

Adding Funds to your Child's Lunch Account via Family Portal

As Covenant continues to offer valuable services to our families, remember we offer parents the option of ordering their child's lunch online, as well as adding funds to their lunch accounts.

Simple steps to adding funds to your child's account

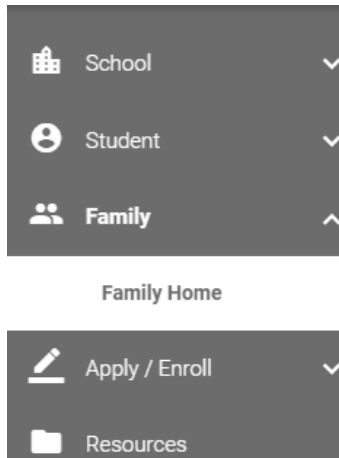
1. Log into FACTS Family Portal

Visit www.factsmgt.com and click **Family Log In**, then choose **FACTS Family Portal**



NOTE: remember our district code is nca-tx

2. From Left Choose **Family**, then **Family Home**



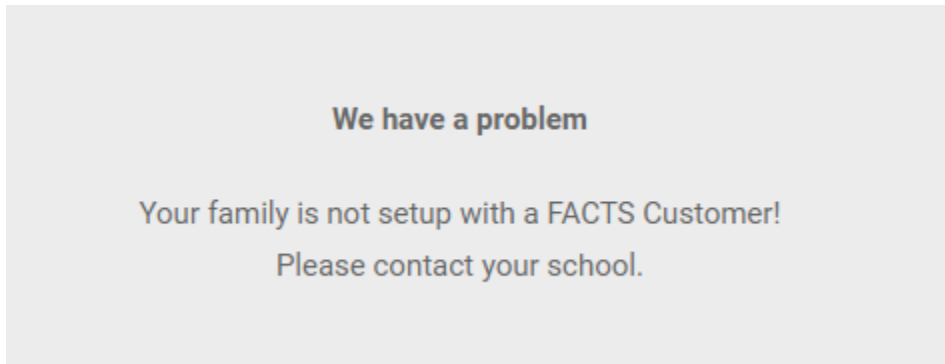
3. Click on **Go To FACTS** to access the NEW financial area for paying lunch & incidentals

💰 Family Billing has Moved!

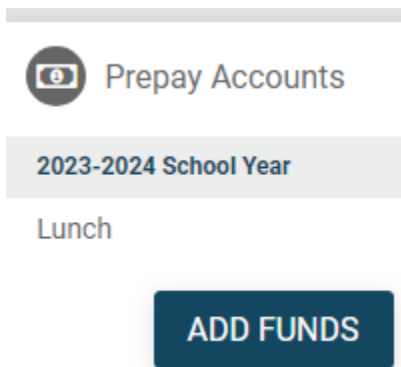
The Family Billing section has moved to the FACTS section of the website.

[GO TO FACTS](#)

If you get the following screen then contact the business office to setup your FACTS billing account

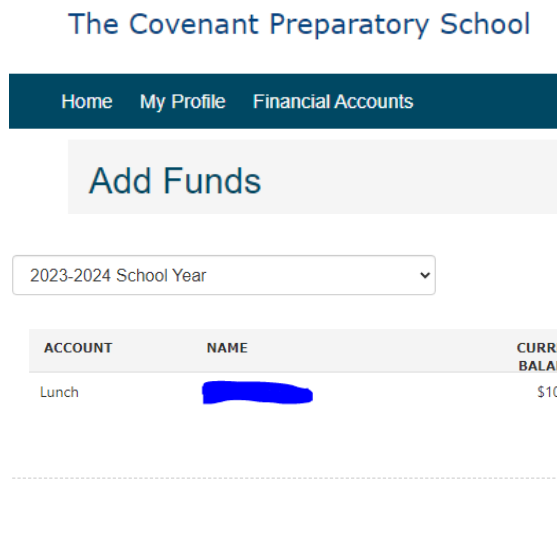


4. Press **ADD FUNDS** button to add money to your lunch account and you will be taken the NEW financial area for paying lunch & incidentals



5. You will then be taken to a new area of the website

online.factsmgmt.com/payments-core/inst/455K8/customer/5271



ACCOUNT	NAME	CURRENT BALANCE	PAYMENT AMOUNT	NEW BALANCE
Lunch	[REDACTED]	\$100.00	\$ Enter Amount	

PAYMENT AMOUNT \$0.00

6. Enter your desired payment amount and press the button at the bottom **Next Payment Method**

CURRENT BALANCE	PAYMENT AMOUNT
\$100.00	\$ 50.00

PAYMENT AMOUNT \$50.00

Next - Payment Method

7. Enter card information or authorize the system to use the payment method held on file. Note that processing fees will apply as follows (as of 08/01/23 and are subject to change)

Payment Method Disclosure

The following processing fees apply:

- Credit Card - up to 2.95%
- Debit Card - up to 2.95%
- Checking or Savings Account - no fee

Card transactions for The Covenant Preparatory School are processed by FACTS Management Company, USA.

Total Amount

Institution Amount \$50.00

Total \$50.00

8. Press the **Pay NOW** button to pay

Authorization

By clicking the Pay Now button, you authorize FACTS on behalf of The Covenant Preparatory School to process this payment from the financial account identified above.

This is an immediate payment and cannot be canceled.

Cancel **Pay \$50.00 now**