

Introduction:

Once you have established your user account with FACTS, you can manage your account online at <https://online.factsmgmt.com>.

If you have forgotten your Username or Password, there is a link on the sign in page to help you recover or reset the missing information.

After logging in, select the term for the school you would like to view, then click on a link under Payment Plan & Billing.

Actions you can take:

- Make an online payment – make up missed payments or pay ahead (*this option may not be available at your school*)
- Change the financial account you are using for payments
- Update your personal information (contact info, user account info, authorized parties, correspondence & reminders)
- Link another service (payment plan or billing) to your FACTS account.

Dashboard (Home):

Sign Out

Home
My Profile
Financial Accounts

School 2012-2013

[Home](#) » [School Summary](#)

Payment Plan & Billing

| Status | Service | Financial Account | Remaining Amount Due | |
|---------------|-------------------------------|--|----------------------|---|
| ✔ Active | Payment Plan (101 027 982) | MasterCard - 1111 (Change) 1 | 1,302.70 | 2 Make a Payment |
| ✔ Active | Incidental Expenses (619 452) | Wells Fargo - 4160 (Change) Cancel Auto Pay | 0.00 | |
| Totals | | | 1,302.70 | |

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4
5
6

Schedule
Balance
Payments
History

| | Due Date | Status | Description | Remaining Amount Due | Convenience Fee |
|--------------|------------|-----------|-------------|----------------------|-----------------|
| + | 10/01/2012 | Scheduled | Payment | 186.15 | 4.65 |
| + | 11/01/2012 | Scheduled | Payment | 186.15 | 4.65 |
| + | 12/03/2012 | Scheduled | Payment | 186.15 | 4.65 |
| + | 01/02/2013 | Scheduled | Payment | 186.15 | 4.65 |
| + | 02/01/2013 | Scheduled | Payment | 186.15 | 4.65 |
| + | 03/01/2013 | Scheduled | Payment | 186.15 | 4.65 |
| + | 04/01/2013 | Scheduled | Payment | 185.80 | 4.65 |
| Total | | | | 1,302.70 | 32.55 |

From the school summary page, you can:

- 1. Update your financial account**
- 2. Make an online payment**
- 3. View your payment schedule**
- 4. See your balance detail**
- 5. Review completed payments**
- 6. Look through your transaction and change history. You can also see correspondence that was sent to you.**

Dashboard (My Profile):

Sign Out

Home
My Profile
Financial Accounts

My Profile

[Home](#) » [My Profile](#)

Modify

[Contact Info](#)
Update your address, phone numbers and e-mail

[Username & Password](#)
Update your password and security questions

[Authorized Parties](#)
Update the list of people who can discuss your account with us

[Correspondence & Reminders](#)
Update your preferred notification settings

Authorized Parties

School

There is no Authorized Party designated for this school.

You may authorize another person to contact us about your FACTS account and make changes on your behalf.

Add

Note

By designating an Authorized Party on your account, you agree that the Authorized Party may take any action with reference to your FACTS / NBS account as could be taken by you except for changing authentication information.