

FACTS PAYMENT PLAN SET-UP FOR ALL ST. JAMES' FAMILIES

1. Go to our school's website at www.sjsla.org, PSF Tab, find the FACTS information link, and click the ***"Get Started"*** button under ***"New User"*** (Everyone must select 'New User' (even if you have used FACTS in the past. Please do NOT choose 'Returning User')
2. Enter student information for EACH student on the agreement.
3. Select a payment plan option.
4. Enter the proper demographic information, and create a username and password.
5. Enter financial account information for making payments.
6. Review your account summary, and click the "Submit" button.
7. Choose to print or e-mail your confirmation page. It includes your agreement number, which will be needed to reference your tuition payment plan with the school and FACTS.

FACTS CONSUMER PORTAL

To view and update your payment plan online, visit online.factsmgt.com.

1. To log in, enter your username and password. If you cannot remember this information, you can select "Need help signing in."
2. You can select your agreement number to view your history or make updates to your information.
3. From your tool bar and summary box, you can
 - View your balance and payment history
 - Change or update your financial account(s) information
 - Make a payment online
 - Update your profile information (Address, phone number, etc.)
 - View your complete history with FACTS
 - Print information for your records
 - Verify changes made by the school
4. You can update your profile and security questions by selecting the "Profile" tab and then clicking the "Edit" button on the right of your screen.

If you have questions about enrolling in FACTS, you may contact FACTS directly at (866) 441-4637. FACTS customer service representatives are available Monday - Thursday, 7:30 am to 7:00 pm (CT), and Friday, 7:30 am to 5:00 pm.

You may also view your agreement online at <https://online.factsmgt.com>. You can log on with your username and password.