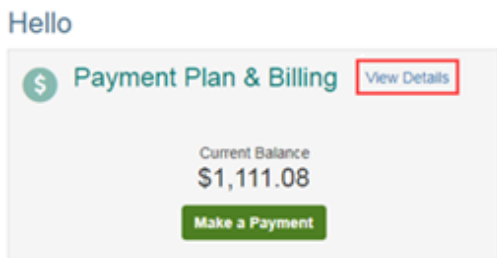


We wanted to provide you an easy way to View and/or Print your payment history for the 2019 calendar year.

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/>

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

**Step 2:** 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.)



**Step 3:** Select 'View Payment Summary'



**\*\*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'.

Payment Summary Print

**i** The Payment Summary report is for informational purposes only. It includes payment activity applied to the balance owed to or services rendered by: **School name** during the selected time frame.

Customer:  
Students:  
**School name**  
1234 Main  
Lincoln, NE 68504  
USA  
**Federal Tax ID: 12-5535135**

**School Information and Federal Tax ID**

2017

Student 1 - \$2,240.00		
2017-2018	Grade - 4th	\$2,240.00
ACCOUNT		TOTAL
Book Fees		\$90.00
Lunch		-\$25.00
Registration Fee		\$75.00
Tuition K-8		\$2,100.00

Student 2 - \$2,228.00		
2017-2018	Grade - 2nd	\$2,228.00
ACCOUNT		TOTAL
Book Fees		\$90.00
Lunch		-\$25.00
Registration Fee		\$75.00
Tuition K-8		\$2,088.00

**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.