

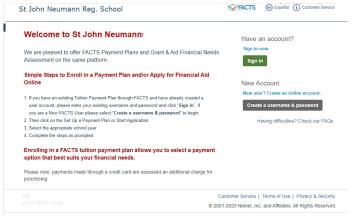
## **Setting up a FACTS Payment Plan**



Here are some items you may need:

- Student ID (your child's first and last name)
- Financial Account information
- Go to WWW.SJNRCS.ORG and under the Parents page you will find the link to FACTS.

On the welcome page click the appropriate option: 'Create a FACTS Account' if you don't have a User Name and Password, or 'Sign in to Manage your FACTS Account' if you do.



- Enter your demographic information (name, address, phone number, email).
- Create a user name, password, and select security questions.
- You are now logged in to your FACTS Account. Select Set up a Payment Plan on the right.
- Choose the appropriate term (school year) and click Continue.
- Add student information each student included in the payment plan must be added.
- 7 Select a payment plan and click Next.
- 8 Choose the payment day and payment method and click Next.
- 9 Select email correspondence options and add additional authorized parties.
- 10 Enter the financial account for payments.
- 11 Review the information entered. 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 Submit.
- Select to print or e-mail your confirmation page. It includes your agreement number which is 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