

Instructions for Enrolling in FACTS Tuition Management

STEP 1 - PREPARATION

Be sure to have the following information ready:

- Bank account information for the person responsible for payment: bank name, telephone number, account number, and the bank routing number. Most of this information is located on your check.
- Credit card - If paying by credit card, have your card information available. FACTS accepts MasterCard, Discover, and American Express. Note that credit card payments incur an additional convenience fee.
- Select either the 5th, 15th, or 25th of the month as the payment date. Payments will begin in June 2012 and will extend until May 2013 for a total of 12 payments

STEP 2 - GO ONLINE

Go to <https://online.factsmgt.com/Tmg/public/AgreementSignup.aspx?t=3HV3X>.

STEP 3 - SIGN IN

Create your profile by clicking on the "Get Started" button under "New User" to begin.

STEP 4 - ENTER DATA, REVIEW, THEN SUBMIT

Enter banking or credit card information and make payment date selection. Before you click the Submit button, please carefully read the Final Review.

Once you set up your online agreement, MSL will enter the contract amount details and submit the agreement for processing. FACTS automatically deducts their \$38 annual fee from the bank or credit card you provided within 14 days from that submission. FACTS will confirm the contract, fee, and payment schedule with you directly.

Please complete the above process by your contract due date. If you have any questions about the online application, you may contact FACTS at 1-866-441-4637.