

Alta Loma Christian School

Dear ALCS families,

We are excited to offer a new online enrollment for the 2017-2018 school year with FACTS Management Co. All families, new and returning, will sign up for a payment plan right from the school's website.

Please note the following advantages of using the FACTS system for tuition payment handling:

- ❖ Convenient online payment plan sign-up
- ❖ Maintain your demographic and financial account information online, as well as review your account history
- ❖ Receive e-mail payment reminders before your payment is due
- ❖ Online tuition payments
- ❖ Personal information safety
- ❖ Real time access to account information

Step by step instructions are on the following page for completing this process online. Should you have any questions please do not hesitate to contact me.

Sincerely,

Laura Carey Jedlick

Laura Carey-Jedlick
Director of Business Operations
Communications

Alta Loma Christian School is a 501(c)3 nonprofit organization, Federal Tax ID# 33-0374470



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STEP BY STEP INSTRUCTONS FOR COMPLETING FACTS

ONLINE ACCOUNT

- 1) Go to www.alchristian.com you will find a FACTS online link.
- 2) Create a FACTS account. **** Required** even if you have previously had an online account. This is a new process and does not interface with the prior one.
- 3) Enter email address – click next.
- 4) Select Create a FACTS Account.
- 5) Input demographic information –
 - a. Name, etc., – click next.
- 6) Create Online Account profile –
 - a. User name
 - b. Password
 - c. Security Questions – click submit.
- 7) User Name confirmation – click continue.
- 8) Upper right side – click on link
 - a. Set up a Payment Plan
- 9) Select 2017-2018 school year.
- 10) Welcome Screen – click next.
- 11) Enter student information. If you have multiple students, enter each separately. Once the first student is entered you click yes on add another student to this agreement. Click next.
Select students grade (this is the grade they will be in for the 2017-2018 school year. All Preschool and Transitional Kindergarten students select pre-kindergarten. Click next.
- 12) Confirm Students names, click edit to make any changes. Click next.
- 13) Select Payment plan:
 - a. 10 month plan – payments will start August 2017 and end May 2018.
 - b. 12 month plan – payments will start June 2017 and end May 2018.
- 14) Click View Available Schedules – click next.
- 15) Review Peace of Mind Benefit, if desired, select yes.
- 16) Select payment date from dropdown box – 5th or 20th. A complete list of Scheduled dates will appear for your review. Click next.
- 17) Enter any additional authorized parties names, if needed. Click next.
- 18) Enter Bank Account Information. Click next.
- 19) Review information. Check Box that you have read and accept terms and conditions of agreement. Click submit.
- 20) You will receive a confirmation screen with your agreement number. You can select print or email confirmation from the bottom of the screen. Click exit.

You will see that your account is pending with a zero balance due.

ALCS will input the tuition balance from your financial agreement. You will receive an email confirming completion of your account. You can now sign out by clicking the **red** tab on the upper right corner.

Please turn your confirmation number into the office once this is complete.