

FACTS PAYMENT PLAN SET UP FOR FAMILIES

HERE ARE SOME ITEMS THAT YOU MAY NEED:

- STUDENT ID(S) IF APPLICABLE (PROVIDED BY YOUR SCHOOL)
- PAYMENT ACCOUNT INFORMATION

- 1 Go to your school's website to find the FACTS information link. Once there, click the appropriate option. www.straphaelschool.com under **Admissions: Tuition and Financial Aid page**

Payment Plan Setup

Welcome

Sign in

<p>New User</p> <p>Click the 'Get Started' button if you are a new user and need to create a payment plan agreement.</p> <div style="border: 1px solid #ccc; border-radius: 15px; padding: 5px; display: inline-block; margin-top: 10px; background-color: #0056b3; color: white;">Get Started</div>	<p>Returning User</p> <p>If you are a returning user and already have a FACTS user name and password, select one of the following options and click 'Next'.</p> <p style="text-align: center;"> <input type="radio"/> Log in and view an existing Payment Plan <input type="radio"/> Log in and create a new Payment Plan </p> <div style="border: 1px solid #ccc; border-radius: 15px; padding: 5px; display: inline-block; margin-top: 10px; background-color: #0056b3; color: white;">Next</div>
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- 2 Enter student information for each student on the agreement.
- 3 Select a payment plan option.
- 4 Enter the Responsible Party's demographic information. Create a user name and password to maintain your online account and agreement information. Select security questions and answers to identify yourself when contacting FACTS. (Please retain security information for your records).

Payment Plan Setup - Step 3 of 6

Create Online Account

User Name and Password Tips:

- Please do not include spaces.
- Special characters include ! @ # \$ % ^ & * () _ +

User Name*	<input type="text"/>	You may wish to enter your e-mail address as your user name.
Password*	<input type="password"/>	Passwords must contain at least 8 characters. You must include at least one letter, one number, and one special character.

- 5 Enter financial account information for making payments.
- 6 Review your account summary and click the 'Submit' button.
- 7 Select to print or e-mail your confirmation page. It includes your agreement number which will be needed when referencing your tuition payment plan with your school and FACTS.

If you have any questions, please contact a FACTS representative at (866) 441-4637 or by email at inquiry@factsmgt.com



Create new account directly at <https://online.factsmgt.com/signin/4HJRW>

St. Raphael

Welcome!

St Raphael is pleased to offer tuition payment plans through FACTS Management Company!

Enrolling in a FACTS tuition payment plan allows you to select a payment option that best suits your financial needs. The plans listed below are offered by your school. Depending on the start and end date of each plan, they may not always be offered.

Monthly Payments:

Spread your tuition balance over monthly installments.
Payment Methods Offered: Automatic Bank Draft

Quarterly Payments:

Pay your tuition in quarterly installments.
Payment Methods Offered: Automatic Bank Draft

Semi-Annual Payments:

Pay your tuition in two installments.
Payment Methods Offered: Automatic Bank Draft

Payment in Full:

FACTS is a quick, secure method for paying your tuition balance in full.
Payment Methods Offered: Automatic Bank Draft

For more details about the options above, follow the Simple Steps to Enroll in a Payment Plan below:

1. **NEW FACTS Families** will first need to '[Create an Online Account](#)'.
RETURNING FACTS Families can '[Sign In](#)' using your existing user account.
2. Then click on the "[Set up a Payment Plan](#)" link.
3. Select the school year for which you will be paying.
4. Then complete each step as prompted.

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](#)

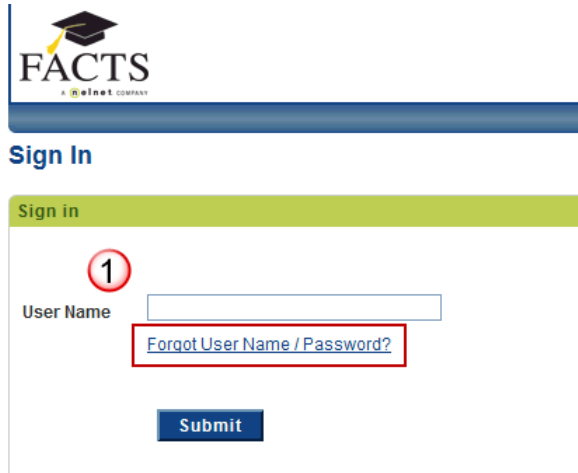
[Having difficulties? Check our FAQs.](#)

FACTS Consumer Portal

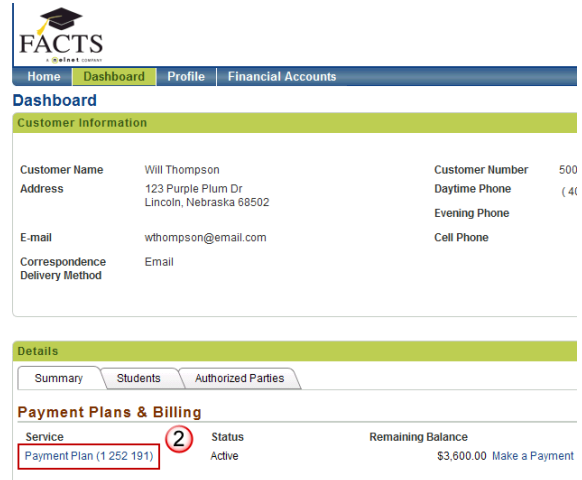


Now that you have set up your online payment plan with FACTS and created your username and password, you have the ability to view and update your payment plan online at <https://online.factsmgmt.com>. If the following option(s) is/are available at your school, from this site you can:

- Make up missed tuition payments
- Make a tuition payment in advance
- Add multiple payment methods to your online FACTS profile (i.e., credit card, bank account)
- Switch between payment methods throughout the year (credit card to bank account or vice versa)
- Maintain your demographic and financial account information



1-To log in, go to <https://online.factsmgmt.com> and enter your username and password. If you cannot remember this information you can select 'Forgot User Name / Password'.



2-Once logged in, you will need to select your agreement number to view your history and/or make updates to your information .



3- Your tool bar and summary box

- Check your balance and payment history
- Change/add financial account(s) information
- Make a payment online, if applicable
- View your profile information
- View your complete history with FACTS
- Print information for your records
- Verify changes made by the school

4- Update your profile and security questions by selecting the Profile tab and clicking the 'Edit' button on the right of your screen.

5- You can sign-out of the system, update your profile information or find FACTS contact information.