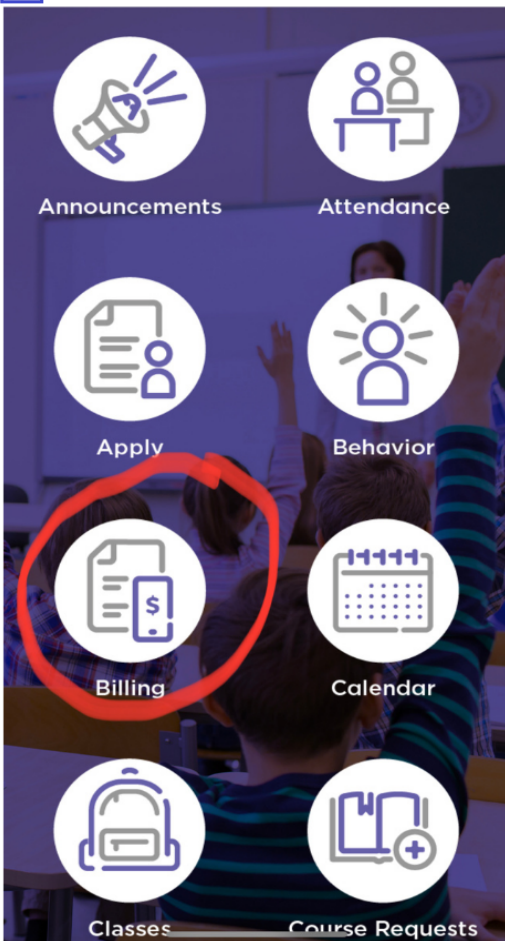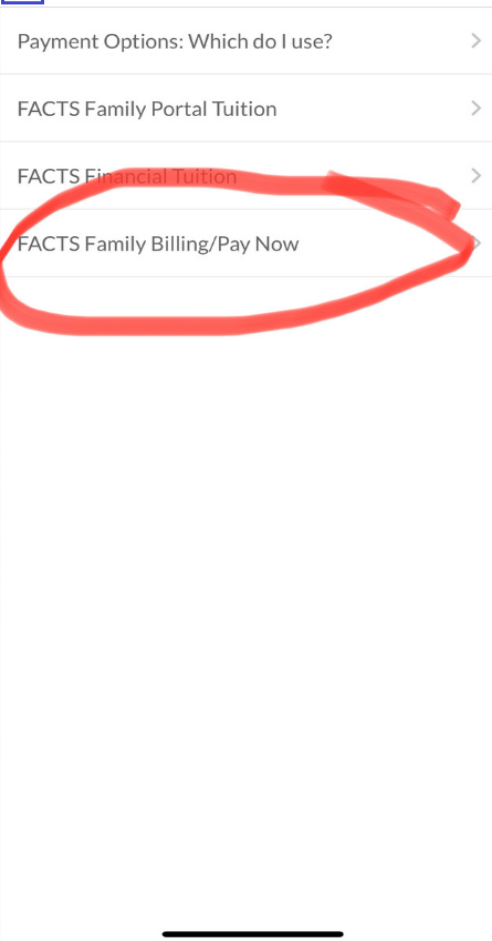# Cafeteria Prepay Instructions - FACTS/RenWeb

On the next page is a series of screenshots from the FACT Family App showing the process for adding funds to your cafeteria account. The process will be roughly the same in the web-based Family Portal if you don't have the app.
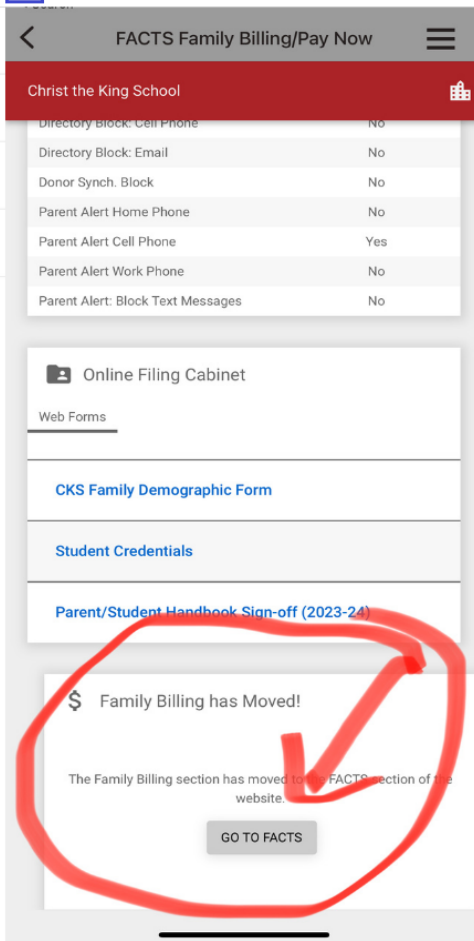
1

Announcements | Attendance
Apply | Behavior
Billing | Calendar
Classes | Course Requests

2

Payment Options: Which do I use?

FACTS Family Portal Tuition

FACTS Financial Tuition

FACTS Family Billing/Pay Now

3

< FACTS Family Billing/Pay Now ≡

Christt the King School

Directory Block: Cell Phone	No
Directory Block: Email	No
Donor Synch. Block	No
Parent Alert Home Phone	No
Parent Alert Cell Phone	Yes
Parent Alert Work Phone	No
Parent Alert: Block Text Messages	No

Online Filing Cabinet

Web Forms

CKS Family Demographic Form

Student Credentials

Parent/Student Handbook Sign-off (2023-24)

$ Family Billing has Moved!

The Family Billing section has moved to the FACTS section of the website.

GO TO FACTS

4

Christ the King School

Prepay Accounts

2023-2024 School Year

Cafeteria   0.00

ADD FUNDS

$ Balances   Click **Financial Home** to see past due.

2023-2024 School Year

Payment Plan	0.00
Incidental Expenses	0.00

MAKE A PAYMENT

2022-2023 School Year

Payment Plan	0.00
Incidental Expenses	0.00

MAKE A PAYMENT

Financial Links

Financial Home

5

< FACTS Family Billing/Pay Now ≡

≡   Christ the King School   ⬅

Add Funds

①————②————③

Select Term

Term

2023-2024 School Year   ⬍

ACCOUNT	PAYMENT AMOUNT
Cafeteria	$ 20.00

⚠ Low Balance
Current Balance: $0.00
New Balance: $20.00

PAYMENT AMOUNT **$20.00**

Cancel   Next - Payment Method

6

8:02

< FACTS Family Billing/Pay Now ≡

≡   Christ the King School   ⬅

Add Funds

①————②————③

Payment Method
◉ Bank Account
◯ Credit / Debit Card

Bank Account Details
*Account Holder Name

*Bank Name

*Account Type   ◯ Checking   ◯ Savings

*Routing Number ❓

*Account Number ❓