Setting up a FACTS Payment Plan

Here are some items you may need:

- 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.

10. Payment Schedule: Select your payment date and review your schedule.

11. 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.