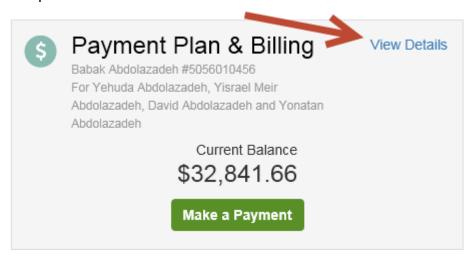# Follow these 5 Steps to print your tuition paid information:

Step 1: Sign into FACTS at https://online.factsmgt.com

Step 2: Click on View Details.

Step 3: Select the "Payments" tab.

Step 4: Select "View Printable Payment Summary".

(The following page may open in another window or tab)

Step 5: Select the year you need & then 'Print'.

If you have any questions, please call FACTS at 866-441-4637.