

FACTS Tuition Management

Instructions for Converting an Invoice Payment Plan to an Automatic Plan

Customers can convert an Active or Pending invoice payment plan to an automatic plan online through their user account. Institution users and FACTS users cannot convert the agreement on the customer's behalf.

Log Into FACTS: www.factsmgt.com

If you are having trouble logging in to your account, call FACTS Customer Service at 866-441-4637.

Finding the link

Click on "Set up Automatic Payments" in the Financial Account section or from the Make a Payment screen.

Adding a Financial Account

Choose your preferred option – bank account or credit card from the Financial Account drop down menu. Then, select "Next".

Enter the account information you wish to use.

Past Due Payments and Future Payments

If there are past due payments, the user will need to select whether to pay the past due amount now or pay them later. Please select "Pay Now".

Review and Authorize

The customer is given a chance to review the information and make changes as needed. You must accept the terms & conditions and click Authorize to complete the conversion.