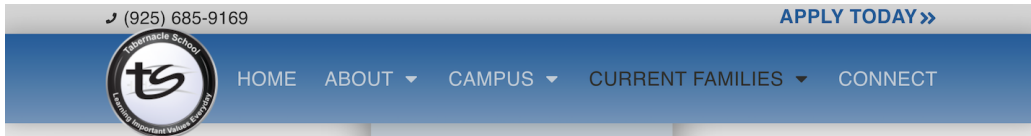


FACTS Student Information System

SIGNING IN TO FACTS

TABERNACLE PARENTS can access **FACTS** through the school website (tabernacle.school) under "Current Families" or clicking on the FACTS Family Portal directly.



Direct Link: <https://sis.factsmgt.com/accounts/Account/Login>

A series of screenshots showing the FACTS login and account creation process. The first screenshot shows the 'Sign in to continue to FACTS SIS' page with a 'District Code' field and 'Create Account' and 'Next' buttons. An arrow points from the 'Create Account' button to the second screenshot. The second screenshot shows the 'Create Family Portal Account' page with a 'District Code' field (containing 'TCS-CA'), an 'Email Address' field, and a 'CREATE ACCOUNT' button. An arrow points from the 'CREATE ACCOUNT' button to the third screenshot. The third screenshot shows the 'Sign in to continue to FACTS SIS' page again, but with the 'Next' button highlighted.

STEP 1: Enter the District Code (School ID)

TCS-CA

STEP 2: Create an Account

Click on
"Create New ParentsWeb Account"

STEP 2: Enter District Code and Email Address

Enter in the email address you provided during enrollment.

Enter the District Code (School ID)

TCS-CA

Then click Create Account

STEP 3: Finalize Account

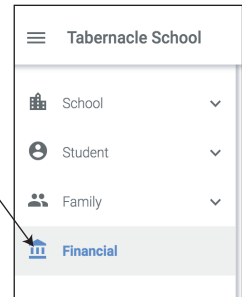
Please check your email and follow link provided by FACTS to gain access to page where you can create your username and password. For security purpose that link will only be active for 6 hours.

MAKING A PAYMENT THROUGH FACTS

To view charges, make online payments, and download account information click the “Finance” tab.

The screenshot shows the 'Financial' tab selected in the sidebar. The main content area includes sections for 'Prepay Accounts', 'Balances' (showing 2022-2023 School Year balances for Payment Plan and Incidental Expenses), and 'Financial Links' (with links for Financial Home and Set up a Payment Plan). A 'MAKE A PAYMENT' button is also visible. Below these is a 'Family Billing' section with a table of charges.

Account	Balance	Details	Pay Now
Misc	\$28.00	Details	Pay Now
Reenrollment	\$0.00	Details	Pay Now
Tuition	\$0.00	Details	Pay Now
Total:	\$28.00		



The Finance link will take you to the page on the left. All financial information is found on this page.

To pay for summer charges please click on “Make a Payment”.

For school year payments please click on “Set up a payment plan” to set up the initial plan. Once finalized you can manually make a payment online as needed.

The financial system is set up as two different categories - Tuition and Incidental Billing.

A new tuition payment plan must be set up each year. There are two payment plan options -
Pay in Full: The full year's tuition is paid in one lump sum.

Month Payment Plan: The full year's tuition is paid in ten monthly payments from August to May.
For each option you can either pay by invoice/statement or by automatic withdraw from the account of your choosing, credit/ATM card (please note the extra credit card fee) or bank account.

All the other charges are incidental/miscellaneous charges - daycare, sports fees, field trips, Tigerwear, etc. These are billed monthly. They are paid via a second invoice/statement or by automatic withdrawal from the account of your choosing.

For questions regarding account balances and/or charges please email Lizzy Fenner at LizzyF@tbs.org. Please note that Tabernacle can not process Credit/ATM Cards on campus for tuition and/or incidental charges. FACTS is a third party payment provider.

DIRECTION ON SETTING UP A PAYMENT PLAN

Tabernacle School

Prepay Accounts

No Account Information to Display

Balances

2022-2023 School Year

Payment Plan	0.00
Incidental Expenses	0.00

MAKE A PAYMENT (DISABLED FOR SCHOOL USERS)

Financial Links

[Financial Home \(Disabled for School Users\)](#)

[Set up a Payment Plan \(Disabled for School Users\)](#)

If you have questions about items in the Family Billing section, please contact Tabernacle School

Family Billing

Account	Balance	Details	Pay Now
Misc	\$28.00	Details	Pay Now
Reenrollment	\$0.00	Details	Pay Now
Tuition	\$0.00	Details	Pay Now
Total:	\$28.00		

1 Once logged into Facts click on "Financial Home" and then "Set up a payment plan"

Follow the prompts to select your payment choice:
Pay in Full or Monthly Payments

Now Due

To make online payments (if not enrolled in auto pay) click on "Make a Payment" here.

Prepay Accounts

No Account Information to Display

Balances

Click [Financial Home](#) to see past due.

2022-2023 School Year

Payment Plan	0.00
Incidental Expenses	0.00

MAKE A PAYMENT

Financial Links

[Financial Home](#)

If you have questions about items in the Family Billing section, please contact Tabernacle School

Family Billing

To access financial dashboard for more details, options, and more information click on "Financial Home" or "Make A Payment".

FACTS

Español

Customer Service

Home My Profile Financial Accounts

Signed in as Rebeca

Hello Rebeca

Payment Plan & Billing

Rebeca Shreve #

Current Balance

\$0.00

2022-2023 SCHOOL YEAR

Payment Plan (120 478 680)

Plan owned by Rebeca Shreve

AMOUNT DUE

\$0.00

View Details

Rebeca Shreve

RebecaS@tbs.org

Register to receive text services on your mobile phone.

Ben Shreve is an Authorized Party on your account.

3 Financial dashboard will give you an overall picture of your account. For more detailed information click on "View Details".

NAVIGATING FINANCIAL HOME

The screenshot shows the FACTS Financial Home interface. At the top, there is a navigation bar with the following elements: a school logo (1), the text 'Home My Profile Financial Accounts', a bell icon, a lock icon, the text 'Signed in as Rebeca', and a share icon. Below the navigation bar, the main content area is titled 'Activity Details' (2) and shows 'Rebeca Shreve #'. To the right, there is a 'Term:' dropdown menu set to 'All'. Below this, there is a 'View Payment Summary' button (3) and a link to 'FACTS Payment Processing Policies'. The main content area is divided into five tabs: 'Schedule' (3), 'Transactions' (4), 'Balances' (5), 'Payments Made' (6), and 'Changes' (7). The 'Upcoming Payments' section (5) is currently selected, showing a 'View Full Schedule' link and the message 'There is no data to display.' On the right side of the interface, there is a 'Chat Now' button (8).

- 1 The My profile tab will allow you to edit authorized users, Communication settings and set up a 4 digit authentication pin.
- 2 The Financial Account tab shows you each account that you have under your plan.
- 3 The Schedule tab shows you which upcoming charges are scheduled to process.
- 4 The Transactions tab shows all transactions that occurred on your account.
- 5 The Balance tab shows all balances due for individual statements.
- 6 The Payments Made tab shows all payments made on your account.
- 7 The Changes tab shows all changes that occurred on your financial account.
- 8 Chat Now allows you to chat with a Facts representative regarding how to navigate the Facts Financial site. Please note they can not answer any questions regarding individual billing or what a charge was for. You will need to contact the school for billing questions.