FACTS SIGNUP INSTRUCTIONS

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

To begin: Go to your school’s website and select the FACTS link or go to your school’s specific link below:

https://online.factsmgt.com/signin/4HGXM

If you are **NEW** to FACTS:

- Please select: Create a username & password Then create a username & password and enter your demographic information. After you create your user account, continue to setup a payment plan.

If you are a **RETURNING** FACTS User (previously created a login):

- Please enter your Username & Password and select: Sign in Then continue to setup a payment plan.
Set up a Payment Plan

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

To complete a Payment Plan, you MUST:

- Select ‘SET UP A PAYMENT PLAN’ to begin.
- Select the correct ‘SCHOOL YEAR’ and continue.
- You will then start the process to setup your payment plan for your school:
  - CONTACT INFORMATION: Verify / Edit contact information & Email address.
  - STUDENTS: Enter student(s) information.
  - PLAN OPTIONS: Select a payment plan.
  - PAYMENT DETAILS: Add your financial account information, elect your Peace of Mind (POM) Benefit coverage, & confirm financial account for down payment.
    - Peace of Mind (POM) Benefit: The POM Benefit will pay any eligible FACTS unpaid balance in the event of the death of the Responsible Party or his/her legal spouse. Coverage is only available to individuals under age 70. The non-refundable fee for this benefit is $14.00. You will be automatically reenrolled in POM each consecutive year you have a FACTS Payment Plan Agreement.
  - PAYMENT SCHEDULE: Select your payment date.
  - REVIEW: Verify / Edit ALL information & Authorize the payment plan & down payment.