It's that time of year again, everyone is scrambling to gather their tax information! In order to help, we have enhanced our system to allow families to print their payment history via calendar year. Please have your families follow the instructions below to view/print their payment history for the current year.

Step 1: Sign into FACTS at <u>factsmgt.com</u> > Parent Log in > Facts Family Portal BA's District Code is FCS-MN

Step 2: Once you are in your Family Portal, you will choose the tab titled "Financial"



Step 3: Click on "Financial Home" under "Financial Links"

Financial Links		
Financial Home (Disabled for School Users)		

Step 4: From your FACTS Financial Home, Click on View Details.

\$	Payment Plan & Billing Test Parent #5003331278 For Student 1 Test And Student 2 Test	View Details
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Step 5: Select "View Payment Summary".

Test Parent #5003331278 ☑ View Payment Summary

Activity Details

Step 6: Select the year you need & then 'Print'.

Payment Summary	₽ Print
The Payment Summary report is for informational purposes only. It includes perendered by FACTS Training School during the selected time frame.	ayment activity applied to the balance owed to or services
Customer: Test Parent 123 Main Street	FACTS Training School 121 South 13 St.
Loveland, CO 80537 USA	Lincoln, NE 68508 USA
2021	

If your families have any questions, please have them call FACTS at 866-441-4637.