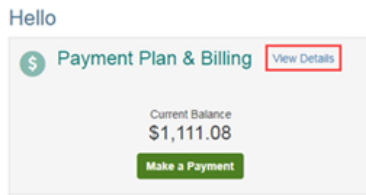


**Step 1:** Sign into FamilyPortal and click on FACTS/Financial section. Under FACTS Links, select FACTS Home.

**Step 2:** Select 'View Details'

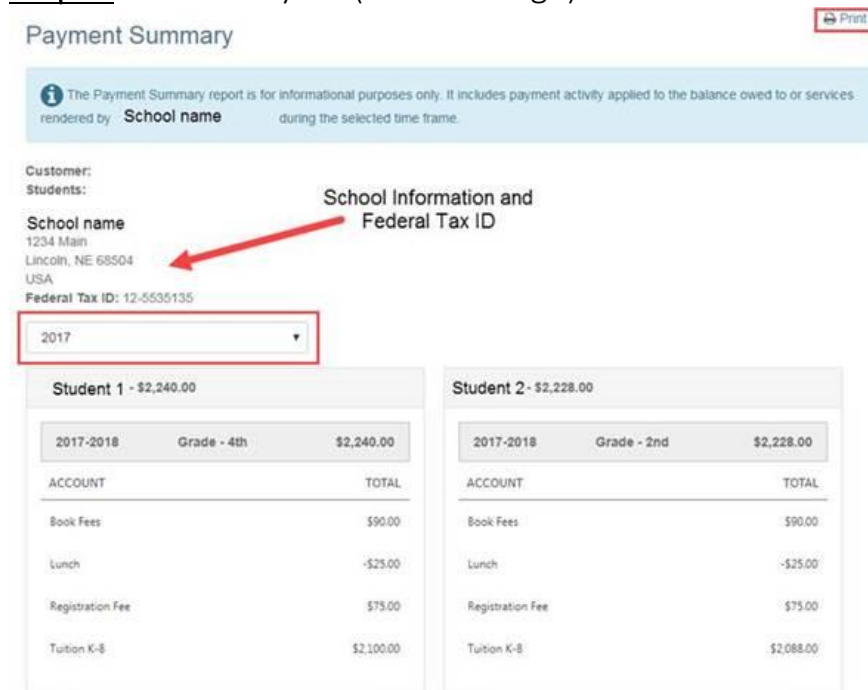


**Step 3:** Select 'View Payment Summary'



*\*\*Page will open in another window or tab.\*\**

**Step 4:** Select the year (or date range) & then 'Print'.



**NOTE:** This report will show the total paid for **each of the accounts** (i.e. Tuition, Extended Day Care, Technology, Book fees, etc.). The parents can select a year or a date range for this summary. This will also include the Schools Federal Tax ID and address.

If you have any questions, please call FACTS at 866-441-4637.