



Setting up a FACTS Payment Plan

Please select the FINANCIAL tab on the left hand menu once logged into your ParentsWeb account and then Set up a Payment Plan.

1. **Plan Options:** Select a payment plan and click Next. Note plan dates, plan special messaging and information about possible fees.
2. **Payment Details:** Enter your financial account information.
3. **Payment Schedule:** Select your payment date and review your schedule.
4. **Review:** You can select the links to the right to go back and edit the entries. Check the box to agree to the Terms and Conditions and click Authorize.
5. **Thank You:** Print or Email 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.