

Accessing your Family Account

- Go to https://factsmgt.com/
- At the top of the screen click on the drop down bar that says Family Log In
 Then select FACTS Family Portal
- Enter district code CLS-IL
- Enter your username and password

How to Pay Athletic Fee

- Click on the left side on the hamburger (3 horizontal lines) icon
 select FINANCIAL
- Select Make Payment (See Image #1)

th	School	^	lmago #1				
	School Home		iiiiage #1				
	Calendar		Prepay Accounts			(S) Balances	Citck <u>Financial Home</u> to non post clas.
			2024-2025 School Year			2024-2025 School Year	
	Resource Documents		Extended Care		0.00	Payment Plan	0.00
			Lunch		10.50	Incidental Expenses	315.00
9	Student	~		ADD FUNDS		MAKE A	PAYMENT
	Family	*	2023-2024 School Year			2023-2024 School Year	
	Apply / Enroll	\mathbf{v}	Extended Care		0.00	Payment Plan	0.00
			Lunch		0.00	Incidental Expenses	0.00
	Resources			ADD FUNDS		MAKE A	PAYMENT
iii i	Financial						

- Click "Payments due within 30 days" or "other amount" and manually type in Athletic Fee amount (see Image #2)
- Click next payment method

Make A Payment		Select A Payment	2 Payment Method	3 Receipt
View Payments in Process				
elect a Term to Pay				
2024-2025 School Year - \$315.00	~			
Payments Due Within 30 Days				
Payments Due Within 30 Days (a) 31 Aug 2024 - Incidental Expenses Invoice -	\$315.00			
Payments Due Within 30 Days (a) 31 Aug 2024 - Incidental Expenses Invoice - Other Payment Options	\$315.00			
Payments Due Within 30 Days (a) 31 Aug 2024 - Incidential Expenses Invoice - Other Payment Options Full Term Balance of \$315.00 Other Amount	\$315.00			
Payments Due Within 30 Days (a) 31 Aug 2024 - Incidental Expenses Invoice - Other Payment Options Full Tems Blance of \$315.00 Other Amount	\$315.00		PAYMENT AM	OUNT \$315.00

- pick your banking method
 - checking and savings have no fees added
- Click Pay Now (see image #3)

ayment Method	
Chase Bank	Payment Method Disclosure
or Add a New Account	
	The following processing fees apply:
	Debit Card - up to 2.95%
	Checking or Savings Account - no fee
	Card transactions for Christian Life Schools are processed by
	FACTS Management Company, USA.
Total Amount	
Institution Amount \$3	15.00
Institution Amount \$3 Total \$315	.00
Total \$315	15.00 .00 Add another e-mail address
trestitution Amount \$3 Total \$315 A transaction receipt will be sent to: Authorization	5.00 .00 Add another e-mail address
Institution Amount \$3 Teal: \$315 A transaction receipt will be sent to: Authorization By clocking the Play New button, you authorize FACTS on bi- semified above.	15.00 .00 Add another e-mail address ahaif of Christian Life Schools to process this payment from the financial account