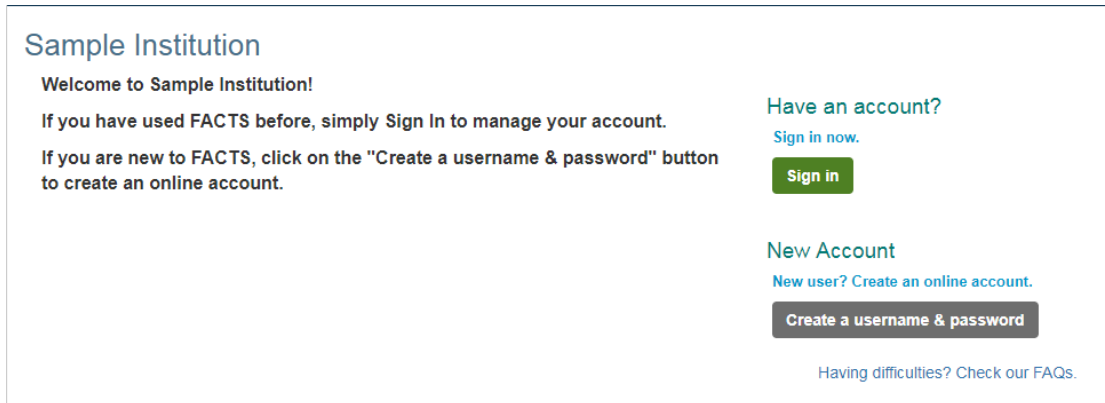


Here are some items you may need:

- Customer or Student ID (provided by the school, if applicable)

1. Go to your school's website to find and select the FACTS information link. On the welcome page click the appropriate option: 'Create a username & password' or 'Sign in'.



The screenshot shows a login page for 'Sample Institution'. It includes a welcome message, instructions for existing users to sign in, and instructions for new users to create an account. There are buttons for 'Sign in' and 'Create a username & password'. A link to 'Check our FAQs' is also present.

**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:*

- *You will be prompted to enter your email address to validate that a user account does not already exist and then you will be able to select **Create a new FACTS account**.*
  - *Enter your demographic information (name, address, email, phone number).*
  - *Create a user name, password, and fill out Phone Authentication questions.*
2. Once signed in, select **Set up a Payment Plan** and then **Begin**.
  3. **Contact Information:** Review the information and choose a correspondence method.
  4. **Students:** Each student included in the payment plan must be added. Click **Next**.
  5. **Plan Options:** Select a payment plan and click **Next**. *Note information about possible fees.*
  6. **Payment Details:** Enter your financial account information.
  7. **Payment Schedule:** Select your payment date and review your schedule.
  8. **Review & Authorize:** You can select the links to the right to go back and edit the entries. Check the box to agree to the Terms & Conditions and click **Authorize**.
  9. **Thank You:** Print or save 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.*