

# PARENT SIGNUP INSTRUCTIONS

If you have any questions, please call FACTS at 866-441-4637.

To setup a payment plan with FACTS for Columbus Montessori Education Center, go to your schools specific link below:

<https://online.factsmgt.com/signin/3WR8W>

If you are **NEW** to FACTS, please select :

**Create a username & password**

Then proceed to "[New FACTS Users](#)" Instruction page!

If you are a **RETURNING** FACTS User (have previously created a login), please enter your Username & Password and select:

**Sign in**

Then proceed to "[After a User Account is Created or After a Returning User Signs In](#)" Instruction page!

## Sign In

Enter your Username or E-mail and Password

Username

Password

**Sign in**

[Forgot Username / Password?](#)

## New Account

New user? Create an online account.

**Create a username & password**

# NEW FACTS USERS:

Select **'CREATE A USERNAME & PASSWORD'** to proceed.

## New Account

New user? Create an online account.

Create a username & password

The screenshot shows the FACTS Register page. At the top left is the FACTS logo. Below it, the word "Register" is displayed. The main heading is "Please enter your e-mail address." Below this is a text input field labeled "E-mail Address\*". To the right of the input field are two buttons: "Next" (highlighted in green) and "Cancel". Below the input field is a link that says "Do not have an e-mail address?".

Enter in your email address to proceed.

If you do not have an email address, please select **'DO NOT HAVE AN E-MAIL ADDRESS'** to continue & then select **Create a new FACTS account**

Enter in your Demographic information, and then select **'NEXT'** to proceed.

The screenshot shows the FACTS Register page with the "Contact Info" section. It includes several input fields: "Prefix" (dropdown menu), "First Name\*", "Middle Name", "Last Name\*", and "Suffix" (dropdown menu). The "Address" section includes "Country\*" (dropdown menu set to "United States"), "Street Address\*", "City\*", "State\*" (dropdown menu), "ZIP Code\*", and "Time Zone\*" (dropdown menu). The "Phone Numbers" section includes "Daytime Phone", "Evening Phone", and "Cell Phone", each with a country dropdown (all set to "US") and a phone number input field. There is also an "E-mail Address" input field. At the bottom of the form are "Next" and "Cancel" buttons. A small disclaimer at the bottom of the form states: "To provide you the best customer service possible, FACTS may contact you by any phone number associated with you, including cellular and wireless numbers. We may also contact you using automatic dialing systems, artificial or pre-recorded messages, text messages, or e-mails. By clicking 'Next' below, you agree to such contact related to your account."

The screenshot shows the FACTS Register page with the "Online Account Profile" section. It includes two main sections: "Username and Password" and "Security Questions". The "Username and Password" section has input fields for "Username\*", "Password\*", and "Re-Enter Password\*". To the right of these fields is a note: "Please do not include spaces. You may wish to enter your e-mail address as your username. Passwords must contain at least 8 characters. You must include at least one letter and one number." The "Security Questions" section has dropdown menus for "Security Question\*", "Telephone ID Question 1\*", and "Telephone ID Question 2\*", and text input fields for "Security Question Answer\*", "Question 1 Answer\*", and "Question 2 Answer\*". At the bottom of the form are "Submit", "Back", and "Cancel" buttons.

Create a **'USERNAME & PASSWORD'**

Answer the **'Security Questions'**. You will want to remember the security questions in case you have to call FACTS for information regarding your payment plan in the future.

Then select **'SUBMIT'**.

The screenshot shows the FACTS Register page with the "E-mail Address" section. It includes input fields for "Current E-mail Address", "E-mail Address", and "Re-enter E-mail Address". Below the "Re-enter E-mail Address" field is a checkbox labeled "Use e-mail for correspondence" which is checked. At the bottom of the form are "Save" and "Remind Me Later" buttons.

After submitting, if you did not enter an email address, you will be asked one more time to enter one. If you do not have an email address, please UNCHECK "Use e-mail for correspondence" and select **'REMIND ME LATER'**.

# RETURNING FACTS USERS

(OR NEW FACTS Users after a Username & Password is created):

All NEW Users (after creating a user account) and All RETURNING Users (after signing in) will land on the 'HOME' page.

Select '**SET UP A PAYMENT PLAN**' to begin.

The screenshot shows a user dashboard with a blue navigation bar containing 'Home', 'My Profile', 'Financial Accounts', and 'Sign Out'. Below the navigation bar, it says 'Welcome, YOUR NAME' and 'Apply for Financial Aid with FACTS | Have another account you want to link?'. The main content area is titled 'Holy Angels' and features a 'Set up a Payment Plan' button. A section titled 'Payment Plan and Billing' is visible, with a note at the bottom: 'No Activity found - Please Set up a Payment Plan'.

Select the correct '**SCHOOL YEAR**'...

The 'Select Term' dialog box prompts the user to 'Please select the appropriate term as advised by Holy Angels'. It contains two radio button options: '2013-2014 School Year' and '2014-2015 School Year'. At the bottom, there are 'Continue' and 'Cancel' buttons.

...Then select '**CONTINUE**'.

You will then start the 6 step process to setup your payment plan for your school:

Step 1: **CONTACT INFORMATION**: Verify / Edit family information & authorized parties.

Step 2: **STUDENTS**: Enter student(s) information.

Step 3: **PLAN OPTIONS**: Select a payment plan - Plans offered are determined by your school.

Step 4: **PAYMENT DETAILS**: Add your financial account information for automatic payments.

Step 5: **PAYMENT SCHEDULE**: Select your payment date.

Step 6: **REVIEW**: Verify / Edit ALL information & Authorize the payment plan.