

March 2, 2011

**FACTS PAYMENT PLAN CHANGES**

Dear Parents:

In preparation for the upcoming school year we are making plans for improving the content and quality of our programs while increasing the efficiency in the office. In a review of our operations, we have been studying our method of handling tuition payments.

Since the quality of our programs are of the utmost importance, we are always seeking ways to make improvements to benefit everyone. After research and investigation, we have contracted with FACTS Management Company to process all tuition payment plans, annual, semi-annual, and monthly. FACTS is used by over 4,000 schools nationally. We are excited to be working with them and are confident this program will facilitate the tuition payment process.

Please note the following in using the new FACTS system for tuition payments:

- ❖ Each family will enroll with a convenient online payment plan sign-up
- ❖ You can maintain your demographic and financial account information online
- ❖ You can elect to receive e-mail payment reminders before your payment is due
- ❖ More payment options for those on a monthly payment plan
- ❖ Web-based interface for account viewing
- ❖ Ability to pay future re-registration fees through your online account.

Please look for more details to follow in the coming weeks. As always, we thank you for your continued loyalty to Nativity Catholic School and for your support in our efforts.

Yours truly,

Robert J. Martin, Esq.  
Director Finance

# FACTS PAYMENT PLAN SET UP FOR FAMILIES

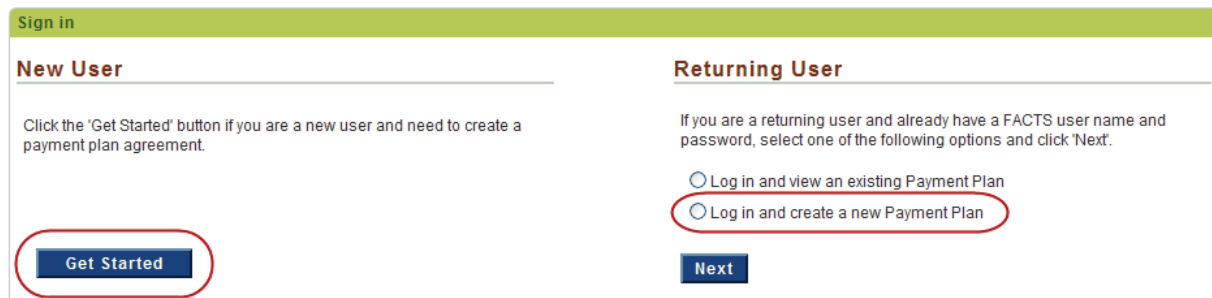
## YOU WILL NEED:

- PAYMENT ACCOUNT INFORMATION

- 1 Go to [www.nativitycatholicschool.org](http://www.nativitycatholicschool.org) to find the FACTS information link. Once there, click the appropriate option.

### Payment Plan Setup

#### Welcome



**Sign in**

**New User**

Click the 'Get Started' button if you are a new user and need to create a payment plan agreement.

**Returning User**

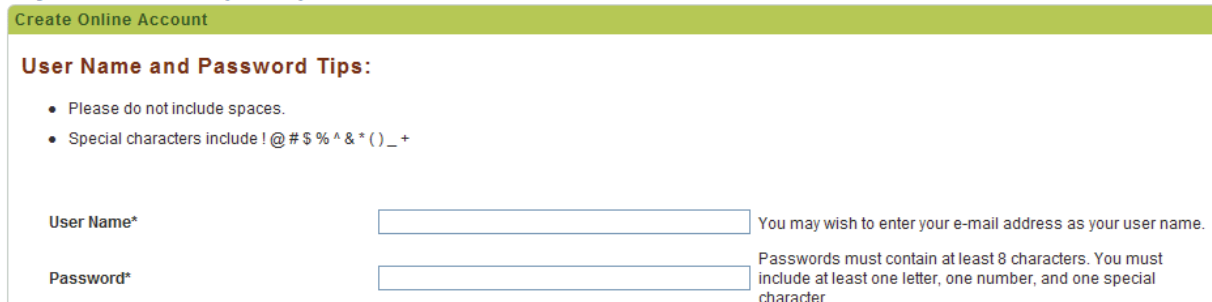
If you are a returning user and already have a FACTS user name and password, select one of the following options and click 'Next'.

Log in and view an existing Payment Plan

Log in and create a new Payment Plan

- 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\*  You may wish to enter your e-mail address as your user name.

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](mailto:inquiry@factsmgt.com)**

# 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
- 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'.

Customer Information			
Customer Name	Will Thompson	Customer Number	500
Address	123 Purple Plum Dr Lincoln, Nebraska 68502	Daytime Phone	(408) 441-1234
E-mail	wthompson@email.com	Evening Phone	
Correspondence Delivery Method	Email	Cell Phone	

Payment Plans & Billing			
Service	Payment Plan (1 252 191)	Status	Active
		Remaining Balance	\$3,600.00
			<a href="#">Make a Payment</a>

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

Agreement Balance and Payment Detail			
<b>Payment Plan Menu</b>		<b>Current Status and Summary</b>	
<b>Balance and Payment Details</b>		Agreement Number	1 252 191
Financial Account		Remaining Institution Balance	3,600.00
<a href="#">Make a Payment</a>		Agreement Status	Active
<a href="#">Profile</a>		Remaining FACTS Balance	0.00
<a href="#">Transaction History</a>		Financial Account	Bank Seven - 7777
		Total Left to Pay	3,600.00
		<a href="#">Update Financial Account</a>	
		<a href="#">Make a Payment</a>	

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.