

# FACTS SIGNUP INSTRUCTIONS

If you have any questions, please call FACTS at 866-441-4637.

To begin: Go to your school's website and select the FACTS link or go to your school's specific link below:

<https://online.factsmgt.com/signin/4HGXM>

The screenshot shows the FACTS login page for Mission Dolores Academy. The page is divided into two main sections: 'Sign In' and 'New Account'. The 'Sign In' section includes a 'Sign In' heading, 'Username' and 'Password' input fields, a green 'Sign in' button, and a link for 'Sign in using your e-mail'. Below this is a link for 'Forgot Username / Password?'. The 'New Account' section includes a 'New Account' heading, a link for 'New user? Create an online account.', and a button for 'Create a username & password'. Two red boxes are overlaid on the page: one around the 'Sign In' section and another around the 'New Account' section. Red arrows point from the 'Sign in' button in the 'Sign In' box to the 'Create a username & password' button in the 'New Account' box.

If you are **NEW** to FACTS:

- Please select: **Create a username & password** Then create a username & password and enter your demographic information. After you create your user account, continue to setup a payment plan.

If you are a **RETURNING** FACTS User (previously created a login):

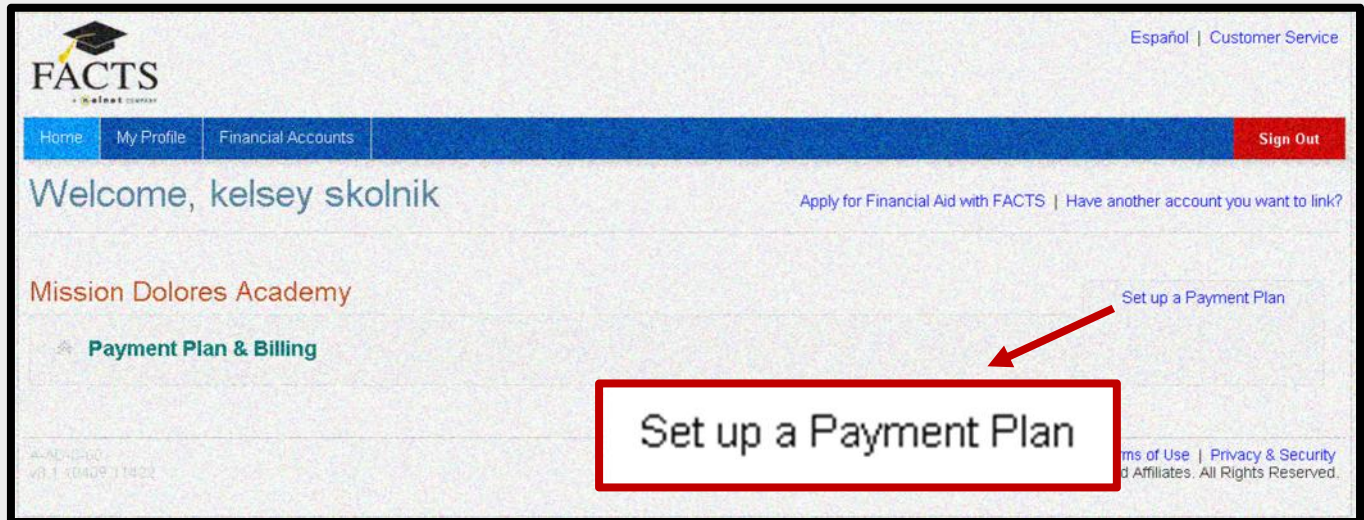
- Please enter your Username & Password and select: **Sign in** Then continue to setup a payment plan.

# Set up a Payment Plan

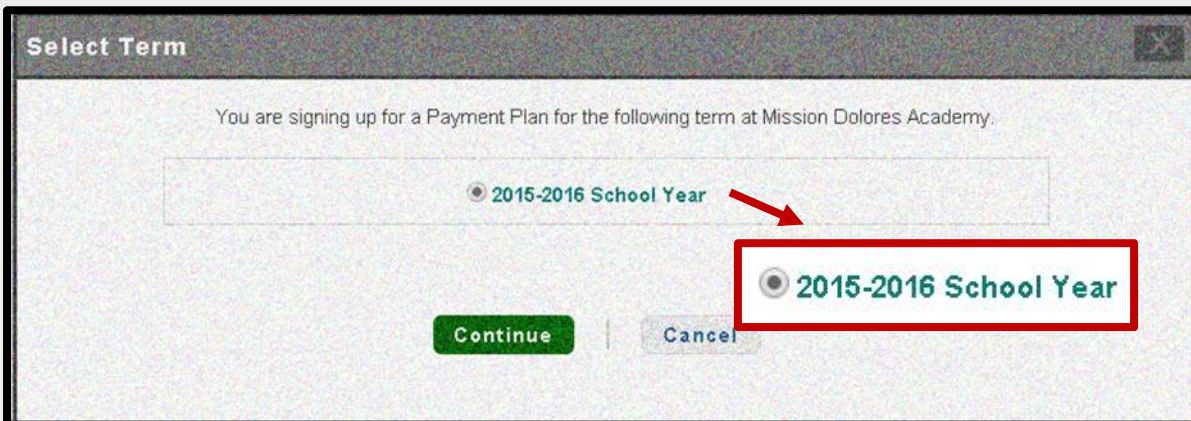
All NEW Users (after creating a user account) & All RETURNING Users (after signing in) will land on the 'HOME' page.

To complete a Payment Plan, you MUST:

- Select '**SET UP A PAYMENT PLAN**' to begin.



- Select the correct '**SCHOOL YEAR**' and continue.



- You will then start the process to setup your payment plan for your school:
  - **CONTACT INFORMATION:** Verify / Edit contact information & Email address.
  - **STUDENTS:** Enter student(s) information.
  - **PLAN OPTIONS:** Select a payment plan.
  - **PAYMENT DETAILS:** Add your financial account information, elect your Peace of Mind (POM) Benefit coverage, & confirm financial account for down payment.
    - **Peace of Mind (POM) Benefit:** The POM Benefit will pay any eligible FACTS unpaid balance in the event of the death of the Responsible Party or his/her legal spouse. Coverage is only available to individuals under age 70. The non-refundable fee for this benefit is \$14.00. You will be automatically reenrolled in POM each consecutive year you have a FACTS Payment Plan Agreement.
  - **PAYMENT SCHEDULE:** Select your payment date.
  - **REVIEW:** Verify / Edit ALL information & Authorize the payment plan & down payment.