

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.

com/signin/4JZB6

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FACTS
a Nelnet Company

CedarWood Christian Academy

Welcome! CedarWood Christian Academy is pleased to offer you a convenient, online method to enroll for your Payment Plan with FACTS.

Returning FACTS families: To manage or add information to an existing FACTS account, click on the "Sign In to Manage your FACTS Account" button.

Families new to FACTS: Please review these simple steps to enroll in a Payment Plan Online:

1. You will first need to create an online user account.
2. Then click on the Set Up a Payment Plan link.
3. Select the school year you are paying for.
4. Complete the steps and review your information as prompted.

To begin, click the 'Create a username & password' button.

Enrolling in a FACTS tuition payment plan allows you to select a payment

Sign In

Username

Password

Sign in Sign in using your e-mail

[Forgot Username / Password?](#)

New Account
New user? [Create an online account.](#)

Create a username & password

[Having difficulties? Check our FAQs.](#)

- 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.)

om/register/inst/4JZB6/email-entry?rso=c34aef02-2b50-4b71-8db0-a30e871f5bd0

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FACTS
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Create Account

Please enter your e-mail address.

E-mail Address*

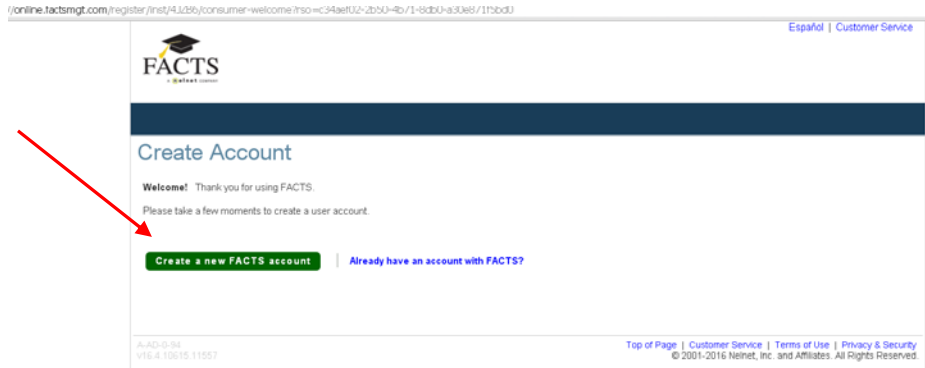
Next Cancel

[Do not have an e-mail address?](#)

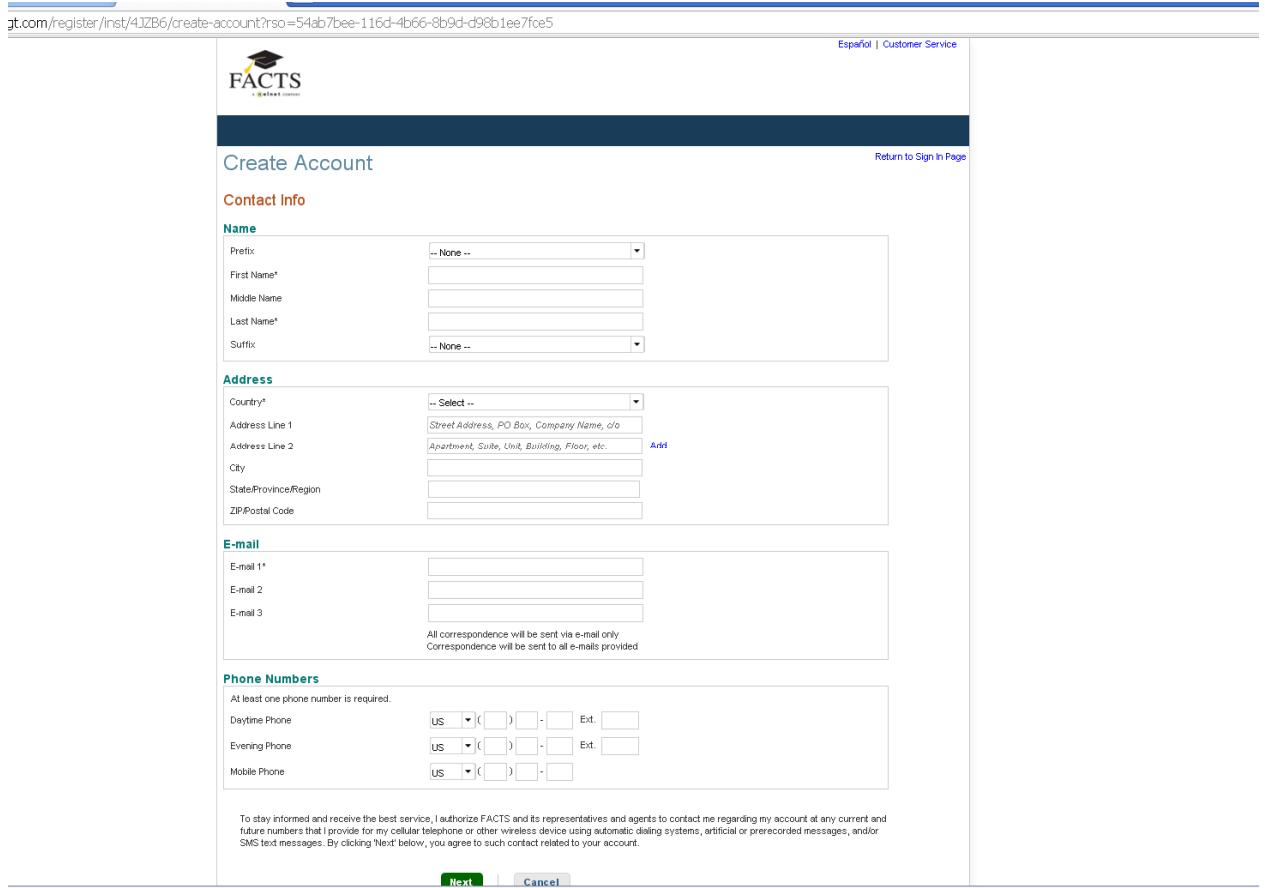
A-AD-0-55
v16.4.10615.11557

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- 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.”

online.factsmgt.com/register/inst/4JZB6/create-account?rso=54ab7bee-110d-4b60-8b9d-d92b1ee7f0e5

Español | Customer Service

Create Account

Return to Sign in Page

Online Account Profile

Username and Password

Username*

Password*

Re Enter Password*

- Do not include spaces in your username or password
- You may use your e-mail address for your username
- Passwords must contain at least 8 characters
- Passwords must contain at least one letter and one number
- Passwords are case sensitive

Security Questions

Password Reset Question*

Password Reset Answer*

Telephone ID Question 1*

Question 1 Answer*

Telephone ID Question 2*

Question 2 Answer*

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

online.factsmgt.com/payments/consumer/user/2456445/inst/4JZB6/home

CedarWood Christian Academy

Home My Profile Financial Accounts Signed in as CedarWood

Hello CedarWood

Payment Plan & Billing

CedarWood Academy #527489804

[Set up a Payment Plan](#)

FACTS Grant & Aid

Apply for Financial Aid with FACTS

CedarWood Academy

Test@msn.com

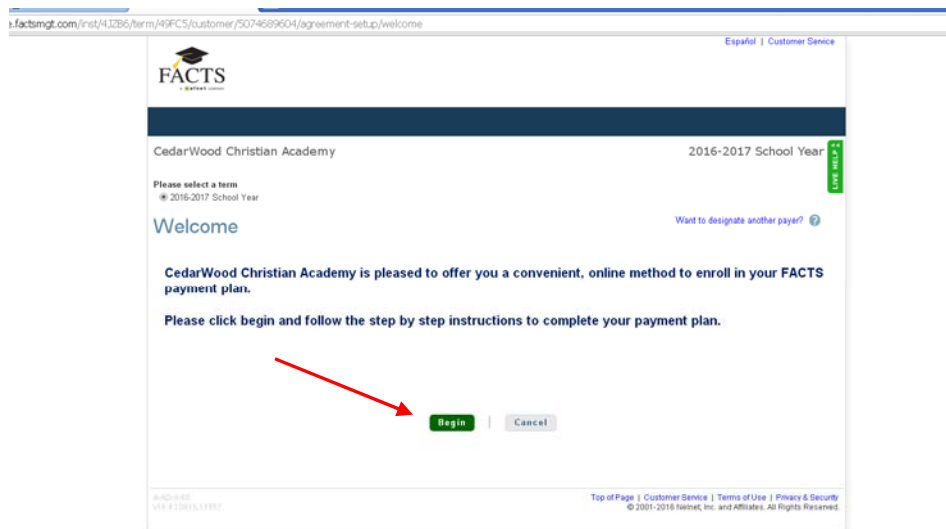
Register to receive text alerts on your mobile phone.

Want to allow a friend or family member to pay toward your balance?
[Add an Authorized Party](#)

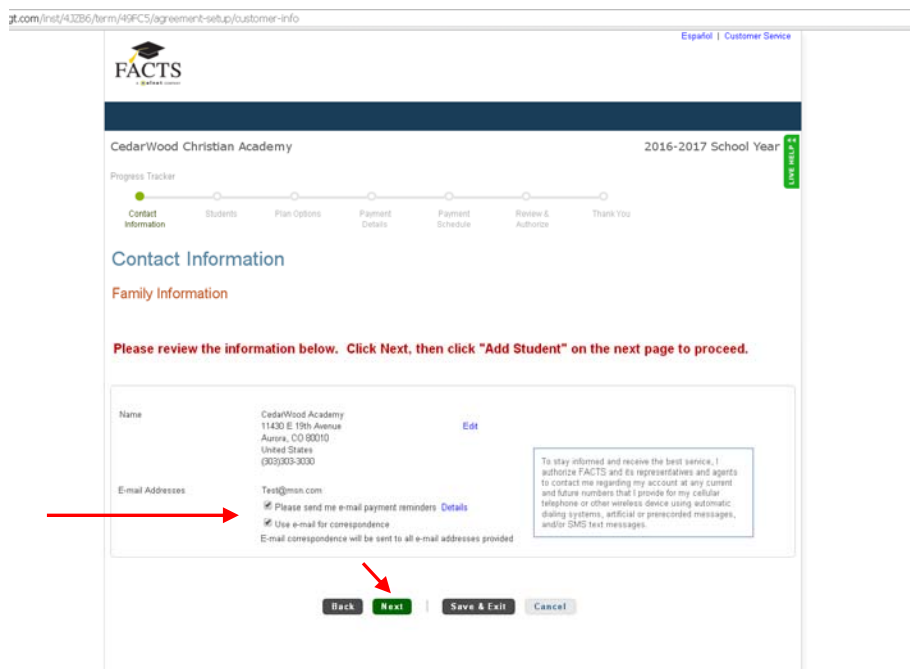
[Have another account you want to link?](#)

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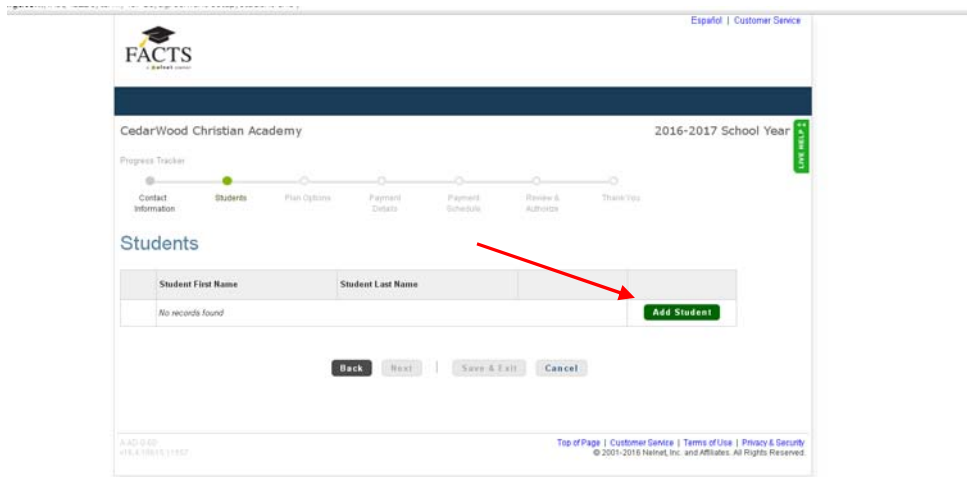
- Click “Begin”



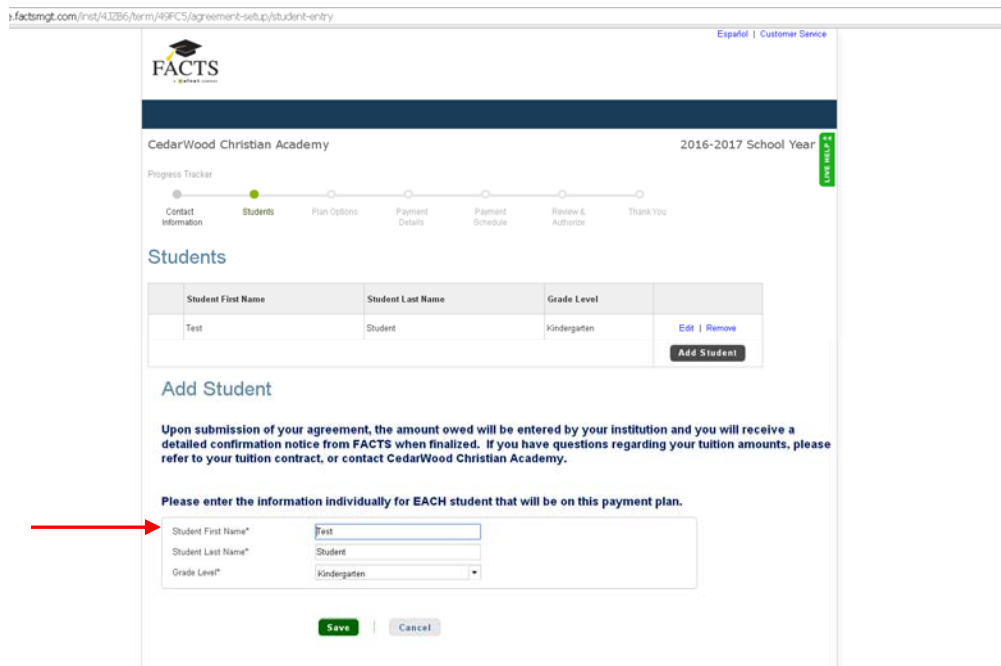
- Review the information you have provided. Select if you would like to receive email reminders regarding payments and if email should be used for correspondence. Choose “Next”.



- 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”.

xcsmgt.com/inst/43286/term/49FC5/agreement-setup/payment-scenarios

CedarWood Christian Academy
2016-2017 School Year

Progress Tracker

Contact Information Students **Plan Options** Payment Details Payment Schedule Review & Authorize Thank You

Payment Plan Options

Select a payment schedule Show: All Items Selected

Monthly Plan

Select	Payment Method	Number of Payments	Beginning Month	Available Payment Days	Last Day to Enroll	Enrollment Fee
<input checked="" type="radio"/>	Automatic Payments from • Checking / Savings • Credit Card	9	September 2016	5th 20th	24 Aug 2016 09 Sep 2016	\$0.00

Bi-Monthly Plan

Select	Payment Method	Number of Payments	Beginning Month	Available Payment Days	Available 2nd Payment Days	Last Day to Enroll	Enrollment Fee
<input checked="" type="radio"/>	Automatic Payments from • Checking / Savings • Credit Card	18	September 2016	5th	20th	24 Aug 2016	\$0.00

Payment in Full

Select	Payment Method	Number of Payments	Beginning Month	Available Payment Days	Last Day to Enroll	Enrollment Fee
<input checked="" type="radio"/>	Automatic Payments from • Checking / Savings • Credit Card	1	September 2016	5th 20th	24 Aug 2016 09 Sep 2016	\$0.00

Back Next Cancel

- 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.

The screenshot shows the FACTS website interface for CedarWood Christian Academy, 2016-2017 School Year. A progress tracker at the top indicates the current step is 'Payment Details'. Below the tracker, the 'Payment Details' section prompts the user to 'Please enter your primary financial account for payments'. A dropdown menu labeled 'Pay using' is currently set to 'Select...'. To the right of the dropdown, a box lists processing fees: Credit Card (up to 2.75%), Debit Card (up to 2.75%), and Checking or Savings account (no fee). Below this information are 'Back', 'Next', and 'Cancel' buttons. The footer contains contact information and copyright notices.

- 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".

The screenshot shows the 'Add Account' screen on the FACTS website. The section is titled 'Bank Account' and includes the instruction: 'Please enter your name exactly as it appears on your Bank Account'. There are four input fields: 'Account Holder Name*', 'Bank Name*', 'Account Type*' (a dropdown menu), and 'Routing Number*'. Below these fields is the 'Account Number*' field. A green 'Save' button and a grey 'Cancel' button are positioned at the bottom of the form. The footer contains contact information and copyright notices.

- 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.

The screenshot shows the FACTS website interface for CedarWood Christian Academy during the 2016-2017 school year. A progress tracker at the top indicates the current step is 'Payment Details'. Below the tracker, the 'Payment Details' section prompts the user to 'Please enter your primary financial account for payments'. A dropdown menu is currently set to 'Bank of Colorado - 4321'. At the bottom of the form, there are three buttons: 'Back', 'Next', and 'Cancel'. The 'Next' button is highlighted in green.

- 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 screenshot shows the FACTS website interface for CedarWood Christian Academy during the 2016-2017 school year. A progress tracker at the top indicates the current step is 'Payment Schedule'. Below the tracker, the 'Payment Schedule' section asks 'What day do you want the future scheduled payments to be on?'. A dropdown menu is currently set to '-- Select --'. A red arrow points to this dropdown menu. At the bottom of the form, there are three buttons: 'Back', 'Next', and 'Cancel'. The 'Next' button is highlighted in green.

- 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.

online.factsmgt.com/inst/412B6/term/49FC5/agreement-set-up/payment-schedule CedarWood Christian Academy 2016-2017 School Year

Progress Tracker

Contact Information Students Plan Options Payment Details **Payment Schedule** Review & Authorize Thank You

Payment Schedule

What day do you want the future scheduled payments to be on? 5th

Future Payment Schedule

Payment Date	Description
Tuesday, September 05, 2016	Payment
Wednesday, October 05, 2016	Payment
Monday, November 07, 2016	Payment
Monday, December 05, 2016	Payment
Thursday, January 05, 2017	Payment
Monday, February 06, 2017	Payment
Monday, March 06, 2017	Payment
Wednesday, April 05, 2017	Payment
Friday, May 05, 2017	Payment

Back Next Cancel

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- 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”.

https://online.factsmgt.com/inst/412B6/term/49FC5/agreement-set-up/review

FACTS CedarWood Christian Academy 2016-2017 School Year

Progress Tracker

Contact Information Students Plan Options Payment Details Payment Schedule **Review & Authorize** Thank You

Review & Authorize

FACTS Returned Payment Fee Policy

The payment amount will be available once your institution finalizes your payment plan agreement.

Payment Method
Bank of Colorado - 4321
(Change)

I have read and accept the terms and conditions of this payment plan

Back Authorize Cancel

Contact Information

Change

Name/Address: Ms. CedarWood Christian Academy, 11430 E. 19th Avenue, Aurora, CO 80010, United States
Phone: (303)303-3030
E-mail: Test@mcn.com

Use e-mail for correspondence
 Please send me e-mail payment reminders

Student Summary

Name	
Test Student	Change

Scroll Down

- 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.

Progress bar: Contact Information, Students, Plan Options, Payment Details, Payment Schedule, Review & Authorize, Thank You

Thank You

✔ Thank you for completing a FACTS payment plan for CedarWood Christian Academy. Please print a copy for your records.

📱 Did you know that you can receive text alerts on your mobile phone? [Learn More.](#)

👤 An authorized party can make payments on your behalf. [Want to designate another payer?](#)

Agreement Number
106 533 656

Payment Method
Bank of Colorado - 4321

I have read and accept the terms and conditions of this payment plan
(Signed on 21 Jun 2016)

Done **Print**

Contact Information

Name/Address	Ms. CedarWood Christian Academy 11430 E 19th Avenue Aurora, CO 80010 United States	<input checked="" type="checkbox"/> Use e-mail for correspondence
Phone	(303)303-3030	<input checked="" type="checkbox"/> Please send me e-mail payment reminders
E-mail	Test@gmail.com	

Student Summary