FACTS PLAN PAYMENT SET-UP FOR NEW FAMILIES

HERE ARE SOME ITEMS THAT YOU MAY NEED:

- STUDENT ID(S) IF APPLICABLE (PROVIDED BY YOUR SCHOOL) NOT APPLICABLE FOR NATIVITY
- PAYMENT ACCOUNT INFORMATION

1. Go to your school's website to find the FACTS information link. Once there, click the appropriate option. On the Nativity website main menu page, scroll down to locate the FACTS logo on the bottom right. Click on the logo to be connected to the FACTS login screen as shown.

   **Payment Plan Setup**

   **Welcome**

   **New User**

   Click the 'Get Started' button if you are a new user and need to create a payment plan agreement.

   **Returning User**

   If you are a returning user and already have a FACTS username and password, select one of the following options and click 'Next':
   - Log in and view an existing Payment Plan
   - Log in and create a new Payment Plan

   **Next**

2. Enter student information for each student on the agreement.

3. Select a payment plan option.

4. Enter the Responsible Party's demographic information. Create a user name and password to maintain your online account and agreement information. Select security questions and answers to identify yourself when contacting FACTS. (Please retain security information for your records).

   **Payment Plan Setup - Step 3 of 6**

   **Create Online Account**

   **User Name and Password Tips:**
   - Please do not include spaces
   - Special characters include: @ $ % ^ & * ()

   **Username**
   **Password**

5. Enter financial account information for making payments.

6. Review your account summary and click the 'Submit' button.

7. Select to print or e-mail your confirmation page. It includes your agreement number which will be needed when referencing your tuition payment plan with your school and FACTS.

If you have any questions, please contact a FACTS representative at (866) 441-4637 or by email at inquiry@factsmtg.com