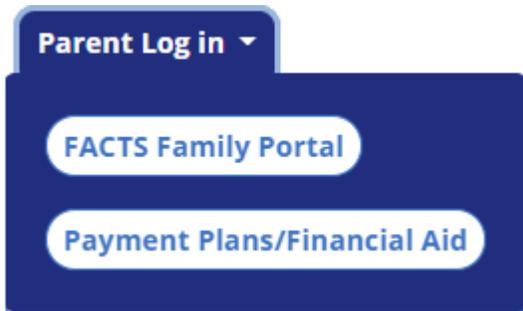# Make a Payment or Add Funds from Family Portal

Making an online payment or adding funds to a Prepay account are functions that occur in the Financial Management system. However, when a school uses Premier Integration their families can launch these tasks from the Family Portal.

Customers and Authorized Parties can log into the Family Portal by navigating to www.factsmgt.com and clicking **FACTS Family Portal** under the **Parent Log in** menu. Even if the user wants to view Payment Plans or Financial Aid information, they must click FACTS Family Portal to log in.
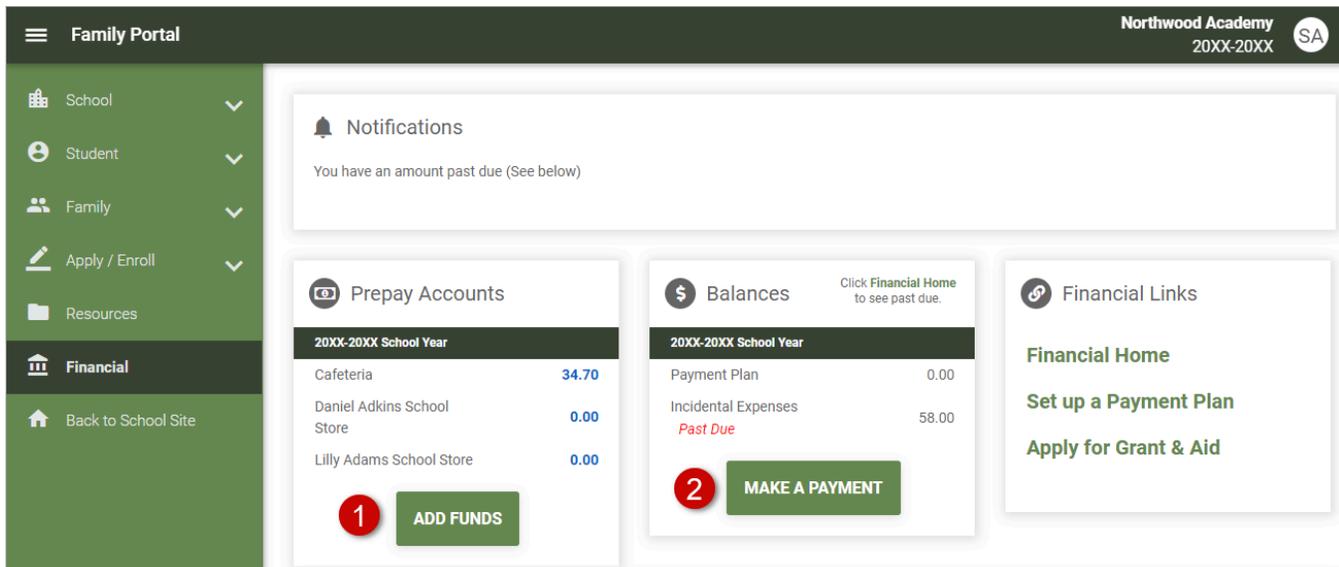

Navigation

Once logged into the Family Portal, click **Financial** on the left menu. Tiles are displayed for the options the user has (payment plan & billing, prepay accounts) along with Financial Links.

Make a Payment or Add Funds links

1. To add money to a Prepay Account, click **Add Funds**.
2. To make a payment towards a payment plan or incidental invoice, click **Make a Payment**.

Both payment types have a 3 step process:

1. Select what to pay (scheduled payment, invoice, prepay account)
2. Select an existing financial account or enter a new account and confirm payment.
3. Payment confirmation is displayed.

A **payment confirmation** is sent to the user when a valid email address is provided.