



## REGISTERING ONLINE WITH FACTS FOR 2022-2023

**NOTE: These instructions are for families WHO ARE NEW TO MOUNT MERCY AND DO NOT HAVE ANOTHER DAUGHTER already attending. Incoming freshmen who have an older sister will eventually be added (by us) to the *existing* FACTS Agreement.**

Mount Mercy uses the FACTS Tuition Management program to collect tuition payments on its behalf. Regardless of the Payment Plan you have chosen, it is necessary for you to enroll with FACTS online and establish an Agreement with them. This is the current procedure:

1. Open the browser (e.g. Internet Explorer, Google Chrome) on your computer to access the internet.
2. Go to our Mount Mercy Homepage at [www.mtmercy.org](http://www.mtmercy.org)
3. Scroll down to the navy blue area where it says **FACTS/Financial Aid/Account** to the extreme right and click on the words.
4. On the next screen which is headed "Mount Mercy Academy," click on the option to the right for a **New Account** as a new user. Click where it says, "Create a username & password."

**IMPORTANT: If you already have a Username and Password from applying previously to FACTS Grant & Aid, use them to set up your Payment Plan rather than click on "New Account." Simply click on the green box to "Sign in."**

5. On the next screen, enter your e-mail address.
6. On the next screen, which says "Create Account," click on the box that says "Create a new FACTS account." (If you previously applied to FACTS Grant & Aid, click "Already have an account with FACTS?" instead.)
7. Next, register by typing in **your own** (NOT the student's) Contact Info, providing your Name, Street Address, E-mail Addresses, and Phone Numbers.
8. Next, continue registering by setting up your Online Account Profile. (This consists of entering a Username and Password and setting up Security Questions.) Then, click "Submit."
9. On the next screen, where it welcomes you by name, look for where it says "Payment Plan and Billing." To the left, click on the option which says "Set up a Payment Plan FOR THE 2022-2023 SCHOOL YEAR."
10. On screen with "Welcome to Mount Mercy," simply click "Begin."
11. Under "Contact Information," either confirm your "Family Information" OR edit it by clicking on "Edit Details." This will allow you to update your name and E-mail Addresses if needed. Also indicate your preferences for receiving e-mail correspondence from FACTS. Then, click "Next."

12. Under “Students,” click on the box to “Add a Student.” Enter the student information as follows:

- Student ID: *Type in student’s first **and** last name* “Mary Walker”
- *Type in Student First Name* “Mary”
- *Type in Student Last Name* “Walker”
- Grade Level: *Select “9th”* “9<sup>th</sup>”

**After entering this information, click “Save.”**

13. The next screen presents you with Payment Plan Options. Indicate your preference for either the Full Pay **OR** the Semi-Annual (2-Pay) **OR** the Monthly (10-Pay) Plan. Then click “Next.”

Payment date choices and Enrollment Fees will be shown for each option. Please note that there is an annual Enrollment Fee charged for using either the Semi-Annual Plan (\$10.00) or the Monthly Plan (\$45.00). These fees are **non-refundable**.

14. For Option 2 or Option 3, a box will appear repeating that a non-refundable Enrollment Fee will be charged. Click “Next” to continue.

15. For Payment Details, you need to indicate either your primary financial account from which your tuition payments will be automatically withdrawn **OR** the Credit Card you plan to use for tuition payments. Note that if you choose to pay using a Credit Card or Debit Card, there are processing fees added to what you will pay. The next screen will ask you to Add Account by entering the specific information about your financial institution and account numbers or about the information on your Credit/Debit Card.

16. For Payment Schedule, if you have chosen Option 2 (Semi-Annual Plan) or Option 3 (Monthly Plan) you now indicate if you prefer to have your payments withdrawn on the 5<sup>th</sup> or the 20<sup>th</sup> of the month. (NOTE: Option 1—Full Pay—is withdrawn on July 1.)

17. The next screen will show you your Payment Schedule, and will include a reminder about the Enrollment Fee and, if applicable, about the Credit Card service fee.

18. Now you Review and Authorize your Agreement. Scan through your information to be sure it is correct, and click on “Change” if you need to edit anything. If you accept all the terms and conditions check the box that indicates you have read them and are authorizing FACTS to collect your payments.

19. The final page is a Thank You. PLEASE PRINT AT LEAST ONE COPY OF THIS PAGE FOR MOUNT MERCY. It is suggested that you also print out a copy for your records.

**PLEASE BRING A COPY OF THIS FINAL PAGE WITH YOU WHEN YOU COME TO MOUNT MERCY FOR YOUR COURSE SELECTION MEETING AS VERIFICATION OF YOUR ENROLLMENT WITH FACTS TUITION MANAGEMENT.**

If you need assistance, you can directly contact a FACTS representative by phoning 1-866-441-4637 or by going to the FACTS website at <https://online.factsmgt.com>. If we at MMA can be of any help, please contact **Cheryl Kisiel** at Mount Mercy by phoning (825-8796, X326) or by e-mailing her at [ckisiel@mtmercy.org](mailto:ckisiel@mtmercy.org).