

Setting up a FACTS Payment Plan

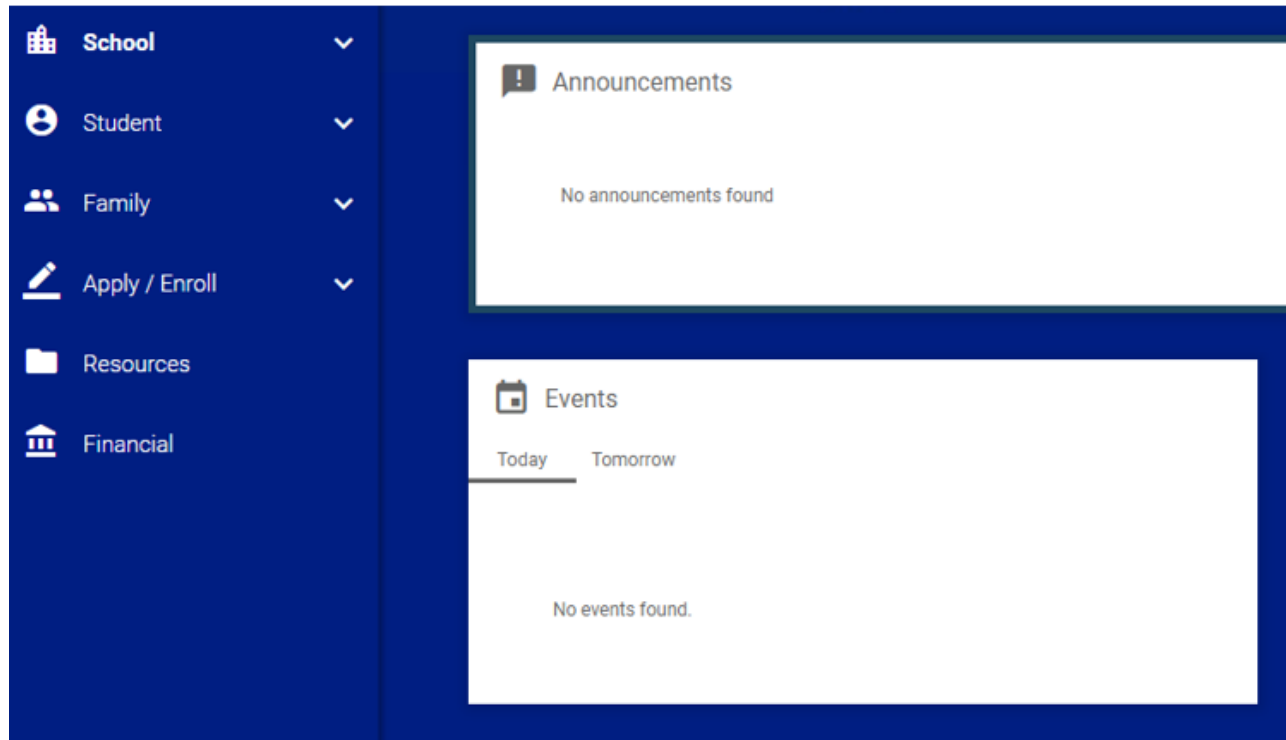


Items needed during this process:

- Financial Account information

1 Sign in to ParentsWeb. <https://gmhs-ca.client.renweb.com/pw/>

2 Click on the Financial or FACTS Tab on the left side menu.



3 In the Financial or FACTS Links box, select Set up a Payment Plan.

4 Click Begin to set up your payment plan.

5 **Plan Options:** Select a payment plan and click Next.

6 **Payment Details:** Enter your financial account information.

7 **Payment Schedule:** Select your payment date and review your schedule.

8 **Review & Authorize:** You can select the “Change” links to the right to go back and edit the entries. Check the box to agree to the Terms & Conditions and click Done.

You may contact a FACTS representative at (866) 441-4637 with questions.