

CPCS FACTS Billing Setup Instructions

Effective with the 2020-21 school year, CPCS is moving billing and payment processing to FACTS.

With this new tool, parents will be able to:

- Pay securely ONLINE for both tuition and incidentals like field trips, CAMP fees, etc...
- Enter their desired payment method: ACH (free) or Debit/Credit card (2.85% fee)
- Choose their payment schedule: Annual, Semi-annual, Quarterly or Monthly
- Select their payment date as the 5th, 15th or 28th
- Update payment info at any time, including changing your method and/or moving your payment date to month end if needed
- Login at any time to see charges, credits and payments posted to your account

Parents must login to the [RenWeb Parent Portal](#) by **May 21** and set up their payment plan.

Below are very detailed instructions on how to do that.

Once the payment plan is created and saved, CPCS will enter tuition charges and credits currently on your account as well as upcoming credits like the Indiana Choice Voucher, Scrip, etc... Parents will be emailed a confirmation of the projected payment amounts and dates. Please note that not all credits (ie: Second Life) are known at the time this initial confirmation email is sent so billing amounts will change as credits are entered and due dates approach.

Rest assured that nothing will ever be charged to your account without prior email notification from FACTS. Auto-payment reminders are sent 4 days prior to each scheduled withdrawal and include a link to update your payment info if needed. Any changes must be received by FACTS at least 2 business days prior to the auto payment date in order to affect the upcoming payment.

For parents who had EFT / auto-debit set up with Paulette, that payment method ends in May, 2020. Please login and enter your bank information as instructed below to continue paying with your bank account.

Tuition assistance remains available for families in need. Please contact Paulette Schaap at pschaap@crownpointchristian.org if you need help.

For students with parents not in the same household that share financial responsibility, Paulette has mirrored your percentages in this new system so you will only be billed for your portion of tuition (ie: Mom pays 50% and Dad pays 50%). Both parents will need to set up a payment plan. If you need to make changes to your percentages / situation, contact Paulette asap.

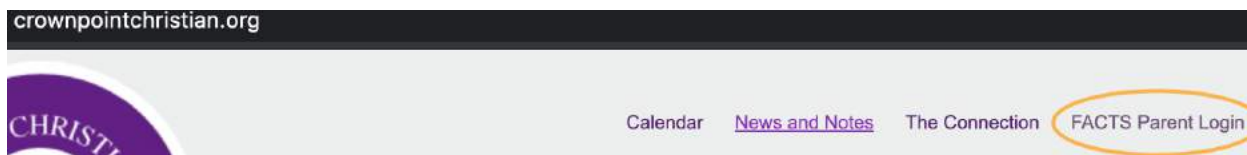
For login & setup Qs, contact Christy Ruffin, Systems Consultant: christyruffin@icloud.com.

For billing and payment Qs, contact Paulette Schaap at pschaap@crownpointchristian.org.

CPCS FACTS Billing Setup Instructions

Step 1: Log onto the FACTS / RenWeb Parent Portal

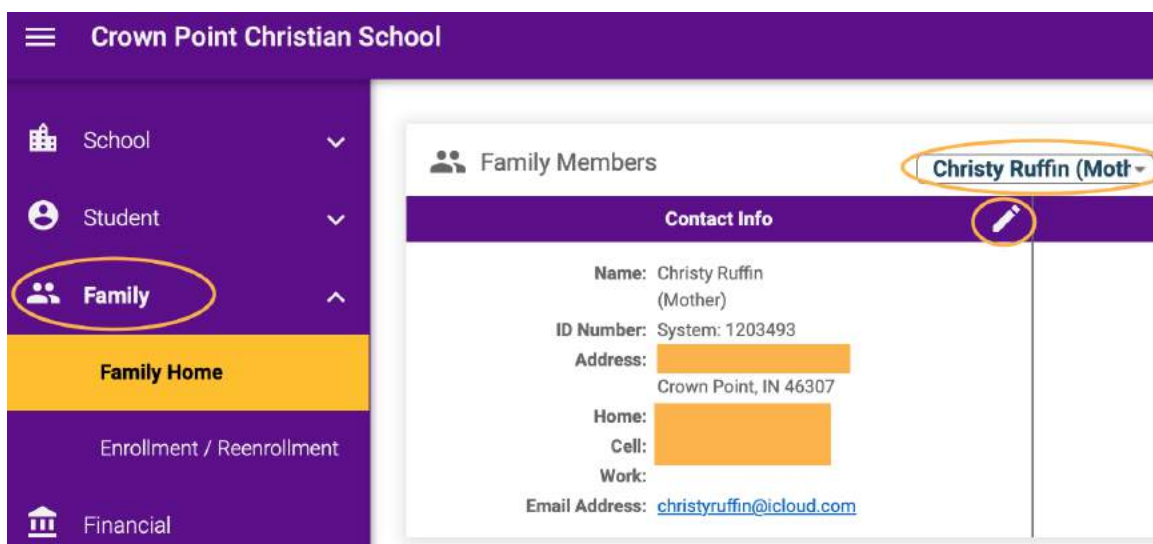
- From the school's website, click the [FACTS Parent Login](#) link at the top right



- Login with District Code: [CP-IN](#) and enter your user name and password
 - Use the [Forgot User Name/Password](#) link to reset this if you forgot it

Step 2: Verify your contact information, particularly your email for auto pay reminders.

- Click on the [Family](#) tab

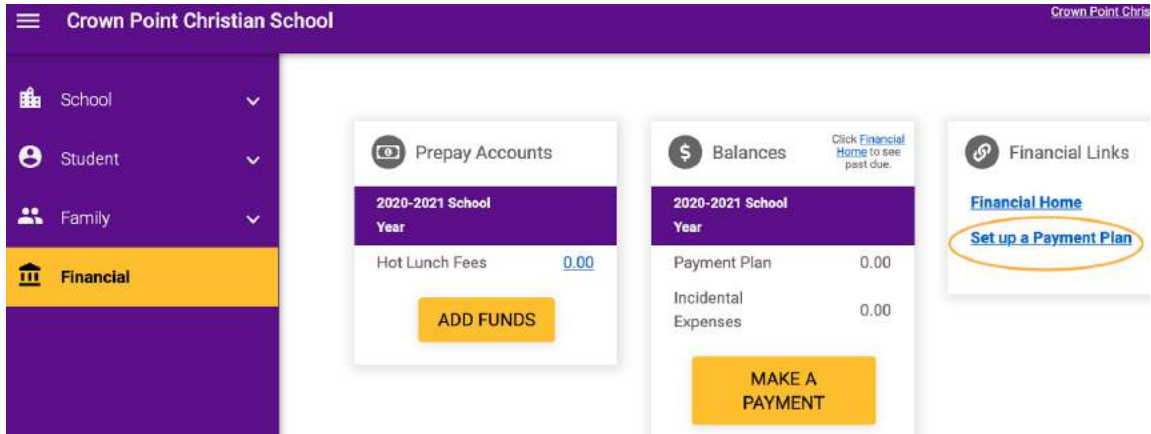


- Review the information under [Contact Info](#)
- Use the down arrow next to the name at the top to review your spouse's info as well since he/she will be given access to billing using their own FACTS login.
- If you need to make changes, click the pencil icon under the name.
- Choose the Custodial Parent Form next to the parent you wish to update
- Enter and save your changes which will automatically update FACTS.
- You can also add or edit Grandparent info here if you want grandparents to be informed of CPCS events and activities. This will not be used for fundraisers unless specific permissions has been granted.
- **Note re: emails:** The parent who signs up for the payment plan will receive the payment reminders to their email. That address will be displayed during the sign up process. The other parent can log in at any time to review the plan assuming they share Financial Responsibility. As a default, any two parents in the same household have been listed as "Financially Responsible." For families that have students in more than one household (ie: divorced situations), both parents who signed up for the plan will be emailed.

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Step 3: Log in to the Financial tool and create a PIN.

- Click on the [Financial](#) tab (bottom left)



- Under Financial links (top right), click the link labeled [Set Up a Payment Plan](#)
- This will take you to the FACTS Tuition system page shown below



Review Items

The following item(s) require your attention before proceeding.

Select Your Contact Preference

I certify that I am the subscriber to the provided cellular or other wireless number. To stay informed and receive the best service, I authorize FACTS and its representatives and agents to contact me regarding my account at any current and future numbers that I provide for my cellular telephone or other wireless device using automatic dialing systems, artificial or prerecorded messages, and/or SMS text messages. I understand that standard message and data rates may be charged by my service provider(s).

Yes, I agree to such contact related to my account.

Create A 4-Digit PIN To Continue

The 4-Digit PIN will be used to validate your identity when you make inquiries by telephone. Choose something you will easily remember.

*4-Digit PIN:

- Authorize your wireless number but understand that you will not receive text reminders about payments unless you specifically sign up for that. See Step 5 below.
- Enter a 4-digit PIN in case you need to call FACTS directly, then click **OK**.
- This will take you to the Welcome page. Click [Begin](#) to set up your plan.

Welcome

Thank you for choosing to set up a payment plan. Click the Begin button to get started.



CPCS FACTS Billing Setup Instructions

Step 4: Choose Your Payment Plan details

- On the screen that follows, choose [Set up a Payment Plan](#)

Crown Point Christian School

Home My Profile Financial Accounts Signed in as Christy

Hello Christy

Payment Plan & Billing View Details
Orestes Ruffin #5177757605
For Raquel Ruffin

2020-2021 SCHOOL YEAR

Set up a Payment Plan

Christy Ruffin

Two e-mail addresses on file

Register to receive text services on your mobile phone.

- Choose your frequency: Annual, Semi-Annual, Quarterly or Monthly then choose [NEXT](#).

Crown Point Christian School

2020-2021 School Year

Progress Tracker

Plan Options Payment Details Payment Schedule Review & Authorize

Payment Plan Options

Select a payment schedule Show: All Items Selected

Pay in Full
Please Note: To pay with a Debit Card, you must choose the Credit Card option. Both Credit and Debit Card payments will include the 2.85% service fee.

Select	Payment Method	Number of Payments	Beginning Month	Available Payment Days	Last Day to Enroll	Enrollment Fee
<input type="radio"/>	Automatic Payments from • Bank Account • Credit Card	1	July 2020	5th 15th 28th	23 Jun 2020 02 Jul 2020 16 Jul 2020	\$0.00

Semi-Annual
Please Note: To pay with a Debit Card, you must choose the Credit Card option. Both Credit and Debit Card payments will include the 2.85% service fee.

Select	Payment Method	Number of Payments	Payment Months	Available Payment Days	Last Day to Enroll	Enrollment Fee
<input checked="" type="radio"/>	Automatic Payments from • Bank Account • Credit Card	2	July 2020 January 2021	5th 15th 28th	23 Jun 2020 02 Jul 2020 16 Jul 2020	\$0.00

Note the [Payment Months](#) outlined for each option as well as the [Last Day to Enroll](#).

** If you choose monthly and you're setting up your plan AFTER May 21, 2020, your payments will be spread over 11 months instead of 12.

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Here are the proposed tuition rates in case you want to estimate your specific payments:

Pre-Kindergarten	Rate
2 full days (T/Th or M/Th)	\$2,947
3 full days (M/W/F or T/W/F)	\$4,090
Kindergarten	
4 full days (M,T,Th,F)	\$6,062
5 full days	\$6,568
Full time students Kindergarten - Grade 8	
One Student	\$ 6,568
Two Students	\$12,895
3 or More Students	\$18,980
Middle School Fee – additional \$300 per student in Grades 6 th – 8 th	
Spanish Immersion Fee – additional \$300 per student in Spanish Immersion	

- Use the down arrow to [Add a Bank Account](#) and/or [Credit Card](#). Note the fees you will be billed if you choose to pay with debit or credit. You can enter both a bank account and debit/credit card at this time but you will need to choose one as a default.



Payment Details

Please enter your primary financial account for payments

Pay using – Select –

- Select –
- Add Bank Account –
- Add Credit Card –

to pay using a bank account (checking or savings) or a credit card (Visa, Mastercard, American Express, Discover, Diners Club, JCB or UnionPay).

The following processing fees may apply:

- Credit Card - up to 2.85%
- Debit Card - up to 2.85%
- Checking or Savings account - no fee

The amount will be disclosed once you select your payment method.
Card transactions for Crown Point Christian School are processed by FACTS Management Company, USA.

- Enter your bank account (or credit card) info and [Save](#)

← Add Account

Bank Account

Required fields are marked with an *

Please enter your name exactly as it appears on your Bank Account.

Account Holder Name*

Bank Name*

Account Type* – Select –

Routing Number* ?

Account Number* ?

[Save](#) | [Cancel](#)

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- Using the dropdown menu, select your payment date as the 5th, 15th or 28th.

Progress Tracker



Payment Schedule

What day do you want the future scheduled payments to be on?*

15th
-- Select --
5th
15th
28th

Future Payment Schedule

Payment Date	Description
Monday, June 15, 2020	Payment
Wednesday, July 15, 2020	Payment

- Review your selections.
 - Make sure email correspondence boxes are checked, including **payment reminders**.
 - You can also authorize auto-pay for Incidental expenses like field trip & camp fees. Just make sure that option is checked OR uncheck if you prefer not to autopay those.

Review & Authorize

FACTS Returned Payment Fee Policy

The payment amount will be available once your institution finalizes your payment plan agreement.

Payment Method
Chase - [redacted] (Change)

I have read and accept the terms and conditions of this payment plan (Plan details and Terms & Conditions are listed below)

Back Done Cancel

Once submitted you will have the option to print this agreement from your account.

Contact Information

Name/Address: Christy Jean Ruffin
Crown Point, IN 46307
United States

Phone: [redacted]

E-mail: christyruffin@icloud.com

Use e-mail for correspondence (Invoices/Statements will be also sent via e-mail)

Please send me e-mail payment reminders

I certify that I am the subscriber to the provided cellular or other wireless number. To stay informed and receive the best service, I authorize FACTS and its representatives and agents to contact me regarding my account at any current and future numbers that I provide for my cellular telephone or other wireless device using automatic dialing systems, artificial or prerecorded messages, and/or SMS text messages. I understand that standard message and data rates may be charged by my service provider(s).

Yes, I agree to such contact related to my account

Payment Details

Change

Future Payments Scheduled: chase - [redacted]

Yes, please enroll me in auto pay for incidental expenses

Incidental expenses may be billed separately. If enrolled in auto pay, these payments will be automatically processed from the account above.

CPCS FACTS Billing Setup Instructions

- The next page will show you your payment details and schedule with an option to [Change](#) any details you desire.
- You can print off all terms and conditions but know that these will always be available to you in your Parent Portal.
- Once you're finished, you should be returned to your [Home](#) page where you will see that your payment plan is now in [Pending](#) status:

The screenshot shows the 'Payment Plan & Billing' section of the Parent Portal. The current balance is 'Pending'. A table shows the 2020-2021 school year with a pending payment plan for \$0.00. A blue box contains a 'Pending' notice. On the right, a user profile for Christy Ruffin is shown with options to register for text services and view Chase account details.

Navigation: Home | My Profile | Financial Accounts | Signed in as Christy

Hello Christy

Payment Plan & Billing

Orestes Ruffin # [REDACTED]
For Raquel Ruffin

View Details

Current Balance
Pending

2020-2021 SCHOOL YEAR	AMOUNT DUE
Payment Plan (114 828 582) Actions ▼	Pending

Pending - This agreement is waiting to be finalized by the institution. After this agreement is finalized, a confirmation notice will be sent from us listing the amount owed and the payment schedule.

Incidental Expenses **Actions** ▼ **\$0.00**

Christy Ruffin

- Two e-mail addresses on file
- Register to receive text services on your mobile phone.**
- Chase - [REDACTED]

As a reminder, **tuition amounts will be entered after your plan is finalized and any available credits on your account are applied.**

You will receive a confirmation email once your plan is finalized which will include tuition amounts and a schedule of payments for the year. Again, these amounts will NOT reflect all upcoming credits (like Second Life or Scrip) but know that your billed amounts will be updated as these credits are received. You will receive an email notification of any upcoming auto-payments 4 days prior to the auto payment date.

You may return to this screen and make changes or review your financial info at any time through the FACTS Parent Portal.

To receive text notifications instead of email, proceed to Step 5.

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Step 5: OPTIONAL: Register for text services if desired

- From your home page, click the link to the right to [Register to receive text services on your mobile phone](#)
- Verify your email communication preferences on the page that appears

Text Services

Did You Know?

You can [sign up for text services](#) to receive payment reminders. You can also send texts to inquire about your balance and make a payment.

Text Inquiry: Get your balance and make a payment anywhere and anytime. All you have to do is text **BAL**.

Payment Reminders: We will send you payment reminders before your next payment is due.

Text Services is powered by FACTS.

Terms & Conditions

Notifications

Payment Reminders E-mail

Other Notifications E-mail Postal

Cancel

Save

- Click the blue text that says [sign up for text services](#) and enter your information

[← Back to Home](#)

Register For Text Services

Mobile Number

Text Services

- **Text Inquiry:** Get your balance and make a payment anywhere and anytime. All you have to do is text **BAL** to **68557**.
- **Payment Reminders:** We will send you payment reminders before your next payment is due.

You may cancel Text Services at any time by texting **STOP** to **68557**. You will receive a final SMS text message to confirm that we received your request.

By clicking register you:

- Confirm that you are the account holder for the mobile phone number entered or that you have the account holder's permission to use this service.
- Acknowledge that you agree to the [Terms & Conditions](#) and to the [Privacy & Security](#) statement.
- Acknowledge that message and data rates may apply.
- Acknowledge that the number and frequency of the recurring alerts depends on your account setting and the activity on your account.

Cancel

Register