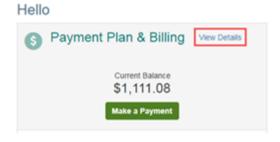**Step 1:** Sign in at https://online.factsmgt.com

Step 2: Select 'View Details'

Step 3: Select 'View Payment Summary'

Page will open in another window or tab.

Step 4: Select a year & then select 'Print'.

If you have any questions, please contact a FACTS Customer Care Representative at 866-441-4637.