

Welcome to the St. Francis of Assisi Faith Formation Program!

As part of the Faith Formation registration process, St. Francis uses the FACTS platform for the collection of Faith Formation fees - Incidentals. FACTS provides families with an online interface that is intuitive and transparent, as well as 24/7 customer service. In order to complete the Faith Formation registration process, all families will need to enroll and set up an account in FACTS. If you already have a FACTS account, you do not need to re-enroll or set up a new account.

For families that do not have a FACTS account, please click or copy and paste the following link into a new browser window: <https://online.factsmtg.com/signin/4LJNV>. Please follow Steps 1, 3 and 4 in setting up your FACTS account. Please skip **Step 2** as you **do not** need to select a payment plan for Incidentals. Should enrollment questions arise, there is a link to FAQ under the create account and password and/or you may contact Pam in the Parish Business Office at 515-223-4577 or pdanzer@saintfrancischurch.org.

Families will receive an incidental invoice from FACTS and that invoice will be due 10 days from the date the invoice is generated. Payments will be need to be remitted in full; no partial payments. FACTS offers the following payment options for incidental invoice payments: e-check, credit card, debit card and Auto Pay.

Auto Pay is a feature where families can have incidental invoice payments automatically processed from a designated financial account on the invoice due date. Families sign up for Auto Pay through their user account as follows:

- Login to your **FACT** account
- Click **View Details** from the dashboard
- Click **Enroll in Auto Pay**
- You can select from a financial account on file or enter a new financial account
- Agree to the terms by selecting the check box
- Click **Enroll** to complete the enrollment.

If you already have an incidental account set up and you are not seeing the Enroll in Auto Pay under the Financial Account column, then go to Payment Plan and Billing, click on the 2020-2021 School Year Incidental Expenses Actions tab, click on Enroll in Auto Pay and follow the steps as indicated.

Please note: once the Auto Pay is set up, if there are any open incidental invoices, you will have the opportunity to select and pay the invoice immediately from the account selected.

Again, should questions arise, please contact Pam in the Parish Business Office at 515-223-4577 or pdanzer@saintfrancischurch.org.

Thank you.