

## Steps to View/Print Payment Summary

- 1) Customers and Authorized Parties can log into FACTS by going to <https://online.factsmgt.com/> and signing in with their username and password.
- 2) On the Financial Home Page, click 'View Details'

Hello

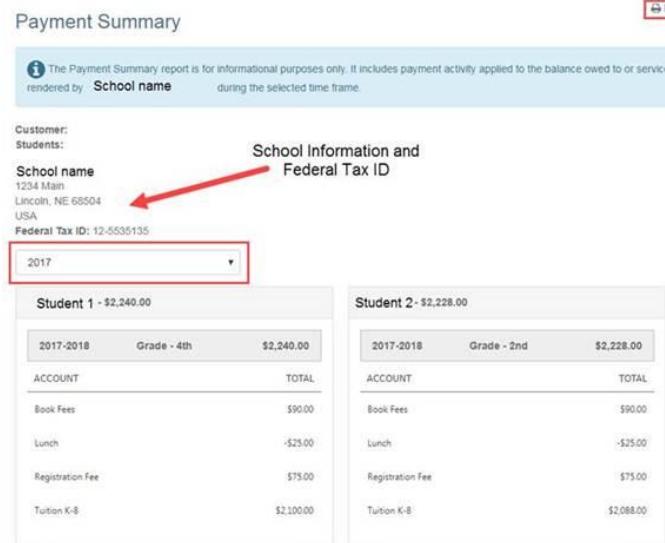


- 3) Select 'View Payment Summary'

Activity Details



- 4) Select the year (or date range) and 'Print' if desired.



**NOTE:** This report will show the total paid for **each of the accounts** (i.e. Tuition, Extended Day Care, Technology, Book fees, etc.). This will also include the Schools Federal Tax ID and address.

You can also access our FACTS family phone line at **(866)441-4637** for assistance.