We wanted to provide you an easy way to View and/or Print your payment history for the 2019 calendar year.

Please follow the steps below, and if you need assistance, please call the FACTS Parent Helpline at 866-441-4637, or fill out a help inquiry from the online form accessed here: https://factsmgt.com/parents/

**<u>Step 1</u>**: The FACTS Customer can sign into FACTS Family Portal. From the Menu click on Financial, then Financial Home.

<u>Step 2:</u> In the dashboard of the FACTS Customer's view, choose to Select "View Details." (Note: There may be more than one available tile to view.)

Hello	0	
6	Payment Plan & Billing	View Details
	Current Balance \$1,111.08 Make a Payment	

## Step 3: Select 'View Payment Summary'

Activity	Details					Term.	
		1				Al	•
S View Pay	ment Summary				FACTS PU	yment Processin	g Policies
Schedule	Transactions	Batances	Payments Made	Changes			

## \*\*Page will open in another window or tab.\*\*

Step 4: Select the year, and 'Print'. You can also choose date range and add a Start and End date & then 'Print'.

The Payment ndered by Sch	Summary report is for in tool name do	formational purposes o uring the selected time	nly. It includes payment a frame.	activity applied to the bat	ance owed to or se
tomer: dents: h <b>ool name</b> 4 Main oln, NE 68504 Veral Tax ID: 12-5	535135	School Info Federa	rmation and I Tax ID		
017					
Student 1 - \$3	2,240.00		Student 2-\$2,22	8.00	
Student 1 - \$2	2,240.00 Grade - 4th	\$2,240.00	Student 2- \$2,22 2017-2018	8.00 Grade - 2nd	\$2,228.00
Student 1 - \$2 2017-2018 ACCOUNT	,240.00 Grade - 4th	\$2,240.00 TOTAL	Student 2-\$2,22 2017-2018 ACCOUNT	8.00 Grade - 2nd	\$2,228.00 TOTAL
Student 1 - \$2 2017-2018 ACCOUNT Jook Fees	2,240.00 Grade - 4th	\$2,240.00 TOTAL \$90.00	Student 2 - \$2,22 2017-2018 ACCOUNT Book Fees	8.00 Grade - 2nd	\$2,228.00 TOTAL 590.00
Student 1 - \$2 2017-2018 ACCOUNT look Fees	,240.00 Grade - 4th	\$2,240.00 TOTAL \$90.00 -\$25.00	Student 2 - \$2,22 2017-2018 ACCOUNT Book Fees Lunch	8.00 Grade - 2nd	\$2,228.00 TOTAL 590.00 -525.00
Student 1 - \$2 2017-2018 ACCOUNT Jook Fees Junch Legistration Fee	2,240.00 Grade - 4th	\$2,240.00 TOTAL \$90.00 -\$23.00 \$75.00	Student 2-\$2,22 2017-2018 ACCOUNT Book Fees Lunch Registration Fee	8.00 Grade - 2nd	\$2,228.00 TOTAL 590.00 -525.00 \$75.00

**NOTE:** This report will show the total paid for **each of the accounts** (i.e. Tuition, Extended Day Care, Technology, Book fees, etc.). If the school uses Prepay accounts for lunch or childcare, the FACTS customer can also choose these Prepay accounts separately. The parents can select a year or a date range for this summary. This will also include the School's Federal Tax ID and address.