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'.

School Name

Welcome!

If you have used FACTS before, simply Sign In to manage your account.

If you are new to FACTS, click on the "Create a username & password" button to create an online account.

Sign In

Username

Password

Sign in   Sign in using your e-mail

Forgot Username / Password?

New Account

New user? Create an online account.

Create a username & password

Having difficulties? Check our FAQs.

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.