

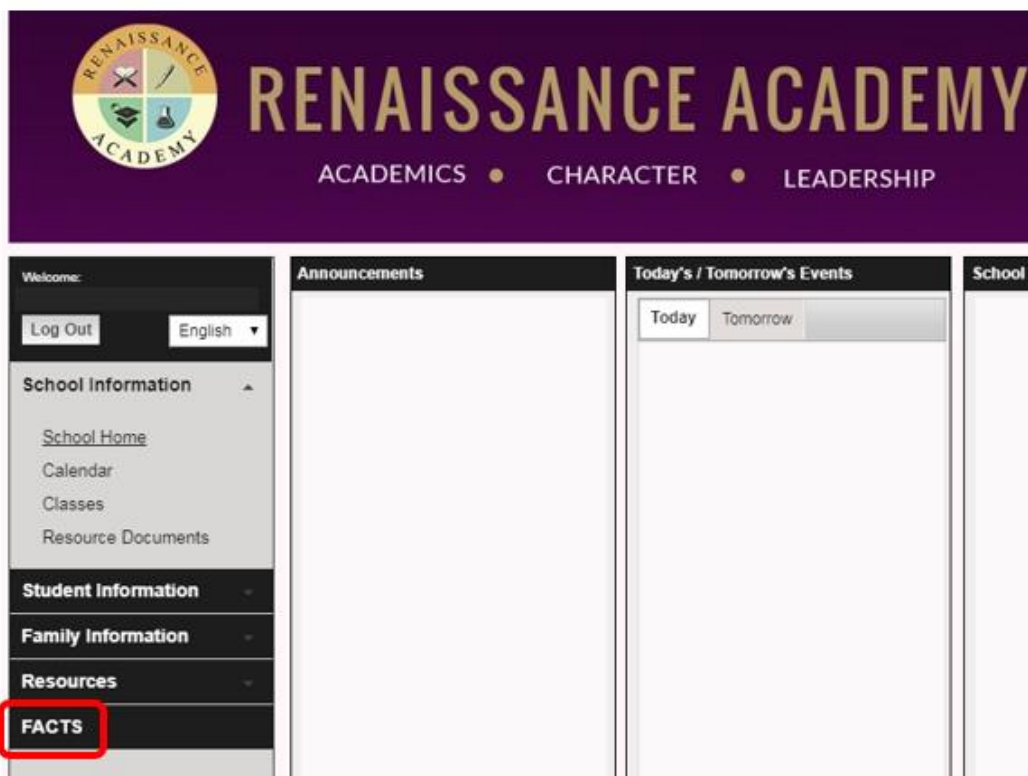
Setting up a FACTS Payment Plan



Here are some items you may need:

- Financial Account information

- 1 Sign in to ParentsWeb.
- 2 Click on the FACTS Tab on the left side menu.



- 3 In the FACTS Links box, select Set up a Payment Plan.
- 4 Click Begin to set up your payment plan.
- 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 “Change” links to the right to go back and edit the entries. Check the box to agree to the Terms & Conditions and click Done.

You may contact a FACTS representative at (866) 441-4637 with questions.