

User account

When signed in to a user account, the user will be able to click **Add Funds** to proceed.



Prepay Accounts

Hershey Krackel #1001530111

Tru Arthur Krackel/Jen Krackel

[View Details](#)

Add Funds

SCHOOL YEAR	BALANCE
Lunch - Jen Krackel Negative Balance	-\$25.00
Lunch - Arthur Krackel	\$25.00

Add funds

Step 1 – Select a Payment

- All accounts available are listed.
- Accounts can be listed by student or customer name, depending on institution preference.
- Enter the **Payment Amount** for each account.
- Click **Next-Payment Method**.

Add Funds

10/10/2024 10:00 AM

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

Select Term

Term

School Year ▼

ACCOUNT	NAME	CURRENT BALANCE	PAYMENT AMOUNT	NEW BALANCE
Lunch	Student Test	\$15.00	\$ 25.00	\$40.00
	Low Balance			

PAYMENT AMOUNT \$25.00

Cancel

Next - Payment Method



Note

If this is the first deposit for an account and the institution has set a minimum first prepay amount, a warning will appear when the customer enters an amount less than the minimum.

ACCOUNT	NAME	CURRENT BALANCE	PAYMENT AMOUNT	NEW BALANCE
Before School Care	Student Test	\$0.00	\$ 10.00	
			Amount must be at least \$50.00	
Lunch	Student Test	\$40.00	\$ Enter Amount	

Step 2 – Payment Method

- If signed in, choose from a stored account on file or enter a new account.
- If not signed in, enter a new account.
- The **Total Amount** is displayed.
- A Payment Confirmation is sent to the email address on file. The customer can add additional email addresses.
- Click **Pay \$ Now**.

Add Funds Payment Method

1 Select A Payment 2 Payment Method 3 Receipt

Payment Method

- Test Bank ending in 6759
- [or Add a New Account](#)

Payment Method Disclosure

The following processing fees apply:

- Credit Card - up to 3%
- Debit Card - up to 2%
- Checking or Savings Account - no fee

Card transactions for Sample School are processed by FACTS Management Company USA.

FACTS Returned Payment Fee Policy

Total Amount

Institution Amount \$25.00

Total **\$25.00**

A transaction receipt will be sent to [Add](#)

Authorization

By clicking the Pay Now button, you authorize FACTS to process this payment from the financial account identified above.

This is an immediate payment and cannot be canceled.

[Cancel](#)

Pay \$25.00 Now

Step 3 – Receipt

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 \$25.00 has been authorized and submitted.

A transaction receipt was sent via e-mail

Proceed to Home

Summary

Institution	Sample School
Customer	Test Payer
Customer Number	1002364709
Payment Date	30 Aug 2018
Account Holder Name	Test Payer
Account	Test Bank - 6789
Institution Payment Amount	\$25.00

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

Authorization

See the screen in motion

This screen recording quickly shows how a user adds funds to Prepay Accounts. This screen capture does not include a voice recording.

Media, iframe, embed and object tags are not supported inside of a PDF.