<u>**FACTS Family Portal Login Instructions**</u>

- Please go to the website https://www.factsmgt.com/
- Click on "Parent Log In" at the top, then "FACTS Family Portal."
- Click on **Create New Family Portal Account**
- Enter the email address that received this email, and our District Code

  Our District Code is **STMD-IL**

- You will receive an email from Customer Support containing a link that will allow you to create your username and password. For security purposes the link will remain active for six hours.
- Please click on the link. A **Change/Create Password** screen will open. You may use the default username provided, or create a new username. Then type in your desired password into the Password field and Confirm Field
- Click on the **Save Username and/or Password** button
- Close the window.
- Log into the **FACTS Family Portal** as instructed above

Setting up a FACTS Payment Plan

1. Log into your FACTS Family Portal.
2. On the left side menu select the **FINANCIAL** section.
3. On the right side of the screen click on the "**FINANCIAL HOME**" link and follow the steps to authorize your plan choice. Follow prompts to agree to terms & set up a 4digit pin.
4. Click on **SET UP A PAYMENT PLAN**
   a. **Plan Options:** Select a payment plan and click Next. Note plan dates, plan special messaging and information about possible fees.
   b. *Payment Details:* Enter your financial account information. *You will need your bank name, routing number & account number.*
   c. **Payment Schedule:** Select your payment date from the three options and review your schedule.
   d. **Review and Authorize:** You can select the links to the right to go back and edit the entries. Check the box to agree to the Terms and Conditions and click Authorize.
   e. **Thank You:** Print or Email 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 regarding selecting a payment plan.