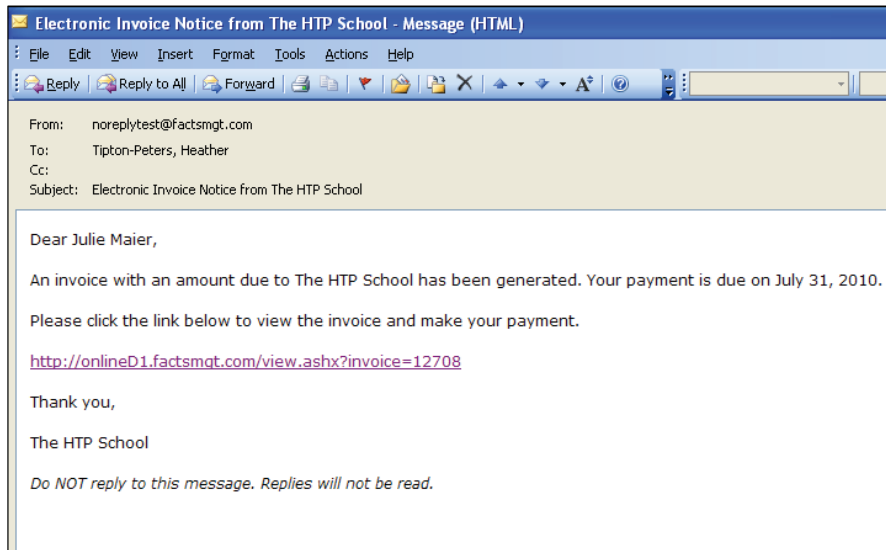


Incidental Billing: Pay Now (one-time payment)

SAMPLE (EMAIL) INCIDENTAL INVOICE



EMAIL - Click the link on the Incidental Invoice email. The user will be sent to the sign in screen if they have already created their user account (usually done while setting up a payment plan).

Families who do not have a payment plan will be sent to the Register page. The Online Registration code will be filled in, and the user will need to enter their individual zip code. The following screens show this process.

PAPER – Go to online.factsmgt.com to login to their existing account or to create an account. To create, they will need the Online Registration Code and zip code.

FACTS
a fact course

Contact Us

Register Return to Sign In Page

NOTE: The Online Registration Process is for individual consumers only. If you are trying to setup an account for your institution please contact Customer Support.

Link Service to Online Account

In order to link a service to your online account please enter your Online Registration Code that was sent to you from FACTS/NBS as well as your zip code / postal code. If you have more than one service that you would like to link to this online account those services can be linked after you have completed this process by clicking on the Link a Service to my Online Account link on the Home page.

Online Registration Code*

Zip Code / Postal Code*

Submit Cancel

Customer Invoice

Billing Menu

Balance and Invoice Details

[Make a Payment](#)
[Transaction History](#)
[Return to Dashboard](#)

Invoice Summary

The HTP School
Customer Number 400929

Invoice Number 12708
Invoice Date 08/31/2010

	Amount Due (See below for details)
Payment due by 07/31/2010	500.00

Once the user account information is submitted, the user will be brought to the Invoice Summary page.

They will click on Payment Options to continue.

Each payment returned by your financial institution will be assessed a \$25.00 FACTS returned payment fee.
Any balance remaining unpaid after the due date shall incur an Institution late fee of 5.00 % per month or \$5.00, whichever amount is greater.

Payment Options

Invoice Details

Date	Name	Fee Type	Description	Amount
02/16/2010	Bob Maier	Books		500.00
			Amount Due:	\$500.00

Please contact HTP School with any questions regarding the items listed under Invoice Details.

The families can login to their FACTS account at any time and make an online payment. Payments can be made towards incidental bills as well as payment plans. To make a payment towards incidentals, click Make a Payment next to Other Billing.

FACTS Financial Accounts Training Test School

Sign Out | My Profile | Contact Us
Training Test School (Billing)
2009-2010

Home | **Dashboard** | Profile | Financial Accounts

Dashboard

Customer Information

Customer Name	Sally Jones	Customer Number	414441	Edit
Address	121 Main Lincoln, Nebraska 68506	Daytime Phone	(402) 111 - 1111	
E-mail	agemelke@factsmgt.com	Evening Phone		
Correspondence Delivery Method	Postal Mail	Cell Phone		

[Link a Service to my online account](#)

Details

Summary | **Students** | Authorized Parties

Payment Plans & Billing

Service	Status	Remaining Balance	
Payment Plan (101 015 794)	Active	\$2,062.00	Make a Payment
Other Billing (414441)	Active	\$114.06	Make a Payment

User will choose to either **pay the invoice in full (immediately)** or enroll in Invoice Auto Pay (if your school allows).

Make a Payment » Invoiced Charges

Billing Menu
 Balance and Invoice Details
Make a Payment
 Transaction History
 Return to Dashboard

Pay Now Incidental Fees Invoices
 Select each incidental fee you would like to pay and click on the Pay Now button.

Description	Due Date	Remaining Amount Due
<input checked="" type="checkbox"/> Incidental Fees Invoice	07/31/2010	500.00

Pay Now **Enroll in Invoice Auto Pay Option** [What is Auto Pay?](#)

See document "Incidental Billing: Auto Pay"

The Auto Pay option offers you the convenience of having incidental fees automatically paid on the due date from your designated financial account. Once enrolled, you will continue to receive and review invoice notifications and detail in advance of payment due. Participation is voluntary. You may opt-in or opt-out of Auto Pay at any time.

When Pay Now is selected, the charges are listed.

- 1 - The Amount to Pay can be changed only if the school allows partial payments in their invoice profile.
- 2 - If there is a Financial Account on file with FACTS, it will be in the drop down list along with the option to add an account for this one time payment.
- 3 - The family must read and accept the terms and conditions of the payment then click Submit. A confirmation page will be displayed and can be printed.

****Please keep in mind that online payments are immediate payments and cannot be stopped once submitted.**

Pay Now

Billing Menu
 Balance and Invoice Details
Make a Payment
 Transaction History
 Return to Dashboard

Pay Now
Charges To Pay

Name	Account	Description	Amount Due	Amount to Pay
Bob Maier	Books		500.00	\$500.00
Total				\$500.00

Financial Account:

Terms & Conditions

Terms & Conditions of Payment

By selecting the checkbox below, you agree to these terms and conditions, authenticate your identity, and authorize your payment.

I, Julie Maier, guarantee that I am an authorized signer on the account provided. I agree to be bound by the payment terms and conditions and authorize FACTS Management Company to process the above payment from my account.

Yes, I have read and accept the terms and conditions listed above.

Submit **Cancel**

← 1

2 →

3 →