



Pay in Installments in FACTS

1. Log into your [FACTS](#) account.
2. On the home screen, there is a Payment Plan & Billing box with the words "Make a Payment" in green. Click on those words.

Make a Payment

3. Under "Other Payment Options," click "Other Amount."
4. Check the box next to the invoice you'd like to pay and enter the desired amount in the box labeled "Payment Amount."

Select a Term to Pay

[Want to designate another payer?](#)

2022-2023 School Year - \$472.00

Payments Due Within 30 Days

01 May 2023 - Incidental Expenses Invoice (399312255) - \$472.00

Other Payment Options

Full Term Balance of \$472.00

Other Amount [?](#)

Upcoming Payments

DUE DATE	DESCRIPTION	AMOUNT DUE	PAYMENT AMOUNT
<input checked="" type="checkbox"/> 01 May 2023	Incidental Expenses Invoice (399312255)	\$472.00	\$ 200

PAYMENT AMOUNT \$200.00

[Cancel](#)

Next - Payment Method

5. Click "Next" to select the payment method. Follow prompts to complete the payment.