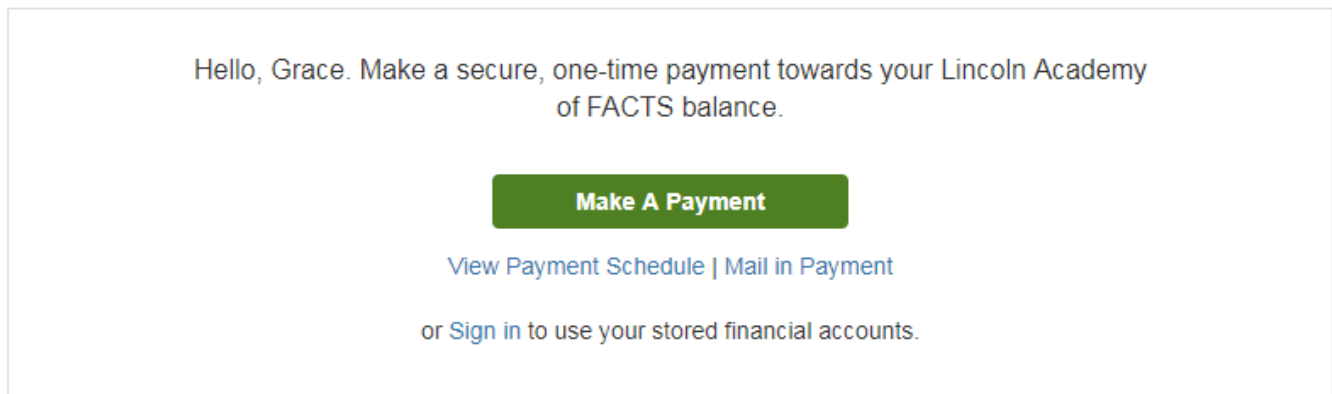# Making an Online Payment

Navigation

Customers can access the payment screen 2 ways:

1. A link in an email (such as an incidental invoice) from FACTS
2. From their user account

Email Link

When following a link, the customer can make a payment **without signing in.** However, if they want to use stored financial account information, they will need to sign in.

- Click **Make A Payment** to proceed without signing in.
- Click **Sign In** to use stored financial account information.

Hello, Grace. Make a secure, one-time payment towards your Lincoln Academy of FACTS balance.

Make A Payment

View Payment Schedule | Mail in Payment

or Sign in to use your stored financial accounts.

User Account

When signed in to a user account, the user will be able to click **Make A Payment** to proceed.

Payment Plan & Billing

$ Heather Pierce #1002358602
For Sarah Smith and Tim Smith

View Details

Current Balance

$13,819.00

Make a Payment

SCHOOL YEAR	AMOUNT DUE
Payment Plan (101 132 617) Actions ▾	$13,509.00
Incidental Expenses Actions ▾	$310.00

Step 1: Select a payment

Payments Due within 30 Days

- Any incidental payments due within the next 30 days will be listed and can be selected for payment.

Other Payment Options

- Check the box to pay the balance in full.
- Check **Other Amount** to see the schedule of upcoming incidental invoices.
  - This will also display upcoming scheduled automatic payments.
  - Check box(es) to the left of the payment(s) will be open for selection and a Payment Amount column is displayed.
  - Up to 5 scheduled payments/invoices will be displayed – to view more, click **Show All Payments**
  - Incidental invoices are always able to be paid in full - some incidentals may also allow for partial payments, depending on the parameters defined at the time of invoice generation.

> **Note**
> If there are payments already in process, a notice will be displayed upon launching Make a Payment and an alert bar is shown at the top of the page.

Click **Next.**

Make A Payment

Heather Pierce #1002358602

1 Select A Payment　　**2** Payment Method　　**3** Receipt

◀ Back to Home

Select a Term to Pay

Want to designate another payer?

[School Year - $13,819.00 ▾]

Ⓢ Automatic payment

Payments Due Within 30 Days

○ 04 Sep ▨ - Payment Plans (101 132 617) - $1,501.00 Ⓢ

○ 14 Sep ▨ - Incidental Expenses - $310.00 Ⓢ

Other Payment Options

○ Full Term Balance of $13,819.00

◉ Other Amount

Upcoming Payments

	DUE DATE	AMOUNT DUE	PAYMENT AMOUNT
☐	04 Sep ▨ - Payment Plans (101 132 617) Ⓢ	$1,501.00	$ Enter Amount
☐	14 Sep ▨ - Incidental Expenses Ⓢ	$310.00	$ Enter Amount
☐	01 Oct ▨ - Payment Plans (101 132 617) Ⓢ	$1,501.00	$ Enter Amount
☐	01 Nov ▨ - Payment Plans (101 132 617) Ⓢ	$1,501.00	$ Enter Amount
☐	03 Dec ▨ - Payment Plans (101 132 617) Ⓢ	$1,501.00	$ Enter Amount

Show All Payments

PAYMENT AMOUNT **$0.00**

Cancel　　**Next - Payment Method**

Step 2: Payment method

- **Select your Payment Method:**
  - If signed in, choose from a stored account on file or enter a new account.
    The new account can be entered for a one-time use or saved to the customer record.
  - If not signed in, enter a new account.

- **Total Amount:** The amount being paid today is displayed
- **Authorization:** By clicking **Pay $ Now**, the customer is accepting the terms listed.

If the customer has a valid email address on file, a payment confirmation is sent to that address. The customer can elect to have the same notice sent to up to 2 additional email addresses by clicking **Add**.

Step 3: Confirmation

This page is a printable confirmation of the payment that was submitted.

Click **Proceed to Home** to leave the payment screen.

✅ **Thank You**

Your payment for $500.00 has been authorized and submitted.

A transaction receipt was sent to ▓▓▓▓▓▓▓▓▓▓▓

Proceed to Home

Summary

Institution	Training
Customer	Janie and Roger Gilfillan
Customer Number	1000991966
Payment Date	15 Aug 2018
Account Holder Name	Janie Gilfillian
Account	Wells Fargo - 6789
Institution Payment Amount	$500.00

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

Authorization ❯