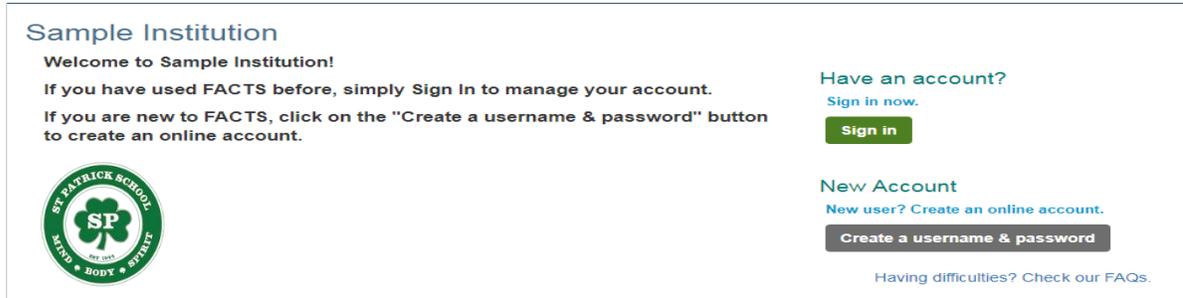


1. Go to <https://online.FACTSmgt.com/signin/48G4N>.
2. If you already have a FACTS account from a prior school, click the blue **Sign in**
3. If you are new to FACTS, Selet: **Create a username & password**



Sample Institution

Welcome to Sample Institution!

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.

Have an account?  
Sign in now.  
**Sign in**

New Account  
New user? Create an online account.  
**Create a username & password**

Having difficulties? Check our FAQs.

**If creating a new account:**

- Enter your email address to validate that a user account does **not** exist and then you will be able to select **Create a new FACTS account**.
  - Enter your name, address, email, phone number.
  - **Create a username, password, and select security questions.** Retain this information to log in to your FACTS account.
4. Select: **Set up a Payment Plan** (select the correct school year) and then **Begin**.
  5. Enter your: **Contact Information**
  6. **Students:** Each student must be added. **Select current school year [or Preschool].** Click **Next**.
  7. **Plan Options:** Select a payment plan (10 mos, 11 mos, or Full Year) and click **Next**. (Please note information about possible fees.)
  8. New Families enrolling **after** the first week of school: your first payment may be prorated then you will pay monthly until June, the Bookkeeper will set-up a custom plan to cover this.
  9. **Payment Details: Required** to enter financial account information for Tuition and Incidentals.
  10. **Payment Schedule:** Select your payment date, 1<sup>st</sup> or 10<sup>th</sup>
  11. **Review & Authorize:** Links on the right can be used to go back and edit. On the last page you **MUST** check the box to agree to the Terms & Conditions, then click **Authorize**.
  12. **Save/Print** your confirmation page. It includes your agreement number is used to reference your tuition payment plan with FACTS (use your child's last name with school).

**Questions? Contact FACTS at (866) 441-4637 or**

**Regina Song, SPS Bookkeeper, [rsong@stpatricksd.org](mailto:rsong@stpatricksd.org)**