

# Setting up a FACTS Payment Plan



Here are some items you may need:

- Customer or Student ID (provided by the school, if applicable)
- Financial Account information

**1** Go to your school's website to find and select the FACTS information link. On the welcome page click the appropriate option: 'Create a username & password' or 'Sign in'.

- 2** Enter your demographic information (name, address, phone number, email).
- 3** Create a user name, password, and select security questions.
- 4** You are now logged in to your FACTS Account. Select **Set up a Payment Plan**.
- 5** Choose the appropriate term (school year) and click Continue.
- 6** **Contact Information:** Review the information and choose a correspondence method.
- 7** **Students:** Each student included in the payment plan must be added.
- 8** **Plan Options:** Select a payment plan and click Next. Note information about possible fees.
- 9** **Payment Details:** Enter your financial account information.
- 11** **Payment Schedule:** Select your payment date and review your schedule.
- 10** **Review:** You can select the links to the right to go back and edit the entries. Check the box to agree to the Terms & Conditions and click Submit.
- 12** **Thank You:** Print or e-mail 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.