

## 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 <span style="color: red; font-weight: bold;">1</span> <a href="#">(Change)</a>	1,302.70	<span style="color: red; font-weight: bold;">2</span> <a href="#">Make a Payment</a>
✔ Active	Incidental Expenses (619 452)	Wells Fargo - 4160 <a href="#">(Change)</a> <a href="#">Cancel Auto Pay</a>	0.00	
<b>Totals</b>			<b>1,302.70</b>	

Schedule 3
Balance 4
Payments 5
History 6

	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
<b>Total</b>				<b>1,302.70</b>	<b>32.55</b>

**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.

**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.

Contact FACTS: 866-441-4637

<https://online.factsmgmt.com>