

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'.

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 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.