STEP-BY-STEP FACTS ACCOUNT RENEWAL INSTRUCTIONS

As in years past, part of the enrollment process for the 2020-2021 school year includes renewing your FACTS online payment account. FACTS accounts are used to pay registration fees (referred to as Book Fee in FACTS) and tuition. *Registration fees are due at the time your FACTS account is renewed. Tuition payment options still include a one-time annual payment, two semi-annual payments, or nine monthly payments.

* 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: <u>https://online.factsmgt.com/signin/3ZB3F</u>



STEP 2: From the FACTS St. Augustin School sign in page, go to "Sign In" to enter your current username and password. Usernames/Passwords can be reset by following the "Forgot Username/Password" link.

St Augustin School	
Welcome to St Augustin School!	Have an account?
Steps to Set Up a Payment Plan: 1. If you have an existing account with FACTS and have already created a user	Sign in now. Sign in
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 beg 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 Bo Fee. If you cannot afford to pay the immediate fee payment please contact the school office, (515) 279-5947.	jin. New Account New user? Create an online account. Create a username & password Having difficulties? Check our FAQs.
StAUGUSTIN	FACTS (6) Espa
Sign In	All fields are required
Username or E-mail	
Username or E-mail	
Password	
Password	
Submit	Forgot Username / Password?

STEP 3: Look for 2020-2021 and Click on "Set up a Payment Plan"

WATCH OUT! DO NOT Select "MAKE A PAYMENT" (this is tied to the current school year and will make the payment toward the current balance on your account).



STEP 4: Read the Welcome information page and click the green **BEGIN** button to continue to the next section.

Staugustin	HACIS (es) Español (j) Customer Service
St Augustin School	41 2.1
	2020-2021 School Year
Welcome	Want to designate another payer?
St Augustin School is pleased to offer you a convenient, online met	hod to enroll for your Payment Plan with FACTS.
Please click the 'Begin' button to get started, then follow the step by	v step instructions to complete your payment plan.
You will be required to pay your student's Book Fees TODAY. Tuitio time, you will receive a Confirmation Notice from FACTS with the tur refunded unless moving out of state.	n will be entered by the school at a later date. At that ition total and payment amounts. Book fees will not be
IMPORTANT: payments made through a credit or debit card will be a	ssessed an additional charge for processing.



STEP 5: 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

Name	Your Name Edit Details	
	phone numbers will be here	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.
-mail Addresses	your email address will be here Please send me e-mail payment reminders Details	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
	Use e-mail for correspondence E-mail correspondence will be sent to all e-mail addresses provided	SMS text messages. I understand that standard message and data rates may be charged by my service provider(s).

STEP 6: Click the green "Add Student" button in the lower right

🏩 st Auc	GUSTIN	OL			FACIS	(es) Espanol	Customer Service
St Augustin School							
						2020	-2021 School Yea
Progress Tracker							
Contact Students	Plan Options	Payment	Payment	Review &	O Thank You		
Information		Details	Schedule	Authorize			
Students							
Student First Name	SI	udent Last Name					
No records found					(Add Stude	ent
	В	ack	Save & E	xit Cancel			

STEP 7: 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.

Student First Name	Student Last Name	
No records found		Add Student
d Student		
n submission of vo	our agreement, the amount owed will be entered by your	institution and you will receive a de
n submission of yo firmation notice fro	our agreement, the amount owed will be entered by your m FACTS when finalized. If you have questions regard	institution and you will receive a de ng your tuition amounts, please refe
n submission of yo firmation notice fro on contract, or con	our agreement, the amount owed will be entered by your m FACTS when finalized. If you have questions regardi tact St Augustin School.	institution and you will receive a de ng your tuition amounts, please refe
n submission of yo firmation notice fro on contract, or con	our agreement, the amount owed will be entered by your m FACTS when finalized. If you have questions regardi tact St Augustin School. nation individually for EACH student that will be on this	institution and you will receive a de ng your tuition amounts, please refe payment plan.
n submission of yc firmation notice fro on contract, or con use enter the inform	our agreement, the amount owed will be entered by your m FACTS when finalized. If you have questions regardi tact St Augustin School. nation individually for EACH student that will be on this Your Student's Legal First Name	institution and you will receive a de ng your tuition amounts, please refe payment plan.
In submission of yo firmation notice fro on contract, or con use enter the inform udent First Name*	our agreement, the amount owed will be entered by your m FACTS when finalized. If you have questions regard tact St Augustin School. nation individually for EACH student that will be on this Your Student's Legal First Name Your Student's Legal Last Name	institution and you will receive a da ng your tuition amounts, please refa payment plan.

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 8: Select one of the three tuition payment plan options by clicking the circle to the left of the desired option. *Tuition amounts will be added to your account 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.

WATCH OUT! Payment Plan selections do not carry over from year to year. Please make sure you look carefully at your choice before moving on.

	ation	Options	Details	Schedule	Authorize	Thank You	
Payr	ment Plan Opt	ions					
elect a p	ayment schedule				Show:	All Items Selected	
	I Payment	ate fee due for the B	ook 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 Fe
0	Automatic Payments from Bank Account Credit Card	Your total BOOK FEES	1	September 2020	1st 15th	20 Aug 2020 03 Sep 2020	\$0.0
Semi-/	Annual Payments te: If you cannot pay the immedi	iate fee due for the B	ook Fee please	contact the School Office	before proceeding.		
Select	Payment Method	Amount Due Teday	Number of	Payment Months	Available Payment Dave	Last Day to Enroll	Enrollment Fe
Select	Payment Method Automatic Payments from • Bank Account • Credit Card	Amount Due Today Your total BOOK FEES	Number of Payments 2	Payment Months September 2020 January 2021	Available Payment Days 1st 15th	Last Day to Enroll 20 Aug 2020 03 Sep 2020	Enrollment Fe
Select	Payment Method Automatic Payments from • Bank Account • Credit Card Iy Payments te: If you cannot pay the immedia	Amount Due Today Your total BOOK FEES	Number of Payments 2 ook Fee please	Payment Months September 2020 January 2021 contact the School Office	Available Payment Days 1st 15th	Last Day to Enroll 20 Aug 2020 03 Sep 2020	Enrollment Fe
Select	Payment Method Automatic Payments from • Bank Account • Credit Card Iy Payments te: If you cannot pay the immedi Payment Method	Amount Due Today Your total BOOK FEES iate fee due for the B Amount Due Today	Number of Payments 2 oock Fee please Number of Payments	Payment Months Saptember 2020 January 2021 contact the School Office Beginning Month	Available Payment Days 1st 15th before proceeding. Available Payment Days	Last Day to Enroll 20 Aug 2020 03 Sep 2020 Last Day to Enroll	Enrollment Fe

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

STEP 9: Click the dropdown arrow to select a payment option – Bank Account or Credit Card. Click **NEXT** to continue.

- Select - Add Bank Account - Add Credit Card - Credit Card	- Select
Card transactions for ST Augustin School are processed by FACT	- Add Bank Account
Management Company, USA	- Add Credit Card

If you would like to add a new bank account, the screen below will appear. Fill in the appropriate fields and click the green **SAVE** button.

Please enter your name exactly as it appears on your Bank Account. Account Holder Name* Bank Name* Account Type* Select	
Account Holder Name* Bank Name* Account Type* Select	
Bank Name* Account Type* Select	
Account Type* Select	
Routing Number*	0
Account Number*	?

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

O Add Account

	tly as it appears on your Credit Card.	
Account Holder Name*		
Card Number*		
Card Brand*	- Select	•
Expiration Date*	- Select - V - Select - V	
Billing Address Please enter the address as it	t appears on your billing statement.	
Country*	United States	•
Address Line 1*		
Address Line 1* Address Line 2	Apartment, Suite, Unit, Building, Floor, etc.	Ad
Address Line 1* Address Line 2 City*	Apartment, Suite, Unit, Building, Floor, etc.	Ade
Address Line 1* Address Line 2 City* State*	Apartment, Suite, Unit, Building, Floor, etc.	Add

STEP 10: The registration fee(s) are collected at the time your FACTS account renewal is complete. Review the information and click the green **NEXT** button to continue.

Progress Track	er					
Contact Information	Students	Plan Options	Payment Details	Payment Schedule	Review & Authorize	Thank You
Payme	ent Details					
Please enter y	your primary financial ad	count for payments				
Pay using	Bank or credit of	ard 🔹	The fol	lowing processing	fees may apply:	
				Credit Card - up to	2.85%	
	St Augustin School a	llows you to pay		Checking or Savir	ngs account - no fee	
	using: a bank accourt savings) or a credit of or Discover)	nt (checking or ard (Visa, Mastercard	The an	your payment method.		
	or biacover).		Manag	ement Company, L	JSA.	Incessed by PAC13
Amount [Due Today					
Pay using B	ank or credit care	(Change)				
3ook Fee Vie	w Details					400.
		Amo	unt Due Today			\$400.
			Death	News	Canaal	
			Back	Next	Cancel	

STEP 11: 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 8 and the payment date selected in step 11 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?* Isth 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.



STEP 12: Review & Authorize

The amount due today is the total registration fees due– your amount will be based on the number of students. 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 Pa	yment Fee Pol
Amount Due Today \$400.00	The payment amount will be available once your institution finalizes your payment plan agreement.	have read and accept the terms and conditions of this payme (Plan details and Terms & Conditions are listed below)	nt plan
Payment Method Bank or Credit Card (Change)	Payment Method Bank or Credit Card (Change)	Back Authorize Cancel	
ontact Informatio	n		Chi
vame/Address			
hone	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 	
E-mail			
udent Summary			
tudent name			Change
tudent name			onungo
PRIVACY AND SECURITY: will not be used by FACTS in a data shall be restricted to auth physical, procedural, and elect your information only in the ew SPECIAL NOTE REGARDID class or service is added or dri	Data collected and stored by FACTS pu ny manner not approved by the Institutio orized associates and shall be used only ronic safeguards to protect data from be ent that you request additional services d MG FINANCIAL AID: Please do not as opped. You should review your Agreement	rsuant to this Agreement is governed by the Institution's privacy policy. This data n unless required by law (for example, a court order or subpoena). Access to the for the purposes of providing service to you or the Institution. FACTS maintains ng accessed by unauthorized third parties. FACTS privacy policy will govern use of irectly from FACTS or its affiliates. Summ your balance will automatically be adjusted if you receive financial aid or a nt balance online or contact your Institution.	
	Back	accept the terms and conditions of this payment plan	

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	Your Contact Information	 ✓ Use e-mail for correspondence (Invoices/Statements will be also sent via e-mail) ✓ Please send me e-mail payment reminders 			
E-mail					

FACTS account renewal, tuition payment plan selection, and registration fee payment is now complete!

*Optional Authorized Party

Back to My Profile	
Add Authorized Party	
Required fields are marked with a *	
*First Name	*Last Name
Authorized Party Access Authorized Parties will have access to all activity of to your contact information, user credentials, other	n your St Augustin School account regardless of who initiated the activity. They do not have access Authorized Parties or your financial account information.
Authorized Party Authentication	
Create a question that the authorized party will know	w 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 creative field is left blank, the authorized party will only be a	ate an account and pay online. An e-mail will be sent to this address upon save. If the E-mail Address able to discuss your account over the phone.
E-mail Address	
Terms and Conditions	
By creating an Authorized Party you are giving exp behalf, and take any other action with reference to authorization will remain in effect until you remove	licit consent for that individual to view and discuss your account information, make payments on your your account as could be taken by you except for changing your authentication information. This the individual as an Authorized Party on your account.