

**Step 1:** Sign in at <https://online.factsmgt.com>

**Step 2:** Select 'View Details'

Hello

**Payment Plan & Billing** View Details

Current Balance  
**\$1,111.08**

**Make a Payment**

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

Activity Details

View Payment Summary

Team: All

FACTS Payment Processing Policies

Schedule Transactions Balances Payments Made Changes

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

**Step 4:** Select a year & then select '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: 12-5555135

**School Information and Federal Tax ID**

2018

Student 1 - \$2,240.00		
2018-2019	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		
2018-2019	Grade - 2nd	\$2,228.00
ACCOUNT		TOTAL
Book Fees		\$90.00
Lunch		-\$25.00
Registration Fee		\$75.00
Tuition K-8		\$2,088.00

If you have any questions, please contact a FACTS Customer Care Representative at 866-441-4637.