

Step-by-step FACTS account setup

As part of the enrollment process at St. Augustin School, all families are required to create a FACTS online payment account. FACTS accounts will be used to pay registration fees (listed as Book Fee in FACTS) due at the time of account creation and to select a tuition payment plan option: a one-time annual payment, two semi-annual payments, or nine monthly payments. Tuition amounts will be added to FACTS at a later date

** registration fees will not be refunded unless moving out of state.*

STEP 1: Access the FACTS website by clicking the “FACTS Tuition Online Payment” button at the bottom of the school website or directly at the link: <https://online.factsmgt.com/signin/3ZB3F>



STEP 2: From the FACTS St. Augustin School sign in page, click the “Create a username & password” button in the lower right corner

St. Augustin School

Spanish | Customer Service

Welcome to St Augustin School!

Steps to Set Up a Payment Plan:

1. If you have an existing account with FACTS and have already created a user account, please enter your existing username and password and click **Sign In**. If you are a New FACTS User please select **Create username & password** to begin.
2. Then click the **Set Up a Payment Plan** button.
3. Select the appropriate school year.
4. Complete the steps as prompted.

When setting up your payment plan there will be an immediate fee due for the Book Fee. If you cannot afford to pay the immediate fee payment please contact the school office, (515) 279-5947.

Sign In

Username

Password

Sign In [Sign in using your e-mail](#)

[Forgot Username / Password?](#)

New Account

[New user? Create an online account.](#)

Create a username & password

[Having difficulties? Check our FAQs.](#)

STEP 3: Enter your email address and click the green **NEXT** button





Create Account

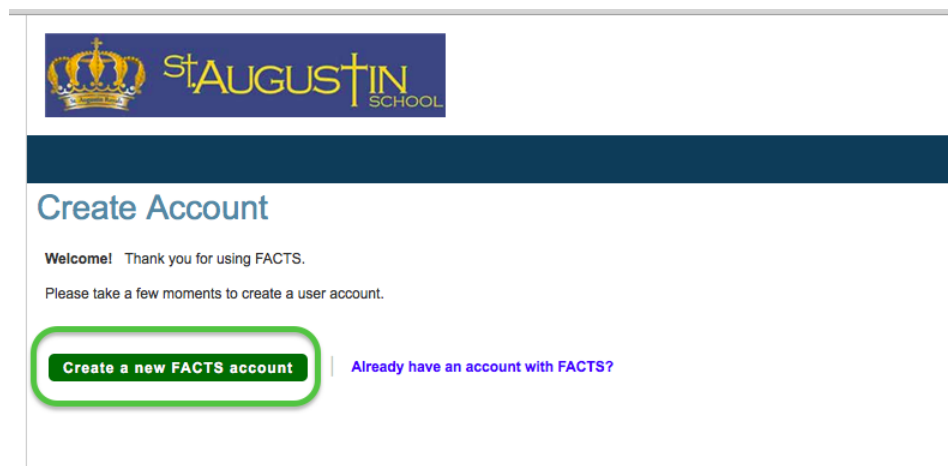
Please enter your e-mail address.


E-mail Address*

[Next](#) [Cancel](#)

[Do not have an e-mail address?](#)

STEP 4: Click the “Create a new FACTS account” button






Create Account

Welcome! Thank you for using FACTS.

Please take a few moments to create a user account.

[Create a new FACTS account](#) | [Already have an account with FACTS?](#)

STEP 5: Enter your contact information in the fields and click the green **NEXT** button at the bottom of the page



[Español](#) | [Customer Service](#)

Create Account

[Return to Sign In Page](#)

Contact Info

Name

| | |
|-------------|----------------------|
| Prefix | -- None -- |
| First Name* | <input type="text"/> |
| Middle Name | <input type="text"/> |
| Last Name* | <input type="text"/> |
| Suffix | -- None -- |

Address

| | |
|-----------------------|----------------------|
| Country* | -- Select -- |
| Address Line 1 | <input type="text"/> |
| Address Line 2 | <input type="text"/> |
| City | <input type="text"/> |
| State/Province/Region | <input type="text"/> |
| ZIP/Postal Code | <input type="text"/> |

E-mail

| | |
|-----------|----------------------|
| E-mail 1* | <input type="text"/> |
| E-mail 2 | <input type="text"/> |
| E-mail 3 | <input type="text"/> |

All correspondence will be sent via e-mail only
Correspondence will be sent to all e-mails provided

Phone Numbers

At least one phone number is required.


| | | | | | | |
|---------------|----------------------|----------------------|----------------------|----------------------|------|----------------------|
| Daytime Phone | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | Ext. | <input type="text"/> |
| Evening Phone | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | Ext. | <input type="text"/> |
| Mobile Phone | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | |

I certify that I am the subscriber to the provided cellular or other wireless number. To stay informed and receive the best service, I authorize FACTS and its representatives and agents to contact me regarding my account at any current and future numbers that I provide for my cellular telephone or other wireless device using automatic dialing systems, artificial or prerecorded messages, and/or SMS text messages. I understand that standard message and data rates may be charged by my service provider(s). By clicking 'Next' below, you agree to such contact related to your account.

Next

Cancel

STEP 6: Create a username and password (you may use your email address for your username), set security questions and answers, and click the green **SUBMIT** button at the bottom of the screen



[Español](#) | [Customer Service](#)

Create Account

[Return to Sign In Page](#)

Online Account Profile

Username and Password

Username*

Password*

Re-Enter Password*

- Do not include spaces in your username or password
- You may use your e-mail address for your username
- Passwords must contain at least 8 characters
- Passwords must contain at least one letter and one number
- Passwords are case sensitive

Security Questions

Password Reset Question*

-- Select --

?

Password Reset Answer*

Telephone ID Question 1*

-- Select --

?

Question 1 Answer*

Telephone ID Question 2*

-- Select --

?


Question 2 Answer*


Submit




Back

Cancel


STEP 7: Click the green “Set Up A Payment Plan” button.



 [FACTS](#) [Español](#) [Customer Service](#)

[Home](#) [My Profile](#) [Financial Accounts](#)   Signed in as [Name](#) 


Hello Your Name


 **Payment Plan & Billing** [View Details](#)


Your name and FACTS account #


You currently do not have a payment plan set up.

Set Up A Payment Plan

 **Your Name**


 **your e-mail address**


 Register to receive text services on your mobile phone.

 Want to allow a friend or family member to pay toward your balance?
[Add an Authorized Party.](#)

[Have another activity you want to link?](#)

STEP 8: Read the Welcome information page and click the green **BEGIN** button to continue to the next section.



[Español](#) [Customer Service](#)

St Augustin School

2020-2021 School Year

LIVE HELP

Welcome

[Want to designate another payer?](#)

St Augustin School is pleased to offer you a convenient, online method to enroll for your Payment Plan with FACTS.

Please click the 'Begin' button to get started, then follow the step by step instructions to complete your payment plan.

You will be required to pay your student's Book Fees TODAY. Tuition will be entered by the school at a later date. At that time, you will receive a Confirmation Notice from FACTS with the tuition total and payment amounts. Book fees will not be refunded unless moving out of state.

IMPORTANT: payments made through a credit or debit card will be assessed an additional charge for processing.

Begin

Cancel

STEP 9: Review your contact information, click back to make any necessary changes, if all is correct click the green **NEXT** button to advance to the next section to add your student(s).

Contact Information

Family Information

Please review the information below. If your address information has recently changed, please also make sure to notify the school office as well. Click 'Next', then click "Add Student" on the next page to proceed.

| | | |
|------------------|---|--|
| Name | <div>Your Name address phone numbers will be here</div> | Edit Details |
| E-mail Addresses | <div>your email address will be here</div> <div><input checked="" type="checkbox"/> Please send me e-mail payment reminders Details</div> <div><input checked="" type="checkbox"/> Use e-mail for correspondence</div> <div>E-mail correspondence will be sent to all e-mail addresses provided</div> | <div>I certify that I am the subscriber to the provided cellular or other wireless number. To stay informed and receive the best service, I authorize FACTS and its representatives and agents to contact me regarding my account at any current and future numbers that I provide for my cellular telephone or other wireless device using automatic dialing systems, artificial or prerecorded messages, and/or SMS text messages. I understand that standard message and data rates may be charged by my service provider(s).</div> |


Back




Next

Save & Exit

Cancel

STEP 10: Click the green "Add Student" button in the lower right



St. Augustine School
2020-2021 School Year

Progress Tracker

Contact Information
Students
Plan Options
Payment Details
Payment Schedule
Review & Authorize
Thank You

Students

| Student First Name | Student Last Name | |
|--------------------|-------------------|--|
| No records found | | |

Add Student

Back
Next
Save & Exit
Cancel

STEP 11: Enter your student's legal first and last name in the text fields and select the student's grade level **for the 2020-2021 school year**. Click the green **SAVE** button.

Students

| Student First Name | Student Last Name | |
|--------------------|-------------------|--|
| No records found | | |

Add Student

Add Student

Upon submission of your agreement, the amount owed will be entered by your institution and you will receive a detailed confirmation notice from FACTS when finalized. If you have questions regarding your tuition amounts, please refer to your tuition contract, or contact St. Augustine School.

Please enter the information individually for EACH student that will be on this payment plan.

Student First Name*

Your Student's Legal First Name

Student Last Name*

Your Student's Legal Last Name

Grade Level*

-- Select --

Save

Cancel

Click the "Add Student" button to add additional students. When all students are added click the green **NEXT** button at the bottom to continue to the next section.

Students

| Student First Name | Student Last Name | Grade Level | |
|---------------------------------|--------------------------------|-------------|---------------|
| Your student's legal first name | Your student's legal last name | 6th | Edit Remove |
| Your student's legal first name | Your student's legal last name | 4th | Edit Remove |

Add Student

Back
Next
Save & Exit
Cancel

STEP 12: Select one of the three tuition payment plan options by clicking the circle to the left of the desired option. *Tuition fees will be added at a later date.* The amount listed in the “Amount Due Today” column is a total calculation of your student(s) registration fees due as part of the school enrollment process.

Payment Plan Options

Select a payment schedule Show: All Items Selected

Annual Payment
Please Note: If you cannot pay the immediate fee due for the Book Fee please contact the School Office before proceeding.

| Select | Payment Method | Amount Due Today | Number of Payments | Beginning Month | Available Payment Days | Last Day to Enroll | Enrollment Fee |
|----------------------------------|---|----------------------|--------------------|-----------------|------------------------|----------------------------|----------------|
| <input checked="" type="radio"/> | Automatic Payments from <ul style="list-style-type: none"> Bank Account Credit Card | Your total BOOK FEES | 1 | September 2020 | 1st 15th | 20 Aug 2020 03 Sep 2020 | \$0.00 |

Semi-Annual Payments
Please Note: If you cannot pay the immediate fee due for the Book Fee please contact the School Office before proceeding.

| Select | Payment Method | Amount Due Today | Number of Payments | Payment Months | Available Payment Days | Last Day to Enroll | Enrollment Fee |
|----------------------------------|---|----------------------|--------------------|--------------------------------|------------------------|----------------------------|----------------|
| <input checked="" type="radio"/> | Automatic Payments from <ul style="list-style-type: none"> Bank Account Credit Card | Your total BOOK FEES | 2 | September 2020 January 2021 | 1st 15th | 20 Aug 2020 03 Sep 2020 | \$0.00 |

Monthly Payments
Please Note: If you cannot pay the immediate fee due for the Book Fee please contact the School Office before proceeding.

| Select | Payment Method | Amount Due Today | Number of Payments | Beginning Month | Available Payment Days | Last Day to Enroll | Enrollment Fee |
|----------------------------------|---|----------------------|--------------------|-----------------|------------------------|----------------------------|----------------|
| <input checked="" type="radio"/> | Automatic Payments from <ul style="list-style-type: none"> Bank Account Credit Card | Your total BOOK FEES | 9 | September 2020 | 1st 15th | 20 Aug 2020 03 Sep 2020 | \$38.00 |

Back **Next** Cancel

The Registration fee is \$200 per student and includes Kindergarten to 8th grade and TK (Transitional Kindergarten).

Fee Payment Information

| Account | Amount Due Today |
|-------------------------|------------------|
| Student name - Book Fee | \$200.00 |
| Student name - Book Fee | \$200.00 |
| Total | \$400.00 |

OK

Click the green **NEXT** button to continue to the next section.

STEP 13: Click the dropdown arrow to select a payment option – Bank Account or Credit Card. Click **NEXT** to continue.

Payment Details

Please enter your primary financial account for payments

Pay using

-- Select --

-- Select --

-- Add Bank Account --

-- Add Credit Card --

The following processing fees may apply:

- Credit Card - up to 2.85%
- Debit Card - up to 2.85%
- Checking or Savings account - no fee

The amount will be disclosed once you select your payment method.

Card transactions for St Augustin School are processed by FACTS Management Company, USA.

Back

Next

Cancel

If you choose Bank Account, the screen below will appear. Fill in the appropriate fields and click the green **SAVE** button.

Add Account

Bank Account

Please enter your name exactly as it appears on your Bank Account.

Account Holder Name*

Bank Name*

Account Type*

-- Select --

Routing Number*



Account Number*



Save

Cancel

If you choose Credit Card the screen below will appear. Fill in the appropriate fields and click the green **SAVE** button.

Add Account

Credit Card Details

Please enter your name exactly as it appears on your Credit Card.

Account Holder Name*

Card Number*

Card Brand*

-- Select --

Expiration Date*

-- Select -- / -- Select --

Billing Address

Please enter the address as it appears on your billing statement.

Country*

United States

Address Line 1*

Address Line 2

Apartment, Suite, Unit, Building, Floor, etc.

Add

City*

State*

Iowa

ZIP/Postal Code*

Save

Cancel

STEP 14: The amount for registration fees is due at the time of enrollment. Review the information and click the green **NEXT** button to continue.

Progress Tracker

Contact Information

Students

Plan Options

Payment Details

Payment Schedule

Review & Authorize

Thank You

Payment Details

Please enter your primary financial account for payments

Pay using

Bank or credit card

St Augustin School allows you to pay using: a bank account (checking or savings) or a credit card (Visa, Mastercard or Discover).

The following processing fees may apply:

Credit Card - up to 2.85%

Debit Card - up to 2.85%

Checking or Savings account - no fee

The amount will be disclosed once you select your payment method. Card transactions for St Augustin School are processed by FACTS Management Company, USA.

Amount Due Today

Pay using

Bank or credit card

(Change)

| | | |
|------------------|------------------------------|----------|
| Book Fee | View Details | 400.00 |
| Amount Due Today | | \$400.00 |

Back

Next

Cancel

STEP 15: Click the dropdown arrow to select a payment schedule date. Click the green **NEXT** button to continue.

Payment Schedule

What day do you want the future scheduled payments to be on?*

— Select —

— Select —

1st

15th

Back

Next

Cancel

A Future Payment Schedule will display with the payment due dates based on the payment plan option selected in step 12 and the payment date selected in step 15 above. Click the green **NEXT** button to continue to the next section.
Note: The example below is based on 2 payments with the 15th as the schedule date selected. Your schedule may be different based on your selections.

Payment Schedule

What day do you want the future scheduled payments to be on?*

15th

Future Payment Schedule

| Payment Date | Description |
|-----------------------------|-------------|
| Tuesday, September 15, 2020 | Payment |
| Friday, January 15, 2021 | Payment |

Card transactions for St Augustin School are processed by FACTS Management Company, USA.

Back

Next

Cancel

STEP 16: Review & Authorize

The amount due today is the total registration fees due at enrollment – your amount will be based on number of students and grade level. Check the box next to “I have read and accept the terms and conditions of this payment plan” and click the green **AUTHORIZE** button at the top or the bottom of the page.

Review & Authorize

FACTS Returned Payment Fee Policy

Amount Due Today
\$400.00

The payment amount will be available once your institution finalizes your payment plan agreement.

☒ I have read and accept the terms and conditions of this payment plan (Plan details and Terms & Conditions are listed below)

Payment Method
Bank or Credit Card
(Change)

Payment Method
Bank or Credit Card
(Change)

[Back](#) [Authorize](#) [Cancel](#)

Contact Information [Change](#)

Name/Address

Phone

E-mail

Your Contact Information will be here

☒ Use e-mail for correspondence (Invoices/Statements will be also sent via e-mail)
☒ Please send me e-mail payment reminders

Student Summary

| Name | |
|--------------|------------------------|
| student name | |
| student name | Change |

PRIVACY AND SECURITY: Data collected and stored by FACTS pursuant to this Agreement is governed by the Institution's privacy policy. This data will not be used by FACTS in any manner not approved by the Institution unless required by law (for example, a court order or subpoena). Access to the data shall be restricted to authorized associates and shall be used only for the purposes of providing service to you or the Institution. FACTS maintains physical, procedural, and electronic safeguards to protect data from being accessed by unauthorized third parties. FACTS privacy policy will govern use of your information only in the event that you request additional services directly from FACTS or its affiliates.

SPECIAL NOTE REGARDING FINANCIAL AID: Please do not assume your balance will automatically be adjusted if you receive financial aid or a class or service is added or dropped. You should review your Agreement balance online or contact your Institution.

☐ I have read and accept the terms and conditions of this payment plan

[Back](#) [Authorize](#) [Cancel](#)

A confirmation page will load that can be printed if desired. Click the green **DONE** button

**Optional:* If you would like to add an authorized party to make payments on your behalf, click the link in the “Want to designate another payer?”

Thank You

✓ Thank you for completing a FACTS payment plan for St Augustin School. Please print a copy for your records.

📱 Did you know that you can receive text alerts on your mobile phone? [Learn More.](#)

👤 An authorized party can make payments on your behalf. [Want to designate another payer?](#)

Amount Paid Today

**Book fees
& payment method**

Agreement Number

###

Payment Method

Bank or Credit Card

☒ I have read and accept the terms and conditions of this payment plan (Signed on 02 Feb 2018)

Done

Print

Contact Information

Name/Address

Phone

E-mail

**Your Contact
Information**

☒ Use e-mail for correspondence

(Invoices/Statements will be also sent via e-mail)

☒ Please send me e-mail payment reminders

FACTS account creation, tuition payment plan selection, and registration fees payment is now complete!

Optional Authorized Party

Add Authorized Party

First Name

Last Name

Authorized Party Access

Authorized Parties will have access to all activity on your St Augustin School account regardless of who initiated the activity. They do not have access to your contact information, user credentials, other Authorized Parties or your financial account information.

Authorized Party Authentication

Create a question that the authorized party will know the answer to. You may want to inform the authorized party of this question and answer.

Authorized Party Authentication Question

e.g. What year did we go to Florida?

Authorized Party Authentication Answer

e.g. 2010

Web Access

Enter an e-mail address to allow this person to create an account and pay online. An e-mail will be sent to this address upon save. If the E-mail Address field is left blank, the authorized party will only be able to discuss your account with FACTS over the phone.

E-mail Address

Terms and Conditions

By creating an Authorized Party you are giving explicit consent for that individual to view and discuss your account information, make payments on your behalf, and take any other action with reference to your account as could be taken by you except for changing your authentication information. This authorization will remain in effect until you remove the individual as an Authorized Party on your account.

By adding this Authorized Party you, Adrienne Krantz, agree to the terms and conditions.

[Cancel](#)

Save