

How to Enroll in FACTS

our new online tuition payment service

Go to online.FACTSmgt.com/signup

1. Select Search for my Institution

You can search by zip code or city. Zip code for St. Matthew School is 98125.

2. Follow the instructions to set up:

⇒ Customer Information

⇒ Students

⇒ Plan Options

School registration fees were not increased this year since there is an enrollment fee for each family to use FACTS.

\$20 if you pay all tuition in one payment

\$46 if you choose to select a payment plan

⇒ Payment Details

⇒ Payment Schedule

3. You will receive confirmation on screen once you have finished.

St. Matthew School will also receive notification. You do not need to print a form, unless you want to keep it for your records.

Questions? Need help registering? Call or visit the school office.

A few benefits of the FACTS system:

- ✓ All school expenses can be paid in one location, including ESS, band & sports fees.
- ✓ Customer support is available 24 hours a day, 7 days a week.
- ✓ You may select your payment method and dates.
- ✓ You can check your account any time online.
- ✓ Your payment processing will be fast and secure.
- ✓ You can have mobile access to payments.
- ✓ You may have a guest payer.

- ✓ You will receive email reminders before payments are due.
- ✓ Online payments reduce processing and follow-up costs to St. Matthew School.

THANK YOU for supporting our efforts to make our tuition-collection easier,
faster and more accurate!