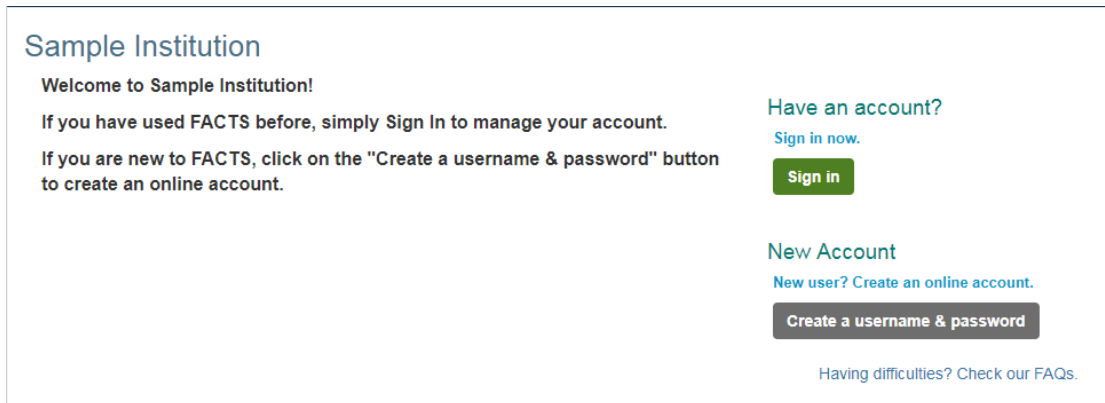# Setting up a FACTS Payment Plan

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'.

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 select security 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.