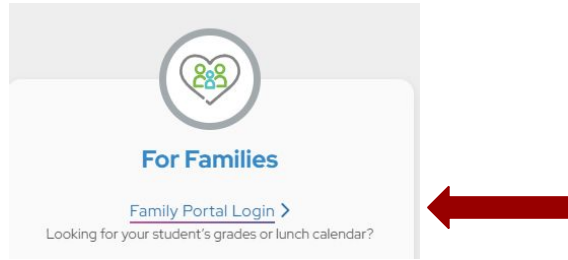


How to add funds to your “prepay” cafeteria account:

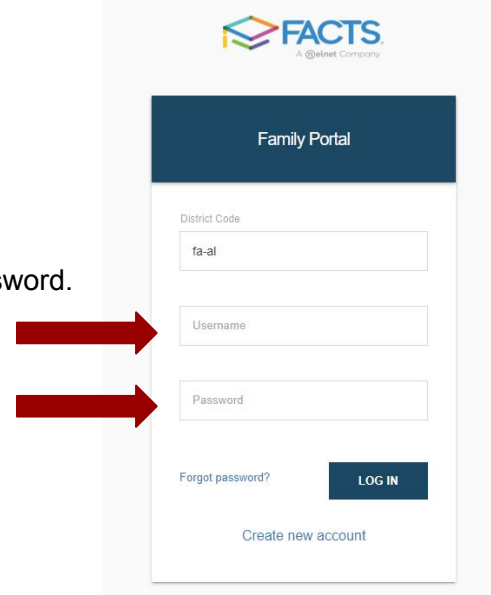
1. In your Internet browser, navigate to <https://factsmgt.com> and click “Login Here” (top right of your screen).



2. Below “For Families”, select “Family Portal Login”.



3. Type your school’s district code: **FA-AL**, your username, and password.



4. Click the “Financial Tab” on the left.

5. Click Add Funds in the Prepay Accounts

The screenshot displays the Faith Academy 2024-2025 financial portal. The interface features a dark red header with the school name and year on the right. A vertical navigation menu on the left includes icons and labels for School, Student, Family, Apply / Enroll, and Financial. The Financial tab is highlighted with a white arrow. The main content area is divided into three sections: Notifications, Prepay Accounts, and Balances. The Prepay Accounts section shows a table with two rows of 'Cafeteria - Prepay' entries and an 'ADD FUNDS' button, which is pointed to by a red arrow. The Balances section shows a table with 'Payment Plan' and 'Incidental Expenses' entries and a 'MAKE A PAYMENT' button. The Financial Links section contains links for 'Financial Home' and 'Set up a Payment Plan'.

FA-AL

Faith Academy
2024-2025

School

School Home

Calendar

Student

Family

Apply / Enroll

Financial

Notifications

Negative balance on one of your accounts (See below)

Prepay Accounts

2024-2025 School Year

Cafeteria - Prepay
Cafeteria - Prepay

ADD FUNDS

Balances

Click [Financial Home](#) to see past due.

2024-2025 School Year

Payment Plan
Incidental Expenses

MAKE A PAYMENT

Financial Links

[Financial Home](#)

[Set up a Payment Plan](#)

5. Add funds

Enter the Payment Amount for each student listed.

Click Next-Payment Method.

Add Funds

Customer Name and Number

1 Select A Payment 2 Payment Method 3 Receipt

Select Term

Term

2024-2025 School Year

ACCOUNT	NAME	CURRENT BALANCE	PAYMENT AMOUNT	NEW BALANCE
Cafeteria - Prepay	Student Name	\$0.00	\$ Enter Amount	
Cafeteria - Prepay	Student Name	\$0.00	\$ Enter Amount	

PAYMENT AMOUNT \$0.00

Cancel Next - Payment Method

6. Payment Method:

Use the current payment method or

Add a New Account



Add Funds

1 Select A Payment 2 Payment Method 3 Receipt

Payment Method

Checking ending in
or [Add a New Account](#)

Payment Method Disclosure

The following processing fees apply:

- Credit Card - up to 2.95%
- Debit Card - up to 2.95%
- Checking or Savings Account - no fee

Card transactions for Faith Academy are processed by FACTS Management Company, USA.

Total Amount

Institution Amount	\$25.00
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Total **\$25.00**

A transaction receipt will be sent to: [Add another e-mail address](#)

Authorization

By clicking the Pay Now button, you authorize FACTS on behalf of Faith Academy to process this payment from the financial account identified above.

This is an immediate payment and cannot be canceled.

[Cancel](#) [Pay \\$25.00 Now](#)

7. Payment Receipt

 Print



Thank You

Your payment for \$25.00 has been authorized and submitted.

A transaction receipt was sent via e-mail.

[Proceed to Home](#)

Summary

Institution	Sample School
Customer	Test Payer
Customer Number	1002364709
Payment Date	30 Aug 2018
Account Holder Name	Test Payer
Account	Test Bank - 6789
Institution Payment Amount	\$25.00

This is an immediate one-time payment and cannot be canceled. If you have any questions, contact FACTS at (866)441-4637.

Authorization ▼