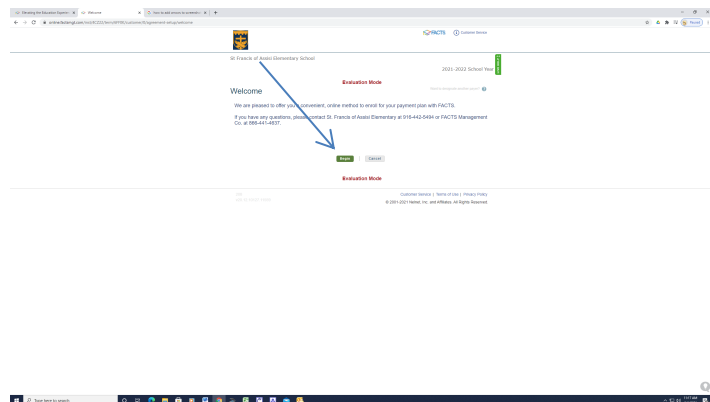
Click on **Parent Log in**
Payment Plans/Financial Aid

Do Not click on FACTS Family Portal. If you are asked to enter a district code, you are in the wrong place.

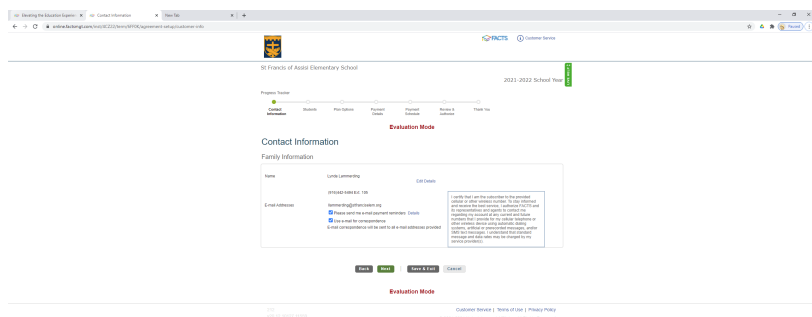


Sign into your account with your **User name & password** or **Register** if you are new to FACTS.
If registering as new user: Search for my institution. Enter **95816** zip code.

1. Welcome Page – Click **Begin**



2. Contact Information - Edit or click **Next.**



3. Students - Click on **Add Student**.

St Francis of Assisi Elementary School

2021-2022 School Year

Progress Tracker

Students

Student First Name: No record found

Student Last Name: No record found

Add Student

Buttons: Back, Next, Save & Exit, Cancel

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Enter Student Name and entering grade. **Save** **Next**

St Francis of Assisi Elementary School

2021-2022 School Year

Progress Tracker

Students

Student First Name: No record found

Student Last Name: No record found

Add Student

Student First Name: [Text Field]

Student Last Name: [Text Field]

Grade Level: [Dropdown Menu]

Buttons: Back, Next, Save & Exit, Cancel

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4. Payment Plan Options - Select Payment Plan and click **Next**

St Francis of Assisi Elementary School

2021-2022 School Year

Progress Tracker

Payment Plan Options

Select a payment schedule: [Dropdown Menu]

9 Month Plan

Select	Payment Method	Number of Payments	Beginning Month	Available Payment Days	Last Day to Enroll	Payment Plan Enrollment Fee
<input type="radio"/>	Automatic Payments from Bank Account or Credit Card	9	August 2021	On 2/8	21 Jul 2021 19 Aug 2021	\$0.00

10 Month Plan

Select	Payment Method	Number of Payments	Beginning Month	Available Payment Days	Last Day to Enroll	Payment Plan Enrollment Fee
<input type="radio"/>	Automatic Payments from Bank Account or Credit Card	10	Aug 2021	On 2/8	21 Jul 2021 19 Aug 2021	\$0.00

11 Month Plan

Select	Payment Method	Number of Payments	Beginning Month	Available Payment Days	Last Day to Enroll	Payment Plan Enrollment Fee
<input type="radio"/>	Automatic Payments from Bank Account or Credit Card	11	June 2021	On 2/8	21 Jul 2021 19 Aug 2021	\$0.00

Quarterly Plan

Select	Payment Method	Number of Payments	Beginning Month	Available Payment Days	Last Day to Enroll	Payment Plan Enrollment Fee
<input type="radio"/>	Automatic Payments from Bank Account or Credit Card	4	Jul 2021	On 2/8	21 Jul 2021 19 Aug 2021	\$0.00

Pay in Full - Tuition Only 3% Discount

Select	Payment Method	Number of Payments	Beginning Month	Available Payment Days	Last Day to Enroll	Payment Plan Enrollment Fee
<input type="radio"/>	Automatic Payments from Bank Account or Credit Card	4	June 2021	On 2/8	21 Jul 2021 19 Aug 2021	\$0.00

Buttons: Back, Next, Save & Exit, Cancel

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Next

Q

Save

Q

Save

Q

6. Payment Details – Please be sure to check the Incidental Expenses box. This allows for sports fees, field trip fees etc. to be recorded in FACTS.

St Francis of Assisi Elementary School

2021-2022 School Year

Progress Tracker

Control Information Students Plan Options **Payment Details** Payment Methods Review & Confirm Thank You

Payment Details

Please enter your payment information below for payments.

Pay every: Date of Invoice - Q44

Card Information: St Francis of Assisi Elementary School, 1234 Main St, Anytown, USA

Incidental Expenses: ☒ Yes, please enroll me in auto pay for incidental expenses.

Buttons: Back, Next, Cancel

Evaluation Mode

7. Payment Schedule – Please select preference for day of payment on the 5th or 20th of the month. Only Pay in Full Payment Plan options allow for Last Day selection.

St Francis of Assisi Elementary School

2021-2022 School Year

Progress Tracker

Control Information Students Plan Options Payment Details **Payment Schedule** Payment Methods Review & Confirm Thank You

Payment Schedule

What day do you want the future scheduled payments to be on?

Options: 5th, 15th, 20th, Last Day

Buttons: Back, Next, Cancel

Evaluation Mode

Payment Schedule – View **Next**

St Francis of Assisi Elementary School

2021-2022 School Year

Progress Tracker

Control Information Students Plan Options Payment Details Payment Schedule **Payment Methods** Review & Confirm Thank You

Payment Schedule

What day do you want the future scheduled payments to be on? 20th

Future Payment Schedule

Payment Date	Description
Monday, June 7, 2021	Payment
Thursday, July 8, 2021	Payment
Thursday, August 5, 2021	Payment
Thursday, September 2, 2021	Payment

Card Information: St Francis of Assisi Elementary School, 1234 Main St, Anytown, USA

Buttons: Back, Next, Cancel

Evaluation Mode

Authorize

St Francis of Assisi Elementary School

2021-2022 School Year

Progress Tracker

Enrollment Application → Details → Values → Payment Status → **Evaluation Mode** → Payment Received → Review & Authorize → Thank You

Review & Authorize

FACTS Required Payment Plan Policy

The payment amount will be available online and available to view your payment plan agreement.

Payment schedule: Each of twelve (12) payments

☐ I have read and agree with the terms and conditions of the payment plan. Terms & Conditions are attached below.

Next **Authorize** **Cancel**

Contact Information

Name: Sarah J. Lemmoning
2004 W. 1st Street
San Francisco, CA 94114

Phone: _____

Email: sarahlemmoning@stfrancisassisi.org

☐ Use email for correspondence
School Communications will be sent out as an email.
☐ Please send me a mail payment reminder.

Student Summary

Name: _____

Extra Learning: _____

Change

Payment Details

Future Payments Scheduled: Each of twelve (12) payments

☐ Yes, please email me a link to my online payment schedule.
If you have a payment plan, please email me a link to my online payment schedule.

Change

Future Payment Schedule

Payment Date	Description
Monday, June 7, 2021	Payment
Tuesday, July 6, 2021	Payment
Thursday, August 5, 2021	Payment

[illegible]

Done!

Congratulations! You have now completed the FACTS Online Payment Plan for the next school year. Your account will remain pending until tuition and extension (if applicable) amounts are added administratively. You will be notified via email once your account has been finalized. Please be aware it can take up to 2 days before all administrative (school) entries process.