



Setting up a FACTS Payment Plan

1. Select 'Go to FACTS' in your invitation. If you received a printed invitation, enter the Online Access information into your browser. You will be prompted to enter the Registration Code found on your invitation.

Another Academy of FACTS
Set up your Payment Plan

School Year
Sample Customer
Customer #: 5129475009
Registration Code: RLP5F1F
Unique Code: RLP5F1F

Sample Customer.

Another Academy of FACTS is pleased to offer you a convenient online method to set up a payment plan with FACTS Management Company. Go to FACTS to set up a payment plan.

[Go to FACTS](#)

A custom message can be entered here.

Thank you,
FACTS Management Company

Si usted tiene preguntas sobre esta correspondencia,
llame al Servicio al cliente (866)441-4637.

Please do not reply to this automated message. The mailbox is not monitored.

Another Academy of FACTS
Set up your Payment Plan

School Year
Test Customer
Customer #: 5129377908

Online Access: <https://online.factsmtg.com/register>
Registration Code: RLHJ4MX
Unique Code: RLHJ4MX

Test Customer

Another Academy of FACTS is pleased to offer you a convenient online method to set up a payment plan with FACTS Management Company. All of the information you need to get started is included at the top of this notice. To begin, type the Online Access address into the address bar of your internet browser.

A custom message can be entered here.

Thank you,
FACTS Management Company

Si usted tiene preguntas sobre esta correspondencia, llame al Servicio al cliente (866)441-4637.

2. On the welcome page, verify that the demographic information is correct. You will have the option to modify it. Then click the appropriate option to sign in to your account or to create a new account.

If you need to create a new account you will be prompted to create a username, password, and fill out Phone Authentication questions.

3. Once signed in, select **Begin**.
4. **Contact Information:** Review the information and choose a correspondence method.
5. **Students:** Each student included in the payment plan must be added. Click **Next**.
6. **Plan Options:** Select a payment plan and click **Next**. *Note information about possible fees.*
7. **Payment Details:** Enter your financial account information.
8. **Payment Schedule:** Select your payment date and review your schedule.
9. **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**.
10. **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.