



CUSTOMER EXPERIENCE WITH PREMIER INTEGRATION

Bringing the FACTS Student Information System and the FACTS Payment Platform Together – All In One Place!

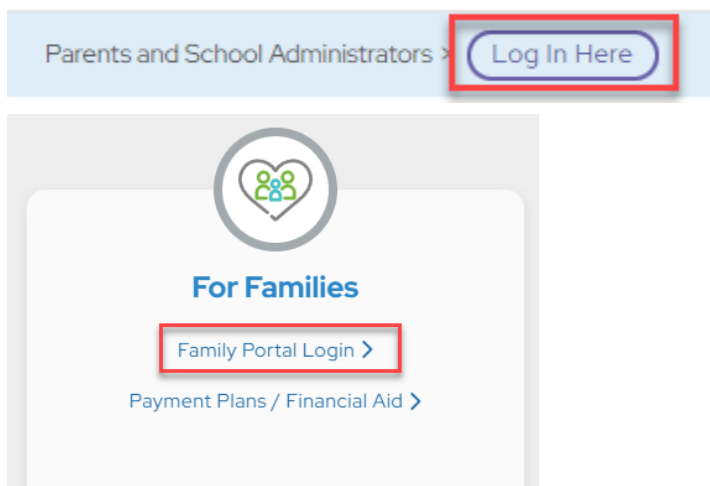
As we move forward for this school year, **Brooklake Christian School** is excited to share a more convenient way to access your FACTS account for both SIS and Payment Portal with only one sign on! Going forward you will access both student information (grades, schedules, etc) AND financial information under ONE SINGLE SIGN ON.

SINGLE LOG IN THROUGH FACTS FAMILY PORTAL

With our new integrated experience, you no longer have to log in to FACTS Financial separately! You can access the payment portal directly from the SIS Family Portal.

Log into the FACTS Family Portal by going to: www.factsmgt.com – Click on “**LOG IN HERE**” next to Parents and School Administrators

In the “For K-12 Families” box, choose FAMILY PORTAL LOGIN:



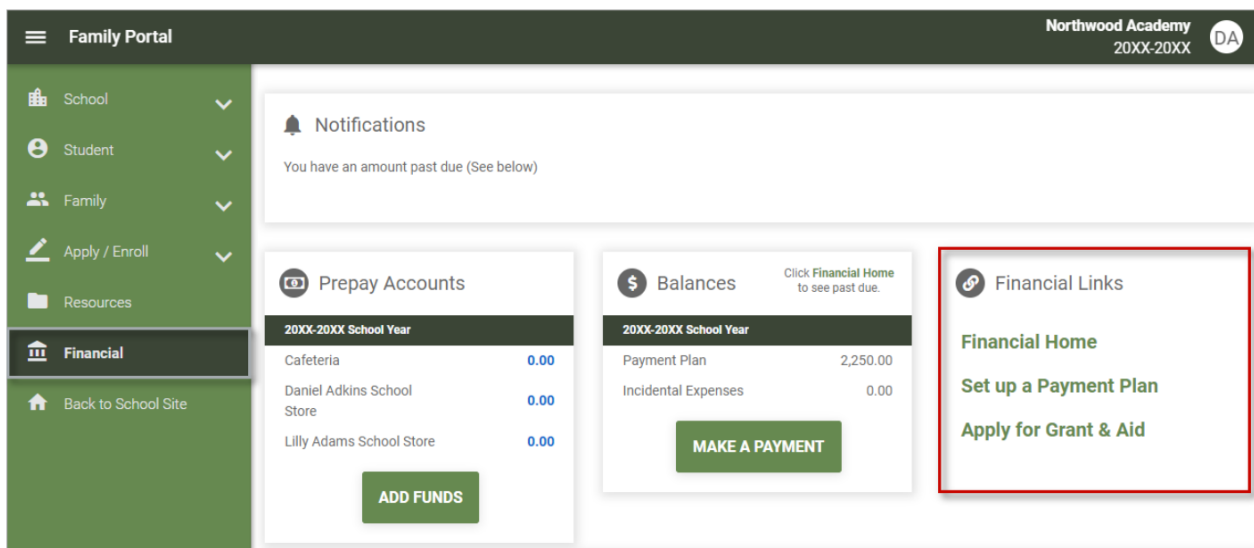
Log In Information:

- Our school's District Code is: **BCS-WA**
- User Name and Password for SIS Family Portal

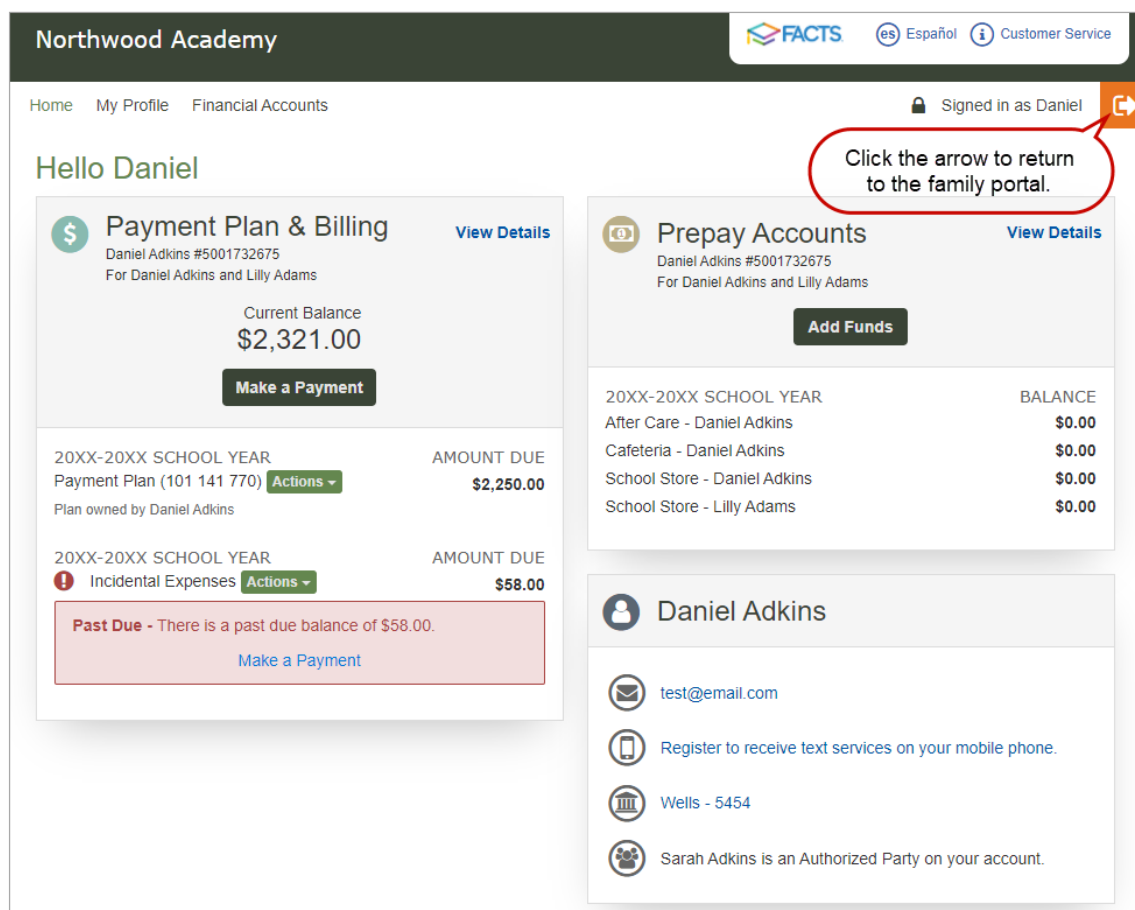
Note: Click on CREATE NEW ACCOUNT if you have not created a Family Portal Log In already – using the email address on file with the school, set up a new Log In

NEW FAMILY PORTAL VIEW

You will now see the highlighted “Financial” tab at the bottom of the left navigation. When you click on the **FINANCIAL** tab on the left navigation, you will now see a real time view of your financial account balances. You can click on **FINANCIAL HOME** in the right column to see all financial details (payment schedule, transaction list and balance summary) for the Payment Plan and/or Incidental Expense balances listed on the summary:



Clicking on **FINANCIAL HOME** will take you to your Financial Dashboard. You'll notice that the section with your demographic data is no longer there, since it is now managed through the SIS Family Portal:



APPLYING FOR GRANT & AID

The one exception to the single sign on through FACTS Family Portal is when you are filling out an application for Grant & Aid. This is a separate log in and if you previously applied for aid, you will continue to use the same login you previously used to apply. Or if you are new to the aid application process, you can create a new login for that. To apply for aid (or review your past aid applications), go to: www.factsmgt.com/aid or click the **APPLY FOR GRANT & AID** link on the right column menu of the FINANCIAL tab in FACTS Family Portal:

Family Portal Northwood Academy 20XX-20XX DA

Notifications

You have an amount past due (See below)

Prepay Accounts

20XX-20XX School Year

Cafeteria	0.00
Daniel Adkins School Store	0.00
Lilly Adams School Store	0.00

ADD FUNDS

Balances Click Financial Home to see past due.

20XX-20XX School Year

Payment Plan	2,250.00
Incidental Expenses	0.00

MAKE A PAYMENT

Financial Links

Financial Home

Set up a Payment Plan

Apply for Grant & Aid