

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 and to create an account, please click or copy and paste the following link into a new browser window: <https://online.factsmgmt.com/signin/4LJNV>
Once your account has been created, please select Set Up a Payment Plan, Screen 1; Begin – Screen 2; Contact Information – Screen 3; Student(s) - Screen 4. When you have completed entering your student(s) information on Screen 4, please click Save & Exit. (See the screenshots below for reference). 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 2022-2023 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.

Hello [Redacted]

Payment Plan & Billing

[View Details](#)

2021-2022 SCHOOL YEAR

[Set up a Payment Plan](#)

2021-2022 SCHOOL YEAR

[Set up a Payment Plan](#)

[Redacted]

[Redacted]

Register to receive text services on your mobile phone

Want to allow a friend or family member to pay toward your balance? Add an Authorized Party

Have another activity you want to begin?

[Customer Service](#) | [Terms of Use](#) | [Privacy Policy](#)

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screen 1

St Francis of Assisi

Welcome

St Francis of Assisi is pleased to offer you a convenient, online method to enroll for your Payment Plan with FACTS. Please click the 'Begin' button to get started, then follow the step by step instructions to complete your payment plan.

***IF YOU HAD A FACTS AGREEMENT IN THE PREVIOUS SCHOOL YEAR WITH ST FRANCIS OF ASSISI, THE SCHOOL WILL RE-ENROLL YOUR STUDENT(S). If you are needing to setup a Preschool plan, please click begin.

[Begin](#)

[Cancel](#)

Is someone else paying tuition for you?

Add them as an Authorized Party so they can sign up for the payment plan using their financial account.

Want to designate another payer?

Screen 2

St Francis of Assisi

2022-2023 School Year

Progress Tracker



Contact Information

Family Information

Please review the information below. If your address information has recently changed, please also make sure to notify the school office as well. Click 'Next', then click "Add Student" on the next page to proceed.

Name

[Redacted Name]

[Edit Details](#)

Email Addresses

- Please send me email payment reminders. Details
- Use e-mail for correspondence

E-mail correspondence will be sent to all e-mail addresses provided

I hereby grant the Subscriber the personal (and all other) email address, to stay informed and receive the newsletters, I authorize FACTS and its agents to use my email address for promotional purposes. I understand that student message and data rates may be charged for my service provider.

[Back](#)

[Next](#)

[Save & Exit](#)

[Cancel](#)

Screen 3

St Francis of Assisi

2022-2023 School Year

Progress Tracker



Students

Student First Name	Student Last Name	Grade Level
[Redacted]	[Redacted]	[Redacted]

[Edit Details](#) | [Remove](#)

[Add Student](#)

[Back](#)

[Next](#)

[Save & Exit](#)

[Cancel](#)

Screen 4