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.

Parent Log in 🔻							
FACTS Family Portal							
Payment Plans/Financial Aid							

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.

≡	Family Portal						Northwood Academy 20XX-20XX	SA
i		~	Notifications					
8		~	You have an amount past due (See below)					
*		~						
_		~	Prepay Accounts		S Balances	Click Financial Home to see past due.	Financial Links	
	Resources		20XX-20XX School Year		20XX-20XX School Year		•	
血	Financial		Cafeteria	34.70	Payment Plan	0.00	Financial Home	
A	Back to School Site		Daniel Adkins School Store	0.00	Incidental Expenses Past Due	58.00	Set up a Payment Plan	
			Lilly Adams School Store	Lilly Adams School Store 0.00 1 AdD FUNDS	2 MAKE A P.	AYMENT	Apply for Grant & Ald	

Both payment types have a 3 step process:

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- 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 <u>payment confirmation</u> is sent to the user when a valid email address is provided.