



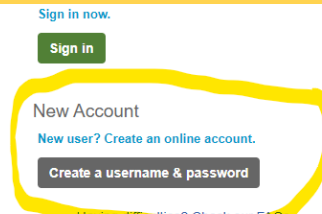
To set up your tuition payment plan



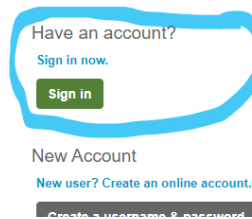
First, go to www.sjyschool.org, and click on the word FACTS in the very top yellow bar; or, you can also go to online.factsmgt.com/signin/3NGK0.



Create your username and password.



Once you create your username and password and you return to the Welcome to St. Joseph School! screen, Sign in with the username and password you just created.



Once you sign in, you can create a payment plan. You must have a payment plan created and finalized in order for your child to start attending St. Joseph School York. Their registration is incomplete without a payment plan in FACTS.

Our payment plan options are as follows:

- ⌘ Annual-One lump sum due in August, \$0 FACTS fee
- ⌘ Semi-Annual– Two large payments, due in August and January, \$10 FACTS fee charged to first payment
- ⌘ Monthly– Broken down over 10 months, August through May, has \$40 FACTS fee charged to first payment
- ⌘ Bi-Monthly– Broken down over 10 months, 2 payments per month, August through May, \$40 FACTS fee charged to first payment,

**Must be directly linked to bank account with automatic payment plan

If you have questions, please contact Mrs. Jennifer Danczyk, Administrative Manager, at Danczyk@sjy.org or by calling the school at 717-755-1797 during school operating hours.

If you need to make changes to an existing payment plan (type of payment plan, due date, etc.) please contact Mrs. Jennifer Danczyk, Administrative Manager, at Danczyk@sjy.org or by calling the school at 717-755-1797 during school operating hours. Do not create a new account.



FACTS CONSUMER PORTAL

To view and update your payment plan online, visit online.factsmgt.com.

1. To log in, enter your username and password. If you cannot remember this information, you can select “Need help signing in.”
2. You can select your agreement number to view your history and/or make updates to your information.
3. From your toolbar and summary box, you can:
 - View your balance and payment history
 - Change/update your financial account(s) information
 - Make a payment online
 - Update your profile information (address, phone number, etc.)
 - View your complete history with FACTS
 - Print information for your records
 - Verify changes made by the school
4. You can update your profile and security questions by selecting the “Profile” tab and then clicking the “Edit” button on the right of your screen.

If you have any questions, please contact a FACTS representative at 866.441.4637 or inquiry@factsmgt.com.