FACTS Online Instructions for Payment Plan Enrollment
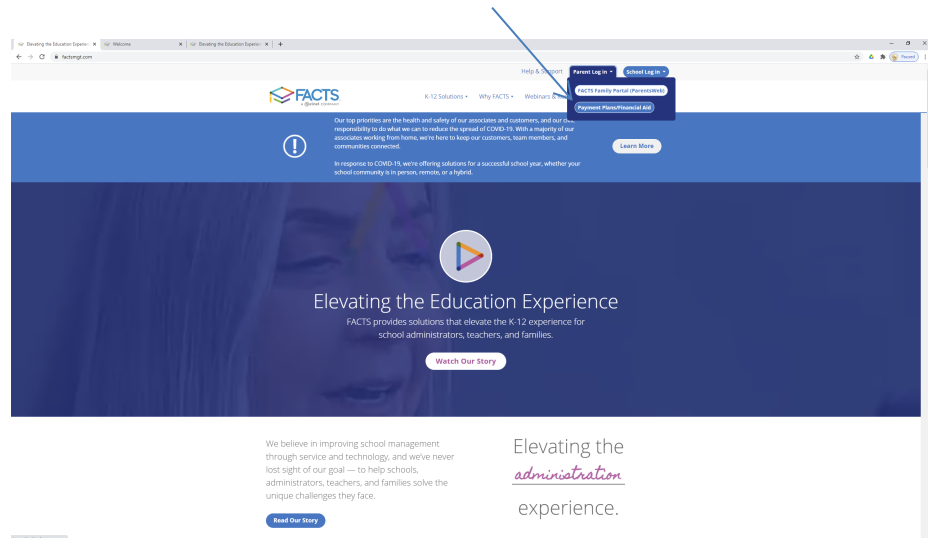
Start by visiting FACTS Management factsmgt.com.
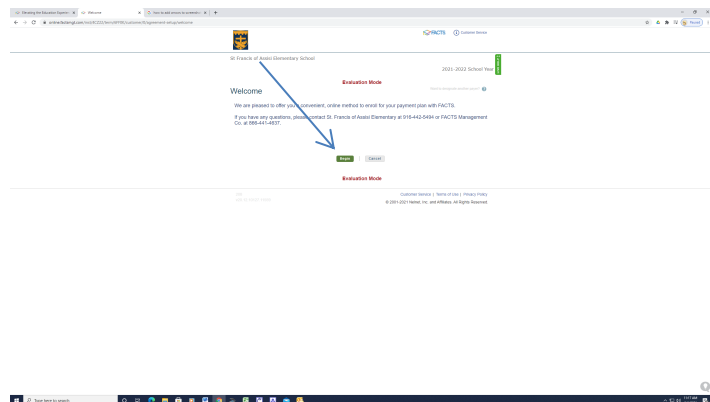Click on Parent Log in
Payment Plans/Financial Aid

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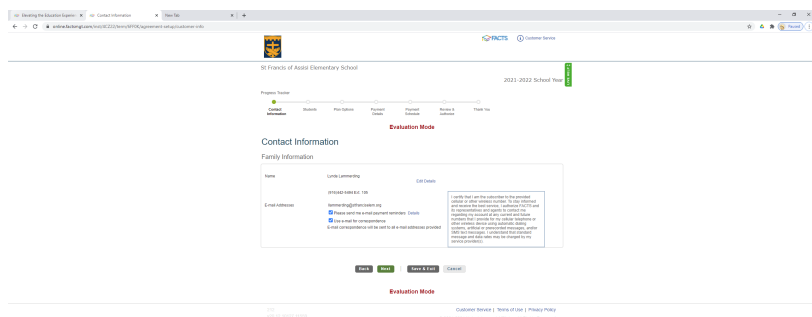

Sign into your account with your User name & password *or* Register **if you are new to FACTS.** *If registering as new user:* **Search for my institution. Enter** 95816 **zip code.**

1. Welcome Page – Click Begin

2. Contact Information - Edit or click Next.

3. Students - Click on <mark>Add Student</mark>.

Enter Student Name and entering grade. <mark>Save</mark> <mark>Next</mark>

4. Payment Plan Options - Select Payment Plan and click <mark>Next</mark>

5. Payment Plan Details - Select payment method Bank Account or Credit Card. `Next`
   Please note that debit/credit card payments are accessed a 2.85% processing fee.

Add Account – Enter your <u>bank account information</u>, including routing number. `Save`

***Or* Enter <u>Credit Card information</u> - Fill in fields and `Save`**

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

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.

Payment Schedule – View Next

8. Review & <mark>Authorize</mark>

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.