



## **Instructions For Generating A Child Care Payment Report From Your FACTS Account**

- 1. Log in to your FACTS account ([online.factsmgmt.com](https://online.factsmgmt.com)).**
  - a. If you have forgotten your password, click on the "Forgot Password" option.**
  - b. If you don't remember the email address you used for your account, contact the school office.**
- 2. Click on "View Details" in the block with "Payment Plan and Billing".**
- 3. Click on the "View Payment Summary", in blue.**
- 4. Use the drop down to select the appropriate year or date range you need.**
- 5. A report will generate detailing all payments you have made in the selected date range or year, broken out by school year.**
  - a. The school address and tax id will print on the report.**
- 6. Select "Print" to print your report.**
- 7. If you have any questions regarding the report, please contact the school office.**