



## Setting up a FACTS Payment Plan

1. Log into your FACTS Family Portal.
2. On the left side menu select the **Financial** section.
3. On the right side of the screen click on the “Set up a Payment Plan” link and follow the steps to authorize your plan choice.
  - a. **Plan Options:** Select a payment plan and click Next. Note plan dates, plan special messaging and information about possible fees.
  - b. **Payment Details:** Enter your financial account information.
  - c. **Payment Schedule:** Select your payment date and review your schedule.
  - d. **Review and Authorize:** You can select the links to the right to go back and edit the entries. Check the box to agree to the Terms and Conditions and click Authorize.
  - e. **Thank You:** Print or Email your confirmation page. It includes your agreement number which can be used to reference your tuition payment plan with your school and FACTS.

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