



Make Payments on FACTS Family Portal

FACTS Incidental Billing allows your school to create incidental charges separate from a payment plan. Invoices are emailed or mailed from FACTS Management, depending on your preferred correspondence method. You may make a payment through the Family Portal or by calling FACTS at 866.441.4637.

HOW TO MAKE A PAYMENT THROUGH FAMILY PORTAL

1. From FACTSmgt.com, click **Log In Here**, then click **Family Portal Login** and log in.
2. Select **Financial** from the menu to view your balance or make a payment.

MAKE A PAYMENT

Click **Make a Payment** to access the FACTS Financial Payment screen.

1. Click the balance you'd like to pay. Remember, past-due payments must be paid first.
2. Click **Next-Payment Method**.
3. Choose an existing **Payment Method** or **Add a New Account**.
4. Click **Pay Now**.

SET UP AUTO PAY

Click **Financial Home** and click **Actions** to **Enroll in Auto Pay**.

1. Choose an existing **Payment Method** or **Add a New Account**.
2. Click **Enroll**.