

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](#)

Term: 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: 12-5535135

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

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