

HHCS FACTS ACCOUNT SET UP - NEW FAMILIES

To create your FACTS payment account, go to our website, www.hhcsmuncie.org.

- You can scroll to the bottom of the home page and click on the FACTS icon OR
- At the top of the website page click on the *For FAMILIES* tab (top middle) and then in the drop-down click ENROLLMENT. Click the words FACTS MANAGEMENT, then the button FACTS LOGIN / ACCT CREATION (right of 1st paragraph).
- **Create a Username and Password.**

YOU WILL NEED TO CHOOSE.

- ✓ **Billing Cycle** • 10-month (July-April) or 9-month (August-April).

Other options are a lump sum* or per semester (two payments).

*If you set up your account after August then you **MUST** choose 9-month.*

- ✓ **Billing Method** • ACH debit (through checking or savings account) or by invoice. If you want to pay in our office by cash or check, then choose INVOICE. Payments can also be made online.

***A lump sum payment** - This must be set up by the end of June and is due in July or August.

If you set it up in July or later for a lump sum payment, the system might not allow you to choose that option. Go ahead and select a 9-month payment plan. After you create your account, notify the office so we can change it to make the entire balance payable in August.

Please let the office know when you have your FACTS account created and we will add the financial information.

If you plan to apply for a **scholarship, do not use FACTS** or they will charge you a fee. You can contact Mrs. Anderson in the secondary office and she will give you instructions.

FACTS/Finances • Joyce Anderson, janderson@hhcsmuncie.org, 765-289-6371

FACTS parent helpline: 866-441-4637