

## **FACTS Family Portal (Parents Web) Login Instructions**

If you will be paying monthly and have not signed up for the portal, you will need to sign up using the email invoice that you receive. (ex. On the back) Those who did not sign up for a payment plan through FACTS and paid in a lump sum with a check or cash will need to sign up for the portal using this method:

- 1) Please go to the website - [factsmgt.com](http://factsmgt.com)
- 2) Click on "Parent Log In" blue button at the top right, then choose "FACTS Family Portal" from the drop-down menu.
- 3) Click on [Create New Family Portal Account](#) at the bottom.
- 4) Type **DC-IL** in the "District Code: \*Required" field box.
- 5) Enter the email address that you have provided to the school. *(Parents in separate households should each have their own email and should both be able to create an account using the email provided to Discovery Christian School on the New Student Application. Parents of students who are in the same household only need one account and only one of the emails provided on the New Student Application will work for setting up the account. If one email does **not** work, try the other spouse's email to set up the account.)*

You will receive an email from FACTS Customer Support containing a link that will allow you to create your username and password. For security purposes the link will only remain active for six hours.

- 1) Please click on the link in the email
- 2) **Change/Create Password** screen will open.
- 3) You may use the default username provided or create a new username.
- 4) Then type your desired password into the Password field and Confirm Field.
- 5) Click on the **Save Username and/or Password** button.
- 6) Close the window.
- 7) Log into the **FACTS Family Portal** with address provided above using your newly created credentials.

**IMPORTANT NOTE:** To view your payment plan and billing balances and details, you **MUST** log into the FACTS Family Portal moving forward. You will not be able to use the link provided in the email any longer.

**If you need help, please call the FACTS HELP LINE at (866) 441-4637**