

# Immaculate Conception High School On-Line Registration: Setting Up Your FACTS Account

The following is a step-by-step process for families to set up their FACTS accounts.

1. A few things to remember - when you are asked for a FAMILY ID, use your last name. If that has already been used by another family, you can just add a number on the end of the ID. The same thing is true for STUDENT ID.
2. A copy of these instructions can be found on the ICHS web site under Admissions/On-Line Registration Instructions, so that you don't have to type in the links – you can just click on them.
3. Navigate to <https://online.factsmgt.com/signin/3K4TO>. By navigating to this web site using this link, you are automatically “connected” to ICHS. You should see the following screen:

4. If you already have a FACTS account, sign in with your user ID and password. (If you used FACTS for another school, another child, or applied for Financial Assistance, you already have an account.)
5. Select “Enroll in a Payment Plan”, then select “Add a Student” and proceed from there. The grade you enter should be your child’s grade in September.
6. You may choose to have automatic payments come out of your bank account, or to pay by credit card. Enter banking or credit card information and save.
7. Select your payment plan. If you have any Financial Assistance, the school will apply it when your billing plan is set up.

Plan	Amount	Date Due
Single payment	14,130.00	7/1/21
Two Payments	7,165.00	7/5/21 12/6/21
Four payments	3,582.50	6/5/21, 9/5/21, 12/5/21, 3/5/22
Ten payments	1,433.00	7/20/21 through 4/20/22
Twelve payment	1,194.17	5/20/21 through 4/20/22

8. You may print out your agreement if you choose, or you will receive it through email, and the school will enter your billing schedule.