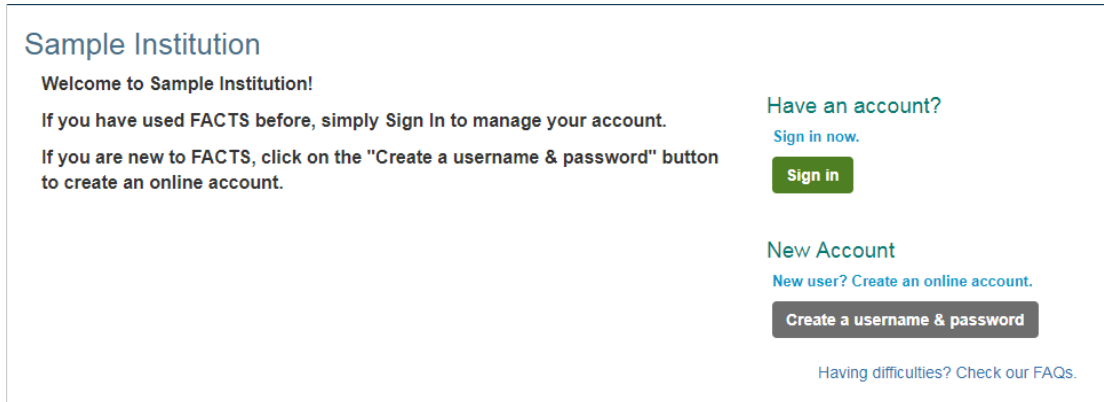


1. Go to [www.butlercatholic.org](http://www.butlercatholic.org) > Current Families > Facts Tuition Management to find and select the FACTS information link. On the welcome page click the appropriate option: 'Create a username & password' or 'Sign in'.



The screenshot shows a login page for a 'Sample Institution'. It includes a welcome message, instructions for existing users to sign in, and instructions for new users to create an account. There are buttons for 'Sign in' and 'Create a username & password'. A link to 'Check our FAQs' is also present.

*If creating a new account:*

- You will be prompted to enter your email address to validate that a user account does not already exist and then you will be able to select **Create a new FACTS account**.
  - Enter your demographic information (name, address, email, phone number).
  - Create a user name, password, and fill out Phone Authentication questions.
2. Once signed in, select **Set up a Payment Plan** and then **Begin**.
  3. **Contact Information:** Review the information and choose a correspondence method.
  4. **Students:** Each student included in the payment plan must be added. Click **Next**.  
**Please put the grade your student(s) will be going into for the 2019-2020 school year.**
  5. **Plan Options:** Select a payment plan and click **Next**. *Note information about possible fees.*
  6. **Payment Details:** Enter your financial account information.
  7. **Payment Schedule:** Select your payment date and review your schedule.
  8. **Review & Authorize:** You can select the links to the right to go back and edit the entries. Check the box to agree to the Terms & Conditions and click **Authorize**.
  9. **Thank You:** Print or save your confirmation page. It includes your agreement number which can be used to reference your tuition payment plan with your school and FACTS.

*You may contact a FACTS representative at (866) 441-4637 with questions or you can contact the School Office at*

*724-285-4276.*