

# Instructions for Completing FACTS Online Payment Plan

## To Find FACTS Link:

**St. Francis of Assisi Website**

**[www.stfranciselem.org](http://www.stfranciselem.org)**

Click on **Parents** icon

Click on **Forms & Resources**

**Tuition Management Systems**

Click on FACTS Link

## From the FACTS link:

Log in (Upper right hand corner)

or

Enter or create a user name & password

Create Account

## Dashboard

**Step 1.**

**Payment Plan & Billing**

**Set up a Payment Plan**

**Step 2.**

**Welcome Page**

Please note there is an option to add another authorized payer to your account in the upper right of page

**Select Term 2018-2019**

**Step 3.**

**Follow prompts to select Online Payment Plan for  
2018-2019 school year**

**Step 4.**

**Print (2) Copies of**

Thank You Summary Page

**Bring a copy to school on registration day**

Keep a copy for your records

**Computers will be available or use at the school on March 7, 2018  
(Alternate Registration Day) for families who need assistance in  
completing the FACTS Online Payment Plan.**