



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

1 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.

- 2** Enter your demographic information (name, address, phone number, email).
- 3** Create a user name, password, and select security questions.
- 4** You are now logged in to your FACTS Account. Select **Set up a Payment Plan** on the right.
- 5** Choose the appropriate term (school year) and click Continue.
- 6** 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.
- 12** 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