



How to Set Up Your FACTS Account

How To Get Started:

Go to St. Bernard's Elementary School website -
www.stbernardselementaryschool.org

- ✓ On the Home Page, click on **Enrollment** – the fourth tab
- ✓ Click on **Tuition**. Please read **Tuition** and the **FACTS Plan**.
- ✓ Click on the **FACTS icon** – this will link you to the STB page on the FACTS website
- ✓ Scroll down and look in the lower right hand corner for:

New Account

New user? Create an online account.

Create a username and password.

Step 1: Click on this tab to create your username and password.

Step 2: Click on **Set Up Payment Plan**.

Step 3: Select the school year in which this tuition account will be active

Step 4: Complete the remaining steps as directed