



2018-2019 FACTS login & Tuition payment plan in FACTS

To create a FACTS account:

1. Go to login page of [FACTS](https://online.factsmtg.com/signin/46T5C) or <https://online.factsmtg.com/signin/46T5C>
2. Now click on, "create a username & password" under NEW ACCOUNT
3. Input your email address and follow the prompts.

To set up tuition payment plan:

1. Log into FACTS & click on the green button "set up a payment plan" on the left side of your FACTS account.
2. Follow the prompts to begin.
3. At the top of the page, you will see a seven (7) step timeline to finish your tuition payment plan setup.
 - a. Verify your family information and click "next"
4. Under student, you will have to add your student.
 - a. Please only add your admitted RCS student only. Click "next".
5. Under plan option, there are several selections to choose from.
 - a. Review each option carefully, especially the "available payment days".
 - i. Last = the last day of the month.
 - ii. 15th = the day of the month

NOTE: If these payment dates are not good for you, choose an option in FACTS, then contact the Finance Director to set up a more specific time schedule

6. Next, you will be setting up your payment plan details and will choose from the following two options:
 - a. Payments from your bank account directly will have no processing fee
 - i. Enter your bank account (including acct. # & routing #)
 - b. Payments from your credit/debit card, a processing fee will be charged with this option
7. At the bottom, decide on your Peace of Mind benefit and click "next".
8. Under payment schedule, select your payment date and review your payment schedule
 - a. Notice: if the last day of the month falls on a holiday or weekend, the payment will be withdrawn from your bank account the next business day
 - b. The \$50 payment plan fee will be paid by RCS for the school year
9. Next, review your payment details and terms & conditions. Then click "authorize"
10. If needed, print a copy of your payment details and plan.
11. You will receive an email back from FACTS once the Finance Director has input your contract information. Please confirm if this matches your contract and payment frequency choice.