

## **Online Payment**

You may make a payment with a credit card through your Family Portal account.

From your computer or phone, log in to your family portal account through your web browser.

Go to factsmgt.com.

Click on Parent Log in.

Click on Facts Family Portal.

If you do not have a family portal account set up, you can set one up using the Family Portal Account Set-up instructions found on our website.

Enter the district code: cc-ky

Enter your username and password.

Click on the grey login button.

Click on the Family tab.

You will see the 4 categories of Café, Childcare, General, and School Items to the right in the Family Billing Tile.

Click on Pay Now.

It should prompt you to enter your credit card information.

If you are using a phone, you may need to turn your phone sideways to access payments.

You may load money onto your account to have it available for charges that become due.

Money can be loaded into the following categories:

General: Tuition, Material fees, Registration Fees, Library Fees, Late Fees, Field Trips Childcare: Morning Care, Extended Care, Break Care, Summer Camp, Snow Day Care Café: Lunch, No Lunch, Preschool Snacks, Beverages, Beverage Cards School Items: T-shirts