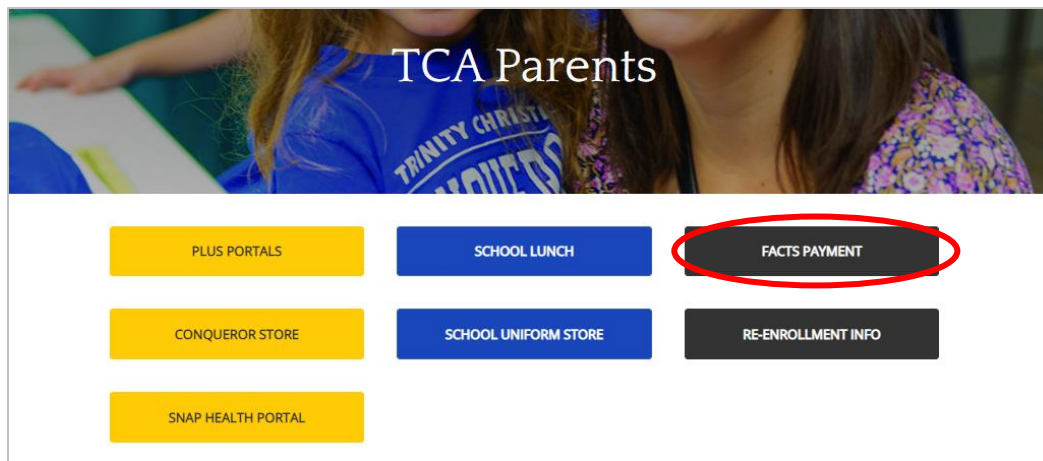


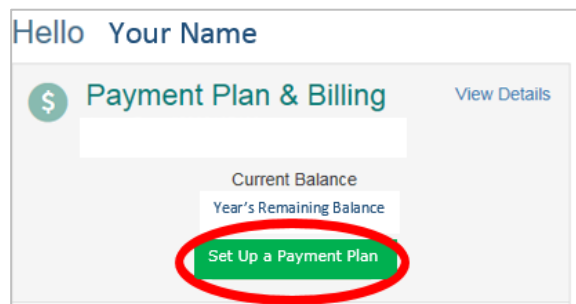
TCA Billing: FACTS Account

*FACTS is our accounts receivable and billing partner. All families must set up their information and payment plan as part of registration. Registration is not complete until the FACTS account is set up and verified. Below are instructions for setting up your account:

1. Go to the TCA website, www.tcajax.org . Click on **Parents** and select “FACTS Payments” or go to [https:// https://online.factsmgmt.com](https://online.factsmgmt.com).



2. On the FACTS login page, select “New Account: Create a username & password”. Follow steps to create a new username and password.
3. On your **Home** page, click on “Set Up a Payment Plan”. Complete steps to add student’s names, select billing date, payment plan option, etc.



4. Once you have finished, the payment plan will remain in a pending status until the finance office is able to add your student’s billing information. You will receive a notification from FACTS when this process is completed.