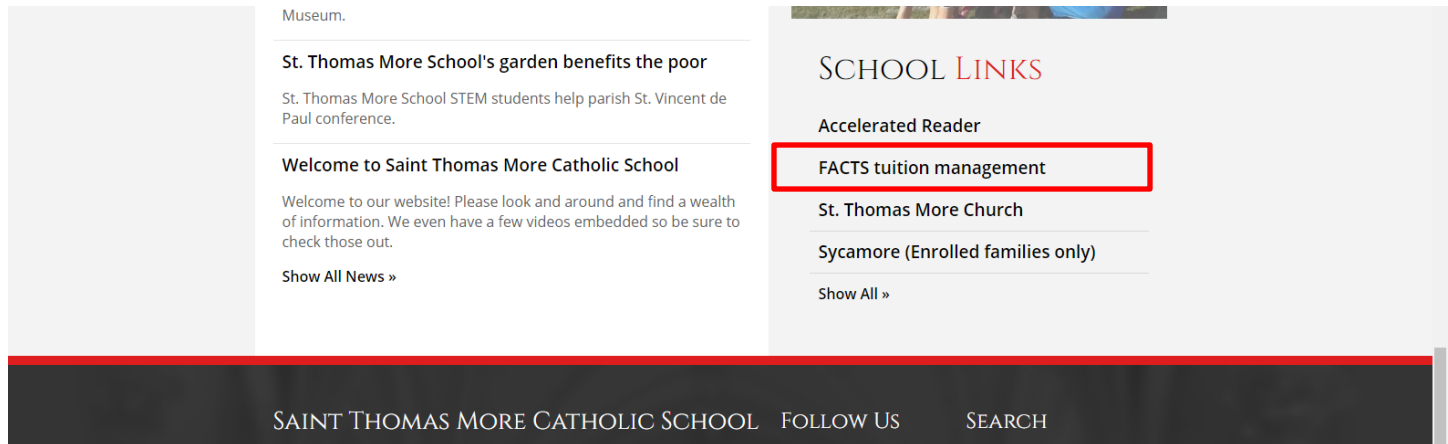


1. Go to school website: www.school.thomasmorespokane.org
2. Scroll down until you get to the links list. Click on FACTS.



The screenshot shows a school website with a 'SCHOOL LINKS' menu. The menu items are: Accelerated Reader, FACTS tuition management (highlighted with a red box), St. Thomas More Church, Sycamore (Enrolled families only), and Show All ». Below the menu is a dark footer with the text 'SAINT THOMAS MORE CATHOLIC SCHOOL FOLLOW US SEARCH'.

Click on Create a username & password

- *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 select security questions.*
3. Once signed in, select **Set up a Payment Plan** and then **Begin**.
 4. **Contact Information:** Review the information and choose a correspondence method.
 5. **Students:** Each student included in the payment plan must be added. Click **Next**.
 6. **Plan Options:** Select a payment plan and click **Next**. *Note information about possible fees.*
 7. **Payment Details:** Enter your financial account information.
 8. **Payment Schedule:** Select your payment date and review your schedule.
 9. **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**.
 10. **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.