



Instructions for Generating a Child Care Payment Report from your FACTS Account

1. Log in to your FACTS account (online.factsmgt.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.