

Setting up a FACTS Payment Plan



Here are some items you may need:

- Customer or Student ID (provided by the school, if applicable)
- Financial Account information

1 Go to your school's website to find and select the FACTS information link.

On the welcome page click the appropriate option: 'Create a FACTS Account' if you don't have a User Name and Password, or 'Sign in to Manage your FACTS Account' if you do.

HTP Academy

Welcome!

To sign into an existing FACTS account, click on the "Sign In to Manage your FACTS Account" button.

To create a FACTS account, click on the "Create a FACTS Account" button.

Choose from the following:

[Sign In to Manage your FACTS Account](#)

[Create a FACTS Account](#)

- 2** Enter your demographic information (name, address, phone number, email).
- 3** Create a user name, password, and select security questions.
- 4** You are now logged in to your FACTS Account. Select **Set up a Payment Plan** on the right.
- 5** Choose the appropriate term (school year) and click Continue.
- 6** Add student information – each student included in the payment plan must be added.
- 7** Select a payment plan and click Next.
- 8** Choose the payment day and payment method and click Next.
- 9** Select email correspondence options and add additional authorized parties.
- 10** Enter the financial account for payments.
- 11** Review the information entered. You can select the links to the right to go back and edit the entries. Check the box to agree to the Terms & Conditions and click Submit.
- 12** Select to print or e-mail your confirmation page. It includes your agreement number which is needed when referencing your tuition payment plan with your school and FACTS.

If you have any questions, please contact a FACTS representative at
(866) 441-4637