To Set Up an Account in FACTS:

- Go to https://online.factsmgt.com/signin/4JZB6
- Choose "Create a Username & Password" under the New Account section on the right side of the page.

- Enter your email address (If you do not have an email address, you can still register with FACTS by clicking the "Do Not Have an Email Address" text in blue.)

- Choose the option to Create A New Account (if you remember that you previously had a FACTS account, you can choose to link it to CedarWood by choosing the "Already have an account with FACTS?" text in blue.)
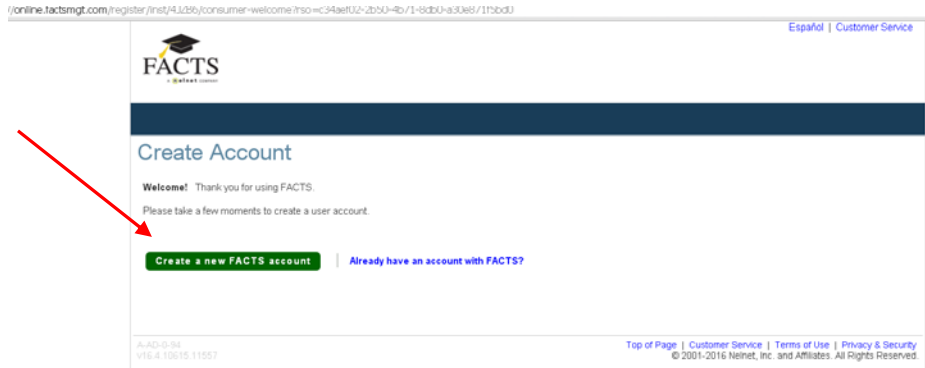
- Enter the required contact information and click "NEXT". (FACTS requires one good phone number to complete registration so that a family can be contacted should a problem arise with their payment.)
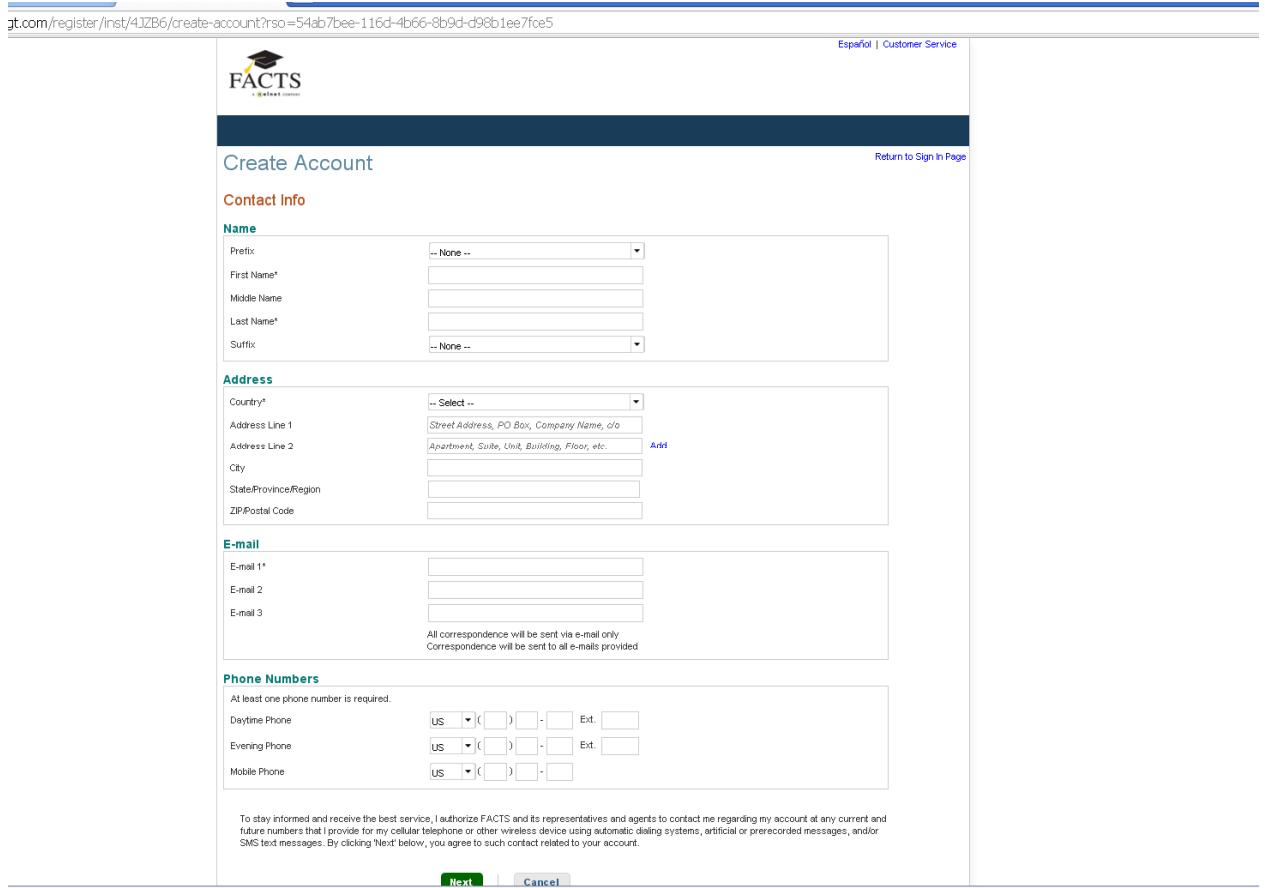
- Create a Username (can be your email address if preferred), a password and choose three Security Questions to verify your identity should you contact the FACTS Support Desk directly. Click "Submit."

- You will then be taken to a dashboard. Select "Set Up a Payment Plan" under the Payment Plan & Billing section at the top left.

- Click "Begin"

- Review the information you have provided. Select if you would like to receive email reminders regarding payments and if email should be used for correspondence. Choose "Next".
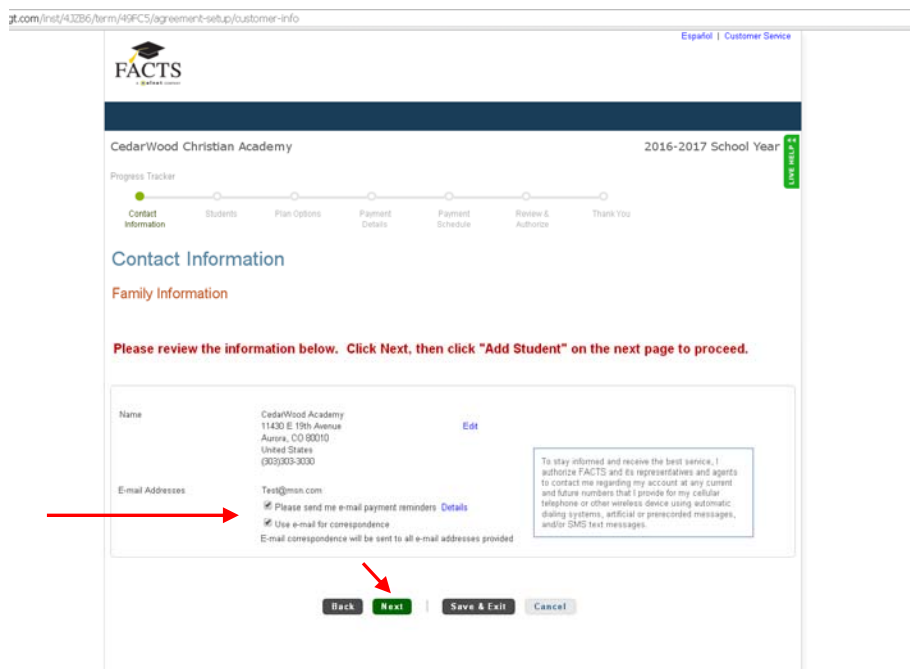
- Click the "Add Student" button.
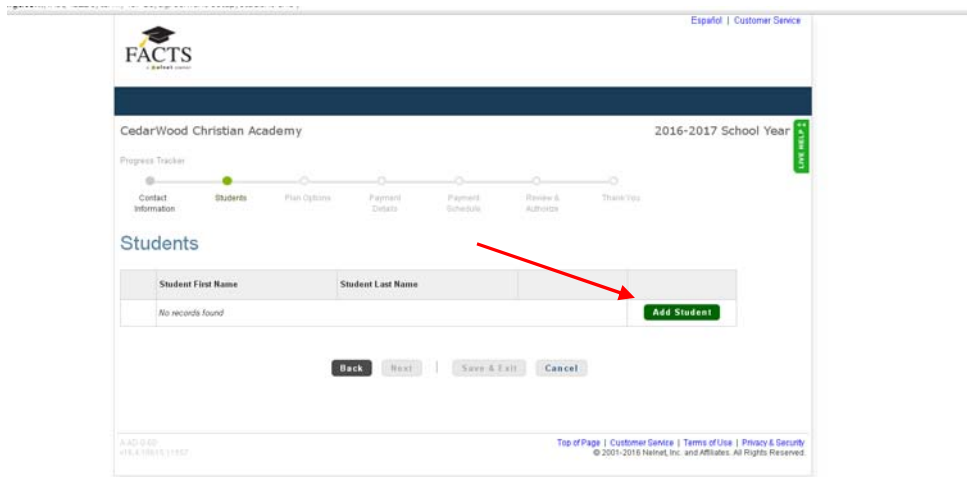
- Fill in the first and last name and current grade of the oldest student.

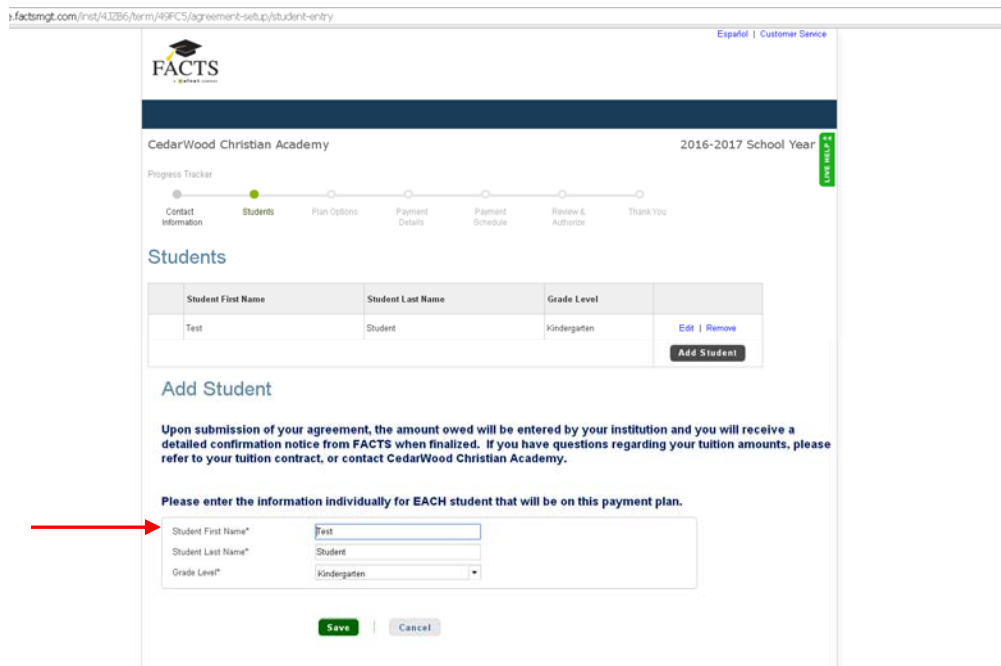Note: Repeat the "Add Student" Process if you have more than one student. Once all students in the family have been entered, select "Next".

- Select Your Desired Payment Plan:
  - Monthly Plan will have the monthly tuition amount deducted from your bank account or credit card nine times throughout the year (each month beginning September and ending May). You can choose to have your payment come out on the 5th or the 20th of the month.

  - Bi-Monthly Plan will have the monthly tuition amount broken into two amounts deducted from your bank account or credit card eighteen times throughout the year (each month beginning September and ending May) on both the 5th and the 20th of the month.

  - Payment in Full will have the entire tuition amount deducted from your bank account or credit card one time during the year on either the 5th or the 20th of the month.

CedarWood's office does have flexibility with these plans to change the deduction date or customize a plan to fit your needs. However, no plan adjustments can be made without you first selecting one of the above options and completing the enrollment process. Please plan with consideration for the office as adjustments must be entered ten days before the first deduction date in order to take effect.

Once you have selected your plan, click "Next".

- Decide how you would like to pay: checking or savings account or credit/debit card by selecting your choice from the drop-down menu. There is a 2.75% processing fee if you decide to use a card.

- As soon as you select your choice, you'll be taken to a screen to input your account or card information. If you selected the wrong option, choose "Cancel" to go back to the previous screen. Enter the required information correctly. Need help locating your routing number or account number; click the question mark beside the option for assistance. When each box is filled, click "Save".

- You can enter multiple accounts if you plan on paying each month using various methods. However, you must select which account should have the first payment deducted from it. If you have only entered one account, that account will pre-fill in the drop down menu. If you have entered other methods, click the dropdown menu to see all of your options and select the one you want. Choose "Next" when complete.

- If you've chosen the Monthly or Payment in Full option you will be given the chance to choose the date your payment will be deducted from the selected account. Select from the drop down menu and then click "Next".

- The system will provide you with a schedule of your payments for the year. After reviewing, click "Next" to move on or "Back" to make changes.

- The last step is to Review and Authorize. Scroll down to the bottom of the page to verify all information and read the Terms & Conditions. Once reviewed, click the box to indicate that you have read and accepted the Terms and Conditions and click on "Authorize".

- Once completed, you will be given an agreement number and the opportunity to print your agreement. (Scroll to the bottom and choose "Print".) CedarWood will then need to go in and accept your agreement and input the tuition total. This total will then be divided by the number of payments in the plan you have chosen. You will be notified that your account has been updated.

Please retain your username and password so that you can view your account at any time. Should you have questions or need further assistance contact Ruth Oborny at the school office at 303-361-6456 or roborny@cedarwoodchristian.org.