



(NEW ACCOUNTS ONLY)

F.A.C.T.S. ONLINE TUITION MANAGEMENT MADE EASY

Manage your family's tuition and other payments conveniently and flexibly. With F.A.C.T.S. Online Tuition Management and Payment Processing, you can:

- Make up missed tuition payments
- Make a tuition payment in advance
- Add multiple payment methods to your online FACTS profile (i.e. credit card, bank account).
- Switch between payment methods throughout the year (credit card to bank account or vice versa).

F.A.C.T.S. ONLINE PAYMENT PLAN SET-UP FOR FAMILIES (NEW ACCOUNTS ONLY)

1. Go to John Carroll High School's website at: www.johncarrollhigh.com and under Parents, click: **Facts Online Tuition Set-Up**, click the FACTS logo or click or copy the link:

<https://online.factsmgt.com/Tmg/public/AgreementSignup.aspx?t=3F3W6>

1. Click the "Get Started" button under "New User".
2. Enter student information for EACH student on the agreement.

The student ID is _____.
3. Select a payment plan option.
4. Enter the proper demographic information and create a username and password.
5. Enter financial account information for making payments.
6. Review your account summary and click the "Submit" button.
7. Choose to print or e-mail your confirmation page. It includes your agreement number which will be needed to reference your tuition payment plan with your school and F.A.C.T.S.
8. The tuition amount due will be entered by the school.

F.A.C.T.S. CONSUMER PORTAL

To view and update your payment plan online, visit: **online.factsmgt.com**.

1. To log in, enter your username and password. If you cannot remember this information you can select "Need help signing in."
2. You can select your agreement number to view your history and/or make updates to your information.
3. From your tool bar and summary box, you can:
 - View your balance and payment history
 - Change/update your financial account(s) information
 - Update your profile information (Address, phone number, etc.)
 - View your complete history with FACTS
 - Print information for your records
 - Verify changes made by the school
4. You can update your profile and security questions by selecting the "Profile" tab and then clicking the "Edit" button on the right of your screen.

If you have any questions, please contact a FACTS representative at 866.412.4637 or inquiry@factsmgt.com; John Carroll High School, Business Office at 772.464.5200 x121 or email barton@johncarrollhigh.com.