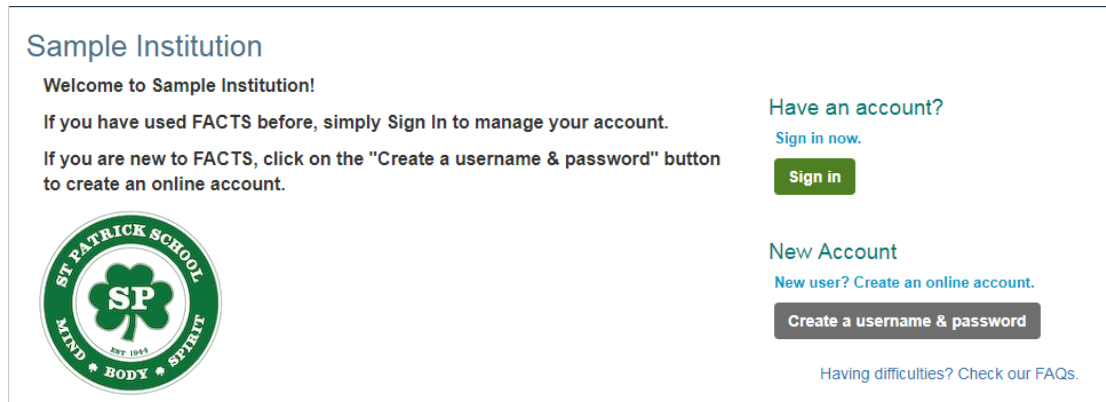


1. Go to our St. Patrick School website [www.stpatrickssd.com] or to the FACTS information link [<https://online.FACTSmgmt.com/signin/48G4N>]. On the welcome page click the appropriate option: 'Create a username & password' (or 'Sign in' if you have a FACTS account from a prior school).



If creating a new account:

- You will be prompted to enter your email address to validate that a user account does not already exist and then you will be able to select **Create a new FACTS account**.
 - Enter your demographic information (name, address, email, phone number).
 - Create a user name, password, and select security questions. You will need to retain this information to log in to your FACTS account.
2. Once signed in, select **Set up a Payment Plan** (select the correct school year) and then **Begin**.
 3. **Contact Information:** Review the information and choose a correspondence method.
 4. **Students:** Each student must be added. **Select 24-25 grade [or Preschool]**. Click **Next**.
 5. **Plan Options:** Select a payment plan (10 month is standard, if you choose Full Year ALL Tuition will come out at once) and click **Next**. *Please note information about possible fees.* **New Families enrolling after the first week of school: your first payment may be prorated then you will pay monthly until June, our Business Manager will set-up a custom plan to cover this.**
 6. **Payment Details:** You **MUST** enter financial account information (Questions: email Business Mngr).
 7. **Payment Schedule:** Select your payment date, 1st or 10th (for alternate date email Business Mngr).
 8. **Review & Authorize:** You can select the links to the right to go back and edit. On the last page you **MUST** check the box to agree to the Terms & Conditions, then click **Authorize**.
 9. **Thank You:** Print or save your confirmation page. It includes your agreement number which can be used to reference your tuition payment plan with FACTS (use your child's last name with school).

Do you have questions?... Contact a FACTS representative at (866) 441-4637 or Mrs. Lisa Huch Laughter, School/Preschool Business Mngr. at lisa.stpats@gmail.com