

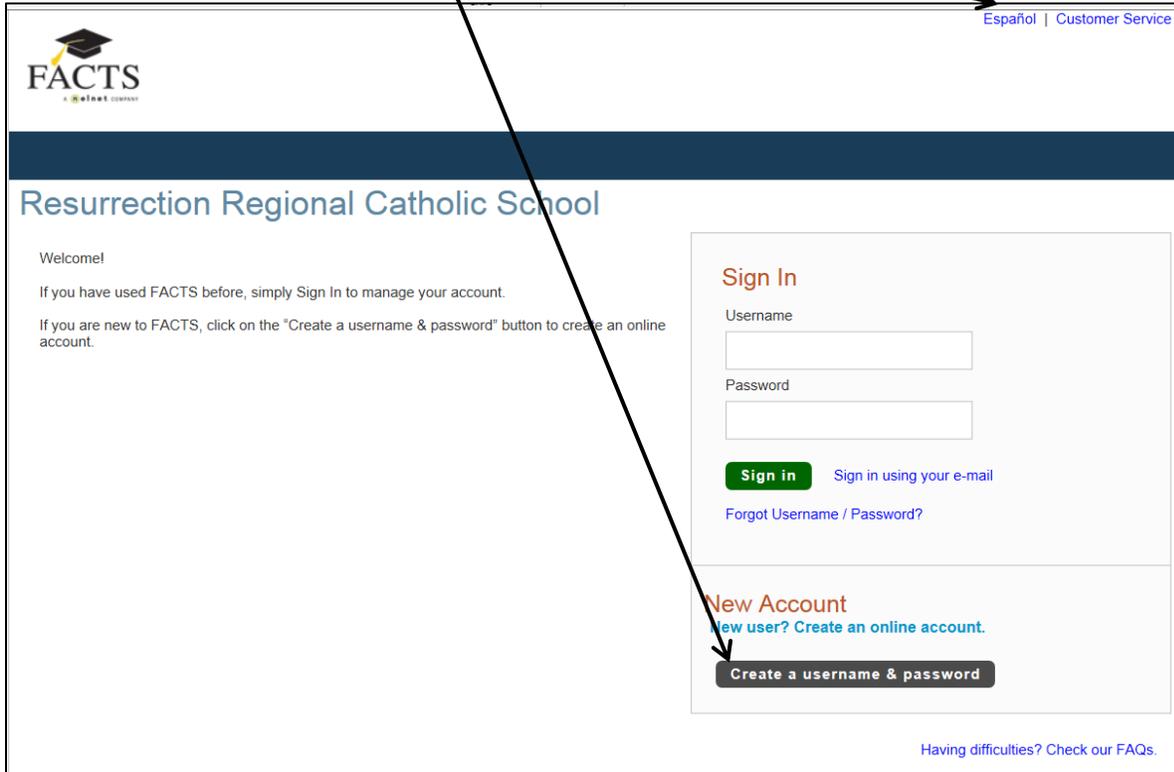
Setting Up a FACTS Payment Plan

The new tuition management program, FACTS, will be implemented for the 2016-2017 school year. All families **MUST** set up an account with FACTS by June 1st, even if you plan to pay your tuition in full.

- 1) The first step is for you to set up your account with FACTS. Click on the following link to begin.

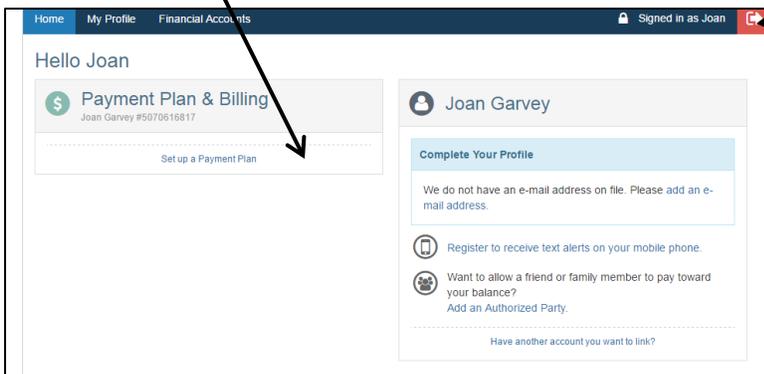
<https://online.factsmgt.com/signin/3PMQG> For Spanish, click here.

To set up a new account, click here.



The screenshot shows the FACTS website interface for Resurrection Regional Catholic School. At the top left is the FACTS logo. At the top right are links for "Español" and "Customer Service". The main heading is "Resurrection Regional Catholic School". Below this, a "Welcome!" message provides instructions: "If you have used FACTS before, simply Sign In to manage your account." and "If you are new to FACTS, click on the 'Create a username & password' button to create an online account." On the right side, there is a "Sign In" section with fields for "Username" and "Password", a "Sign in" button, and a link for "Sign in using your e-mail". Below that is a "New Account" section with a link "New user? Create an online account." and a "Create a username & password" button. At the bottom right, there is a link "Having difficulties? Check our FAQs." Two arrows point from the text above to the "Create a username & password" button and the "Español" link.

- 2) Enter your **email address** then click **Next**. Otherwise, click on **I do not have an email address**.
- 3) Click on Create a new FACTS account and enter all information with an *.
- 4) Create a username and password. Be sure to write it down so you don't forget it. Then set up your security questions.
- 5) Click submit. You are now logged onto your FACTS account. If you are ready to set up your payment plan, click here. If you plan to set up your payment plan at a later time, click here to log out.



The screenshot shows the user dashboard for Joan Garvey. At the top, there is a navigation bar with "Home", "My Profile", and "Financial Accounts". The user is logged in as "Joan". Below the navigation bar, there is a "Hello Joan" greeting. On the left, there is a "Payment Plan & Billing" section with a "Set up a Payment Plan" button. On the right, there is a "Complete Your Profile" section with several options: "We do not have an e-mail address on file. Please add an e-mail address.", "Register to receive text alerts on your mobile phone.", "Want to allow a friend or family member to pay toward your balance? Add an Authorized Party.", and "Have another account you want to link?". Two arrows point from the text above to the "Set up a Payment Plan" button and the "Signed in as Joan" dropdown menu.

- 6) Choose the 2016-2017 school year and click Continue.
- 7) For Contact Information, review the various options and choose one for correspondence.
- 8) Be sure to add the names of all students included in the tuition
- 9) As part of the setup, you will need to select a payment plan. You have 2 options:
 - **Pay in Full** – Receive a 10% discount on your tuition and **no** FACTS management fee. You can either pay in full at the rectory or pay through FACTS. This payment must be made by 8/1/2016.
 - If you plan to pay in full with either cash or a check you must select “Receive Invoice.” You will then be sent an invoice which you will either bring in to the rectory along with your payment or send to FACTS along with your check.
 - You can also choose to have the full tuition amount deducted from your bank account or paid by credit card. **Keep in mind that any use of a debit or credit card will be assessed a 2.75% convenience fee.**
 - **Pay in Quarterly or Monthly Installments** – These options will be assessed a \$45 management fee by FACTS. You can choose to have these payments automatically deducted from your checking or savings accounts or put them on a credit card. Be aware, however, that a 2.75% convenience fee will be added to your payments if you choose to use a credit card. (Please note that debit cards are processed as credit cards so you will be assessed the 2.75% fee even though payments with debit cards are directly deducted from your checking account. If you plan to use a debit card, you would be better off just providing your checking account information.)
- 10) For Payment Details, enter your financial account information.
- 11) For Payment Schedule, select your payment date and review your schedule.
- 12) Review your choices if you need to by selecting the links to the right to go back and edit your entries. Check the box to agree to the Terms and Conditions and click Submit.
- 13) Print or email yourself your confirmation page. It includes your agreement number which you will need to reference your tuition payment plan.